



Procurement Services
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ADDENDUM NO: 1

RFP No: NKU-27-18

Commodity: Food and Beverage Services

Date: 10/24/2018

Due Date: 12/21/2018

BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.

Northern Kentucky University has received the following requests in reference to RFP # NKU-27-18 Food and Beverage Services. Please see below for questions and answers.

1. Enable our direct engagement with senior campus leadership, evaluation committee and key dining and catering customers on the NKU campus.

Senior campus leadership is expected to also attend the Mandatory Pre-bid meeting on November 13, 2018 starting at 10:00 am. There will be no direct engagement with the evaluation committee.

Key dining and catering customers may include Residential life, Student Affairs, SGA President, Director of Business Operations and Auxiliary Services and Procurement Services to be conducted at the time of scheduled survey if chosen. Please see question #2 below for scheduling.

2. Enable our direct engagement with NKU students and the ability to conduct student surveys

You can schedule a day on campus to survey the general population. Surveys may be conducted November 14, 2018- December 6, 2018. Please email Jennifer Moeves at moevesj2@nku.edu to schedule a date and time.

3. Agenda for the Pre Bid meeting on November 13th, 2018 at 10:00am EST is posted below.

10:00 – 10:30: Introduction and a brief review of the food and beverage history of the university.

10:30 – 11:00: Review of procurement guidelines and instructions/timelines for additional campus visits and delivery of proposals.

11:00 – 12:30: Comprehensive review of the RFP with emphasis on talking points listed at the end of the document.

12:30 – 1:30: Questions

1:30 – 3:00: Campus Tours

Please contact Jennifer Moeves with any questions.

T H E E N D

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