

## Solicitation Amendment No. 001

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<b>To: Prospective Bidder/Offeror:</b>	<b>Date:</b>
	December 7, 2010
<b>Project Title:</b>	<b>Project No.:</b>
Food Service Operation and Coffee Services	11-03
<b>Description of Solicitation Amendment:</b>	
<p>The Request for Proposal Food Service Operation and Coffee Services (Project # 11-03) is hereby amended as set forth below:</p> <p>I. <b><u>Attachment No. 2, Schedule of Items and Prices:</u></b> The Schedule of Terms and Prices (Attachment No. 2) contained in the solicitation document is hereby deleted in its entirety and being replaced by the revised Schedule of Items and Prices dated December 7, 2010, attached hereto and made a part hereof.</p> <p>II. <b><u>Attachment No.14, Vendor Application Instructions:</u></b> The Vendor Application Instructions (Attachment No. 14) contained in the solicitation document is hereby deleted in its entirety and being replaced by the revised Vendor Application Instructions dated December 7, 2010, attached hereto and made a part hereof.</p>	
<b>Acknowledgement of Amendment No. 001 by:</b>	<b>Date:</b>
<b>Company Name (Bidder/Offerer):</b>	
<b>Signed by:</b>	
<b>Name (Type or Print):</b>	<b>Title:</b>



Procurement Operations  
3100 Main St.  
Houston, TX 77002

**ATTACHMENT NO. 2**

**SCHEDULE OF ITEMS AND PRICES  
FOR  
Food Service Operation and Coffee Services**

**(Revised December 7, 2010)**

The Proposer/Contractor shall furnish all resources and services necessary and required to provide Food Services Operation and Coffee Services, in accordance with the **Scope of Services (Attachment No. 3)**, and the General Terms and Conditions of the sample contract documents for the Proposed commission listed below.

**I. Proposed Commission: \_\_\_\_\_% (to be paid to HCC based upon total monthly gross sales).**

**Menu:**

**II. Proposer (s) shall provide a typical list of menu items including brands, descriptions, sizes and prices. The list of menu items and prices shall be submitted as a supplemental document to this Attachment No. 2.**

**Note: Proposer (s) may submit a proposal to provide Food Service Operation Services or Coffee Services or both.**



## **ATTACHMENT NO. 14**

### **VENDOR APPLICATION INSTRUCTIONS (Revised December 7, 2010)**

The Houston Community College Procurement Operations department has developed an online vendor application. This is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within Houston Community College. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College Procurement Operations department website and register as a vendor. The website address to access the vendor registration form is <http://hccs.sbcompliance.com/vendorstart.asp>

Once you have completed your application, please print out a copy of the completed application and submit it with your completed proposal package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.