**RFP 23-002 Food Services Questions and Answers – Revised 3/16/2023**

| **Question** | **RFP Section** | **RFP Page** | **Question** | **Response** |
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| 1 | 1.2 | 3 | If we invest capital, can it be amortized over ten years, even though the contract term is 3 + 7x1 term? | Yes. |
| 2 | 1.4 | 4 | Can you please provide the breakdown of sales for FY22: $1.24M, FY19: $1.485 M, FY18: $1.56M by location: Marketplace (meal plans, cash, lunch sales); Jitterz; Doks; catering; concessions? | Sales information considered proprietary. |
| 3 | 1.5 | 4 | What is your current participation rate % for meal plans for breakfast and dinner? i.e.) 55% of meal plan holders dine during a meal period | Fall 2022  Meal Plan 1 = B-38% L-2% D-22%  Meal Plan 2 = B-28% L-2% D-22%  Meal Plan 3 = B-28% L-2% D-22% |
| 4 | 1.5 | 4 | How many flex dining dollars are left over at the end of each semester? | Fall 2022  MLP 1 = start $36,500 end $8,027  MLP 2= start $19,400 end $5,808  MLP 3 = start $27,500 end $11,174  Rolls over to spring semester as long as they have a meal plan for the spring |
| 5 | 1.5 | 4 | Are meal plans tax-exempt? | No |
| 6 | 1.5 | 4 | Can you please confirm the number of meal plans by type: Weekly Meal Plan #1: 14 meals a week (Breakfast and Dinner) + $250 Flex Dollars for Lunch\* | Weekly Meal Plan #2: 10 meals a week (Breakfast and Dinner) + $200 Flex Dollars for Lunch\* | Weekly Meal Plan #3: 5 meals a week (Breakfast and Dinner) + $250 Flex Dollars for Lunch\*? | Fall 2022  Meal Plan 1 = 147  Meal Plan 2 = 97  Meal Plan 3=112 |
| 7 | 1.6, 1.7, 1.8 | 5 | For Catering, Summer, and Concessions: Can you please provide a list of events and sales for FY18, FY19 and FY22? | Sales information considered proprietary.  Events: *FY 18:*   * + *LC Symposium*   + *Peer Mentors Dinner*   + *Prefunction at the Presidents House*   + *American Legion*   + *NAIA World Series*   + *Summer Employee Appreciation Picnic*   + *Graduation*   + *Lewiston Roundup Ketchpen*   + *Golden Throne*   + *Homecoming, Picnic with the President*   + *Employee Benefit Fair*   + *Gratitude Banquet*   + *Winter Revels*   + *Late Night Breakfast (donation)*   + *Winter Revels*   + *Foundation Scholars Social*   + *Grazing Conference*   + *New Student Orientation*   + *LCPD Award Ceremony*   + *Club Info Fair*   + *Game Night*   + *Dream It, Do It*   + *Women’s Leadership Conference*   + *Wake up with the Warriors*   + *Native American Awareness*   + *Friendship Banquet*   + *Faculty-Staff Recognition*   + *LCSC Scholarship Luncheon*   + *ASLCSC BBQ*   + *Art Under the Elms*   + *State Employee Appreciation Day*   + *Senior Send Off*   + *SPARCs Dinner*   + *Parent Info Session*   + *Semester Launch Reception*   + *Movie Night*   *FY 19:*   * + *LC Symposium*   + *Senior Send Off*   + *NAIA*   + *Summer Employee Appreciation Picnic*   + *Graduation*   + *Scholarship Luncheon*   + *Multicultural Week*   + *Fall Luncheon and Professional Development Retreat*   + *STEM Summer Conference*   + *Graduation BBQ*   + *Annual Foundation Board Reception*   + *LC Work Scholars Fall Luncheon*   + *Alumni Awards*   + *Career Fair*   + *Faculty Forum*   + *State Board of Education*   + *LCSC Benefits Fair*   + *Safety Fest*   + *Winter Revels*   + *Nursing Symposium*   + *Late Night Breakfast*   + *Grazing Conference*   + *New Student Orientation*   + *Wake up with the Warriors*   *FY 22:*   * *Scholarship Social* * *Career Fair* * *Rock the Finals* * *Winter Revels* * *Christine Frei Retirement Open House* * *New Student Orientation* * *WEB Welcome Back* * *Native American Awareness* * *Faculty and Staff Awards* * *Creator Fair Event* * *Family Weekend* * *Senior Symposium* * *Graduation BBQ* * *Dream It, Do It* * *Kids Clinic* * *NAIA* * *TRIO* * *IEA Summer Institute* |
| 8 | 1.10 | 6 | Will there be any costs for us to cover for the new campus card system? | Though no costs are currently identified, the vendor will be responsible for any customizations needed to be made to the vendor’s POS system for integrating the college campus card system. |
