



MEMORANDUM

TO: RFP 24-009
FROM: Jennifer R. Madrid, Purchasing
DATE: May 24, 2024
RE: Addendum 1-RFP 24-009

I. Changes

Section 9 Financial Pro-Formas Attachment 8 under “Existing Meal Plans Year 1 and Year 2”

Number of Operating Days Fall Semester 2023 – 115

Number of Operating Day Spring Semester 2024 – 109

Section IX – Number 4 “MEAL PLANS” – Spring 2023 and Fall 2023 Meal Plan Holders numbers have been updated to the following:

Spring 2023		
Residential Meal Plans	Price	Meal Plan Holders
Meal Plan A	2,664	37
Meal Plan B	2,311	59
Meal Plan C	1,947	334
Purple and White	424	1
Total		431

Fall 2023		Meal Plan Holders
Residential Meal Plans	Price	
Meal Plan A	2,744	57
Meal Plan B	2,380	63
Meal Plan C	2,005	327
Purple and White	437	1
		448

Section X – Page 42 – “Please e-mail the complete survey to New Mexico Highlands University, no later than June 01, 2024, to the attention of Jennifer Madrid , NMHU Director of Purchasing; email: rfp@nmhu.edu; Telephone number: 505-454-3053. Again, thank you for your time and effort in assisting NMHU in this important endeavor.”
Date will change to June 10, 2024.

II. Q&A

1. Has there been any student feedback or surveys done in the past?
Surveys have been informal in the past.
2. Who owns the Point of Sale (POS) system?
NMHU does.
3. RFP states needs capital improvements, does NMHU have plans?
We do not at this moment, but there is conversation for food option on the North end of campus in the Stu Clark building. The square footage for the sitting and kitchen areas is 3,066, pictures of this area are located below after the Q&A's. We are also thinking of food trucks on the North end as well.
4. Are all books electronic?
Both, we have a pop-up bookstore and the beginning and end of the Fall and Spring semesters. The bookstore is on a separate contract from the dining services.
5. Is the Convenience store the only part that will be part of the dining service?
Yes, the convenience store is part of the Dining Service RFP. All employees are with the current dining service contract.
6. What type of keys does students use?
They use keycards.
7. RFP pg 11: can you confirm that if a new vendor is selected, that it is the intention to transition over winter break starting **December 9th**? If so what is the first day students will return to campus?
Yes, that is correct. The first day the students return for the Spring 2025 semester is on January 21, 2025.

8. RFP pg 30: Instructions: Can you clarify “ Proposals will be accepted through vendorregistry.com” – can you confirm/clarify if the University would like proposals to be submitted electronically? If not, can you clarify how you would like to receive the financial proposals?

This is up to the vendor how they prefer submitting their proposal. We ask that if submitting by carrier/in person, the total number of copies are six (6). If you are submitting through vendor registry you are submitting one (1) PDF copy, and price on a separate PDF.

9. RFP pg 39 Reference List: To assist with RFP compliance, can you clarify where the survey is located and exactly who these will need to be sent to? Or are you asking just for the contact information for our references?

You will have to create a reference list like the example on page 40 in an excel spreadsheet. The survey is on page 42. The due date for this survey is June 01, 2024, as directed on page 42.

10. To assist all vendors in providing the university with the most competitive possible proposals; can you share the current financial agreement with your vendor, or provide the current daily rate for each meal plan and commission rates?

No commission rates and the current daily rates on located on page 36, number 5 “Pricing”.

11. Can you share Spring 2024 meal plan participation?

Spring 2024		Meal Plan Holders
Residential Meal Plans	Price	#s
Meal Plan A	2,744	25
Meal Plan B	2,380	40
Meal Plan C	2,005	326
Purple and White	437	1
Total		392

12. Can you clarify How many billing days are there for the student meal plans; Attachment 8 notes 228 in 2012?

Apologies, that number is 224, the FY should be reflecting FY2024

13. Attachment 8: Meal plan names do not match names in RFP, can you clarify names and total meals and flex in the plans that are to be offered in Fall 2024?

Meal plan structure is:

Meal Plan A

Meal Plan B

Meal Plan C

Purple and White

14. As a public institution, are you able to share the current agreement with your provider?

This request will have to be through our Inspection of Public Record Acts (IPRA) request.

