



Questions and Response UAPB A183 Campus Food Service with Management

UAPB may request clarification of a question(s) or reserves the right not to respond to that question(s).

Q. What is the minimum number of Academic Year (fall & spring) board billing days we should use for our financial projection?

A. Fall – 117 Days, Spring 221 Days - Total 238 Days
Summer – Optional – Mutual Agreement

Q. Section 1.26, page 11 – What is the recent history of costs for the annual maintenance and upgrades for the Student Information System?

A. N/A

Q. Section 2.1, page 14 paragraph three (3) – If available, please provide floor plans for the new retail venue at the Student Engagement Center, as well as floor plans for all current dining venues.

A. We don't have any that is contracted for as of right now

Q. Section 2.1, page 14 paragraph four (4) – For the amortization schedule the University is seeking for the Starbucks and Chick-fil-A, may we assume this is for the remodel of both brands?

A. Yes

Q. Section 2.5 C, page 17 – Currently, does the University or the current vendor own the Point-of-Sale system?

A. The Current Vendor

Q. Section 2.7, B, page 18 – How are meal credits currently issued to student athletes?

A. The Same amount as a regular student



Q. Under Section 3, page 25 - University Responsibilities - Does pest control also fall within the responsibilities of the University?

A. **The University**

Q. Section 5 – Please provide hours of operation for JBJ and Delta dining locations.

A. **Breakfast 7am -9am, Lunch 11am-1pm, Dinner 4:30pm-7:10pm**

Q. Section 5, page 45 – What meal options are currently provided with Lite Dinner?

A. **Sandwich, Salads – please refer to uapb.campusdish.com
Addendum**

Q. Section 5, page 46 – During spring break and other slack periods, is the University requesting all, or one retail establishment to remain open from 9:00 am to 5:30 pm?

A. **Mutual Agreements between awardee**

Q. Section 5.1, page 46 – Please share the breakdown of meal plan participants for the 2023 fall and 2024 spring.

A. **The listed under 5.2, N.A – 2024 Spring**

Q. Section 5.2 and 5.7 – The Flex Dollars associated with resident meal plans in section 5.2 and 5.7 appear to be in conflict. Please clarify which of the following Flex Dollar plans are correct.

Section 5.2 Section 5.7

10 MP - \$275 10 MP - \$250

15 MP - \$200 15 MP - \$175

20 MP - \$0 20 MP - \$25

A. **Section 5.7 10MP - \$275
15MP - \$200
20 MP - \$50**

This will be in Addendum #3

Q. Section 5.7, page 49 – Are the meal plan prices shown in section 5.7, the prices charged by the University to students, or the prices charged by the current vendor to the University?



A. **The University**

Q. Could you provide the sales data by location for all retail outlets over the past three years?

A. **N/A**

Q. Could you provide the sales data by location for all retail outlets over the past three years?

A. **N/A**

Q. Could you supply the catering revenue figures for the past three years?

A. **N/A**

Q. Please provide the camp and conference sales data for the last two years.

A. **N/A**

Q. Would it be possible for the University to share the student food surveys from fall 2023 and spring 2024?

A. **N/A**

Q. Please provide photographs, CAD drawings, and floor plans of all dining venues on campus.

A. **Yes**

Q. What are the current daily rates charged by each meal plan to the university?

A. **Door rates – Breakfast \$7.17, Lunch \$7.59, Dinner \$9.06, Premium Dinner - \$10.00**

Q. How many vending machines are currently installed on campus?

A. **N/A**

Q. When is the vending machine contract scheduled to expire?

A. **N/A**

Q. Are the current Aramark employees covered by a union Collective Bargaining Agreement?

A. **No**

Q. If so, could you provide the latest agreement and the expiration date of the current Collective Bargaining Agreement?



A. N/A

Q. Does the university own all the existing catering equipment, and can you provide an inventory list?

A. The University owns everything that is attached to the buildings.

Q. Is all major dining equipment functioning correctly? If not, please list the items that require repair or replacement.

A. Yes

Q. Is alcohol permitted at catered events on campus?

A. N/A

Q. Could you provide the participation numbers for each meal plan, along with projections for expected meal plans?

A. Please refer to 5.2

Q. Will the University of Arkansas at Pine Bluff allow companies that missed the pre-bid meeting to submit proposals?

A. The Pre-bid was Mandatory

Q. Please detail, by location, the expected operational days during the winter, spring, and summer breaks.

A. Mutal agreement between awardee

Q. Which dining locations are operational during the summer, spring, and winter breaks, and what are their operating hours?

A. Only the cafeteria, hours vary

Q. Who benefits from the unused bonus dollars under the current contract? Please provide data from the last three years.

A. Food Service vendor - N/A



Q. Does the current vendor manage all concessions?

A. Yes

Q. Please give a description of the sports and events that concessions will be offered. Are these on campus or off campus? For each location, describe the equipment and facilities in detail. Do they have a POS system?

A. Football/Basketball/Baseball

Q. Please provide a calendar of all events where concessions will be offered.

A. Please refer to – www.uapblionsroar.com

Q. Please provide current concessions menus with pricing.

A. N/A

Q. Please provide annual concessions revenue for the last three years with a breakdown by sport.

A. N/A

Q. What is the average attendance per game for each sport where concessions are done?

A. Baseball - 328
Softball - 132
Football - 8374
Soccer – 125
Volleyball – 201
Men’s Basketball – 2923
Women’s Basketball - 2253

Q. Please provide a breakdown of credit card sales, dining dollars, and cash sales by location for the past three years.

A. N/A

Q. Could you share details on the current commission structure for sales agreements covering cash, credit card, flex, and catering sales?

A. Refer to Addendum – Appendix D



- Q. Could you provide a copy of the current catering menu along with pricing?
- A. Refer to uapb.campusdish.com
- Q. Does the current contractor provide any other "in-kind" donations other than the catering funds?
- A. N/A
- Q. Please provide data on the number of student employees, their working hours, and pay rates.
- A. N/A
- Q. Could you supply a list of all employees along with their current wages, weekly hours, and benefits including managers?
- A. N/A
- Q. Please list any current Minority Business Enterprise (MBE) vendors used by the current contractors.
- R. A. N/A
- Q. Does the University of Arkansas at Pine Bluff intend to allocate student work-study labor for dining services? If so, how many hours per week, and what is the reimbursable labor rate?
- A. No
- Q. Please provide all questions and answers submitted during the previous RFP process.
- R. A. N/A
- Q. On pg. 14, it states that UAPB will break ground on a new and state of the art Student Engagement Center. This center will have space for a new retail establishment. What is the timeline for this? Can the university provide drawings?
- A. Timeline is still being developed
- Q. Pg. 14 - Who owns the current small wares including pots, pans, dishes, silverware, etc.? If the vendor owns any small wares, please provide a list by location.
- A. Vendor, N/A



- Q. Pg. 15 – What has been the cost to the current vendor for the maintenance and repair of kitchen equipment for the last 3 years?
- A. N/A
- Q. Pg. 15 – What has been the cost to the current vendor for the preventative maintenance contracts for the last 3 years?
- A. N/A
- Q. Pg. 19 – Please describe the time and nature of after-hours meals. What is the latest time that these meals will be required? How often is the frequency? What is the annual total of these meals for the last 2 years?
- A. Refer to bid under 2.7
- Q. Pg. 46 – What are the current hours of operation for all retail operations during holidays, and periods between semesters?
- A. Vary, if dorms are opened, normal hours, mutual agreement between awardee
- Q. Pg. 47 – The enrollment figures for Spring and Fall have declined consistently for the last three years. To what factors do you contribute this decline? What is the current projection for the next three years? Why?
- A. Various reasons, COVID
- Q. Pg. 14 – Please explain “Include an amortized cost of Starbucks and Chick-fil-A”
- A. N/A
- Q. Page 2 of the bid solicitation document describes a new campus master plan that includes new residence halls. What is the timeline for this plan?
- A. Timeline is still being developed.
- Q. Please provide a school calendar for the 2024-2025 year. How many operating days are expected for the Contractor (not counting catering) for each venue?
- A. N/A
- Q. Are there dorm students in the summer? If so, what are the days served and meal plans offered? Is a plan mandatory?
- A. Depends on enrollment



