

# EMPORIA STATE UNIVERSITY

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## ADDENDUM 3

<b>Addendum Date:</b>	<b>December 12, 2023</b>
<b>Addendum Number:</b>	<b>3</b>
<b>RFP Number:</b>	<b>002-24</b>
<b>Questions Deadline:</b>	<b>December 1, 2023 (2:00 pm CST)</b>
<b>Closing Date:</b>	<b>January 12, 2024 (2:00 pm CST)</b>
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<b>Item:</b>	<b>Food Services</b>
<b>Agency:</b>	Emporia State University (ESU)
<b>Location(s):</b>	Emporia, KS 66801

Below are the answers to vendor questions submitted prior to the RFP questions deadline. If you have already submitted a proposal, you can update your proposal prior to the closing date/time listed above.

1. Page 10, #12 – Evaluation of Proposals: **Although not weighted, are the criteria listed in order or importance? How is ‘cost’ defined? Does this include daily rates charged to ESU, retail prices to students, and/or capital investments? What is meant by ‘qualified staff’? Are you looking for a person who has been at a similar size location, tenure in the industry, or other qualifications? Similarly, what is meant by ‘methodology to accomplish tasks’?**

*The criteria are not listed in order of importance.*

*Cost is defined as any financial implications to ESU, whether direct cost or benefit of contractor investment(s).*

*Qualified staff are managers competent, whether through education, training, or experience, to manage the Emporia account with an understanding of our campus needs and community partnerships. Experience with a fully licensed retail location is preferred.*

2. Page 16, #6 – Termination for Convenience: **If ESU terminates for convenience, will the contractor have buyback protection for any unamortized investment made on behalf of or to ESU?**

*Since this is not outlined in any of the contractual provisions, it is negotiable.*

3. Page 16, #14 – Proof of Insurance: **What are the insurance limit requirements for said items as outlined in this section?**

*There are no minimum or maximum limit requirements for the categories of insurance outlined in this section. However, ESU expects at least the industry standard for each.*

4. Page 26, #30 – Late Night: **Please describe the current late-night options, hours, and available menu items. How has this been received by students?**

*Currently, we do not have late night options. Surveys with students and forums in preparation for the RFP indicate that the students would like some late-night options.*

5. Page 27, #36 – Meal Plans approved by KBOR: **Do your current meal plan daily rates include dining dollars?**

*Yes, meal plan daily rates include dining dollars.*

6. Page 28, #40 – Locations: **Please confirm when the fully licensed Starbucks was opened, when was the last required refresh, and when is the next required refresh. Have any of the locations in the Hornet Express been open on weekends in prior semesters?**

*Starbucks opened in Fall 2019. The next refresh will be in 2029. Hornet Express locations have not historically been open on weekends, except for large all-day events that need food options but are not being catered. For some events, other locations such as the Nest, Starbucks, and an additional concessions area, if necessary, are also open, i.e., an annual Chess Tournament in the building all day—serving 500 participants and families.*

7. Page 28, #43 – Commission: **What is your current commission structure? Please provide the total commission dollar amount received in each of the past two years.**

**Current Structure:**

<i>Stadium Concessions</i>	<i>35%</i>
<i>Catering</i>	<i>15%</i>
<i>Commuter Plan</i>	<i>14%</i>
<i>Hornet’s Nest</i>	<i>12%</i>
<i>Summer Conferences</i>	<i>12%</i>
<i>Retail</i>	<i>12%</i>
<i>Declining Balance</i>	<i>10% (for all venues except Starbucks)</i>
<i>Starbucks</i>	<i>9%</i>

*2022 Total Commission: \$106,721.00*

*2023 Total Commission: \$119,505.00*

8. Page 30, #61 – Student Group Pricing: **Can you share the current student catering guide?**

*Please see the attached sample of the student group pricing guide.*

9. Page 31, #70 – Off-Campus Catering Equipment – **What is the historical annual cost to the contractor for off-campus equipment rental fees?**

*The current food provider has not provided off-campus catering, so there have not been off-campus rental fees.*

10. Page 32 – Summer Camps and Conferences Requirements: **Are any retail locations open during the summer, and if so, for how many weeks? What are their summer hours?**

