

**PRE-PROPOSAL CONFERENCE AT 10:15 A.M. WEDNESDAY 1 JUNE 2011**

20 May 2011

**SUBJECT: Request for Proposals (RFP) 11-049F  
For Managing Food Services (Cafeteria and Catering)**

Princeton Plasma Physics Laboratory (PPPL) representing Princeton University, a U. S. Department of Energy Prime Contractor, desires to enter into a Cost Incentive Subcontract for management of food services (cafeteria and catering) at PPPL, located at 100 Stellarator Road, James Forrestal Campus, U.S. Route No. 1 north, Plainsboro, NJ, about two miles north of Princeton, NJ.

The Subcontract proposed will be for the period 1 October 2011 through 30 September 2014 with PPPL having the Option to extend the performance period for up to three additional consecutive years.

This RFP is composed as follows:

This Letter of Transmittal dated 20 May 2011

Acknowledgment of Receipt of RFP form

|        |   |
|--------|---|
| Part A | Statement of Work   |
| Part B | Sample Subcontract with its General Provisions                    |
| Part C | Instructions for Proposal Preparation                             |
| Part D | Forms:<br>Proposal Form<br>Representation & Certification Booklet |
| Part E | Service Contract Act Wage Determination                           |

Recommend you first review:

- ✓ RFP Part A, the **Statement of Work**,
- ✓ Then Part B, a **Sample Subcontract**.
- ✓ If you are then interested in competing for Subcontract award review RFP Part C **Instructions for Proposal Preparation** and complete and return the Acknowledgment of Receipt of RFP form. You will then receive e-mail notification of any changes to the RFP posted to the PPPL Procurement Opportunities web site as they are posted.

A Pre-Proposal Conference is scheduled for 1015 Wednesday 1 June 2011. Attendees will meet in the Lobby of PPPL's Lyman Spitzer Building (LSB) and be escorted to the meeting room. Having had a representative visit the proposed PPPL work site (cafeteria) is a prerequisite to submitting a Proposal in response to RFP 11-049F.

The Pre-Proposal Conference agenda includes a discussion of administrative matters, the Statement of Work and a visit to the cafeteria site. Conference attendees may purchase their lunch there should they desire. Follow-up visits to the cafeteria will also be permitted.

The due time / date for Proposals in response to RFP 11-049F will be 2:00 P.M. (Princeton, NJ time) Tuesday 28 June 2011.

If there are any questions pertaining to this matter I may be contacted at (609) 243-2441, by telefax (609) 243-2021 and by e-mail [lsutton@pppl.gov](mailto:lsutton@pppl.gov).

Regards,



Larry L. Sutton  
Senior Subcontract Administrator

Attachment: RFP 11-049F

PRINCETON UNIVERSITY  
PLASMA PHYSICS LABORATORY  
PO BOX CN-17  
PRINCETON, NEW JERSEY 08543  
ATTN: LARRY L. SUTTON, RFP 11-049 COORDINATOR  
(609) 243-2021 (FAX NUMBER)

**ACKNOWLEDGMENT OF RECEIPT  
RFP 11-049F**

The below-named firm has received all documents referenced in Request for Proposals (RFP) No11-049F for Food (Cafeteria and Catering) Services, except those listed below (if all referenced documents have been received, state "none"):

Check the statement which applies:

We do \_\_\_\_\_ do not \_\_\_\_\_ plan to attend the Pre-Proposal Conference at **PPPL at 10:15 A. M. Wednesday 1 June 2011.**

We do \_\_\_\_\_ do not \_\_\_\_\_ plan to submit a Proposal in response to this RFP.

Please annotate below your company name and address and the name, telephone number and e-mail address of the individual that will serve as your point of contact for this RFP.

Company Name : \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Name of Company Point of Contact: \_\_\_\_\_

Point of Contact Phone: \_\_\_\_\_

E-mail address of Point of Contact: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_