- Q. Please describe the type of summer camps and other events for the last three years and provide details on number of participants, revenue, pricing, etc.
- A. See page 60 of the RFP
- Q. Please provide any changes that you would like to see in the current meal plan structure.
- A. N/A
- Q. Who sells the meal plans and flex dollars? School or vendor?
- A. University
- Q. What is the process for unused flex dollars each semester?
- A. Fall – Flex will roll over
Spring – Unused will be lost
- Q. Are the flex dollars per meal plan billed separately to the university outside of the daily rate?
- A. Yes
- Q. Do the meal plans include any meal equivalency option at the Chick-fil-A, Pizza Hut or Starbucks WPS?
- A. Yes
- Q. Are commuter students required to have some type of meal plan?
- A. No
- Q. Is any equipment owned by the current vendors? If so, please provide a list by location.
- A. Small equipment
Attached to the building – Owned by the University
- Q. Please provide current menus or at least the types of food offerings that are available at each location.
- A. Please refer to www.uapb.campusdish.com
- Q. What is the estimated total amount of current inventory of food, disposables, and supplies?
- A. N/A



- Q. What are the current annual franchise fees for outside programs?
- A. N/A
- Q. What amount of franchise royalties have been paid for outside programs for the last three years? What is the percentage of royalties?
- A. N/A
- Q. How many vehicles are currently being used by the vendor for normal operations and catering services including golf carts?
- A. N/A
- Q. What is current POS system and what are the annual costs?
- A. N/A
- Q. Please provide how the current vendor's investment dollars from the current contract were used by the University.
- A. General Operations
- Q. Do any resident halls remain open during any school closures? Please detail.
- A. Discretion of the University
- Q. What retail brands or concepts have been tried in past years that were removed or renovated?
- A. N/A
- Q. Who is responsible for the daily and weekly detailed cleaning of the dining room floors?
- A. The Contractor
- Q. Who is responsible for fees for grease bin cleaning and/or grease removal?
- A. The Contractor



- Q. Who is responsible for the fees associated with the cleaning of the grease trap?
- A. N/A
- Q. Please provide the current Pepsi pricing (cost) per the school contract.
- A. N/A
- Q. Should further questions emerge following the receipt of the addendum, would UAPB be willing to address these inquiries?
- A. No, all questions had to be submitted in by April 16, 2024
- Q. **Font Requirements for Proposal:** Could you confirm if the proposal needs to be formatted specifically in Arial or Times New Roman fonts?
- A. Either
- Q. **Alternate Cost Proposal on Network:** On page 17, there's a mention of an "alternate cost proposal for network" under the technology requirement. Could you please elaborate on what specifics you are looking for in this proposal?
- A. It states In addition, the contractor will include an alternate cost proposal to provide their own network infrastructure. This means, the contractor will include their pricing for their own network infrastructure.
- Q. **Electronic Signature Inquiry:** Could you please clarify if electronic signatures, specifically through platforms like DocuSign, are acceptable for the submission of the proposal, or are traditional ink signatures mandatory?
- A. Digital Signature and traditional ink -both acceptable
- Q. **Position Requirements for Utility Worker:** Regarding the requirement listed on page 22 for a "Janitorial Supervisor", would a utility worker be sufficient for this role, or is a supervisory position necessary?
- A. Please see the stated information in 2.15
- Q. **Menu Pricing in Technical Proposal:** You've requested details on retail and catered menu pricing, including amortized costs for Chick-fil-A and Starbucks. Can you confirm if this information should be included in the Technical Proposal, or if it should be presented separately?



A. **Technical Proposal**

Q. **Previous Project Narrative Description:** As per the guidelines on page 54 for the "Previous Project Narrative Description", could you provide an example of what you're expecting in this section? Specifically, how detailed should the narrative be, and are there any particular aspects of the project history or outcomes that you want emphasized?

A. N/A

Q. **Request for Extension on Proposal Submission Due Date:** Given the brief period of only one week provided to incorporate the answers we will receive from UAPB, we respectfully request an extension of the proposal submission deadline. This additional time will ensure that we can thoroughly address the responses and submit a well-considered and comprehensive proposal. Could you please advise on the possibility of granting this extension?

A. **May 8 – extended date**

Q. Can you please clarify for following from page 4?

A. **Please do not include any additional information such as ancillary pieces outside of our proposal**