*Currently, retail locations are not open in the summer other than for special events with many people in the building.*

*Example: STUCO conference in late July – 326 high school-aged students in the building all day. Starbucks would open in the mornings and the Nest would be open for meals.*

11. Page 32, #80 – Summer Meal Services: **What are the current summer meal plans and what is the anticipated enrollment by plan for summer 2024?**

*Currently we do not have summer meal plans.*

12. Page 32, #81 – Early Arrivals: **What is your current pre-board (early arrival) rate?**

*\$27 per day – Breakfast, Lunch, and Dinner*

13. Page 34, #103-105 – Sustainability: **What are the sustainability priorities at ESU? What initiatives are in place currently for campus dining and for the campus community as a whole?**

*One of the major priorities is to limit food waste – both student waste and food provider waste. Spring 2024 we hope to implement a leftover food program to supply Corky’s Cupboard.*

*Currently, we use green reusable to-go containers and recycling.*

14. Page 34, #106-108 – Education Requirements: **What programs are currently in place that support campus dining?**

*The District Dietitian regularly conducts nutritional information seminars for student athletes, any student seeking advice for meal prep, and any allergen questions.*

15. Page 35, #124 – Student Employment: **How many student employees are currently used in the campus dining program? Is this a work-study program? Is there a minimum age requirement for student workers?**

*Currently, the campus dining program hires 40 students. The program is not work-study. The minimum age requirement for student workers is 17 years of age.*

*Student Workers Avg Hourly Wage: \$12.97*

*Non-Student Workers Avg Hourly Wage: \$14.01*

16. Page 35, #127 – Resumes: **What is your current management structure?**

*General Manager*

*Operations Manager*

*Chef*

*Catering Manager*

*Administrative Assistant*

*Regional Marketing support with on-campus Marketing Intern*

*Regional Nutritionist support*

17. Page 40, #181 – Trash: **What is the annual cost to the contractor for trash removal?**

*Fiscal Year 2023 annual cost was \$10,246. The food provider is responsible for 75% of this cost, or \$7,684.50.*

18. Page 41, #183 – Routine Maintenance and Sanitation: **What is the annual cost to the contractor for the removal of cooking grease and oils?**

*The removal of the cooking grease and oils is corporate contract with our current food services provider. The rates and rebates are variable.*

19. Page 41, #183 – Routine Maintenance and Sanitation: **What is the annual cost to the contractor for the removal and cleaning of collected waste material underground, in-line grease interceptors on a frequency to prevent overflow, back-up, and/or odor problems?**

*The Memorial Union maintenance staff currently provide this service at no cost. In the next contract, Memorial Union maintenance staff will not be providing this service, so the contractor will be responsible for the cost. We do not have an accurate estimate since currently the service is handled in-house.*

20. Page 41, #184 – Insects and Pests: **What is the contractor’s annual portion of pest control costs?**

*Annual cost for pest control is \$2,512.00.*

21. Page 43 – Financial Requirements: **Would ESU be open to an alternative financial model, based on a management fee / cost-reimbursable agreement?**

*Yes, we are open to an alternative financial model – please use the “AY’s 2-5 Meal Plan w-out Scale” tab in Appendix I.*

22. Page 43, #200 – Compensation: **This section states the meal plan prices for 24-25 has already been set and approved by KBOR. Can you please provide the daily rate for each meal plan as agreed upon for the 2024-2025 year and is this on a sliding scale based on participation?**

*While the 2024-2025 meal plan prices have been set and will be approved by KBOR yet the month, we do not have an agreed-upon daily rate with a vendor as we are going out for bid. We are looking for your proposal based on the revenue and commission data provided.*

23. Page 43, #200 – Compensation: **This also states that ESU is receiving 38% of gross meal plan sales, is this your override?**

**For example...**

**ESU sold 15 meal plans at \$1,000 each totaling \$15,000.**

**ESU keeps \$5,700 and the food service provider is paid \$9,300 totaling the \$15,000 in total sales.**

*Correct - this is our current override.*

24. Page 43, #202 – Access Control System: **What are the current annual licensing and maintenance fees for the automated access control system?**

*The annual licensing and maintenance fees for CBORD cost \$23,640.00.*

25. Page 45, #214 – Equipment: **The contract term is 5 years, plus 2 additional 2-year periods. Would it be acceptable to amortize investments over the entire 9-year term?**

