

**FB NO: RFP17-074 DATE: January 18, 2017**

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

**ADDENDUM # 4**

FUNDING DEPARTMENT: FOOD

EQUIPMENT/SERVICES REQUESTED: CAMPUS FOOD SERVICE

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

1. Can CAD drawings be provided for dining locations on campus in a PDF format? This was provided in Addendum #3.
2. Does any equipment or small wares get removed, or is current owned by Aramark? All small wares and equipment is owned by the University and nothing will be removed.
3. Will any equipment that is specific to the national brands be removed if a new provider is selected? All equipment is owned by the University.
4. Who owns national brands equipment? All equipment is owned by the University.
5. What is the current number of Dietitian hours/visits utilized per month? We do not have a full time Dietitian on campus. This position is shared time with another institution.
6. For the goodwill of the associates and comparable benefits, can we be provided with the number of associates taking health insurance currently? As stated in Addendum #2, Answer # 25, this information is proprietary and the University does not have access.
7. Will the new provider be required to conduct background checks on current campus dining service employees? If it is a direct transfer from an Aramark employee to you then a background check would not be necessary. If you are hiring a higher level employee that would be at your discretion.
8. Can we be provided a monthly breakout of individual retail revenues by location and catering revenues? Provided in Addendum #3.
9. What are the current summer conference meal prices for breakfast, lunch, and dinner? Is there a conference daily rate / Summer time. There is not a set meal price for breakfast, lunch and dinner. The price is dependent on what is ordered.
10. What is the current daily rate being charged to the University for each meal plan? Provided in Addendum #3.
11. Are you aware of any new equipment needs to be purchased at the beginning of the new contract? At this point the University is not aware of any new equipment that is needed.
12. What is the current operating system the University uses? On page 101, Scan Plus was indicated as having been installed in 2008. Is this still being utilized (in reference to Question 22 J) on ADDENDUM # 2.The current POS hardware is micros and it runs on a windows CE system. The software thatis used to calculate the patrons balances is ScanPlus which is a proprietary system developed by Aramark.
13. Can Concession sales and current menu information by location and venue be provided? We do not have printed menus for the concession stands. It is the normal items such as hot dogs, nachos, chips, pop, etc. that is sold.
14. Is it necessary for the chef to have Executive Chef certification? Please see bid spec 8.13.2.
15. Is student labor an option? Yes, the current food service vendor uses student labor. If so, what is the current rate of pay and are the students paid through the University? Are Federal work study funds available for student labor? The students would be employed by the successful food service contractor not by the University.
16. What is the participation by meal plans at the main café? See Addendum #2, question 25.
17. Can current staffing schedules be made available with the current rate of pay? See Addendum #2, question 25.
18. On the meal plans: are the Flex dollars included in the price of the daily meal rate that is charged to University, or is that charged separately? Flex dollars are billed separately from the meal plans.
19. What is the # of meals used on the GOLD card by faculty and staff? The Gold Card had a total of $9,900 that was used by faculty and staff.
20. On page 77 does this include cash and flex sales Commission? What is this total amount? See Addendum #3 and an extended spreadsheet of commission sales.
21. Do you have the attachments on Excel sheet or can we submit on our form on Excel. If you wish to convert the attachments to excel, feel free to do so as long as the document is formatted the same as shown in the bid specs.
22. Do we pay commission on K C Chefs sales if so what is your current rate? 13.5%
23. Is there a CBA agreement on campus and if so can you let us know with whom? No
24. Who owns digital signage university and the merchandise equipment? The University.
25. Is there a difference commission rate for nation brands? Subway 3.5%, Einstein’s 7%
26. Do you want to keep the current nation brands if you would like other can you list? Any changes would be negotiated at a later date.
27. Current commission sale on Cash sales Page 58 by location. Commission Sales by location is in addendum #3.
28. Can you provide the meal plan cost to students for next semester? (Fall 2017) That amount has not been set at this point. Any increases will have to be approved by the Board of Governors.
29. Discount on additional purchase Flex or is there addition discount a POS? 13.5%
30. Can you clarify the reason there is such a high amount of unamortized dollar amount? Please refer to Attachment 10. A $1 million capital contribution was given on 10/1/14 and an $800,000 capital contribution was given on 4/1/15.
31. Can we get current all revenues related to the KCC? Those were provided in Addendum #3.
32. If new provider is selected, will the KCC continue to work with the University’s Food Service Provider? The successful food service contractor will work with the KCC in the capacity stated in the bid specifications.
33. Is it possible for a more defined breakout of the scoring for the technical and financial proposal? The University is currently in the process of developing a matrix for the evaluation.
34. Do the references listed in section 3.1.3 also have to be within 200 miles of the University? The 200 mile radius is being requested to identify the regional team’s management and be able to identify those management personnel that will be involved with our University. If you do not have any higher education facilities within a 200 mile radius, please provide the listing of the facilities and the regional managers that your company intends to put in charge of our operations.
35. Will the dollar amount of the meal plans also have to pay a commission? The successful contractor will work with the University each year to set a daily rate for the meal plans. The University then sets the charges that the students pay for their meal plan. There is no commission paid on the meal plans by the contractor. There is a 13.5% commission on the flex dollars.
36. Section 3.4.1.4 The current contractor provides funds for athletic catering events. Can we be provided a list of the events that were catered and a cost break down? The amount of catering funds for athletics was given in Addendum #3, Question 9. The events for athletics each year may vary but they have the $8,000 to cover whatever events that they choose.
37. Section 6.8 Do you want the program in the proposal? The University would like for the contractor to provide options for summer meal plans. This may include the number of meals per day, what sites would be open and the hours of operation for the sites.
38. Section 7.9 There is mention of the “athletic training table”. Can this be clarified? What are the Athletic rates? As the section states there will be pre-season meals provided for the athletic teams and others before the board contract starts. The rate and menu is a negotiation between the Director of Athletics and the contractor.
39. Section 7.3.4 Are there any catering agreements that will significantly impact prices? No
40. Section 7.9.6 & 7.9.7 Are these meal plans currently provided by the current contractor? Are these numbers accounted for in the sales information sheet provided? The current contractor provides these meal plans. Since they are provided at no cost, they would not be accounted for in any sales figures.
41. Do you have preferred software that should be utilized at a point of sales machines, to integrate with student accounts and business? The University does not have preferred software. The current vendor uses the mag strip on the ID card for their POS locations.

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.