

# WVSU23006 – WVSU Dining Services

## Addendum 1

### Additions:

Add Section 3.2.11.16:

3.2.11.16 As previously mentioned in the pre-bid meeting, the University is developing a customized coffee and we desire the winning Vendor to serve this coffee on our campus exclusively. Additionally, as previously mentioned, we desire a potential partnership with Coal River Coffee company as the on campus coffee shop. Please outline how your company would integrate the University's customized coffee and work toward a partnership.

### Updates:

Section 1.4 Request for Proposal Schedule Table is being updated as follows:

<b>RFP Schedule (Subject to Change)</b>	
6/9/2023	RFP Release Date
6/14/2023 10am	Pre-Bid Meeting & Site Visit (Mandatory)
6/16/2023	Deadline for Submitting Questions
6/21/2023	Addenda Due
7/5/2023 3pm	Proposals Due and Opened Immediately
7/5/2023-7/7/2023	Review & Evaluation of Vendor Proposals
7/10/23	Opening & Evaluation of Cost
7/10/2023-7/14/2023	Contract Negotiation Period
7/14/2023	Target Final Contract

Section 2.1 Proposal Submission Due date is being updated as follows: Proposals are due by 3:00 PM EST on 7/5/2023.

Section 2.2 Proposal Delivery Requirement Opening Date is being updated to reflect the new opening date of 7/5/2023.

Section 3.2.11.10 change must to should in the following sentence in this section:

Section 3.2.11.10 The vendor should present retail options that include both national brands and local retail partner selections.

## Questions and Answers

<p>1. Please consider providing a proposal deadline extension of two weeks to give each of the proposer's more time to appropriately complete our response.</p>	<p>The deadline for submission has been extended. Kindly refer to the updates provided in Section 1.4 above for further details.</p>
<p>2. Is there an unamortized investment balance that will be required of the new provider to pay?</p>	<p>The University will cover any outstanding balance owed to the current dining services vendor.</p>
<p>3. Please provide meal plan counts by plan for the academic year 2022-2023 by semester.</p>	<p>Please see Appendix C Section 2.0 for Meal Plan breakdowns by semester.</p>
<p>4. Please provide the projected meal plan counts for the academic year 2023-2024 by semester.</p>	<p>The University anticipates that the estimated meal plans will align closely with those of the academic school year 2022-2023, as indicated in Appendix C, Section 2.0.</p>
<p>5. What campus departments will be represented as the voting members of the dining RFP committee?</p>	<p>Business &amp; Finance, President's Office, Enrollment Management and Student Affairs</p>
<p>6. Is there any expectation of having a national brand retail offering on campus?</p>	<p>While WVSU expresses a desire for national brand options, it is important to note that the inclusion of national brands is not obligatory. Please refer to the revised specifications in Section 3.2.11.10 for further details.</p>
<p>7. Is there any student feedback or survey data that is available to share?</p>	<p>During the spring semester, WVSU and the current Vendor conducted listening sessions with students, faculty, and staff, where the following questions were posed:</p> <ul style="list-style-type: none"> <li>A.) Is there a way to order and pay for catering online?</li> <li>B.) Can all students get a to-go box option?</li> <li>C.) Are there any more budget friendly catering options?</li> <li>D.) Why are portions sizes not the same for everyone?</li> <li>E.) Are we keeping soul Food Wednesday and why is chicken not fully cooked sometimes?</li> </ul>

