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| wsu-primary-horz-color-600-10-2017-small  **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing**  **5700 Cass Avenue, suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734** |

**October 28, 2024**

**Addendum #4 To**

**Request for Proposal**

**WAYNE STATE UNIVERSITY Dining Services RFP datedOctober 02, 2024**

**Questions and Responses**

**This Addendum must be acknowledged on Schedule D.**

As part of the RFP process, WAYNE STATE UNIVERSITY has committed to publishing questions from potential VENDORS along with UNIVERSITY responses. The Q&A from the Site Tour are as follows:

1. Does Wayne State University own a liquor license?
   1. *Yes. In addition, the successful vendor will also need to provide Liquor Liability insurance.*
2. Is there deferred maintenance on equipment?
   1. *Capital equipment is being repaired or replace as needed. Everything being used is functional.*
3. What level of certification is the kitchen?
   1. *It is culture.*
4. How large is the campus residential population?
   1. Since COVID, the campus population is at approximately 73% for all of the buildings.
5. Are faculty and staff working remotely?
   1. *Response will follow in a separate addendum if information becomes available.*
6. Are food trucks brought in by the vendor?
   1. *The successful vendor will operate all food trucks.*
7. Is the merchandise in the Mid-town Market (student center building) managed by the vendor?
   1. *It is a joint effort with the bookstore.*

In addition, the following is an update to the Background Check requirements of the RFP:

1. **Background Checks**

UNIVERSITY policy requires that a background check be conducted for all staff and faculty, unpaid volunteers, interns, visiting scholars and other individuals engaged by campus departments in programs that serve or involve contact with minors.

VENDOR and its personnel are required to provide or undergo background checks at VENDOR’s expense prior to beginning work with the UNIVERSITY. Details on our specific requirements are as shown below.

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| **Contractor’s Employees**  University may require Employees that provide the On-Site Services to randomly take, and pass, a drug test for the following substances: cocaine, amphetamines, opiates, and any other illegal substances. Contractor shall be responsible for all costs associated with drug testing of Employees and Subcontractors providing On-site services. No employee of Contractor who tests positive shall be permitted to continue to provide On-Site Services. University reserves the right to request random re-testing of Contractor’s personnel.  Contractor shall require criminal background checks and Sex Offender Registry Checks of all Employees and Subcontractors providing On-site Services. The criminal background check shall include a nation-wide search of federal and state criminal records. Contractor shall be responsible for all costs associated with criminal background checks of Employees and Subcontractors. Contractor shall report to the University’s Human Resources Department any Negative Background Check Result (as defined in the University’s Background Checks Policy ) appearing on the background check report of an employee that the Contractor proposes to provide On-Site Services. Human Resources will assess the eligibility of the employee as provided in the Background Checks Policy.,  Contractor will conduct background checks and drug tests on all proposed employees within ninety (90) calendar days of employment. These may be performed annually or upon the request of University.  On-Site personnel: As necessary to maintain an adequate, trained and experienced staff, Contractor, as an Operating Expense, shall provide supervision, training, discipline and termination of Employees.  Student workers: The Contractor is encouraged to hire University students to work for them to provide the On-Site services. The Contractor shall inform all students who are offered employment that they their employment is conditioned on a satisfactory criminal history and Sex Offender Registry check and that during their employment they will be subject to random drug testing. Contractor shall obtain the student’s written consent for such background checks and drug testing and follow all University policies and procedures related to student employment.  Training: Employees shall be required to meet the necessary qualifications of ServSafe and HACCP systems. The Contractor shall be required to have the resources and staff for continually providing satisfactory training and development programs for all employees, supervisors and managers at all levels of the organization  A record shall be maintained of a summary of the content of the training session and all attendees. This record will be filed in the dining services office and be available to the University upon request.  Employees shall be qualified and adequately trained by Contractor prior to assuming their assigned tasks. The University reserves the right to reject any employee of Contractor or any subcontractor as unsuitable to being on campus by virtue of the results of a background check or any other objection |

VENDOR’s responses to these background check requests shall be considered to be continuing representations, and VENDOR’s failure to notify the UNIVERSITY within thirty (30) days of any criminal litigation, investigation or proceeding involving VENDOR or its then current officers, directors or persons providing services under this contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by VENDOR to perform Services under this contract.

All questions concerning this project must be emailed to: **Miriam Dixon**, Procurement & Strategic Sourcing, Email: **miriam.dixon@wayne.edu** and copy **Kenneth Doherty,** Procurement & Strategic Sourcing, Email:[**ken-doherty@wayne.edu**](mailto:ken-doherty@wayne.edu)by **12:00 p.m., November 07, 2024.**

**Do not contact the WSU Auxiliary Facility Services or other UNIVERSITY Units directly as this may result in disqualification of your proposal.**

Thank you,

**Miriam Dixon**,

**Associate Director of Procurement**

**313-577-3733**