



ADDENDUM NO. 1

The Proposal due date of
Wednesday April 23, 2025
will change as a result of this Addendum.

CLARIFICATIONS/QUESTIONS:

RFP DEADLINE UPDATE: **Extended** Friday May 2, 2025 3:00 PM

1. How many students are currently enrolled on campus?
 - a. On-Campus enrollment is 1,143 for Spring term

2. Class Offerings and Timing Overview
 - a. The following summary tables provide a snapshot of course start times and the number of classes in session throughout the day. We've separated the data between the 700 Building (where the kiosk is located) and the Main Campus (home to the café).

Fall Schedule

Please note: class schedules may vary slightly and are subject to change

	Monday	Tuesday	Wednesday	Thursday	Friday
700 Building (Kiosk)	119	119	119	119	119
0700	10	10	10	10	10
0800	10	10	10	10	10
0830	2	2	2	2	2
0900	27	27	27	27	27
0930	1	1	1	1	1
1000	13	13	13	13	13
1100	19	19	19	19	19
1200	7	7	7	7	7
1300	15	15	15	15	15
1400	8	8	8	8	8
1430	2	2	2	2	2
1500	5	5	5	5	5
Main Campus (Café Location)	310	310	310	310	310
0700	70	70	70	70	70
0730	2	2	2	2	2
0800	42	42	42	42	42
0830	8	8	8	8	8
0900	12	12	12	12	12
0930	1	1	1	1	1
1000	25	25	25	25	25
1030	6	6	6	6	6
1100	12	12	12	12	12
1130	6	6	6	6	6
1200	32	32	32	32	32
1230	21	21	21	21	21
1300	42	42	42	42	42
1330	2	2	2	2	2
1400	12	12	12	12	12
1430	1	1	1	1	1
1500	1	1	1	1	1
1530	10	10	10	10	10
1600	4	4	4	4	4
1800	1	1	1	1	1

Spring Schedule

Please note: class schedules may vary slightly and are subject to change

	Monday	Tuesday	Wednesday	Thursday	Friday
700 Building (Kiosk)	116	116	116	116	116
0700	12	12	12	12	12
0800	11	11	11	11	11
0830	4	4	4	4	4
0900	12	12	12	12	12
1000	12	12	12	12	12
1100	19	19	19	19	19
1130	5	5	5	5	5
1200	7	7	7	7	7
1300	17	17	17	17	17
1330	6	6	6	6	6
1400	7	7	7	7	7
1430	4	4	4	4	4
Main Campus (Café Location)	296	296	296	296	296
0700	46	46	46	46	46
0730	3	3	3	3	3
0800	44	44	44	44	44
0830	6	6	6	6	6
0900	16	16	16	16	16
0930	5	5	5	5	5
1000	18	18	18	18	18
1030	7	7	7	7	7
1100	10	10	10	10	10
1130	9	9	9	9	9
1200	46	46	46	46	46
1230	2	2	2	2	2
1300	41	41	41	41	41
1330	7	7	7	7	7
1400	8	8	8	8	8
1430	1	1	1	1	1
1500	4	4	4	4	4
1530	13	13	13	13	13
1600	8	8	8	8	8
1700	1	1	1	1	1
1800	1	1	1	1	1

3. How many students participate in meal block programs?
 - a. Meal plans carry over from the Fall to the Spring semester but do not roll over into the next academic year. Any unused balance at the end of the Spring term will be forfeited to the vendor.

	Enrollment	
	Fall	Spring
\$1000 Declining Balance	7	0
\$500 Declining Balance	5	0
\$250 Declining Balance	5	2
Misc Other Amt		2
160 Meals (\$1,440)	7	0
80 Meals (\$880)	18	3
	42	7
Total Revenue	\$ 39,880.00	

4. Can you provide an hourly breakdown of daily sales for both the kiosk and the café?
 - a. This information was not received from the vendor prior to the required posting of the Addendum.

5. Could you provide a sales breakout by location (kiosk vs. café)?
 - a. This information was not received from the vendor prior to the required posting of the Addendum.
 - b. During the Non-Mandatory Bid meeting, the vendor verbally stated that approximately 70% of sales come from the café and 30% from the kiosk.
 - c. Revenue breakdown in addendum C Summary of Revenue

6. How many employees currently work in the café?
 - a. 3 employees

7. How many employees currently work in the kiosk?
 - a. 1 employee

8. Does the café utilize work study students? If so, how many?
 - a. Not at this time

9. Does the campus own the commercial coffee machine?
 - a. No, this is not campus owned. The coffee machine is owned by Twizt'd Cafe

The above ADDENDUM shall be attached to and become part of the bid. Receipt of this Addendum shall be acknowledged by including it with the bid. Failure to do so may subject BIDDER to disqualification.

END OF ADDENDUM NO. 1