

ADDENDUM 1

Date: February 23, 2024

Pages: 2 Pages

PROJECT NUMBER: 02-24-001

PROJECT: Vending and Coffee Services RFP

DUE: Thursday, March 14, 2024, by 2:00 p.m.

LAST DAY FOR QUESTIONS: February 29, 2024

LAST ADDENDUM ISSUED: March 7, 2024

This addendum does not change the due date or time.

Respondent must acknowledge receipt of this addendum with their submittal.

QUESTIONS

1. What is the current student headcount?
 - a. Current headcount for Spring 2024 semester, as of February 23, 2024, is 9,932 students. This is a 7.54% increase over last year at this time.

2. What is the current number of employees?
 - a. Total 1,209 employees
 - i. 546 full-time and part-time faculty
 - ii. 620 full-time and part-time support staff
 - iii. 43 full-time administrators

3. Who is the current vendor?
 - a. Canteen is the current vendor for vending and coffee services at all four campuses.

4. Are you looking to make one award or multiple awards?
 - a. The college would prefer to award to a single vendor; however, we have left open the option to award to multiple vendors if that is in the best interest of the college.

5. Theresa, do you have any idea if there's any new buildings that are going to be opened or current existing buildings that may be closed that might impact the amount of equipment required?

- a. Yes, the Sugar Grove Campus will have a new building coming online in Fall of 2025. Any vending or coffee service will be addressed in 2025 and the agreement modified to include this location.
6. Also in the Sugar Grove campus, is there a cafeteria that competes directly with the vending services on site?
 - a. Yes, there is a café managed by Paisano's. They have limited hours, M-Th, 9:00 – 2:30.

CHANGES - none

CLARIFICATIONS

1. If unable to email RFP response to Purchasing@waubonsee.edu, please send it one copy and a thumb drive to Purchasing Office, Waubonsee Community College, 45783 State Route 47, Sugar Grove, IL 60554.

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