

EMPORIA STATE UNIVERSITY

ADDENDUM 2

Addendum Date:	November 21, 2023
Addendum Number:	2
RFP Number:	002-24
Questions Deadline:	December 1, 2023 (2:00 pm CST)
Closing Date:	January 12, 2024 (2:00 pm CST)
Procurement Director:	Ashley Brandt
Mailing Address:	Emporia State University Purchasing Office 1 Kellogg Circle, Box 4021, Plumb Hall 103M, Emporia, KS 66801
Phone:	620-341-5137
E-Mail Address:	purchaseorders@emporia.edu
Item:	Food Services
Agency:	Emporia State University (ESU)
Location(s):	Emporia, KS 66801

Below are the answers to vendor questions from the pre-bid meeting that was held on November 20, 2023. If you have any additional questions, please submit them in writing to the Purchasing Office by December 1, 2023, at 2:00 pm (CST).

1. Are you planning to have vendor presentations and is there a timeline for when those presentations will take place?
Yes, we are planning to hold presentations. However, we have not established the schedule yet.
2. Do hard copies of bids or financial statements need to be submitted in addition to an electronic copy?
No hard copies are necessary. Everything can be submitted in Vendor Registry or emailed to purchaseorders@emporia.edu.
3. Does this bid require board approval before a contract can be established?
No. Since we are completing the formal bid process, the final contract will not need to go through the Board of Regents.
4. What is the seating capacity for the Sauder Alumni Center (Foundation) space?
The seating capacity is 120 with round tables.
5. How many students are currently on the meal plans? Is that up from previous years? Do you have a breakdown of each plan?
Currently, there are 584 students on the meal plans. This is down from the previous year. In section 4 of the RFP, there is a chart of meal plan participants. There is a breakdown of each plan in Appendix I - ESU Financial Workbook, 4th tab – “AY 1 Meal Plan Structure.”

6. Do you have board revenue/meal plan revenue?

Yes, it is in Appendix I - ESU Financial Workbook, 4th tab on the Actual Year Meal Plan 1 tab.

7. Do freshman have to be on the “All Access” meal plan?

They can choose between “All Access” and the “150 Block” meal plans.

8. On page 24, “Meal Plan Enrollment”, the transition between fall and spring was lower now than in the past year. What did you do to help this improvement?

In general, we use 5% because most years the rate of change is around that, give or take. The “65 Block” meal plan came into play because of the large drop being seen in meal plans. It is meant to assist to offer more flexibility.

9. Can you provide the Memorial Union operating hours? Would you propose any changes to those hours to meet students’ needs?

The Memorial Union is open 7am – 9pm during the week, in general, unless there is an event that causes us to go later. During the weekend, the Union is open when it needs to be, such as for serving meals and other events. We have never had a late-night option, but we know that the students have shown interest in this option. Dinner is served in The Nest between 5:00 p.m. and 7:00 p.m. on weekdays and from 5:00 pm – 6:30 pm on weekends.

10. To whom should technical questions on the Financial Worksheet be submitted?

They will need to be submitted to Ashley Brandt, Procurement Director at purchaseorders@emporia.edu.

11. Are any of the concession areas going to be used for the track meet in May 2024?

Yes, the Welch Stadium concessions will be used for the NCAA Division II national track and field meet.

12. How many events are held at the President’s House on an annual basis?

It will depend on the University President. Currently the social meeting space is not used as much as in the past. In calendar year 2022, the President hosted 20 catered events in the home. The seating capacity for the University House social space is 40 with round tables. The capacity is larger if the outdoor patio space is also used.

13. Where do you have concessions?

Concessions are in: Welch Stadium east and west sides, which serves ESU football, ESU track and field, and the Emporia high school football games; and Trusler Sports Complex, which serves ESU Baseball and ESU Softball games. The soccer field does not have a building for concessions. Different food service general managers have determined if they will provide concessions for soccer due to the lower number of fans and lack of a building for concessions. It would be a tent and table, or some other mobile unit, setup.