



# UNIVERSITY OF SOUTH CAROLINA

## AMENDMENT NO. 5 TO SOLICITATION

TO: ALL VENDORS

FROM: Charles Johnson, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-RFP-2857-CJ

DESCRIPTION: Kitchen Equipment Assessment Services

DATE: September 9, 2015

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This Amendment No. 5 modifies the Requests for Proposals only in the manner and to the extent as stated herein.

### **Vendor Questions and Answers**

**Additional Clause has been added to Section II-A of the solicitation**

**Additional Clause has been added to Section VII-A of the solicitation**

**Item A. Methodology and Timeline of the Proposal Contents Clause in Section IV of the solicitation has been revised/modified**

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BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 5 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

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Authorized Signature

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Name of Offeror

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Date

## **THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR A:**

Your RFP states Item 3 allows for the set-up of an Insite (SM) or Vendor Supplied database.

**QUESTION #1:** Will USC be supplying the database choice or are we, as your consultant, be required to provide the database?

**QUESTION #2:** If we supply, does the database have to match a particular format?

**QUESTION #3:** Does it have to integrate with Insite (SM)?

**QUESTION #4:** Can USC lend allow us the use of your Insite program for this work if it must match or integrate?

**ANSWER to QUESTIONS 1-4:** The successful offeror (contractor) will need to provide the database, unless a software program the University of South Carolina uses now (EXCEL and ACCESS). FileMaker Pro is also acceptable. The Insite program was listed as a standard, however any program that the University of South Carolina can access without having to purchase including, EXCEL or ACCESS with the required information is sufficient for our needs. If you use Insite, then you will need to provide the University of South Carolina a method to access, print and manipulate the data.

**QUESTION #5:** We have not worked with a college for a number of years to evaluate the kitchen equipment. We have however completed a number of projects which required the evaluation of equipment for hotels, business facilities, Coast Guard facilities, conference centers and restaurants. Will these suffice or will the lack of working with a University for over fifteen years disqualify our response?

**ANSWER:** Yes, this will suffice.

## **THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR B:**

**QUESTION #1:** What are all the specific deliverables expected of the foodservice consultant and in what format is each deliverable needed?

For example:

1. Excel file with equipment type, equipment description, etc. (listed data a-k under Item 1)
2. Word document with replacement schedule and recommendations per Item 2.
3. Other?

**QUESTION #2:** What are the specific requirements expected of the foodservice consultant with regard to Item 3 under Contract Work: InSite or Vendor Supplied database set up? For example, foodservice consultant will only supply Excel spreadsheet with pre-determined header row/cell naming conventions vs. foodservice consultant will be expected to populate fields in an existing University-owned database vs. foodservice consultant will provide and populate foodservice consultant-supplied database vs. foodservice consultant will partner with University-appointed database administrator to map fields to an existing database.

**ANSWER TO QUESTIONS 1 & 2:** The successful offeror (contractor) will need to provide the database, unless a software program the University of South Carolina uses now (EXCEL and ACCESS). FileMaker Pro is also acceptable. The Insite program was listed as a standard, however any program that the University of South Carolina can access without having to purchase including, EXCEL or ACCESS with the required information is sufficient for our needs. If you use Insite, then you will need to provide the University of South Carolina a method to access, print and manipulate the data. A comprehensive report must be submitted reflecting replacement recommendations based on current equipment condition, hours of operation and life cycle. This report should be in WORD.

**QUESTION #3:** What specific data and/or reporting requirements need to be provided in order to satisfy V. Qualifications – Required Information (b) “Include the most current financial statement and financial statements for the last two fiscal years.” (e.g., P&L statements, Balance Sheet)

**ANSWER:** The specific data and/or reporting requirements that needs to be provided by the offeror (for itself and subcontractor(s) it will be using to perform contract work if awarded contract) in order to satisfy Qualifications – Required information (b) Information reflecting the current financial position. Include the most current financial statement and financial statements for the last two fiscal years. If the financial statements have been audited in accordance with the following requirements, provide the audited version of those statements. [Reference Statement of Financial Accounting Concepts No. 5 (FASB, December, 1984), as amended.] is any information you feel reflects your company’s current financial position including your company’s current financial statement and financial statements for the last two fiscal years (e.g. P&L Statements., Balance Sheet, Annual Report).