*Since the additional periods beyond the initial 5-year contract term are optional, amortization of any investments should be over the initial 5 years only.*

26. Page 46, #217 – Support Funds: **Please define support funds.**

*Support funds refer to contractor investments in ESU other than those specifically described in Items 218 and 219 for use by the Memorial Union and/or University, e.g., scholarships, donations to the ESU Foundation, etc.*

27. Page 46, #220-223 – Investment Plan: **Would you like capital investment proposed inside or outside of your daily rate? Meaning included in the sliding scale or billed separately as a zero percent interest loan.**

*Leaving to the discretion of the contractor.*

28. **Are meal exchanges at available with all meal plans and all locations? If so, how many?**

*We currently do not offer meal exchanges but would be interested in adding the option.*

29. **Can you provide revenue for casual meals at the dining room?**

2019-2020	2020-2021	2021-2022	2022-2023
<i>\$20,522.00</i>	<i>\$12,320.00</i>	<i>\$18,078.00</i>	<i>\$15,882.00</i>

30. What is the current participation rate by plan (# of redeemed meals divided by the number of available meals)?

	Fall	Spring	2021-2022		
	Participants	Participants	Swipes	Available	Participation %
All Access	175	134	38,616	108,861	
185 Block	84	65	12,043	27,565	44%
100 Block	297	322	29,046	61,900	47%
Commuter	0	16	965	1,200	80%
	Fall	Spring	2022-2023		
	Participants	Participants	Swipes	Available	Participation %
All Access	406	344	89,080	236,306	
150 Block	204	226	27,010	64,482	42%
65 Block	58	53	3,195	7,186	44%
Commuter	34	31	2,458	4,875	50%
<b>Data Provided by food provider</b>					
<u>Note: Meal Plan types changed in Fall 2022</u>					
2021-2022 Each meal plan had different costs					
2022-2023 All Access and 150 Block have the same cost to students. 65 Block is only available to upperclassmen					

31. How much Flex dollars were spent by year in retail?

2019-2020	2020-2021	2021-2022	2022-2023
\$295,574.70	\$326,849.01	\$307,521.70	\$232,898.33

Who keeps unused Flex dollars?

*Currently, flex dollars roll over from Fall to Spring and must be used in the Spring. Any unused dollars go back to Sodexo.*

32. How much Flex dollars were spent at dining room?

2019-2020	2020-2021	2021-2022	2022-2023
\$4,958.35	\$906.77	\$987.27	\$539.52

33. Any expenses the University charges the food service provider other than the maintenance funds?

*Vehicle Rental - \$250 per semester*

*IT Expenses: Hot Spots for concession stand - \$360 per semester, Telephone - \$15.83 (monthly average), Digital Signage in cafeteria - \$250 per year*

34. Are the current dining employees unionized?

*No, the current employees are not unionized.*

35. Based on the projected revenue of \$2,590,090 (financial workbook tab AY1 meal plan structure) what percentage of this does the university keep?

*The Memorial Union keeps 38% of the projected revenue.*

36. Please provide enrollment for the last 3 years.

*Please refer to page 24, item #2, of the RFP for all past and current meal plan enrollment numbers.*

*Projected spring enrollment numbers for the University are not released until the 20<sup>th</sup> day of each semester and meal plan numbers are solidified on the 20<sup>th</sup> day for purposes of refunding to students; therefore, we will not offer any projections at this point. As a point of reference to contextualize the information provided in item #2 on page 24 of the RFP, there is typically at least a 10% enrollment reduction between the fall and spring semesters.*

37. For the sake of comparing financial proposals from multiple vendors, are we to assume flat meal plan enrollment in our financials?

*Yes. In Appendix I, the “AY’s 2-5 Meal Plan with Scale” and “AY’s 2-5 Meal Plan w-out Scale” tabs include “Meal Plan Assumptions” that indicate “For Academic Year 2025-2026, we anticipate meal plan subscriptions to remain the same as Academic Year 2024-2025.”*

38. How many of the Commuter Plan swipes (valued at \$7/swipe) are used at retail annually?

*The average commuter swipes used annually is 1,452 swipes.*

Commuter Retail Swipes				
Year	2020-21	2021-22	2022-23	Avg
Grub Hub	1,345	1,059	135	846
Hornet Express (C-Store/Grill)	249	468	797	505
Buzzscotti	-	-		0
Skyline Room				0
Starbucks	41	68	194	101
<b>Totals</b>	<b>1,635</b>	<b>1,595</b>	<b>1,126</b>	<b>1,452</b>

39. In the sales figures provided in Appendix J, which retail locations are included in row 1?

*GrubHub, HX Hornet Express (C-Store/Grill), Buzzcotti, and Skyline Room*

*Includes: Cash, Credit/Debit, Dining Dollars, and Meal Equivalency*

40. Please confirm that the sales figures in Appendix J do not include tax. Do these sales figures include cash, credit/debit, dining dollars, and meal equivalency? If so, can we get a breakdown by tender type?

*Does not include tax.*

2022-23	Cash	Credit	Dining Dollars and Meal Equivalency	Total
1. Retail (Excluding Starbucks)	\$ 9,122.24	\$ 46,606.51	\$ 137,821.25	\$ 193,550.00
2. Starbucks	11596.35	54387.23	\$ 99,097.42	\$ 165,081.00

41. **Can you please explain the significant changes in the 2022-2023 revenue for Starbucks and Conference in Appendix J?**

*Starbucks' revenue was down in 2022-2023, because it was open for a very limited schedule during the Fall 2022 semester. This was partly due to staffing shortages. The 2021-2022 revenue for Starbucks is an accurate picture of a full run of service. In 2021-2022, the Unbound Gravel revenue was recorded under Catering, by mistake. This has been corrected in the chart below.*

Revenue	2019-2020	2020-2021	2021-2022	2022-2023
1. Retail (Excluding Starbucks)	\$ 283,129.00	\$ 195,031.00	\$ 183,131.00	\$ 193,550.00
2. Starbucks	\$ 157,347.00	\$ 214,433.00	\$ 271,802.00	\$ 165,081.00
3. Catering	\$ 181,506.00	\$ 63,300.00	\$ 221,317.00	\$ 346,238.00
4. Conference & Camps	\$ 25,711.00	\$ 159,189.00	\$ 166,317.00	\$ 200,111.92
5. Concessions	\$ 41,071.00	\$ 6,492.00	\$ 65,725.00	\$ 66,638.00

# S Q U A R E T O M A T O

**\$1**

MIN CAL  
**DAILY BREAKFAST PASTRY**

<b>Assorted Muffins</b> [M] <small>Contains Milk, Eggs, Wheat, Gluten, Soy</small>	12	190-270
<b>Mini Croissants</b> [M] - Served with butter and jelly <small>Contains Milk, Wheat, Gluten</small>	12	80
<b>Glazed Cinnamon Rolls</b> [M] <small>Contains Eggs, Milk, Wheat, Gluten, Soy</small>	12	130

**BEVERAGES**

<b>Joe-to-Go Brewed Coffee</b> (6.4 oz.) [VG]	1	0
<b>Joe-to-Go Brewed Decaffeinated Coffee</b> (6.4 oz.) [VG]	1	0
<b>Assorted Tea Bags</b> [M]	8	0
<b>Lemonade Iced Tea</b> [M]	1	40
<b>Brewed Iced Tea</b> [VG]	1	0

**SALADS, SNACKS & FRUIT**

<b>Country-Style Potato Salad</b> [M] <small>Contains Eggs, Soy, Mustard</small>	12	200
<b>Mixed Grain and Chickpea Salad</b> [VG] [M]	12	160
<b>Carolina Slaw</b> [M] [M]	12	80
<b>Apples</b> [VG] [M]	12	

**DESSERTS**

<b>Chocolate Brownies</b> [M] <small>Contains Milk, Eggs, Wheat, Gluten, Soy</small>	25	
<b>Assorted Cookies</b> [M] <small>Contains Milk, Eggs, Wheat, Treenuts, Peanuts, Gluten, Soy</small>	30	30
<b>Rice Krispies Bar</b> <small>Contains Milk, Gluten, Soy</small>	1	80

**Square Tomato Catering's \$5 and under menu provides delicious food, great value, convenience designed just for students.**

Place your order at [www.XXXX.com](http://www.XXXX.com).

