Addendum #1 To
Request for Proposal
RFP Catering Services Early Childhood Centers 2021 dated August 4, 2021

Minutes of the Pre-bid Conference

This Addendum must be acknowledged on Schedule D

The pre-bid conference for the Catering Services Early Childhood Centers 2021 was held on August 11, 2021 at 2:00 pm. Robert Kuhn, Sr. Buyer, reviewed the administrative requirements of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. Rosemary Foster of the Merrill Palmer Skillman Institute and Sara Schrag and Catherine Raymond of the College of Education discussed the expectations and scope of work.

Numerous simple questions and answers were addressed at the pre-bid meeting. Some of the issues were as follows:

1. This RFP included an Optional pre-bid meeting. In cases where the pre-bid meeting is mandatory, only those vendors that attended the will be allowed to participate in this RFP Opportunity.
2. The Deadline for project related questions is August 13, 2021, 12:00 noon.
3. Bids are due by electronic submission on no later than 2:00 p.m., August 18, 2021. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning August 4, 2021.
4. The contract(s) will be for a three-year period ending on September 30, 2024. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through September 30, 2026. VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C.
5. For this project, a Certificate of Liability Insurance is Required.
6. Any responses, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act, regardless of notations in the VENDOR’s Proposal to the contrary.
7. Parking on WSU campus lots and structures are $8.50/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
8. Smoke and Tobacco Free Policies: On August 18, 2015, Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. Contractors are responsible to ensure that all employees and all subcontractors’ employees are in compliance anytime they are on WSU’s main, medical, or extension center campuses. The complete policy can be found at http://wayne.edu/smoke-free/policy/.
9. IMPORTANT - Minutes for the Prebid Meeting are distributed and published on the website as an Addendum. Vendors are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Schedule D.

Other:

1. Timing of deliveries is very important to the Childcare Centers. Lunch is at 11:45 am and should be delivered early to allow for the delivery and eventual dispersion by the teachers/center staff for consumption.
2. Temperature of food should be ensured via “cambrose” – hot boxes so the food items will be warm through service and consumption.
3. The Childcare Centers and their Project Managers will provide Vendor with Food Requirements and any special needs. Vendors, in turn, will provide delivery tickets indicating the number of meals delivered and other pertinent information after each delivery. Delivery tickets are to go to the Centers’ project manager.
4. Add Vegan to the menu. The University has a few Vegan preferences.
5. Does the University have equipment for meals outside of the normal menu? Yes, the Centers have microwaves and freezers.
6. How does the University accommodate children that don’t like their food? The University staff, including teachers are equipped with strategies for working with children that don’t like their food.
7. Schedule F and Schedule G to be posted to the website.
8. Does the University have any special Covid – 19 procedures? Yes, food will be accepted in bulk/family style with the teachers serving out individual portions to children.

9. Describe the utensils and hardware required? The University is seeking Styrofoam divided trays with spork, straw, paper towel in plastic wrap. The Styrofoam is a deviation from last year to accommodate the current environment.

10. What areas would the University like to see improvements in? The University is seeking flexibility in menus and hopes to receive them ahead of time to give parents enough time to screen them for the appropriateness for their children.

11. How does the University desire to handle fresh fruit? For am/pm snacks, the staff can provide some prep work like slicing apples. Little time or staff would be available for lunchtime prep as they would already be involved in receiving and serving individual meals to the children.

12. How does the University desire to receive condiments, individual packets or squeeze bottles? As the teaching staff will be more involved in the serving of individual meals, vendors are to give their recommendation for packets or squeeze bottles and include in the price (Cost Schedule C).

13. Cost Schedule C should be submitted in Microsoft Excel Format so the University can work with it. Please don’t forget to provide Cost Schedules D (Vendor Questionnaire) and Schedule E (Detailed Questionnaire).

All questions concerning this project must be emailed to: Robert Kuhn, Procurement & Strategic Sourcing at 313-577-3712 Email: ac6243@wayne.edu (copy to Robin Watkins, Email: ag5343@wayne.edu) by 12:00 p.m., August 13, 2021.

Do not contact the Merrill Palmer Skillman Institute, the College of Education or other University Units, directly as this may result in disqualification of your proposal.

Thank you

Robert Kuhn,
Sr. Buyer, Purchasing
313-577-3712

Cc: Robin Watkins, Rose Foster, Sarah Schrag, Catherine Raymond

Attachments: