

## **ADDENDUM NUMBER THREE**

### **THE UNIVERSITY OF NEW MEXICO HOSPITALS**

Purchasing Department  
933 Bradbury Dr. SE Ste 3165  
Albuquerque, New Mexico 87106

**Date:** January 15, 2018

**Proposal Number:** P380-17

**Name of Procurement Specialist:** Tarah Santana

**Due Date:** January 19, 2018, 3:00 pm MDT

#### **Notice to all respondents:**

**Amend the Proposal:** RFP P380-17 – Food Emporium

This **addendum** becomes part of the Proposal Documents and **modifies**, as noted below, the original Bidding Documents.

**Question 1:** Is the University of New Mexico Hospital (UNMH) open to a longer initial term than the proposed is a four (4) year term?

**UNMH Response to Question 1:** Pursuant to NMSA 13-1-150 (Multi-Term Contract), UNMH may contract with a Vendor up to 8(Eight) years. Term will be negotiated by both parties.

**Question 2:** Regarding New Mexico Business Preference, please clarify the requirements?

**UNMH Response to Question 2:** Contact State of New Mexico Purchasing for Guidelines on the New Mexico Business Preference.

**Question 3:** Are original signatures required, or will an electronic/copy of signature be accepted?

**UNMH Response to Question 3:** At this time UNMH will accept an electronic/copy of signature.

**Question 4:** Is the Agreement a sample form of lease provided by Tenant, or a form required by UNMH? If the Agreement is a UNMH required form, can a sample please be provided?

**UNMH Response to Question 4:** Please view EXHIBIT I for Standard Terms and Conditions.

**Question 5:** a) How many Full-time equivalent employees are at UNMH?

b) What is the respective sales volume of the existing food retailers – Jersey Jack's; Subway; and UNMH cafeteria?

c) What is the rent currently being paid by Jersey Jack's for the BBRP Food Emporium space?

**UNMH Response to Question 5:** a) 5900

b) At this time, the requested information is not available.

c) At this time, the requested information is not available.

**Question 6:** In Regards to Signage/Advertisement Limitation, Are there directional signage opportunities available within the hospital buildings and campus?

**UNMH Response to Question 6:** Vendor may submit a proposal and the proposal will be reviewed by UNMH for consideration.

**Question 7:** Will the Tenant be required to operate 24 hours a day? If not, what does the “meal service” requirement entail?

**UNMH Response to Question 7:** Meal service is to be available 24 hours a day.

**Question 8:** Are there any costs associated with the required badges?

**UNMH Response to Question 8:** Vendor/tenant will not be issued a UNMH badge, rather the employees must be in uniform and have vendor badge visible at all times. Vendor will abide by UNMH Security protocols.

**Question 9:** Are immunizations required for Tenant’s employees?

**UNMH Response to Question 9:** It is expected that employees are immunized to include annual TB tests to ensure their safety and our patients, families, and staff safety.

**Question 10:** Are background checks required for Tenant’s employees?

**UNMH Response to Question 10:** Tenant’s Employees must follow Tenants hiring practices.

**Question 11:** What are the estimated costs for the parking permits? Is there a hospital employee lot that Tenant’s employees can utilize at no cost?

**UNMH Response to Question 11:** A limited amount of parking permits will be available for Tenant. Parking permits per employee for lands west will be obtained from UNMH parking office. Per our policy, Manager will need to return permit upon employment dismissal. Employees who park in this lot are not charged. Employee will be bused to the hospital.

**Question 12:** What is the expectation with respect to “meal service options”, or how would you define this term?

**UNMH Response to Question 12:** Examples but not limited to: grill to order and grab and go.

**Question 13:** Is the equipment listed in Exhibit K existing or new equipment?

**UNMH Response to Question 13:** The Equipment is Existing Equipment.

**Question 14:** If the equipment is existing, what is the age and condition of the equipment?

**UNMH Response to Question 14:** The Equipment varies 10 years or less.

**Question 15:** Are there any costs associated with accepting these forms of payment, such as processing fees or transaction fees? If so, what are those estimated costs?

**UNMH Response to Question 15:** This method is not currently available however, UNMH’s ask is that the vendor would be willing to partner. The estimated costs are unknown at this time.

**Question 16:** a) Does the BBRP Food Emporium space include the Coffee Kiosk and the Storage. The space highlighted in green totals 1,571 square feet vs. the 1,940 square feet specified in Exhibit A, Section 2 Scope of Work?

- b) Does the elevator shown on Exhibit M open into the BBRP Food Emporium space? If so, is it secured?
- c) Is the floor plan shown on Exhibit M available in CAD format?
- d) Are there any available drawings of the existing conditions of the BBRP Food Emporium space?
- e) Are there any available drawings of the space immediately above and below the BBRP Food Emporium space?

**UNMH Response to Question 16:** a) The Food Emporium space does not include the Coffee Kiosk or the Storage space. Exhibit A, Section 2 Scope of Work Square Feet is amended to 1,571 Square Feet.

- b) Elevator is not accessible.
- c) At this time, floor plan is not available in CAD format.
- d) No
- e) No

**Question 17:** Many of the Terms and Conditions outlined do not seem applicable to a lease, specifically the termination right. Can you please clarify?

**UNMH Response to Question 17:** Terms and Conditions may be negotiated by both parties.

**Question 18:** Will Tenant utilize a shared dumpster with UNMH, or will Tenant contract for an individual dumpster for its exclusive use? Is there a common grease trap available, or is Tenant responsible for installation of a grease trap within the BBRP Food Emporium space?

**UNMH Response to Question 18:** At this time, Tenant will utilize a shared dumpster with UNMH. Yes, there is a common grease trap available.

**Question 19:** If the equipment is existing and Tenant elects to use its own equipment, who is responsible for removing the existing equipment? If Tenant elects to use its own equipment, would Tenant be issued a credit for the equipment listed in Exhibit K?

**UNMH Response to Question 19:** Determination has not been made at this time, it is subject to negotiation of both parties and final approval of UNMH. However, if it is determined that Tenant can use its own equipment, UNMH will not issue vendor a credit for equipment listed in Exhibit K.

**NOTE: The due date is to January 19, 2018 @ 3:00 pm MDT.**

Acknowledge receipt of this Addendum in the space provided in Exhibit A. Failure to do so may subject Offeror to disqualification.

All other provisions of the Proposal Documents shall remain unchanged. This addendum is hereby made a part of the Proposal Documents to the same extent as those provisions contained in the original documents and all itemized listing thereof.