

Solicitation Amendment No. 002

Page 1 of 1

To:	Date:
Prospective Bidders	August 28, 2012
Project Title:	Project No.:
Coffee Services	12-51
<p>Description of Solicitation Amendment: The Invitation for Bids (IFB) for Coffee Services is hereby amended as set forth herein:</p> <p>I. <u>Informational Letter #2</u></p> <p>The Informational Letter #2 (Q & A) for IFB 12-51 Coffee Services is hereby made a part of this Solicitation hereto attached as Exhibit 3.</p> <p>Except as provided herein, all items and conditions of the solicitation, remains unchanged and in full force and effect.</p>	
Acknowledgement of Amendment No. 002 by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

EXHIBIT 3

QUESTIONS AND ANSWERS

Coffee Services

PROJECT NO. 12-51

To: Prospective Respondents
From: Houston Community College
Date: August 28, 2012
Subject: Informational Letter # 2 – Informal Request for Proposals, HCC Project No. 12-51

The following questions regarding the Invitation for Bids, HCC Project No. 12-51 were received in the Procurement Operations Department within the time period stated in the IFB:

Question #1: How many oz of coffee are in the regular and decaf folgers vacuum packs?

HCC Answer: .9 oz

Question #2: How many oz of coffee are in the filter packs?

HCC Answer: .9 oz

Question #3: Would you mind if we substituted the 52 oz coffee cans for 34.5 oz cans?

HCC Answer: No

Question #4: How many oz are in the sugar and creamer cans?

HCC Answer: Sugar – 20 oz, Creamer – 12 oz.

Question #5: How many oz in the carnation creamer? Are these the cans or powder?

HCC Answer: 12 oz. Powder

Question #6: What type of stirrer sticks do you use? Plastic, wood, wrapped, unwrapped?

HCC Answer: Plastic - unwrapped

Question #7: What size would you like the red plastic cups?

HCC Answer: 16 oz

Question #8: What size is the instant cappuccino can?

HCC Answer: 3 lbs

Question #9: Do you prefer a specific type, size, etc. for the paper towels?

HCC Answer: No

Question #10: Would I be able to stop by your location to meet with you and see your current coffee station setup?

HCC Answer: No