

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT  
REQUEST FOR PROPOSAL (RFP) TITLE: FOOD MANAGEMENT SERVICES  
RFP NUMBER: E525-007  
CLOSING DATE: April 21, 2025 at 3:00PM Eastern Daylight Time



**ADDENDUM #3**

Issued: April 9, 2025

**PURPOSE OF ADDENDUM:**

1. To extend the RFP closing date and time to April 21, 2025 at 3:00 PM Eastern Daylight Time.
2. To provide College responses to vendor questions.

**All other specifications, terms and conditions remain unchanged.**

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

**Patrick Johnson, MBA, CPPB**  
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. If proposal has already been submitted, acknowledgement should be submitted separately. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

**NOTE:** All proposals MUST BE RECEIVED electronically by 3:00pm Eastern Daylight Time (EDT) on **April 21, 2025, 2025**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time: [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu). **No responses will be accepted after this date and time.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature

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<b>QUESTION:</b>	<b>ANSWER:</b>
1.) Is there a union associated with the dining service employees? If yes, please provide the name of the union and a copy of the collective bargaining agreement.	Dining services employees are not part of a union.
2.) How many managers currently oversee all three campuses?	Each campus has either a chef manager, or a café supervisor.
3.) Please provide the number of salaried managers and rates of pay for each position (no names).	Per section '6.2.6 Staffing-Dining Operations' of the RFP, College is looking for Offerors to submit a proposed staffing schedule for one complete week of operation. Detail the payroll rates and benefit costs for all hourly and salaried employees for this operation. Indicate to whom this unit's staff will report.
4.) Please provide the number of all hourly associates, positions, and rates of pay (no names).	Per section '6.2.6 Staffing-Dining Operations' of the RFP, College is looking for Offerors to submit a proposed staffing schedule for one complete week of operation. Detail the payroll rates and benefit costs for all hourly and salaried employees for this operation. Indicate to whom this unit's staff will report.
5.) How many vehicles does your current vendor utilize to service all three campuses?	Food services uses one van to service all three campuses.
6.) Who owns all the catering equipment?	Catering equipment is owned by the College.
7.) Who owns all the smallwares?	Smallwares are owned by the College.
8.) Who owns all the point-of-sale equipment and what is the name of the system?	Point-of-sale equipment is owned by the current Food Services provider. We do not have information on the system name.
9.) Is there an unamortized buyout that the new vendor has to allocate for?	There is not sufficient information to answer this question.
10.) What is the current management fee your current vendor charges you?	Per 'Section 7 – Financial Proposal' of the RFP, College is looking for Offerors to submit their proposal for the annual management fee.

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11.) What was the total subsidy for the calendar year 2023 and 2024 that college paid to your current vendor?	Per section '2.9 Cost Information and Financial Statements', College is looking for Offerors to submit pro forma statements for each food service operation, and projections.
12.) Please validate that vending is not part of this RFP.	Vending Beverage and Snack machines are not part of this RFP. Byte Cooler (ChefFresh), the automated controlled-access kiosk offering grab-and-go items (sandwiches, salads, fresh fruit, etc.) are part of this RFP.
13.) How many Chefs Fresh coolers are there on each campus?	There are only two ChefFresh coolers at the College. One is located at Takoma Park/Silver campus, and one is located at the Central Services Building in Rockville.
14.) Would there be an opportunity to partner with the group running the Starbucks on the Rockville campus to enhance the student experience?	The Macklin Business Institute (MBI) is associated with the Business Administration discipline and is an experiential learning program that addresses the academic needs of extremely high-achieving students. The MBI Honors Program manages the student-run Starbucks café on the Rockville campus. Currently there is not a partnership with this program, but Offerors are encouraged to partner with the Hospitality Management Program to discuss ways how students can benefit from hands-on food services experience.
15.) Please provide customer counts, check average and retail sales by campus.	Germantown: \$129,123.53 Checks: 18,795 Check Average: \$6.87  Rockville: \$604,361.29 Checks: 75,923 Check Average: \$7.96  Takoma Park / Silver Spring: \$204,672.73 Checks: 27,850 Check Average: \$7.35
16.) What college events are concessions provided for? Can a schedule be provided?	Concessions are provided for sporting events (soccer, basketball, baseball, etc.), graduation events, etc. Concessions are also provided at the Cultural Art Center (CAC) at Takoma Park/Silver Spring campus, and Robert E. Parilla Performing Arts Center at the Rockville Campus for a wide variety of performances including music, drama, dance, and comedy shows. The majority of the events happen during the Fall and Spring semesters, but there are some events that take place during the summer months.

