



**CENTRAL OREGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
1616-26: FOOD SERVICE PROVIDER
ADDENDUM # 1**

Date Issued: March 9, 2026

To: All Plan Holders and Interested Parties

From: Procurement@COCC.edu

RFP Closes 2:00pm, Pacific Time, March 23, 2026

To all prospective Proposers,

This addendum is issued to clarify, add, delete, correct and/or change the Request for Proposal (RFP) documents to the extent indicated and is hereby made part of the above-referenced RFP documents. This Addendum shall be incorporated into the RFP and will form a part of any resulting contract. Any modifications made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the RFP remain in force. It is the responsibility of all Proposers to conform to this addendum.

Note: There are attachments embedded below. Some browser-based PDF viewers may not display attachments. If you do not see the file, please download and open the PDF using Adobe Acrobat Reader.

1. Pre-Proposal Meeting & Site Walk Attendance



Pre-Proposal
Meeting Sign-In

2. Supplemental Information



Coats Campus
Center Building Plar

3. Questions & Responses

The following questions were submitted by prospective Proposers prior to the March 4, 2026 deadline. COCC's responses are provided in the answers below.

- a. **QUESTION:** Regarding the current staff, are they part of a CBA and if so, would you be able to share the current CBA?
ANSWER: The current food service staff employed by the existing contractor are not part of a collective bargaining agreement.

- b. **QUESTION:** Would you provide the current missed meal factor for students on a meal plan by meal plan?

ANSWER: Missed meal factor is not something that we regularly ask for or examine with our current vendor and is not data that we have readily available.

c. **QUESTION:** Would you provide a participation breakdown for each of the 4 meal plans offered?

ANSWER: Participation in each meal plan during the most recent academic year was approximately as follows:

Meal Plan	Number of Participants	% of Total Meal Plan Participants
Preferred	<u>38</u>	<u>13%</u>
Standard	<u>108</u>	<u>36%</u>
Basic	<u>72</u>	<u>24%</u>
Starter	<u>80</u>	<u>27%</u>

Participation may vary from year to year depending on residence hall occupancy and student preferences.

d. **QUESTION:** Does your current contractor own any small wares/equipment/vehicles needed to operate the program and if so, do you have a breakdown of this equipment?

ANSWER: The College provides the dining facilities and certain installed equipment within the dining locations. Kitchen appliances as well as dining hall furniture, fixtures, and equipment are owned by the college. However, the College does not maintain a comprehensive inventory distinguishing College-owned items from contractor-owned small wares, equipment, or vehicles used in the operation of the current dining program.

Proposers should assume responsibility for providing any small wares, equipment, vehicles, or other operational items necessary to perform the services described in the RFP unless otherwise specified. The College does not guarantee the availability or transferability of any equipment or materials currently used by the existing contractor.

e. **QUESTION:** What has flex spending (declining balance) utilization percent been for the past 3 years by plan?

ANSWER: Flex spending utilization is not something that we regularly ask for or examine with our current vendor and is not data that we have readily available.

f. **QUESTION:** Please provide the number of voluntary meal plan participants/numbers over the past 3 years per meal plan.

ANSWER: Voluntary meal plans went into effect in Fall 2025 and are not aligned with residential meal plans. To date, 12 of our “flex-only” plans (\$100) have been purchased and an additional three of our “Block 20 + \$100 flex” plans have been purchased (\$300).

g. **QUESTION:** Is there a food pantry in the residence hall?

ANSWER: The College operates a campus food pantry that is available to students; however, the pantry is not located within the residence hall and is not part of the dining services program.

Within the residence hall itself, the only College-provided food option is vending machines. Campus vending services are outside the scope of this RFP and are managed under a separate program.

No other College-operated food services are currently provided within the residence hall.

h. **QUESTION:** Can proposers use the COCC logo and photos of the campus and community for the express purpose of our proposal response to this RFP?

ANSWER: Yes, proposers are granted single-use permission to use COCC logos and photos for the purpose of responding to the referenced RFP.

-End of Addendum #1-