	<p>F.) Can we have more options at breakfast?</p> <p>G.) Can fruit and yogurt be in the rotation more regularly?</p> <p>H.) Can we refill our personal water bottles?</p> <p>I.) Why is the online menu wrong?</p> <p>J.) Where is there a “no card, no eat” attitude at the front desk? Can’t an ID be looked up in the system?</p> <p>K.) Why is weekend food so scarce?</p> <p>L.) Why are there gnats in the dessert area?</p> <p>M.) Why is catering food so much better than dining hall food? Couldn’t food in the dining hall be seasoned more like the catering food? For example, rice is unseasoned in dining hall but when catered it is seasoned.</p>
<p>8. Please define the University’s must have financial returns from the program on an annual basis?</p>	<p>The University has not specified a specific financial target. However, it is expected that the financial return should align with the best interests of the University.</p>
<p>9. How many students &amp; meals does the University anticipate feeding during the exception weeks listed in the RFP section 3.2.11.13</p>	<p>During Spring Break and Thanksgiving Break, the University typically accommodates a student population ranging from 40 to 70 individuals. Brunch and Dinner are offered on a daily basis throughout these weeks. The scheduling of time off for Thanksgiving Day, Christmas, and New Year’s Day will be deliberated and mutually agreed upon by the Vendor and the WVSU dining committee.</p> <p>In the Fall Semester, there is an estimated early arrival of around 130 students, including Resident Assistants (RA’s), athletes, and international students. For the upcoming school year, football players are expected to arrive on August 2, 2023. Brunch and Dinner will be served daily during this period.</p> <p>During the Spring Semester, early arrival is anticipated for athletes, RA’s, and international students, with an approximate number of 40 to 70 students. Brunch and Dinner will be provided on a daily basis throughout this timeframe.</p>

<p>10. Should we include the price of the re-usable to go containers in our meal plan pricing? How does the University wish we cover the costs to non-meal plan holders?</p>	<p>The University desires a to-go container program that is in the best interest of the University. Reusable or Styrofoam containers may be included as options for to-go needs. Vendor should propose best alternatives for to-go containers including pricing for both options. Please include how the to-go container program would work in your proposal.</p>
<p>11. Who will be the contract administrator from the University side?</p>	<p>The Dining Services reports fall under the jurisdiction of the Business and Finance department at WVSU. The role of managing all contracts, including those related to Dining Services, is assigned to Hope Fout, who serves as the Purchasing Director.</p>
<p>12. Please provide a list of equipment and small wares that will remain with the program.</p>	<p>Acquiring the aforementioned list will require the University's dedicated efforts since it is presently unavailable. However, during Academic Year 2022-2023, the University procured equipment and small wares valued at approximately \$400,000. It is essential to emphasize that all these items will remain the University's property. The acquisitions encompassed various items such as an oven, portable refrigeration units, a Cappuccino machine, plates and silverware, and catering ware. Additionally, the University has a leased Dish Washing machine, which will remain in its current location. Throughout the academic year, several items have been repaired and are currently operational, including two walk-in coolers, three salad bar coolers, and the cafeteria's sewage line. The University also has plans for refurbishments in the dining hall, including painting, new flooring, acquiring 100 new chairs, and other cosmetic changes before the upcoming academic term.</p> <p>In terms of Information Technology equipment, the University owns the following: the network rack and its contents, all Access Points (APs), surveillance cameras and interfaces, three Atrium Point of Sale (POS) PCs, proximity and magnetic stripe readers (including those on the Infor POS terminals), as well as USB hubs. The University also owns the surveillance interfaces in the food service manager's office and all five ShoreTel/Mitel telephones. Furthermore, the</p>

	<p>University possesses ownership of the network wiring and power to the menu, the TVs and players in the Pickard Cafe (Keith Hall), and all the data in the Atrium system.</p> <p>Upon reviewing the existing equipment, it is possible that the winning vendor may need to procure additional small wares. However, the decision regarding this matter will be mutually determined by the University and the Vendor.</p>
<p>13. Who covers the cost of the following items:</p> <ul style="list-style-type: none"> <li>a. Hood cleaning</li> <li>b. Grease trap maintenance</li> <li>c. Floor stripping/waxing</li> <li>d. Pest Control</li> <li>e. Trash/Recycling</li> </ul>	<p>The University bears the expense for all of these items.</p>
<p>14. Please provide updated catering sales – RFP information is dated.</p>	<p>The estimated revenue generated from catering services during the Academic year 2022-2023 amounted to approximately \$65,000. The University believes that catering sales could have been higher if the ordering process had been more convenient and a wider range of menu options had been available.</p>