Please request this through <https://nmhu.nextrequest.com/requests/new>

15. RFP pg 36: "All Meals are \$8.50" – Is that for just faculty and staff?

This rate reflects Students who are not on a meal plan, Staff, and Faculty

16. RFP pg 34 "Revenue History" is it possible to get a breakout of cash/credit sales by location/outlet: Purple Brew, C Store, Grill etc. (also needed for Attachment 8)?

FY24

Purple Brew	\$31,453
C-Store	\$19,320
Dining Hall	\$32,032

17. RFP pg 34: "Special Events..." Can you share all catering and summer conference revenues?

The revenue for catering /conference is \$187,227.

18. Can you share current Concession sales?

This is not available under current contract, this will be for consideration in the future.

19. Are commissions currently being paid for catering and summer conference sales, if so, can you share the percent?

No commissions is being paid.

20. Can you provide commission rates being paid on cash/credit sales?

These are based on fees.

21. Are the dining staff in a union or CBA? If so, can you share that agreement?

The current dining staff is hired through the current dining service provider.

22. Can you describe summer dining services and typical group size and stay?
The dining hall is not open during the summer. However, there is catering throughout the summer session.
23. Will any equipment or smallwares that was seen on the pre-bid tour be removed if a new vendor is selected?
All smallwares are owned by current dining service vendor. All equipment is owned by NMHU.
24. Is all equipment in the dining center working properly?
Yes, all equipment is working.
25. Does the University have an estimate on the number of students on meal plans for fall 2024?
We do not have that information until August, we are not at full capacity.
26. Are Fall 2024 meal plan prices posted, if so what are the new prices?
The Board of Regents voted and the meal plan rates will remain the same as FY24.
27. Can you share/clarify how many athletes are on the mandatory meal plans?
All residents are required to be on a meal plan except for apartments. This information is not available.
28. Can you share if and how many international students are on the meal plans?
Currently, we have 4 on meal plans.
29. Has there been any satisfaction surveys regarding the dining program that you can share?
This question was answered above. The surveys were done under a club.
30. Was there any Capital Investment provided during your last contract/agreement signing, if so, how much and what was the amortization payback schedule?
No, there were no Capital Investments during the last contract/agreement signing.
31. How many student employees are currently employed with the dining program?
Three part-time student employees.

32. Can you share the current student employee wage rate/range at NMHU for non-dining student employees?

Student employee wage rate is \$12.00

33. At the end of each year, what happens to any un-used Flex dollars from meal plans?

The Flex do not carry over to the next semester.

34. RFP pg 37: Can you confirm if the POS machines used in the dining program are owned and managed by the University; and will not need to be replaced if a new vendor is selected?

This was answered above. The POS system is owned by NMHU and they are looking into updating the system.

35. Can you share what current donations the university is getting from the dining vendor?

No, there is none.

36. Does the university have any funds set aside for dining improvements other than any expected capital investment from a dining vendor?

No immediate plans for dining improvements.

37. Does the current vendor own a van or truck as a part of the dining and catering program?

The van that is used by the current dining service is owned by NMHU.

38. Can you share what 3rd party company is being used for the book store currently, and if the University is receiving any commissions or rebates?

This is not applicable for this RFP. Bookstore is a separate contract.

39. For proposal development, can you confirm the page limits stated starting on pg 14?

Executive Summary – Maximim length five (5) pages

Technical Proposal - Maximum length is seventy-five (75) pages. That is excluding required menus, renderings and attachments.

40. Can you provide CAD or detailed floor plans for each dining location/service points within the scope and for those listed as optional in the RFP requirements?

Could not provide the floor plans. Here is the square footage for each area.

Purple Grill - 9,595sq.ft.

Purple Brew - 1,143sq.ft.

C-Store (location is with bookstore) – 2,641sq.ft.

Optional area - 3,066sq.ft.

41. SECTION VII SUBMITTAL PROCEDURES - NUMBER OF COPIES

Offeror is to submit **six (6)** complete copies of their Proposal when submitting through carrier service or in person. Offeror is to submit **one (1)** PDF copy, price to be a separate PDF from the proposal when submitting through vendorregistry.com

Can you please clarify that submittal can either be 6 printed copies **or** 1 PDF through the portal **or are both required?**

The submittal through carrier (USPS, UPS, Fed, or hand deliver) will be the six (6) printed copies. If submitting through VendorRegistry it will be one (1) PDF copy with financials on a separate PDF.

***Offerors must acknowledge this amendment in Attachment 1 when submitting proposal.**

Optional Locations Pictures:







