

**Request for Proposal Q01101  
Retail Dining and Catering Services  
Addendum #1  
May 16, 2023**

All changes to the Request for Proposal (RFP) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their proposal submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

**This addendum consists of the following Changes and Clarifications:**

1. The College is open to adding new or replacing existing retail outlets to the mutual benefit of the College and our selected partner.
2. Section 3.1 – Hawks Nest: The requirement to submit ideas that the College can implement is being removed from this RFP. Ideas can be explored with the chosen partner at a later date.
3. The College is open to evaluating proposals as a fee based structure vs. P&L. This option should be presented as an alternate proposal along with completing the required forms included in the RFP.
4. The Request for Proposal deadline is being extended to June 2, 2023, at 2:00 p.m. The rest of the schedule remains the same.

**This addendum consists of the following response to questions received to date:**

1. What is your current financial model? Example: Are you a fee account, meaning you pay an administrative fee to your current partner to manage the program or are you currently a P&L financial model?  
**Response: Prior to the pandemic, our model was a P+L with a fixed commission. Post pandemic, our current arrangement is a cost recovery model where the College covers any loss in operation.**
2. Attached you will find the Spring Semester Hours of operation that was posted on campus. Starting on page 23 of the RFP hours are listed as current thru mid-May which are different from the RFP and different from the summer semester hours.



Please let us know your preference when building the financials.

**Response: For the purpose of building the financials, please use the hours in the RFP.**

3. The RFP talks about BBQs on campus, are these currently paid by campus or is this a donation from your current provider?  
**Response: This is part of the cafeteria. BBQs offer different BBQ items for sale on Thursdays during lunch hours for 10 weeks.**
4. Are there currently any night classes on campus and if so, what buildings?  
**Response: Yes, within walking distance of Starbucks and Subway.**
5. The timeline was discussed during the introduction of the tour. We would like to request an extension to the due date. We use info from the final addendum (scheduled to be released May 16) to build our financials and finalize the proposal. This is a tight timeline with printed copies being delivered with a holiday falling in the same week. Would you consider extending the due date?  
**Response: Proposal submission deadline has been extended to June 2nd at 2:00 p.m. The rest of the proposed schedule remains the same.**
6. How would you rate the product mix?  
**Response: We have no current issues with the product mix.**
7. How do you like being communicated to?  
**Response: In a manner that best suits the situation. In-person, email, and phone are all appropriate ways of communication given the situation and message.**
8. From the enrollment tab on the RFP (Spring, Summer, Fall), does that include online student population?  
**Response: Yes, this does include online enrollment.**
9. What are the various camps/events that are hosted at Harper College?  
**Response: There are numerous camps and events throughout the year. The main camp is InZone which is a summer camp for grade school aged kids that runs over the summer months. There is also the Wojcik Conference Center that hosts external rental events and internal campus events.**
10. Can you please share the pricing for the cafeteria meals? Are there meal plans that the students can purchase?  
**Response: Please see the attached catering meal pricing. There are no meal plans for students.**
11. How do you view the current level of pricing?  
**Response: We feel that the pricing is reflective of the current market.**
12. How do you view the current revenue sharing program and what is the current % of sharing?  
**Response: Post-pandemic, our current arrangement is a cost recovery model where the College covers any loss in operation. Pre-pandemic, we operated on a fixed commission structure.**
13. Are there cafeteria promotions, finals week sales/events, that the food service department offers?  
**Response: The cafeteria offers a large number of specials and promotions on a regular basis. As an example, a current promotion is \$2.00 Taco Tuesdays.**
14. Could you provide me with 5 years of historical revenue and visitation for this operation?  
**Response: We do not have visitation counts. Please see attached for the current financial revenue from 2016 through April 2023 on a yearly basis.**



1200 West Algonquin Road  
Palatine, Illinois 60067-7398

847.925.6000  
[harpercollege.edu](http://harpercollege.edu)

Sincerely,

Jewell Jackson  
Manager of Purchasing  
[Purchasing@harpercollege.edu](mailto:Purchasing@harpercollege.edu)

# Current Cafeteria Pricing

<i>Item</i>	<i>Description</i>	<i>Retail Selling Price</i>
<b>BREAKFAST</b>		
Fried egg, One	Large Fresh Shell	\$ 1.50
Scrambled Eggs, Plain	4 oz. Portion	\$ 2.45
Omelet (Loaded)	6 oz. Liquid Eggs, 2 oz. Cheese, 2 oz. Meat 2 oz Veg	\$ 5.80
Breakfast Muffin\Biscuit Sandwich	1 oz. Meat, 1 oz. Cheese, 2 oz. 1 Egg, 1 English	\$ 3.80
Breakfast Muffin NO MEAT	1 oz cheese, 2 oz egg, 1 English muffin	\$ 2.89
French Toast	2 slices Texas, 1 oz syrup	\$ 3.59
Breakfast Burrito	1 oz. Meat, 1 oz. Cheese, 2 oz. Scrambled Egg, 12 inch tortilla	\$ 4.89
Breakfast Burrito NO MEAT	2 oz. Cheese, 4 oz. Scrambled Egg 1-12 inch tortilla	\$ 3.59
Pancakes	2 Each, 6" Pancakes, 3 Breakfast Condiments	\$ 3.09
Bacon	2 Slices, 22/26 ct Bacon	\$ 1.60
Sausage Patty Or Two Sausage links	1 Each, 2 oz. Patty raw	\$ 1.60
Breakfast Potatoes/Tots	6 oz	\$ 2.59
Buttermilk Biscuit	1 Each, Frozen Biscuit Dough (2.2 oz.)	\$ 1.59
Breakfast Combo	Tator Tots & Coffee	\$ 3.00
Cereal, Hot Small	12 oz Cup - includes condiments	\$ 1.60
Cereal, Hot Large	16 oz Cup - includes condiments	\$ 1.79
Danish	Assorted Danish-4 oz	\$ 1.89
Cinnamon Roll	4 oz. Proof and Bake Roll	\$ 2.79
Convenience Muffin	1 Each, 4.25 oz Assorted Muffin	\$ 2.29
Croissant	1 Each	\$ 1.90
English Muffin	1 Each	\$ 1.90
Toast - 1 slice	1 Slice	\$ 0.48
Toast - 2 slices	2 Slice	\$ 0.80
Bagel	1 Each	\$ 2.25
Bagel with Cream Cheese	1 Each, 1 Cream Cheese PC	\$ 2.29
Cream Cheese Cup	1 Each	\$ 0.80
Doughnuts Assorted	1 Each	\$ 1.89
<b>BEVERAGE COLD</b>		
Fountain Beverage Med	20 oz	\$ 2.39

Fountain Beverage Lg	32 oz	\$ 2.99
Tropicana Juice	15 oz	\$ 2.19
Pepsi 20oz	20oz.	\$ 2.29
Aquafina Bottled Water	20 oz	\$ 2.29
Sobe	20 oz.	\$ 3.39
Gatorade	20 oz	\$ 2.85
Starbucks Refreshers	12 oz.	\$ 3.39
Rock Star Energy Drinks	16 oz	\$ 3.89
Bang	16 oz	\$ 3.89
Pure Leaf Tea	20 oz.	\$ 2.49
Muscle Milk	15oz	\$ 3.89
Frappuccino	13 oz.	\$ 3.89
Milk 1/2 Pint	8 oz Carton	\$ 1.25
Naked Juice	15.2 oz	\$ 4.69
<b>DRINKS HOT</b>		
Coffee Starbuck's 12 oz (Cafeteria Only)	12 oz - All costs include disposables, sweeteners & creamer	\$ 2.70
Coffee Starbuck's 16 oz (Cafeteria Only)	16 oz - All costs include disposables, sweeteners & creamer	\$ 3.25
Coffee Starbuck's 20 oz (Cafeteria Only)	20 oz - All costs include disposables, sweeteners & creamer	\$ 3.80
Coffee Aspreto 12 oz (Subway Only)	12 oz - All costs include disposables, sweeteners & creamer	\$ 1.95
Coffee Aspreto 16 oz (Subway Only)	16 oz - All costs include disposables, sweeteners & creamer	\$ 2.25
Coffee Aspreto 20 oz (Subway Only)	20 oz - All costs include disposables, sweeteners & creamer	\$ 2.65
Premium Hot Tea	1 Each Includes Cream and Sugar	\$ 1.45
Cup Of Ice	16-32 oz	\$ 0.35
<b>GRILL Lunch</b>		
Hamburger 5.33 oz	1 Each, Bun, L.T.P., 3 Condiments	\$ 4.19
Cheeseburger 4.33 oz	1 Each, Bun, L.T.P., 3 Condiments	\$ 4.79
Mexi Burger 4.33oz	1 each, bun L.T.P Pico De Gallo and cheese	\$ 5.79
Double Cheese Burger		\$ 5.99
Turkey Burger	- all white, L.T.P., Roll, Condiment	\$ 5.70
Chicken Fingers - 3 each	3 each chicken fingers, 2 oz dipping sauce	\$ 5.70
Grilled Chicken Sandwich 5 oz	1 Each, Bun, L.T.P., 3 Condiments	\$ 6.09
Fried Chicken Sandwich	Core Grill-4 oz cutlet	\$ 5.25

<b>Black Bean Burger</b>		<b>\$ 4.99</b>
<b>Philly Cheese Steak Sandwich</b>	4 oz. Meat, 2 oz. Onions & Pepper, Bun, 1 oz Chz	<b>\$ 7.39</b>
<b>Deluxe Grilled Cheese</b>	Three cheeses, bacon and tomato	<b>\$ 4.09</b>
<b>Grilled Cheese</b>	2 bread, 3 sl. cheese, margarine, pickle	<b>\$ 2.89</b>
<b>French Fries</b>	7 oz. w cond	<b>\$ 2.69</b>
<b>Beer Battered Onion Rings</b>	6 oz. w cond	<b>\$ 3.00</b>
<b>Add Cheese</b>	1 slice	<b>\$ 0.90</b>
<b>Add Bacon</b>	2 slice	<b>\$ 1.79</b>
<b>Add Nacho Cheese</b>	2 oz	<b>\$ 0.69</b>
<b>Grill Combo</b>	Fries & Med Fountain Drink	<b>\$ 3.69</b>
<b>SLICE OF LIFE PIZZA</b>		
<b>Personal 9" pizza</b>		<b>\$ 6.39</b>
<b>Action Station</b>		
<b>Burrito</b>	Made to order	<b>\$ 7.09</b>
<b>3 Tacos platter</b>	made to order 3 taco, 2 sides and toppings	<b>\$ 8.50</b>
<b>Quesadilla</b>	Made to order	<b>\$ 8.39</b>
<b>Asian Station</b>	Made to order	<b>\$ 7.75</b>
<b>Pasta Station</b>	Made to order	<b>\$ 8.59</b>
<b>Baked Potato Station</b>	Made to order	<b>\$ 6.69</b>
<b>Sizzling salad</b>	Made to Order	<b>\$ 8.19</b>
		<b>\$ -</b>
<b>SIMPLY TO GO</b>		
<b>Grilled Chicken Caesar</b>	1 Each, 1 Dressing	<b>\$ 7.19</b>
<b>Classic Chef Salad</b>	1 Each, 1 Dressing	<b>\$ 7.90</b>
<b>Garden Salad, Entrée</b>	1 Each, 1 Dressing	<b>\$ 5.89</b>
<b>Yogurt Parfait Snack Cup</b>	6 ozs of fruit in 9 oz Cup	<b>\$ 3.99</b>
<b>Fresh Fruit to Go</b>	1 Each	<b>\$ 2.89</b>
<b>Grapes &amp; Cheese Cup</b>		<b>\$ 3.09</b>
<b>PBJ</b>		<b>\$ 4.09</b>
<b>Premium Sandwich</b>		<b>\$ 6.19</b>
<b>String Cheese/Sticks</b>		<b>\$ 1.59</b>
<b>Sabra Hummus Cups</b>		<b>\$ 4.40</b>
<b>SIDE ORDERS</b>		
<b>Dinner Roll</b>	1 Each	<b>\$ 1.45</b>
<b>Corn Bread</b>	1 Each	<b>\$ 1.99</b>
<b>SOUPS/CHILI</b>		
<b>Soup-12 oz</b>	1 Cracker Included	<b>\$ 3.70</b>
<b>Soup-16 oz</b>	2 Cracker Included	<b>\$ 4.09</b>
<b>SNACKS</b>		
<b>Frito Brand Chips</b>	1 oz	<b>\$ 1.59</b>
<b>Ms. Vicki Chips</b>	Big Grab	<b>\$ 1.59</b>
<b>3oz Cookie</b>		<b>\$ 1.99</b>

Brownie	Full Sheet Pan - Cut 48	\$ 2.79
Rice Crispy Treat (Conv)	1 Each - 4"x 5" cut from sheet	\$ 1.29
Quaker Granola Bar	1 bar	\$ 1.39
Pop tarts	1 package	\$ 1.59
Packaged cookie/salty snack/cracker	1 package	\$ 1.19
Yogurt - Greek	6 oz Single Serve	\$ 2.19
Movie box of candy	sour patch, Swedish fish, skittles, starburst, m&m	\$ 2.99
Bag Candies/premium box candies	Whoppers, Reese's, York Mint Mini, Peanut Butter cups mini, jolly ranches raisinets, butterfingers snickers, swedish fish, mike & ick Milk duds	\$ 2.99
Planters Peanut Packs		\$ 1.39
Pre wrapped breakfast breads	Nemo-vistar	\$ 1.89
<b>MISCELLANEOUS</b>		
Cup with lid		\$ 0.35
Butter/Jelly/Lemon Packet		\$ 0.35
Peanut Butter		\$ 0.85
Honey		\$ 0.35
Dressing		\$ 0.85
Extra Crackers		\$ 0.15
Plastic Utensils		\$ 0.05
Whole Fruit		\$ 1.19
Creamer		\$ 0.05
<b>ICE CREAM</b>		
Novelty Standard		\$ 2.69
Novelty Premium		\$ 3.59

Food Service Sales By Year								
Location	2016	2017	2018	2019	2020	2021	2022	2023*
Cafeteria	\$ 459,967.21	\$ 431,056.54	\$ 425,677.30	\$ 394,480.64	\$ 83,789.01	\$ -	\$ 86,999.83	\$ 50,916.96
Subway	\$ 638,816.36	\$ 580,256.35	\$ 569,990.99	\$ 527,012.25	\$ 127,771.86	\$ 67,630.37	\$ 189,950.96	\$ 100,563.33
Starbucks	\$ 399,687.48	\$ 521,095.36	\$ 529,550.60	\$ 541,168.14	\$ 118,878.02	\$ 38,807.11	\$ 235,986.46	\$ 125,855.46
Catering**	\$ 486,454.59	\$ 479,324.92	\$ 553,067.26	\$ 571,180.80	\$ 118,307.17	\$ 74,055.36	\$ 342,198.00	\$ 188,168.00
Total	\$ 1,984,925.64	\$ 2,011,733.17	\$ 2,078,286.15	\$ 2,033,841.83	\$ 448,746.06	\$ 180,492.84	\$ 855,135.25	\$ 465,503.75

\*As of April 30, 2023

\*\* Includes internal and external catered events.