**QUESTION #4:** Per Amendment 1, Additional Information Regarding Section III of the Solicitation, it states that the University has an existing Excel file with the needed data listed under Item 1 under Contract Work. Will the existing Excel spreadsheet be provided to the selected bidder? If so, how old is the data, how accurate and comprehensive is it, and will each data element for each piece of equipment need to be verified, in addition to updating its current condition rating?

**ANSWER:** The University of South Carolina has an Excel file from Sodexo with the following fields: Equipment Type, Description/Comments, Mfg, Model #, Serial #, Vltg, Energy Source, Age in Yrs., Cond., Est. Yr. Replace, School's Tag #, Sodexo Tag #, Est. Replace Cost, Life Cycle Yrs. Since this data has been collected by the current dining

**partner, the University of South Carolina cannot confirm the accuracy of the data. The successful offeror (contractor) will need to update this information based on its survey of the equipment, small wares, tables, chairs and booths.**

**QUESTION #5:** Under Proposal Contents, A. Methodology and Timeline, the two bullets refer to “online modules.” Were these bullet points inadvertently left in this RFP document and should they be disregarded?

**ANSWER:** Please see revised/modified Item A. Methodology and Timeline of the Proposal Contents Clause in Section IV of the solicitation below.

### **THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR C:**

**QUESTION #1:** Software: Our firm has developed a comprehensive equipment inventory database for asset inventories using Filemaker Pro database software. In the RFP for this project, under Section III - Scope of Work/Specifications, Subsection A. Scope of Work/Contract Work, Item 3, there is mention of a “Vendor Supplied database” being acceptable. Our customized Filemaker Pro database currently includes most all of the criteria called out in the RFP, as well as space for a photographic image of each item. Further, the database is customizable to suit the specific needs of each client, and such customization is normal and expected. We would like to confirm that we are permitted to use the Filemaker Pro database software to prepare the inventory for USC-RFP-2857-CJ.

**ANSWER:** The successful offeror (contractor) will need to provide the database, unless a software program the University of South Carolina uses now (EXCEL and ACCESS) is used. FileMaker Pro is also acceptable. The Insite program was listed as a standard, however any program that the University of South Carolina can access without having to purchase including, EXCEL or ACCESS with the required information is sufficient for our needs. If you use Insite, then you will need to provide the University of South Carolina a method to access, print and manipulate the data. A comprehensive report must be submitted reflecting replacement recommendations based on current equipment condition, hours of operation and life cycle. This report should be in WORD.

**QUESTION #2:** Asset Assessments: We are highly qualified to prepare assessments of capital equipment, but cannot assess smallwares stocks (china, silverware, etc) or furnishings (chairs, tables, booths, etc).

**ANSWER:** The University of South Carolina requires “ITEM 4: Silverware and Chinaware and ITEM 5: Tables, Booths, Chairs and any other seating” be included in the offeror’s response.

**QUESTION #3:** Preventative Maintenance Program Set-up: Also In the RFP Section III - Scope of Work/Specifications, Subsection A. Scope of Work/Contract Work, there is mention of setting up a "Preventative Maintenance Program". This is a service that we cannot provide.

**ANSWER:** There is no requirement that a preventive maintenance program be set-up as part of this RFP.

**QUESTION #4:** Timing: Our proposal would assume that we are allowed access to the facilities to perform the inventories during daytime hours, which may be while the facilities are in operation. If the work must be performed in "off hours" (weekends or overnight) this will substantially affect the fees proposed. It has been our experience that inventories are best performed during school breaks, if it can be so scheduled.

**ANSWER:** The University of South Carolina dining facilities will be made available as needed to complete the assessment. For your information, the University of South Carolina dining facilities will be closed or on a limited schedule during Fall Break Thursday and Friday, October 22-23, 2015 and after fall graduation and before the university closes for the holidays - Tuesday, December 15 – Friday, December 18, 2015. The university is scheduled to close for the holidays on Tuesday, December 22, 2015 until January 4, 2016.

**QUESTION #5:** Equipment Data Access: It has been our experience that some portion of kitchen equipment is installed in such a way that the equipment information is not available through visual inspection. This would include, but is not limited to, manufacturer, model number, serial number, and utility characteristics. Often the equipment tags are located behind large, hard connected equipment and are inaccessible, or the tags are so dirty or worn that the information is illegible. Every effort would be made to gather the data from the equipment in the field, but it is not 100% failsafe. Using existing data on file, in conjunction with visual inspection, yields a more accurate final assessment. It is assumed that we would have access to the University's existing records referenced in Amendment 3 of this RFP, to assist in the successful completion of this asset inventory, and that this data is easily connected to a given item of equipment.

**ANSWER:** The University of South Carolina has an Excel file from Sodexo with the following fields: Equipment Type, Description/Comments, Mfg, Model #, Serial #, Vltg, Energy Source, Age in Yrs., Cond., Est. Yr. Replace, School's Tag #, Sodexo Tag #, Est. Replace Cost, Life Cycle Yrs. Since this data has been collected by current dining partner, the University of South Carolina cannot confirm the accuracy of the data. The successful offeror (contractor) will need to update this information based on their survey of the equipment, small wares, tables, chairs and booths.

**QUESTION #6:** Equipment Value Assessment: In a similar vein to above, model numbers for the equipment on site may have changed or been discontinued by the manufacturers. Our

replacement cost evaluation will take this into account and the current replacement cost for equipment may be an item that is the most close representation of the item of equipment, rather than an exact duplicate of that on site.

**ANSWER: We agree with your response.**

**QUESTION #7:** Site Visit: Your RFP indicated that a walk-through of the facilities would be possible prior to submitting a bid. How would we schedule that opportunity?

**ANSWER: There appears to have been a misunderstanding of a specification included in Section III of the solicitation. Based on a preliminary walk through of the multiple Dining Services locations by the contractor, approximately 1,000 pieces of equipment will be evaluated, researched and cataloged by the contractor during the assessment.**

## **ITEM A. METHODOLOGY AND TIMELINE OF THE PROPOSAL CONTENTS CLAUSE IN SECTION IV OF THE SOLICITATION HAS BEEN REVISED/MODIFIED AND NOW READS AS FOLLOWS:**

### **A. Methodolgy and Timeline**

The proposal must include a detailed description of the offeror's methodology for accomplishing each of the elements described under contract work in Section III of the solicitation. In its detailed description of its methodology, offeror should describe the technological tools it plans to employ to accomplish each of the elements described under contract work in Section III of the solicitation. The proposal must also include offeror's timeline for accomplishing each of the elements described under contract work in Section III of the solicitation.

- Information about the offeror's personnel that will be assigned to perform contract work
  - Education
  - Professional credentials
  - Experience in performing same or similar kitchen equipment assessment services as described in Section III of the solicitation
- Information about other projects in which the offeror has performed same or similar kitchen equipment assessment services as described in Section III of the solicitation.

## **THE FOLLOWING CLAUSE HAS BEEN ADDED TO SECTION II-A OF THE SOLICITATION:**

**OPEN TRADE REPRESENTATION (JUN 2015):** By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

**THE FOLLOWING CLAUSE HAS BEEN ADDED TO SECTION VII-A OF THE SOLICITATION:**

OPEN TRADE (JUN 2015): During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [07-7A053-1]