

ADDENDUM 1

In order to simplify submitting a bid, you may use the form below. It is optional and not a requirement.

Please start with a coverpage (letter of transmittal). It's a letter that describes who you are, how you're qualified/any prior experience you have and what else you have to offer. Let us get to know you!

1. **Description of the Proposed Services:** This section is basically a description of how you plan to run the location. What are you going to serve and why? Is there anything special you have planned? Is there something special that only you can offer? Are there any items that you are concerned about and how will you make it work? Who is going to help you (employees)? How will you make sure your team consistently delivers a good customer experience? Are you going to advertise? How?

2. **Description of the Proposed Menu:** This section is asking for a detailed description of your menu.

3. **Description of the Proposed Equipment:** Do you plan to provide any equipment like an espresso machine, blender, refrigeration, microwave, etc? How will you

maintain/take care of this equipment? Do you currently own it or will you rent/buy it?

4. **Implementation Plan and Schedule:** How long is it going to take you to open for business? Do you need to get any permits or certifications or approvals? How long will that take?

5. **Operating Budget:** This form is also on Page 5 of the RFP. You may use that form or create your own. It is basically a monthly budget. This is the info we need:

Monthly Salaries And Wages: _____

Monthly Equipment Costs: _____

Monthly Food/Supply Costs: _____

Other Monthly Costs: _____

Monthly License (rent) costs: _____

Total Monthly Operating Budget (add up all of your monthly costs): _____