Procurement and Contracting Services

Request for Proposals for the University of Arizona Student Unions and Intercollegiate Athletics to obtain qualified Vendors to provide BBQ, Donuts, Pizza and/or Sandwiches for concession food service at select locations within University of Arizona athletic venues.

ADDENDUM #1

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L192003
Due on August 8, 2019 no later than 2:00 PM, MST
The following questions were asked during the Mandatory Pre-Proposal Conference on July 26, 2019 at 8:00AM MST:

1. Where do we drop off our proposals?
   a. Please either mail in or drop off your proposals to the address below (also stated in Section 3.7.4 of the RFP):
      For U.S. Mail – Only (Please note that all U.S. Mail, including Express Mail, is delivered to the University’s Postal Services office and is then distributed to University Departments, including Procurement and Contracting Services, which may delay it by a day or more):
         The University of Arizona
         Procurement and Contracting Services
         PO Box 210300
         Tucson, Arizona 85721
         Attn: Celeste Kanzig
      For other methods of delivery (e.g. FedEx, UPS, etc.):
         The University of Arizona
         Procurement and Contracting Services
         University Services Annex, Bldg. 300A
         220 W. 6th Street, 5th Floor
         Tucson, Arizona 85701
         Attn: Celeste Kanzig

2. Do you open proposals before the deadline?
   a. No, we do not open proposals before the deadline.

The following questions were asked during the Site Visit/Walk Through on July 26, 2019 at 8:30AM MST:

1. If we bring in any equipment to our stand locations, can we leave it there?
   a. Yes, you may leave your equipment in your designated stand locations. Carts and additional items outside of the stand would need to be brought inside the stand and stored.

2. If we leave our cart equipment here what should we do?
   a. We can provide cart storage if we have space, and we will discuss this option with the successful vendors. Otherwise, vendors will need to remove their carts and equipment after each game. If you choose to leave your cart/equipment at the facility, we would recommend that is get covered well with a tarp and chained up/locked. There is security in the facility, but we can’t ensure that your cart/equipment will be completely safe. The University won’t be responsible for any loss or damage.
3. For signage and pricing in cart locations on the top west side of the stadium there are no digital TVs for menus. There will be different side menus on the carts as shown circled in red below.

a. Please note: the side menus measure approximately 24" x 10" and should be printed/mounted on foam board that can be removed/reused. However, we advise that the successful vendor not have anything printed until we receive the carts and can review the exact specifications together.

4. When will you have the carts?
   a. We hope to have the carts on site by the middle of August, but will update the successful vendors as soon as we have more information.

5. Is there a time we could see them (carts) in real life?
   a. Yes, as soon as we have them we can arrange a time for the successful vendors to see the carts.

6. Are there set times for the football games?
   a. We don’t yet have the full football schedule with game times, but we do know the times for the first two games: 7:45 pm for the NAU game and 7:30 pm for the Texas Tech game. The rest of the game times will be announced 12 days prior to game day by the Pac-12. We also know all games prior to Oct. 1 will kick off no earlier than 7 pm.
Finally, as stated in Section 5.5.1.1 of the RFP, “Vendors will open at least 90 minutes before the beginning of each game, and will not close until the 4th quarter begins.” We ask that vendors have everything loaded in 2 hours prior to game time, and they can do a second load in after the game has started, but before halftime if needed.

7. If you bid for sandwiches is it all the locations?
   a. Yes, we would like to see sandwiches at all 5 locations (4 in Arizona Stadium and 1 in McKale Center) listed in Attachment B of the RFP.

8. Is there a place to come before the game and load in?
   a. Yes, please come to Gate 1 and/or Gate 8 to load in.

9. What will you be doing with the pizza spaces?
   a. This still needs to be discussed internally, but we will probably allow additional sandwich or BBQ locations in the pizza locations on levels where sandwiches and/or BBQ don’t already have a location. For example, in the North End Zone, Level 4 there is a pizza location but no sandwich or BBQ locations. As a result, either or sandwich or BBQ location could go in the pizza location on that level. On the contrary, in the Top East, Level 7 there is a pizza location and a sandwich location. We would not allow an additional sandwich location to take the pizza location on that level, but we would allow a BBQ location instead. No additional donut locations will be allowed in the pizza locations due to the additional power needs required for donut the locations.

10. Are there still going to be lemonade beverage vendors on the east side of stadium (lower and 2nd levels)?
    a. Yes, there will still be lemonade and eegee’s sold in these locations.

11. Are there restrictions on the time you can come in to set up?
    a. As mentioned in the answer to question #6 above, we would like you to set up 2 hours before the game. However, we can be flexible if needed and allow vendors to set up 4 hours prior to the game if that is preferred. We can also allow set up the day before or the week of the game for paper goods, etc. but food items will likely need to be set up on game day 2-4 hours prior to start time.

12. When can we sell?
    a. Please see the answer to question #6 above.

13. Will carts be provided in the Zona Zoo section? What about the other sections?
a. No. The only carts that will be provided are for the cart locations in the Top West. Vendors will have to provide their own cart(s) for the Zona Zoo section and all other locations besides the Top West. If we have extra carts, we may provide them to vendors, but that will be determined and discussed with the successful vendors as we go forward.

14. Are there hand sinks on available on the Zona Zoo side?
   a. No. The only location where the carts will have hand sinks will be the carts that we provide in the Top West. Outside of that, all vendors must provide their own hand sink, health department permit/certificate, etc.

The following questions were received before the technical question/inquiry due date of July 29, 2019 at 12:00PM MST:

1. In regards to section 5.12 what would count as evidence that we have been profitably engaged for at least the past 3 years in providing services and products as listed at locations of a similar customer volume?
   a. We ask that all interested vendors at minimum provide information showing how long they’ve been in business and the venues/locations where they’ve operated previously.

2. Then in regards to section 5.5.16.1 Health Permits take a minimum of 2 weeks for approval and will require an on-site inspection, with all equipment in place. Can these be furnished after the selection process, so long as they are provided well in advance of the first game?
   a. Yes, all successful vendors will need to have a health permit prior to the first game and on hand at all times. Typically, the health department will grant a seasonal health permit and do their inspection during the first game, but all of this will be the responsibility of the successful vendors.

3. What is the time frame after all RFPs are turned in that vendors will be notified if they are the winning vendor?
   a. It typically takes the RFP Evaluation Committee a week or so to evaluate all submitted proposals, but the actual evaluation time depends on the number and type of proposals received. We will do our best to notify the successful vendors as soon as possible once committee evaluations are complete, but we cannot provide a guaranteed date or timeline for vendor notification.

End of addendum, all else remains the same.