

ADDENDUM NUMBER THREE

**UNIVERSITY OF NEW MEXICO HOSPITALS
PURCHASING DEPARTMENT
933 Bradbury Dr. SE, Ste. 3165
ALBUQUERQUE, NM 87106**

Date: May 27, 2016

RFP Number: **RFP P352-16 Café-UNM Comprehensive Cancer Center**

Purchasing Contact: Justin M. Ayala

Notice to all respondents: Amend the Request for Proposal as indicated below relating to Proposal Due Date and site visits.

- Answers to Questions:

- **How many anticipated patients / visitors are there per day?**

UNMCCC treats about 250 patients per day; patients are typically accompanied by one family member or care giver.

- **How many employees are employed at the UNMCCC?**

UNMCCC employs about 350 faculty and staff members.

- **What is the total building population?**

UNMCCC has a building connection to the Outpatient Surgery and Imaging Center (OSIS). OSIS has 31 employees and treats about 151 patients per day.

- **How long do employees have for a lunch break?**

The length of employee lunch break ranges from thirty minutes to one hour.

- **What are the employees' shifts/work schedules?**

Employees are on site from 7AM to 7PM; schedules are 8 hour shifts.

- **Is there vending service on the property?**

There are no vending services on property. There will **NOT** be an option to provide vending services (i.e. snack or soft drink vending machines). Food trucks currently serve lunch on property; this will cease with the award of the vendor from this RFP.

- **Is there office coffee service on the property?**

For patients and patient's families, UNMCCC provides potted coffee in the two waiting areas. This service will need to continue from the vendor. For UNMCCC employees, each area maintains their own coffee service. The vendor will not need to provide any service to the UNMCCC employees.

- **What requirements will the contractor need to have in place for employees (i.e., background checks, fingerprint cards, TB tests, etc.)?**

UNMCCC does not require background checks or fingerprint cards. UNMCCC does require employees of the contractor to have a tuberculosis (TB) test and annual influenza (flu) shot as these employees will have interactions with patients.

- **There is no mention of catering in the RFP. Is catering service available to the contractor for additional source of revenue?**

Catering services are available. The awarded vendor from this RFP is not guaranteed all catering services. The vendor will need to competitively bid for these services. UNMCCC holds two lectures each week with 20-30 attendees where catered lunch is provided. UNMCCC holds an event each month with 40-50 attendees where catered lunch or evening meal is provided. Once a quarter, UNMCCC may have a seat down, plated meal, typically on weekends.

- **Is Internet service provided to the contractor for the purpose of manager's computer and POS systems?**

Yes, a dedicated VLAN will be provided to the vendor. The cost will be assumed by UNMCCC.

This **Addendum Number Three** becomes part of the Proposal documents and **modifies**, as noted below, the original documents.

ALL OTHER TERMS AND CONDITIONS WILL REMAIN THE SAME.
This Addendum is hereby made part of the RFP Documents to the same extent as those provisions contained in the Original Documents and all itemized listing thereof. All other provisions of the RFP shall remain unchanged.