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Bradenton, FL 34205
purchasing@mymanatee.org

Solicitation Addendum

Addendum No.:	2
Solicitation No.:	25-TA006008AF
Solicitation Title:	Food and Beverage Services for Manatee County Administrative Office Facility
Addendum Date:	July 9, 2025
Procurement Contact:	Ashley Forrest

Request for Proposals (RFP) No. 25-TA006008AF is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of RFP 25-TA006008AF.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP was June 20, 2025 at 2:00 P.M. E.T.

ADD:

ATTACHMENT 1, SITE PHOTOS

ATTACHMENT 2, MANDATORY SITE VISIT SIGN-IN

QUESTIONS AND RESPONSES:

Q1. Is there any more information on this?

R1. Refer to solicitation and addendums.

Q2. Is this like an opportunity to do catering for the county? Something like that?

R2. Refer to Exhibit 1, Scope of Services.

Q3. What company is the currently providing these services?

R3. This is a new service request.

Q4. How long has the current operator provided these services to the County?

R4. Refer to R3.

- Q5. What is the current financial model for the services?**
- R5. Refer to R3.
- Q6. What are the current annual food and beverage services sales?**
- R6. Refer to R3.
- Q7. What is the annual catering spend for the county?**
- R7. This information is not currently available.
- Q8. Can you please provide a copy of the detailed food and beverages services Profit and loss statement?**
- R8. Refer to R3.
- Q9. Can you please provide the last 3 years of annual sales reports for food & beverage services at the administrative office facility?**
- R9. Refer to R3.
- Q10. Can you please provide a copy of the current food & beverage services contract?**
- R10. Refer to R3.
- Q11. If there's not a current contract in place, can you please provide a copy of the previous contract?**
- R11. Refer to R3.
- Q12. How much funding is earmarked for equipment and supplies for the café?**
- R12. This information is not currently available.
- Q13. Can you provide rough demographics in the county where the 550 employees live (by zip codes for example)**
- R13. This information is not available.
- Q14. How many total people will be in the building other than the 550 Manatee County employees?**
- R14. This cannot be determined at this time.
- Q15. If there are other people working in the building, will they be able to patronize the café?**
- R15. Yes.
- Q16. Please provide photos of the kitchen.**
- R16. See Attachment 1, Site Photos.
- Q17. Please provide photos of the dining area and the outdoor area.**

R17. See Attachment 1, Site Photos.

Q18. Please provide photos of the closet in the dining area.

R18. See Attachment 1, Site Photos.

Q19. Please provide photos of the janitorial closet that is closest to the café area.

R19. See Attachment 1, Site Photos.

Q20. Will we be able to conduct a survey of the employees before or after award in order to find out what types of foods, snacks and beverages they prefer?

R20. Yes.

Q21. Please provide a list of the attendees to site visit.

R21. See Attachment 2, Mandatory Site Visit Sign-In.

Q22. Can you please provide public records under Florida's Sunshine Law that includes a list of job titles and corresponding salaries or salary range information for Manatee County employees who will be working in the building?

R22. Refer to A.27 of the RFP document.

Q23. Will we be able to promote the café via weekly or biweekly emails to the employees?

R23. This is at the discretion of the Department.

Q24. If a base rent is expected, what amount or range is under consideration?

R24. Refer to Section C.02, Negotiation.

Q25. Will any utilities or facility services be included in the rental agreement?

R25. Refer to Exhibit 1, Scope of Service, 1.04 Additional Service Requirements.

Q26. Can you please identify the phases with dates and number of employees for moving into the facility?

R26. This information is not currently available.

Q27. Can the commercial Atosa refrigerator that is in the dining room be kept for the café?

R27. That item is subject to final sale of the building. Refrigeration needs will be accommodated with the purchase of equipment.

Q28. Can the county's janitorial staff clean the dining room and kitchen floors in the evenings that the café is operational?

R28. Refer to Exhibit 1, Scope of Service, 1.04 Additional Service Requirements.

Q29. Will we be able to store mops and cleaning supplies in the closest custodial closet?

R29. Yes.

- Q30. What total \$ amount has been earmarked or budgeted for the cafe space?**
R30. Refer to R12.
- Q31. What total \$ amount has been set aside or budgeted for the cafe equipment?**
R31. Refer to R12.
- Q32. Can we propose renovations to open up the space?**
R32. This information is not currently available.
- Q33. Can you please provide the cafe and seating area floorplans?**
R33. This information is not currently available.
- Q34. Can you please provide the cafe and seating area CADs in PDF format?**
R34. This information is not currently available.
- Q35. Can provide photos of the kitchen/cafe and seating area spaces?**
R35. Refer to R16 and R17.
- Q36. Can you provide photos of inside the storage closet in the seating area?**
R36. Refer to R18.
- Q37. Can you please provide a detailed equipment list of all equipment in the kitchen/cafe?**
R37. This information is not currently available.
- Q38. Can you confirm the total # of staff/employees currently working onsite?**
R38. This information is not currently available.
- Q39. Can you provide the hours that staff/employees work?**
R39. The County's normal business hours are 8:00 AM to 5:00 PM.
- Q40. Can you please provide a detailed overview of the phases for the move in?**
R40. Refer to R26.
- Q41. How many phases are there for the move in?**
R41. Refer to R26.
- Q42. What are the dates for each phase?**
R42. Refer to R26.
- Q43. How many employees/staff are moving into the building for each phase?**
R43. Refer to R26.
- Q44. What date will the move in be completed by and what will be the total # employees working onsite daily once move in has been completed?**