Orders are packaged for easy pick up from the designated kitchen available M-F, 8:00 am - 6:00 pm.

*Minimums apply.*

**\$2**

MIN CAL  
**BREAKFAST SANDWICHES**

<b>Egg &amp; Cheese on English Muffin</b> [M] <small>Contains Milk, Eggs, Wheat, Gluten, Soy</small>	12	320
<b>Ham, Egg &amp; Cheese on English Muffin</b> <small>Contains Milk, Eggs, Wheat, Gluten, Soy</small>	12	340
<b>Bacon, Egg &amp; Cheese on English Muffin</b> <small>Contains Milk, Eggs, Wheat, Gluten, Soy</small>	12	370
<b>Egg &amp; Cheese on Biscuit</b> [M] <small>Contains Milk, Eggs, Wheat, Gluten, Soy</small>	12	440
<b>Ham, Egg &amp; Cheese on Biscuit</b> <small>Contains Milk, Eggs, Wheat, Gluten, Soy</small>	12	460

**SLIDERS**  
Sliders served with ketchup & mustard

<b>Cheeseburger Slider</b> <small>Contains Milk, Wheat, Gluten, Soy</small>	12	260
<b>Hamburger Slider</b> <small>Contains Wheat, Gluten, Soy</small>	12	230
<b>Crispy Cajun Chicken Slider</b> <small>Contains Eggs, Wheat, Soy, Mustard</small>	12	320
<b>Mini Veggie Sandwich</b> [M] <small>Contains Milk, Eggs, Wheat, Gluten, Soy, Mustard</small>	12	190
<b>Mini Teriyaki &amp; Provolone Slider</b> <small>Contains Milk, Eggs, Wheat, Gluten, Soy, Mustard</small>	12	240

**DOGS**  
Dogs served with ketchup & mustard

<b>Honey-Battered Corndog</b> <small>Contains Eggs, Wheat, Gluten, Soy</small>	12	360
<b>All-Beef Hot Dog</b> <small>Contains Wheat, Gluten, Soy</small>	12	310

**CHIPS N'DIPS**

<b>7 Layer Dip &amp; Tortilla Chips</b> [M] <small>Contains Milk, Soy</small>	12	320
<b>Hummus with Pita Triangles</b> [M] <small>Contains Milk, Wheat, Gluten, Soy, Sesame</small>	12	160

**MEATBALLS**

<b>6 Mini BBQ Meatballs</b> <small>Contains Milk, Wheat, Gluten, Soy, Mustard, Sulphites</small>	2 (12 meatballs)	380
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**SIDE DISHES AND SALADS**

<b>Macaroni &amp; Cheese</b> [M] <small>Contains Milk, Wheat, Gluten, Mustard</small>	12	340
<b>Fresh Fruit Salad</b> [VG] [M]	12	35
<b>Side Garden Salad</b> Served with choice of dressing [VG] [M] <small>Contains Wheat, Gluten, Soy</small>	12	35

**BY THE PAN OR PLATTER**

<b>Baked Ziti</b> [M] <small>Contains Milk, Wheat, Gluten, Soy, Sesame</small>	1	320
<b>Eggplant Parmesan</b> [M] <small>Contains Milk, Eggs, Wheat, Gluten, Soy, Sesame</small>	1	280
<b>Farmer's Market Vegetable Platter with Dip</b> [M] <small>Contains Eggs, Soy, Mustard</small>	1	200

**\$3**

	MIN	CAL
<b>BURRITOS</b>		
<b>Gochujang Chicken Burrito</b> Contains Milk, Eggs, Wheat, Gluten, Soy, Fish	12	550
<b>Chicken BLT Burrito</b> Contains Milk, Wheat, Gluten, Soy	12	550
<b>N'DIPS</b>		
<b>Tortilla Chips &amp; Buffalo Chicken Dip</b> Contains Milk, Eggs, Gluten, Soy, MSG, Sulphites	12	760
<b>Naan Hummus Platter [V]</b> Contains Milk, Wheat, Gluten, Soy, Sesame	1	250
<b>Homemade Chips &amp; Dip Platter</b> Contains Milk, Eggs, Wheat, Gluten, Soy, Mustard	1	480

