

NOTE: This document contains a list of questions posed by vendor representatives after Addenda 1 & 2 were distributed and prior to the question deadline of 1/4/2023. Additional questions not listed here will be answered in addendum 4 as soon as possible.

Bid/RFP Related Questions

Q: Can you define what Technical Literature means, starting on Pg. 10 2.2, Section 5?

A: Technical literature would include, for example: CAD drawings, thorough explanations of any proposed changes to services offered, etc.

Q: Page 1 of the RFP requires a \$500,000 performance bond. Based on our experience in the industry, this seems high for similar size universities. Is this a firm requirement or negotiable based on a company's credit score/worthiness?

A: At this time, this is a firm requirement. The university may consider a change as the process moves forward.

Q: On page 8, section 1.13 of the RFP, you provide a list of evaluation criteria. We realize you state that no weight value is assigned, but can you please help us focus our efforts on the most important items?

A: All of the mentioned criteria will be considered during the evaluation of proposals. PSU is focused on quality/value from the campus food service to best serve our students. We are also seeking innovative ideas. It's difficult for the University to place weight on ideas we haven't heard or considered. Therefore, it is difficult for us to give you guidance.

Q: On page 8, section 1.13 of the RFP, you provide a list of evaluation criteria. Is the cost specific to the daily rate or are there other factors influencing the cost metric?

A: We will take all cost factors into consideration when determining the best value for the University.

Operations Related Questions

Q: Information on hourly wage scales, seniority dates, and benefits. Would the hourly workforce have any minimum expectations for vacation days, sick time, and medical benefits?

Also

Q: Can you please provide the wage scale in place by your current contractor? We are not asking for specific positions or employee counts, but rather the pay scale used by job grade. This is in the best interest of addressing Section 9.10, item A (page 31).

A: Wage scales, seniority dates, and benefits are considered proprietary by the current vendor.

Q: What are your annual labor costs?

A: Labor costs are considered proprietary by the current vendor.

Q: Will you be providing a starting inventory for small wares and small equipment?

A: Small wares and small equipment are the property of the current vendor. Although some of these items may be left for use, it is not to be expected.

Q: Are student associates part of a work-study program or paid directly by the current vendor?

A: No, student employees are not part of a work-study program and are paid directly by the vendor.

Q: The RFP asks us to describe our point-of-sale system (page 13) and requires us to provide “identical and current generation” POS devices, but on the tour, it was mentioned that the university does not want to change from the current POS system. Can you please elaborate?

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Q: Please clarify the responsibility for the POS devices as outlined on page 22, Section 5.1, item B. Will this be the responsibility of the contractor or the university?

A: Correct, PSU does not want to change POS systems. The contractor is required to provide all point of sale equipment (must be compatible with CBORD).

Operations Related Questions (Continued)

Q: Please provide the historical dollar amount for the annual licensing and maintenance fees for the access system as outlined on page 22, section 5.1, item B3.

A: \$8,634.59 for licensing & maintenance for all POS related equipment through CBORD.

Q: Can you provide a list of the hourly workers, by location, hours worked, and their current wage?

We ask this in order to consider their future employment and be respectful of their current hours/wages for budgeting purposes.

A: No, this is proprietary information.

Q: Is the below asking for Full time candidates to fill these positions or support staff that will be assigned to the university

A: The intent of this requirement is to get an idea of the quality of candidates for each of these positions. The selected vendor will be asked to provide a final list of candidates for review.

Q: Are the dining associates unionized? Please provide the name, union, and a copy of the current bargaining agreement.

A: As Sodexo employees, this is proprietary information.

Facility & Maintenance Related Questions

Q: Can you please provide historical dollar information on grease trap / underground waste material as outlined in Section 5.9, item # E.7 (page 25)?

A: Up to \$12k per year.

Q: Please describe the intent of Section 6.25 item B (page 28), as it applies to Section 5.4 Repair and Replacement Assessment.

A: The \$40,000 is used for the repair/replacement of all equipment.

Dining Hall Related Questions

Q: What is the number of billable service days for residential students dining at the dining hall each semester?

A: Approximately 110 per semester.

Q: Can you provide the meal plan daily rates for the '23-'24 academic year (actual and budgeted)?

A: \$9.81 for 7 day unlimited, \$9.24 for 5 Day Unlimited

Q: For the meal plans outlined in Section 12.1 (page 33), should the contractor include the Dining Dollars in the daily rate calculation. If not, please describe the process for the Dining Dollars to be collected by the contractor.

A: We would like to see the dining dollars included in the daily rate counts. Housing reimburses dining dollars as they are spent. This is done on a weekly basis.

Q: Given the understanding the "percentage eaten" may be also an estimate, can you further clarify the percentages (as they appear to be at the low end of what should be expected)?

A: Unable to clarify at this time.

Q: What is the current override on the meal plans (the difference between what PSU charges students and what is charged by the incumbent vendor)? Does PSU require a minimum amount of override on the meal plans to pay for operational expenses, utilities, etc? If so, what is that amount? What is the amount under the current contractual arrangement?

A: We charge \$1,628 for the 7 Day meal plan, \$1,505 for the 5 day and \$1,000 for the dining dollars meal plan, those prices are per semester.

Q: Are there any meal plans for staff? Are they offered at a discount?

A: 5 staff members are provided different amounts of executive flexi, the current split is 50/50, approximately \$5,000 per year total.

Dining Hall Related Questions (Continued)

Q: Are there any meal plans provided to RA's? At what cost?

A: Yes. There are currently 45 RA's. The plan for RA's is: Currently all RA's are on the 7 Day plan, we are flexible to allowing them to have different plans.

Q: Can you clarify in section 12.3 of the RPF, does the Any Access 14 Plan include \$400 dining dollars or \$200 dining dollars? There is a discrepancy in this section between subsections A & B.

A: It is 14 plus \$200

Other Questions

Q: Are there any plans for resident hall expansions?

A: Not at this time.

Q: Would the University be interested in an alternative bid to provide capital to the University for any future development?

A: Not at this time.

Q: Under the technical proposal format, Section 7 (Residence Dining Program), bullet "k" (page 11) mentions a "seamless' environment" in which students can access meals at other food service on-campus venues. Can you clarify what these venues would be and what would constitute a "seamless environment"?

A: "Other Venues" is referring to the existing retail locations or other proposed retail locations. A "seamless environment" is referring to a student's ability to have access to food service in convenient locations across campus, during agreed upon operating hours with sufficient options. A seamless environment would also include the ability of the student to pay for the meals utilizing all available payment methods.

Other Questions (Continued)

Q: On page 31, section 9.16 of the RFP, there is a requirement for 'health exams' for all contractor employees. Can you please tell us more about what is required here? What is included in a 'health examination'? And what are the 'health regulations' of PSU so we may be in compliance with this requirement?

A: The intent of this section is for the vendor to comply to Kansas statute and Department of Health requirements.

Q: What other vendors have expressed interest in the dining services RFP, other than your current contractor?

A: This information will not be provided.

Q: What assumptions should we use on the meal plans for 2023-24 school year?

A: We are unable to answer this question at this time.

Q: Sodexo advertises that they are using the “everyday app” by Sodexo. Can you use this app to order ahead of time and pay with your meal plan?

A: We are unable to answer this question.