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17.) What is the catering sales breakdown per campus?	See question #34.
18.) Of the \$727K catering sales what is the mix of internal groups vs. external groups in both \$ and # of events?	Information is not available at this time.
19.) What are the annual sales/dollar amount of catering currently not being provided by Metz and is being purchased from outside catering companies?	Information is not available at this time.
20.) If the college uses an outside caterer for an event, what are the 3 most used companies?	College Departments can use various companies, and this information is not being tracked at this time.
21.) Are there any student satisfaction surveys we could examine?	To access the most recent survey, click here: <a href="https://acrobat.adobe.com/id/urn:aaid:sc:US:8c6bc0cf-d8f7-40f6-8a53-dfc2a547d3c5">https://acrobat.adobe.com/id/urn:aaid:sc:US:8c6bc0cf-d8f7-40f6-8a53-dfc2a547d3c5</a> .
22.) Of the 6100 full-time enrolled, how many are on each campus?	The College does not track students per campus, because a student may be enrolled at multiple campuses during a semester.
23.) Who owns all the digital signage?	TVs around the campuses are owned by the College.
24.) What is the other Starbucks space opposite the Rockville cafeteria?	This is also a space for the student-run Starbucks café managed by the MBI Honors Program.
25.) Is there any name affiliation with J. Clarkes Grill where we would have to keep that name?	This name does not belong to the College, and it cannot be used by contractors other than the current food service provider.
26.) How many days a week is sushi offered at Rockville?	Sushi is offered Monday – Friday.
27.) What is the process for catering billing?	The Food Service provider sends an invoice to the college department that ordered the college-funded event. The college department can pay using a purchase card (College issued credit card), or with a check by using their College department account charge. Payments are collected by the food service provider.

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28.) What type of operation are you expecting from a concession offer for athletic events? How is revenue handled for those events? (e.g. – nonprofit staffing or other team run events.)	For Athletic events, concessions are made available during the event. Products can range from beverages, snacks, and light refreshments. Events at the Art centers may require the sale of alcoholic beverages. Offeror will work with college departments to determine food options offered. Revenue and staffing are managed by food service provider.												
29.) Is there any warranted feedback to place a new point of service near where classrooms are located on any campus?	The food service provider is required to continuously collect feedback form the College community, and if there is feedback to expand services, the provider will work with Auxiliary Enterprises department to address those requests.												
30.) Can you provide the summer camp and conference schedule for 2024 and 2025?	This information is currently not available.												
31.) Could we provide internships to the culinary program or employ some of those students?	The current provider does not have any student internships, but this can be explored in collaboration with the Hospitality Management Program. College strongly encourages food service provider to hire student workers.												
32.) How does your current vendor support the Thrive Pantry?	Current provider posts information on college resources that help with food insecurities.												
33.) What is more important to Montgomery, price sensitivity to the community or lowering the subsidy.	Montgomery College’s primary objective is to find a strategic partner to provide a quality and high-level dining services program that reflects its emphasis on community between the students, faculty, and staff for each campus community at an affordable price range, while running operations that are financially sound.												
34.) Can you provide a breakdown of sales per campus for both retail and catering?	<table><tr><th><u>Campus</u></th><th><u>Catering Sales</u></th><th><u>Café Sales</u></th></tr><tr><td>Germantown</td><td>\$138,163.11</td><td>\$129,123.53</td></tr><tr><td>Rockville</td><td>\$512,063.49</td><td>\$604,361.29</td></tr><tr><td>Takoma Park/ Silver Spring</td><td>\$120,787.97</td><td>\$204,672.73</td></tr></table>	<u>Campus</u>	<u>Catering Sales</u>	<u>Café Sales</u>	Germantown	\$138,163.11	\$129,123.53	Rockville	\$512,063.49	\$604,361.29	Takoma Park/ Silver Spring	\$120,787.97	\$204,672.73
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35.) Please provide the 2023-2024 operating subsidy.	Information is not available at this time.												
36.) Can you list special catering events (board dinners, graduations, etc.)?	1. Board of Trustees events 2. Summer Dinner Theater events 3. Commencement events 4. Collegewide Meetings												

