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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**  |

**November 14, 2024**

**Addendum #5 To**

**Request for Proposal**

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

**Question 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.

1. Please provide the revenue by tender and location for all locations on campus.
	1. *FY 2024 information has been added to the intent-to-bid materials folder.*
2. What was the amount of declining balance dollars redeemed at Jets Pizza for FY24? If possible, please provide this by month.
	1. *See the chart below:*



1. What is the current point-of-sale system? Please confirm that the CONTRACTOR is expected to provide a new point-of-sale system.
	1. *The current point-of-sale system in place is Micros. Yes, the CONTRACTOR will be responsible for providing the point-of-sale system.*
2. How long can capital be amortized?
	1. *Capital can be amortized no longer than the initial contract period proposed by VENDORS (excludes renewal periods). Mutual agreement can be determined at a future date to extend the amortization period further.*
3. What is the estimated cost to perform repairs in the Ghafari Starbucks location that closed?
	1. *The approximate cost of reopening is $60,000. This is a combination of equipment and furnishings.*
4. Is the contractor expected to manage and sell the spirit wear and merchandise in the C-store?
	1. *This is offered in collaboration with the bookstore. The future dining partner will not be responsible for purchasing soft goods and other merchandise.*
5. Can you confirm the name of the current ID card system?
	1. *The current OneCard system uses the CBORD CS-Gold system.*
6. Can you provide floor plans/CAD files for all locations on campus?
	1. *Floor plans are available to vendors who complete the Intent to Bid form, available at* [*https://forms.wayne.edu/66fa93b5dd8fb/*](https://forms.wayne.edu/66fa93b5dd8fb/)*. Once procurement has an Intent to Bid on file, access to a secure OneDrive will be granted. Please respond directly to Miriam Dixon if you are unable to receive access.*
7. Can you provide clarification on the liquor license? In the RFP it states that the UNIVERSITY holds the liquor license, but in a different location, it states that the CONTRACTOR is required to maintain one.
	1. *VENDOR is responsible for procuring a liquor license for catering purposes. The UNIVERSITY holds a liquor license for Athletics concessions, which is outside the scope of this RFP.*
8. Can you clarify the expectations regarding the cost of repairs and maintenance? The cost responsibility matrix shows responsibility for both. How will you determine who is responsible for any particular repair?
	1. *Per Section III. G. 1. of the RFP, WSU is responsible for initial dining facility repairs and replacement. Following these initial repairs, VENDOR is responsible for additional necessary repairs and replacement up to a specified annual cap. Specific repair responsibilities are delineated in the Expenses section of the Summary Chart of Responsibilities in Section III. G. of the RFP.*
9. Can you confirm the current capacity of beds on campus? The figures given in the RFP are different from what was mentioned at the pre-proposal walk-through.
	1. *WSU housing capacity includes 2,462 residence hall beds across five communities and 295 units in University Towers. Occupancy and capacity counts provided in the RFP reflect the UNIVERSITY’s most up-to-date reporting.*
10. Is the UNIVERSITY still planning on opening the Choolah in the Student Center? The RFP states it is to open in October 2024, but it did not appear like it was ready to open soon.
	1. *Anticipated opening is now early 2025.*
11. The RFP states that the Jets Pizza is subject to change with the incoming vendor, is it the students’ or the UNIVERSITY’s preference to keep Jets Pizza?
	1. *The inclusion of Jets Pizza in the Warrior Dollars program was the result of the current partner opting not to develop and staff an on-campus pizza location. The future of this agreement is subject to change with the incoming VENDOR and will primarily depend on the VENDOR’s proposed dining model and on-campus retail locations.*
12. Do VENDORS have permission to use colors, images and logo from your website and/or social media for the sole purpose to customize our proposal?
	1. *Yes*
13. What were the Summer Conference and Concession revenues in FY2024?
	1. *Camp revenue was $341,591.*
14. Is meal exchange or equivalency currently offered with the meal plan program?
	1. *A meal exchange program is currently in place at Subway. Participants are limited to one swipe exchange per day, redeemable for one six-inch sub, a bag of chips, and fountain drink. The UNIVERSITY is interested in continuing to offer at least one meal swipe exchange partnership with the future VENDOR for all mandatory meal plan participants.*
15. Whose account is unused Warrior Dollars and block plans issued to, the CONTRACTOR or UNIVERSITY?
	1. *The CONTRACTOR*
16. How many unused Warrior Dollars were left over at the end of the year, for the last two years?
	1. *End of Fall 2022/Winter 2023: $66,271.00*
	2. *End of Spring 2023: $1,035.04*
	3. *End of Fall 2023/Winter 2024: $61,840.50*
	4. *End of Spring 24: $4,152.16*
17. Please provide the last three years of meal plan enrollment history, by plan and by semester.
	1. *See chart below:*



