

**FB NO: RFP17-074 DATE: January 5, 2017**

**BUYER: Kelly Sloan, Purchasing Manager PHONE: (816) 271-4465**

**ADDENDUM #1**

FUNDING DEPARTMENT: FOOD

EQUIPMENT/SERVICES REQUESTED: CAMPUS FOOD SERVICE

**PLEASE NOTE: DATE ADJUSTMENTS**

**2.2 Timeline**

December 19, 2016 Request for Proposal RFP 17-074 Issued

January 5, 2017 The contractors must attend **a Mandatory Pre-Bid Conference**. The pre-bid conference will be held in the Blum Union, Room 223 at 10 a.m. CST. Tour of facilities will follow. A follow up question session will be held at 1:00 p.m. in Blum Union, Room 223.

January 11, 2017 All questions must be emailed to the Purchasing Department at: [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu) by noon, CST.

February 2, 2017 Sealed bid proposals are due at 2:00 p.m. CST (Please see section 2.4)

Week of February 6 Initial evaluations made

Week of February 13 Contractor Presentations

Week of February 20 Final Evaluations

March 10, 2017 Tentative date of specially called meeting of the Board of Governors. Approval of the contractor will be awarded at this meeting.

**2.4 Sealed Bids:**

Sealed bids for the operation of the food service at Missouri Western State University must be received by 2:00 p.m. CST, February 2, 2017 at:

Missouri Western State University

Office of Purchasing, Popplewell Hall, Room 221

St. Joseph, Missouri 64507

The envelope is to be marked in the lower left corner as:

Food Service Bid, RFP 17-074

2:00 p.m., February 2, 2017

Sealed bids will be opened at 2:00 p.m., February 2, 2017 in the Office of Purchasing, Popplewell Hall, Room 221. The proposals will then be reviewed by the committee.

THIS ADDENDUM IS HEREBY CONSIDERED TO BE A PART OF THE ORIGINAL BID SPECIFICATIONS AND NEEDS TO BE INITIALED AND RETURNED WITH YOUR BID IN ORDER TO BE CONSIDERED.