

EMPORIA STATE UNIVERSITY

ADDENDUM I

Addendum Date: November 9, 2023

Solicitation Number: RFP 002-24 – Food Services

Questions Deadline: December 1, 2023 (2:00 pm CST)
Closing Date: January 12, 2024 (2:00 pm CST)

Procurement Director: Ashley Brandt
Agency: Emporia State University (ESU)
Mailing Address: Emporia State University
1 Kellogg Circle, Campus Box 4021, Emporia, KS 66801

Phone: 620-341-5137
E-Mail Address: purchaseorders@emporia.edu

Pre-bid Meeting Announcement

**Monday, November 20, 2024
1:00 pm (CST)
Emporia State University
Memorial Union, Preston Family Room**

Please notify the ESU Purchasing Office, if you plan to attend the pre-bid meeting and how many will be in attendance from your company, so that we may plan accordingly.

Please be advised:

1. The complete bid specifications, drawings, appendices, and any future addenda will only be provided, at no charge, in electronic format at:
 - a. ESU's Bid Website (Vendor Registry): <https://vrapp.vendorregistry.com/Bids/View/Bid/965dd498-4527-407e-965d-26012ee2f2d6>
 - b. Appendices Website: <https://www.emporia.edu/student-life/mem-union-rec-center/memorial-union/food-service-rfp-appendices/>
2. While a "Questions & Answers" portion will take place during the pre-bid meeting, any further questions need to be submitted in writing (email is preferred) **no later than 2:00 pm (CST) on December 1, 2023.**
3. All bids are required to be submitted through ESU's Bid Website (Vendor Registry) **no later than 2:00 pm (CST) on January 12, 2024.**