*Block 15/30/45 are primarily purchased for summer meal plan participation.*

*100/250/500 Warrior plans are additional Warrior dollar purchases to be utilized by existing meal plan participants.*

1. What is the current participation rate (usage rate) per meal plan?
	1. *Resident meal plan utilization is provided below. WSU does not track utilization for the Warrior +$200 unlimited meal plan.*



1. Will Grubhub continue to be the preferred mobile order solution?
	1. *WSU is open to alternative options.*
2. What are the short-term innovation needs? What are the long term innovation needs?
	1. *Additional clarification on this question is needed from the firm that raised the question.*
3. Can you provide the CBA agreement for the unionized employees and specify whether their pension is fully funded?
	1. *Response to follow in Addendum 6. If we can obtain this information.*
4. What is the long-term strategy to increase student enrollment, residency and the overall presence of students on campus to increase student traffic?
	1. *Response to follow in Addendum 6.*
5. What is the revenue of the retail outlet in the basement of the student union and would that location be included in the future migration of OneCard?
	1. *Quickly Boba Café, in the basement of the Student Center, is not within the scope of this dining procurement. A full list of included locations is available in Section III. D. of the RFP. This location currently accepts OneCard dollars. Quickly is a stand-alone operation, separate from the dining program.*
6. What are the hours of operation for the dining hall and retail outlets throughout the year? What is the expectation for all dining locations during summer, breaks, and the academic year? Will these hours remain the same for academic year 2025-2026?
	1. *Current hours of operation for dining hall and retail locations are listed in Section III. D. of the RFP. WSU will work with VENDOR proposals to ensure hours of operation most effectively serve the WSU community and recognizes there has been some retail turnover since previous breaks.*
7. Referencing bullet #1 on page 16, there is an annual cap associated with equipment repair and replacement. Historically, what is that dollar amount, and will that remain the same for future years?
	1. *Please see Section III. G. in the RFP for existing details on this topic. The UNIVERSITY would like to explore opportunities to increase the level of investment provided by the VENDOR on an annual basis in future years. This will be evaluated alongside an understanding of any impacts to WAYNE STATE’S financial participation.*
8. Is WAYNE STATE currently paying a minimum on food truck sales and are there particular agreements in place with these vendors? If so, what are they?
	1. *WAYNE STATE does not guarantee any minimum revenue targets from food truck vendors.*
9. What is the current labor mix: percent full time vs percent part time vs percent student?
	1. *Response to follow in Addendum 6.*
10. How many student employees are there?
	1. *Response to follow in Addendum 6.*
11. What are the current average wage rates by position?
	1. *Response to follow in Addendum 6.*
12. Are there recent dining surveys available that can be shared?
	1. *Yes, previous dining survey results were included as Attachment C in the RFP at* [*http://go.wayne.edu/bids*](http://go.wayne.edu/bids)*.*
13. What is the current financial arrangement with Grubhub?
	1. *The current dining operator is responsible for contracting Grubhub delivery robots, but the UNIVERSITY retains responsibility over ordering kiosks and associated costs. WSU is agreeable to the future VENDOR altering existing mobile ordering, kiosk, and food delivery programs. More information on the Grubhub partnership can be found in Sections III. H. and IV. C. of the RFP.*
14. RFP process: what are the next steps after proposal submission? Will there be presentations? When is the tentative award date?
	1. *A full calendar of events including next steps, presentation information, and announcement date is available in Section II. B. of the RFP.*
15. Please provide a fixed asset inventory denoting ownership.
	1. *Response to follow in Addendum 6.*
16. Will you provide the catering revenues for FY23 and FY24 (to date) broken down by on-campus and off-campus?
	1. *Catering revenue was $1,928,061 in FY 2024 and $1,613,812 in FY 2023.*
17. Does the current dining service provider offer any in-kind funds to the UNIVERSITY?
	1. *Yes, but this is limited. WSU requests future in-kind catering funding to support the expansion of on-campus catering utilization.*
18. Please provide details on any dining donations to RAs, students, faculty, or staff as applicable.
	1. *Response to follow in Addendum 6.*

**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**