

**FB NO: RFP17-074 DATE: January 9, 2017**

**BUYER: Kelly Sloan, Purchasing Manager PHONE: (816) 271-4465**

**ADDENDUM # 2**

FUNDING DEPARTMENT: FOOD

EQUIPMENT/SERVICES REQUESTED: CAMPUS FOOD SERVICE

**PLEASE NOTE: SEE BELOW FOR CLARIFICATIONS AND ADDITIONAL INFORMATION:**

1. The current food service contract ends on May 25, 2016 and in compliance with Missouri State Statutes the University is bidding the service.
2. All bid submissions are subject to the Missouri Sunshine law and as such is considered public information.
3. All new capital investment must be amortized over the 7 year life of the contract. The existing capital investment amount of $1,084,793 will be amortized as shown in attachment 10.
4. Permits and Fees. It is the contractor’s responsibility to be aware of any and all permits and fees that are required for a food service operation. Attached please find a listing of all the events that were held on campus for the calendar year 2016 that required a liquor license. It is the responsibility of the contractor to obtain a liquor license for each of the events separately or if the contractor deems it prudent an annual license may be obtained for each site.
5. Section 2.24: Rights of Entry Reserved. This paragraph states that “if” you are paying rent for any area on campus and the University exercises its right to access that area, there will not be an adjustment to the rent the contractors pays. No rent is paid by the current contractor.
6. The contractor will pay the University the amount agreed to for annual utilities. The only additional chargeback to the contractor will be if/when the contractor uses our campus printing services, postage, telephone lines (currently $4,200 plus any long distance charges incurred), parking passes ($20 per vehicle for contractors employees and any other miscellaneous supplies or services that the contractor may request from the University.
7. The requests in section 3.2 “without costs” is intended to show the University the contractor’s vision and/or thoughts on alternate meal plans that could be used in the future. This will not be used in the financial evaluation of the proposals. The University asks for your vision of the hours each venue should/could be open to enhance student satisfaction. No financial data was requested for this section.
8. Attachment 1 represents the minimum and maximum percentage range increase the contractor will be allowed to negotiate with the University annually. The University has requested the pro-forma financial data for the first year only.
9. Section 3.4.1 Catering Budgets provided by current contractors:
   1. Presidents $9,542
   2. Athletic $8,000
   3. Student groups $6,234
   4. Admissions $5,566
10. Courtesy meal plans requested for the President, Residential Life Staff and RA’s can be found in Attachment 2. Section 7.13 Monotony Breakers has the current number of premium entrée nights currently served.
11. The University owns the current POS equipment. The contractor is responsible for the software used on the POS equipment to track patron accounts.
12. Section 4.1.2: Financial investment of scholarships to the MWSU Foundation is a cash donation of $15,000 annually. In-kind donations of meal plans are not acceptable.
13. The University currently receives 13 ½% of all catering sales as commission, it is up to the potential contractor to compose a bid submission that will benefit both parties.
14. The University does not require an annual facilities renewal fund so it is up to the bidder to compose a bid submission that will benefit both parties.
15. Current number of feeding days per semester is 112.
16. Barnes and Noble does not accept meal plan dining dollars.
17. Section 6.7.1: States exceptions can be made by the Director. This refers to the contractor’s Director. In the event that at any time the contractor can’t or doesn’t want to cater an event for whatever reasons, the Director has the option of approving an exception to the exclusivity clause.
18. The current contractor has one catering truck and one box truck. The University does not lease any equipment for the contractor.
19. University personnel will be responsible for the setup and breakdown of all tables and chairs for catered events. The contractor is responsible for clearing all food, catering equipment and/or decorations provided by the contractor immediately after the event. The contractor does not currently provide “to go” containers for the excess food.
20. Catering sales has declined for the last three years due to the loss of one very large conference that left the University due to a timing conflict with the KC Chiefs.
21. The successful contractor works directly with the KC Chiefs to negotiate a contract. The University does not have access to that contract. The contract between the University and the KC Chiefs is attached.

The contract between the University and the KC Chiefs states that the current food service provider must agree to not increase the charge for meals over the 2014 prices. The food service contractor agrees to work together in good faith with the KC Chiefs management and coaching team to provide menus for such training camp that is consistent with the NFL and KC Chiefs nutritional and food service policies and requirements. The average charges for meals that are provided for the Chiefs are as follows:

Breakfast $17.20

Lunch $28.67

Dinner $28.67

1. Contractors costs for the following items:
   1. Equipment Maintenance and Service Contracts – University provides maintenance
   2. Small-wares replacement – Contractor replaces due to breakage
   3. Office equipment - Contractor provides their own office equipment
   4. Extermination - Contractor directly pays an outside vendor
   5. Grease & Exhaust Duct Cleaning - University personnel completes at no cost
   6. POS Hardware System - University’s expense
   7. Telephone & data line access - University charges the contractor on a monthly basis
   8. Parking - Catering van and box truck are not assessed a parking fee. Contractor employees are required to pay a $20 parking fee.
   9. Major Cleaning of the Floors – Contractor’s responsibility
   10. Dining Card Access System Maintenance Fee – Current contractors proprietary system
2. The University receives 13 ½% of the flex plan and the declining balance for the year. The amount left unspent is going to the current contractor.
3. The current contractor does not provide meals for the YMCA day care.
4. Proprietary Information Requested that the University does not have access:
   1. Names, titles or rate of pay of the current food service providers employees.
   2. Meal plan participation rates
   3. Commission sales by tender
5. The University does not currently have a summer meal plan in place. As our international student population increases we want to explore options for establishing a summer meal.
6. The contractor creates a menu for the Spratt Stadium Suites that consists of 4 or 5 packages, one promotional package each game or ala cart menu. The suite owners order directly through the catering office.
7. The University is not in possession of any customer satisfaction surveys.
8. The University does not currently have a contract with a third party inspection service.

THIS ADDENDUM IS HEREBY CONSIDERED TO BE A PART OF THE ORIGINAL BID SPECIFICATIONS AND NEEDS TO BE INITIALED AND RETURNED WITH YOUR BID IN ORDER TO BE CONSIDERED.