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	5. Collegewide Community events 6. Campus Wide Celebrations 7. Division Wide Meetings 8. Professional Week Meetings 9. Part-time Faculty Conference events 10. Office of the President events 11. Senior Vice Presidents Office events 12. Montgomery College Foundation Board events 13. Raptor Week events 14. Student Life events 15. Student Government Association, Student Senate, Student Organizations and Clubs events 16. New Student Orientation events 17. Transfer Fair events 18. Volunteer Fair events 19. Science, Technology, Engineering and Mathematics events 20. Montgomery Can Code Summer Camp Lunches 21. Spring Fest events 22. Honor Awards Convocation events 23. Annual Awards Banquets and Ceremonies 24. Welcome to Achieving Collegiate Excellence and Success events 25. Various Montgomery College Camp events 26. Make Your Move campus events 27. Annual Nonprofit Conference at Montgomery College 28. Presidential Scholars Program events 29. Cultural Art Center and Robert E. Parilla Performing Arts Center show events 30. Concessions events 31. Any other events that								
37.) Please provide the number of academic days for the fall, spring, and summer terms.	<table> <tr> <td><b><u>Semester</u></b></td><td><b><u>Academic Days</u></b></td></tr> <tr> <td>Summer 2025</td><td>80</td></tr> <tr> <td>Fall 2024</td><td>118</td></tr> <tr> <td>Spring 2025</td><td>111</td></tr> </table> Number of days includes weekends.	<b><u>Semester</u></b>	<b><u>Academic Days</u></b>	Summer 2025	80	Fall 2024	118	Spring 2025	111
<b><u>Semester</u></b>	<b><u>Academic Days</u></b>								
Summer 2025	80								
Fall 2024	118								
Spring 2025	111								
38.) What is the projected enrollment growth for each of the next three years?	Information not available at this time.								
39.) Current Food Service Staff: a. Can you provide breakdown per campus? b. If awarded, would you	a. Information not available at this time.								

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like to keep any of the current food service employees?	b. The awardee is responsible for staffing, with approval of management positions by the Contract Administrator.
40.) Re: page 20, Section 2.9.8: Financial Statement Assumptions: does the operator need to provide vehicles, or does the College already own them? How many vehicles does the incumbent have?	The Contractor will provide van required for foodservice usage and will be responsible for gas, oil, repairs, maintenance, and insurance as required by Maryland law. The Contractor will assume full monetary responsibility for any College vehicles used temporarily in the performance of the agreement. These costs shall be a direct cost of operation. The current provider has one van.
41.) Re: Student Employees: does the current vendor offer paid/non-paid internships to students? If so, identify how many paid/ non paid interns and their respective roles.	The current vendor does not offer any internships at this time, but they employ student workers.
42.) Re: Current Equipment: what equipment/smallwares does the incumbent own? What equipment, small equipment and smallwares will they be taking from the premises, if the school does not retain incumbent? Please also provide an equipment inventory list for each campus.	An equipment list is not available at this time. Smallwares are owned by the College. Kitchen and café equipment is owned by the College.
43.) Food Service Committee: please provide notes from past meetings.	Information shared on food service committees: customer survey data, new menus items, training program of café staff, listen to college community feedback, etc.
44.) Does the College currently have pouring rights with Coke or Pepsi?	College has issued an RFP to find a pouring rights vendor. If the RFP is awarded to a vendor, that contract will begin on July 1, 2025. Food Service Provider will need to offer products per the RFP contract awardee.

\*\*\*\*\* **END OF QUESTIONS AND ANSWERS** \*\*\*\*\*