



**KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
REQUEST FOR PROPOSAL ADDENDUM**

SOLICITAION NO.:	RFP-0330	RFP ISSUE DATE:	April 4, 2025
ADDENDUM NO.:	1	ADDENDUM DATE:	April 23, 2025
SCHEDULE NAME:	Food Services – (Price Contract for Owensboro Community & Technical College)	OPENING DATE:	May 8, 2025

The following information is being provided in response to questions received for this RFP:

- 1) What is the average number of students enrolled per semester? Of this number, how many are strictly remote or hybrid?

a) Please see the following information provided by OCTC's Intuitional Research Department.

Main Campus Enrollment by Fall/Spring Terms			
	Term Description	Main Campus Enrollment	Online/Hybrid Only Enrollment
4224	Fall 2022	3540	1679
4226	Spring 2023	3446	2157
4234	Fall 2023	3709	1766
4236	Spring 2024	3485	2454
4244	Fall 2024	4057	1781
4246	Spring 2025	3801	2341

Fall Term Avg	3769
Spring Term Avg	3577

- 2) How does this number fluctuate between season semesters? (Spring busier than winter, etc.)
a) OCTC's fall enrollment is typically higher than spring enrollment as noted in the table above.
- 3) What is the average number of KCTCS staff present during working hours?
a) The average number of employees (faculty and staff) on the Main Campus during working hours is 151.
- 4) Is any historical F&B revenue/reporting available for reference?
a) No.
- 5) Page 5, Item N mentions vending. Is that in the scope?
a) No. The vending machines in the Campus Center are managed by another vendor via a separate contract.
- 6) When will college confirm what new equipment will be purchased and in-house?
a) Final decisions and purchases will be made prior to August 18. The goal is to have the area fully functional by that date.
- 7) Is there a timeline of remodel expected to accompany the purchase of new equipment, i.e. electrical, plumbing, install, etc.?
a) The goal is to have the space fully operational prior to August 18. Renovation of the kitchen is complete, except for the equipment. The HVAC upgrade for the Campus Center, where the kitchen is located, is expected to be completed in May 2025.

- 8) Given the nature of the service and requirements, is offeror allowed to employ current students?
a) OCTC does not restrict students from working for the food service vendor.
- 9) What is the average number of students and staff each semester?
a) The average number of employees (faculty and staff) on the Main Campus each semester is 151.
b) Please see the above table for the average number of students on the Main Campus.
- 10) What is the first day of school in the Fall semester of 2025?
a) Monday, August 18, 2025

The time to submit questions for this Request for Proposal has now expired. No further questions will be accepted.

All other terms, conditions & specifications remain unchanged.

Offerors must acknowledge receipt of this and any addenda either with solicitation or by separate letter or email prior to award of contract. If by separate letter, the following information should be placed in the lower left-hand corner of the envelope:

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Name of Firm: _____

Authorized Signature: _____