<b>BY THE PAN OR PLATTER</b>		
By the pan served with red pepper flakes or parmesan cheese		
<b>Chicken Alfredo</b> Contains Milk, Wheat, Gluten, Soy	1	450
<b>Meat Lasagna</b> Contains Milk, Eggs, Wheat, Gluten	1	680
<b>Chicken Fried Rice</b> Contains Wheat, Gluten, Soy, Sesame	1	470

<b>HOT SNACKS</b>		
<b>Chicken Yakitori Skewer [M]</b> Contains Wheat, Gluten, Soy	36	180

<b>DONUT HOLES</b>		
<b>Honey Glazed Donut Holes [V]</b> Contains Milk, Eggs, Wheat, Gluten, Soy	(12)	60

**\$5**

	MIN	CAL
<b>CHICKEN TENDERS</b>		
<b>4 Southern Crispy Chicken Tenders</b> Contains Eggs, Wheat, Gluten	9 (36 Tenders)	460
<b>Choice of Sauce:</b>		
<b>Honey Mustard Sauce [V]</b> Contains Eggs, Soy, Mustard		130
<b>Honey BBQ Sauce [M]</b> Contains Mustard		70
<b>Chipotle Honey BBQ Sauce [V]</b> Contains Mustard, Sulphites		50

<b>CALZONES</b>		
<b>Cheese Calzone [V]</b> Contains Milk, Eggs, Wheat, Gluten, Soy	12	580
<b>Pepperoni Calzone</b> Contains Milk, Eggs, Wheat, Gluten, Soy	12	630
<b>Ham &amp; Cheese Calzone</b> Contains Milk, Eggs, Wheat, Gluten, Soy	12	590

**\$4**

	MIN	CAL
<b>BONELESS CHICKEN WINGS</b> Wings served with Ranch Dressing		
<b>6 Crispy Boneless Buffalo Wings</b> Contains Milk, Eggs, Wheat, Gluten, Soy	6 (36 Wings)	470
<b>6 BBQ Boneless Chicken Wings</b> Contains Eggs, Wheat, Gluten, Soy, Mustard, MSG, Sulphites	6 (36 Wings)	530
<b>6 Honey Mustard Boneless Wings</b> Contains Eggs, Wheat, Gluten, Soy, Mustard	6 (36 Wings)	650

<b>BAO SANDWICHES</b>		
<b>2 Thai Chicken Bao Sandwich</b> Contains Milk, Wheat, Fish, Treenut, Gluten, Soy, MSG, Sulphites	6 (12 Sandwiches)	400
<b>2 Korean BBQ Pork Bao Sandwich</b> Contains Milk, Eggs, Wheat, Gluten, Soy, Mustard, Sesame	6 (12 Sandwiches)	560

<b>BOWLS</b>		
<b>Traditional Ground Beef Taco Bowl</b> Contains Milk, Wheat, Gluten, Soy	12	550
<b>Caribbean Chicken Bowl</b> Contains Mustard, Sulphites	12	370

<b>SIGNATURE BURRITOS</b>		
Served with hot pepper sauce		
<b>Korean Cornitas Burrito</b> Contains Milk, Wheat, Gluten, Soy, Sesame, Sulphites	12	570
<b>Pork Carnitas Burrito</b> Contains Wheat, Gluten, Soy, Sesame, Sulphites	12	590

<b>WRAPS</b>		
<b>Garlic Chicken Caesar Wrap</b> Contains Milk, Eggs, Wheat, Fish, Gluten, Soy, MSG	12	490
<b>Hummus Avocado &amp; Roasted Veggie Wrap [M]</b> Contains Wheat, Gluten, Soy, Mustard, Sesame	12	340

<b>BY THE PAN</b>		
<b>Pork Lo Mein</b> Contains Eggs, Wheat, Shellfish, Gluten, Soy	12	720
<b>Kung Pao Chicken</b> Contains Wheat, Peanut, Gluten, Soy	12	400
<b>Quinoa Primavera [M]</b> Contains Wheat, Gluten, Soy	12	220



**XYZ Catering is a full-service caterer. From breaks to buffets and formal served dinners, we are happy to discuss your event and customize to your needs.**