- R44. Refer to R26.
- Q45. Can you please provide a list of all departments/agencies etc. that are moving in the building?**
- R45. This information is not currently available.
- Q46. Can you provide a breakdown of # of employees/staff for each department/agency moving in the building?**
- R46. Refer to R26.
- Q47. Can you also provide the work schedule for each department/agency? How many days/week working onsite?**
- R47. This varies per department.
- Q48. Are any of the employees remote or hybrid? If so, please provide a breakdown of each?**
- R48. Yes, this is at the discretion of the departments.
- Q49. Also, can you provide a breakdown of how many employees are hourly, salary, full-time and part-time?**
- R49. Refer to A.27 of the RFP document.
- Q50. What are the demographics of population in the building?**
- R50. This information is not available.
- Q51. Is there additional storage available in the building?**
- R51. This information is not currently available.
- Q52. Is there a current health permit or food service license in place?**
- R52. Not that the County is aware of.
- Q53. Can you please provide a copy the current health permit or food service license?**
- R53. Refer to R52.
- Q54. Can you provide photos of the loading dock?**
- R54. See Attachment 1, Site Photos.
- Q55. Will a dedicated internet line be provided by the county for the cafe?**
- R55. Refer to R25.
- Q56. Can you please provide a copy of the county employee wellness plan?**
- R56. Refer to <https://manateeyourchoice.com/>.
- Q57. Does the county have an interest in subsidizing the price to employees for healthy options as an employee benefit or "wellness discount"**

R57. This will be determined at the time of contract.

Q58. Will the county provide a employee handwashing sink with water temp at least 100 degrees for the cafe staff to use?

R58. This information is not currently available.

Q59. What is the total annual catering spend by the county?

R59. Refer to R7.

Q60. Can you confirm total # of vending machines in the building?

R60. This information is not currently available.

Q61. Can you provide a breakdown of # of vending machines by each location in the building?

R61. Refer to R60.

Q62. Can you provide a copy of the current vending services agreement?

R62. This would require a Public Records Request.

Q63. What are the total annual vending sales?

R63. This information is not currently available.

Q64. Can you provide photos of all vending machines in the building?

R64. This information is not currently available.

Q65. What is the current prices of the beverage and snacks in the vending machines?

R65. This information is not currently available.

Q66. Does the County receive a commission on the vending sales? If so, please confirm the commission rate % and commission structure?

R66. This information is not currently available.

Q67. Will the county consider including the vending services with the food & beverage services?

R67. No.

Q68. What date will the questions be answered and requested information be provided by?

R68. All responses are provided in this Addendum.

Q69. Based on the large amount of questions and information being requested for the RFP, would the county consider extending the due date for the RFP proposals so we have time to do our proper due diligence?

R69. Refer to Addendum No. 1.

Q70. Can we submit any exceptions/modifications to the language for the food & beverage services agreement template provided with our RFP proposal?

R70. Refer to Form 2, Proposal Signature Form (4).

Q71. Please provide floor plans of entire service area, including loading dock location & proximity to dining services.

R71. This information is not currently available.

Q72. Please provide photos of Kitchen, Service Counter and dining room

R72. Refer to R16 and R17.

Q73. Please provide dining room seating capacity

R73. This information is not currently available.

Q74. Please provide building occupancy projection – by dates

R74. Refer to R26.

Q75. Please provide office work vs Remote worker details – please breakdown (as possible) days required for the 500 staff to work at this location vs working remotely

R75. Refer to R48.

Q76. Please provide equipment list – current and any equipment that has been ordered

R76. Refer to R37.

Q77. Please provide annual Holiday schedule when Manatee County Offices are closed

R77. January 1 – New Year’s Day
April 18 – Good Friday
September 1 – Labor Day
November 28 – Thanksgiving Friday
January 20 – Martin Luther King, Jr. Day
May 26 – Memorial Day
November 11 – Veterans Day
December 24 – Christmas Eve
February 17 – Presidents Day
July 4 – Independence Day
November 27 – Thanksgiving Day
December 25 – Christmas Day

NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the RFP.

INSTRUCTIONS:

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

END OF ADDENDUM

AUTHORIZED FOR RELEASE

Jacob Erickson,
MBA, CPPO,
NIGP-CPP

Digitally signed by Jacob
Erickson, MBA, CPPO, NIGP-
CPP
Date: 2025.07.08 15:21:30
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ATTACHMENT 1, SITE PHOTOS















ATTACHMENT 2, MANDATORY SITE VISIT SIGN-IN SHEET



Procurement Division
Mandatory Site Visit Sign-in Sheet

RFP 25-TA006008AF

Food & Beverage Services for Manatee County Administrative Office Facility

June 13, 2025 10:00 A.M. ET

Manatee County Administration Building

9000 Town Center Pkwy, Lakewood Ranch, FL 34202

Printed Name	Signature	Organization/Agency
Ashley Forrest	<i>Ashley Forrest</i>	MCG Procurement
Stacia Branco	<i>Stacia Branco</i>	MCG Procurement
Justin Intorcchia	<i>Justin Intorcchia</i>	MCG CVB
Gina Marie Smith	<i>Gina Marie Smith</i>	Compass Group/Carter
Gina Jimenez	<i>Gina Jimenez</i>	Compass / Carter
JANE JERMAN	<i>JANE JERMAN</i>	// //
Jonathan Kay	<i>Jonathan Kay</i>	Rocco's Italian Kitchen
Don Redmond	<i>Don Redmond</i>	Mofz Culinary Support
Cathy Chis	<i>Cathy Chis</i>	Rocco's Ital Kitchen