| 9 | 8.2 | 22 | Please confirm the current position types and hourly wages, salaries and benefits for employees. | Current offeror has the following managerial positions: Catering Manager, Head Chef, and Director. We do not have immediate access to incumbent salary and benefit information. |
| 10 | 9.2.3 | 30 | Can you please confirm your current fixed daily rate? | Current Meal Plan provider rates  Meal Plan 1 = $16.25  Meal Plan 2 = $15.76  Meal Plan 3 = $10.86 |
| 11 | 9.2.3.1 | 30 | It’s stated that “*The fixed daily rate may be provided on a sliding scale for differing levels of participation. The sliding scale should be in increments of $25…”* can you please confirm if the sliding scale is in $ increments or students? | It is based on number of students participating in meal plans averaged for the academic year. |
| 12 | 9.5.5 | 39 | Can you please provide the most recent student input and feedback from surveys and/or focus group feedback? | **Survey information is considered proprietary.** |
| 13 | 9.10.3 | 43 | Is there a specific format or form that you’d like us to submit the pro forma in? | No specific format required. May use Excel, Word, PDF or other common file format. |
| 14 | 9.10.4.3 | 44 | Are there any other required in-kind donations? | 4 meal plans total for MBB WBB, VP and President |
| 15 | General |  | Can you please provide floor plans and/or CAD drawings of dining spaces? | See documents titled ***“SUB, WCC Banquet Style and Williams Conference Center”.*** |
| 16 | General |  | Please provide a list of equipment that will be removed i.e.) screens in Marketplace, and concessions; small equipment | Marketplace TVs; printers and computers in offices, expresso machine in Jitterz, and POS machines. |
| 17 | General |  | What time does the student center building close? | See document titled ***“Student Center Hours of Operation”.*** |
| 18 | and P3.1.3 | 9 & 12 | Please clarify if a PDF submission of attachments or full proposal is permissible as instructions within 2 sections are contradictory. | PDF submission of attachments and/or full proposal is permissible. |
| 19 | 3.1.1 | 9 | Are we permitted to insert links/QR codes into the proposal document that link out to our menus, catering guides and financial statements to eliminate the need for access paper to be printed? | If the vendor chooses to insert QR Codes into the proposal, it is the vendor’s sole responsibility to ensure the QR codes are accurate, and the embedded links are to pages that are fully accessible to LCSC personnel as they review the proposal. A QR Code that fails to load proper files could lead to a proposal being viewed as incomplete. |
| 20 | 9.8 | 42 | Can you please provide class scheduling and enrollment data for the Schweitzer Career and Technical Education Center? | Class Scheduling:  Spring 23  Mon 7:30 AM – 3:30 PM  Tues 7:30 AM – 3:30 PM  Wed 7:30 AM – 5 PM  Thurs 7:30 AM – 6 PM  Fri 7:30 AM – 4 PM  Fall 22  Mon 7:30 AM – 8:30 PM  Tues & Thurs 7:30 AM – 5 PM  Wed 7:30 AM – 8:30 PM  Fri 7:30 AM – 4:30 PM  Sat 8 AM – 5 PM  Spring 22  Mon 7:30 AM – 3:30 PM  Tues-Thurs 7:30 AM – 6 PM  Fri 7:30 AM – 4:30 PM  Fall 21  Mon 7:30 AM – 5 PM  Tues & Thurs 7:30 AM – 3 PM  Wed 7:30 AM – 5 PM  Fri 7:30 AM – 4:30 PM  Spring 21  Mon 7:30 AM – 3 PM  Tues-Thurs 7:30 AM – 6 PM  Fri 7:30 AM – 4:30 PM  Enrollment Data: SP23 (current enrollment, not end-of-term (EOT), thus, cannot be compared to numbers below) = 96  FA22 EOT (includes Ws) = 100  SP22 EOT (includes Ws) = 99  FA21 EOT (includes Ws) = 95  SP21 EOT (includes Ws) = 80 |
| 21 | 9.8 | 42 | Can you please provide the number of students currently attending class at the Schweitzer CTEC that are on a meal plan? | Meal Plans average 15-20 per year of students living on campus who are at the CTE Center. |
| 22 | 1.4 | 4 | Are summer conference sales included in the catering sales dollars provided in Section 1.4? | Yes. |
| 23 | 1.4 | 4 | Do the total/approximate overall sales/revenue figures for FY19, FY18, FY17, and FY16 include catering? | Yes |
| 24 | 8.1.3 | 21 | How many students are currently employed by the dining program? | 12 |
| 25 | 9.2.1 | 29 | How many board days should we assume for the Fall semester? How many should we assume for the Spring? | Fall 112  Spring 111 |
| 26 | 9.11.4 | 44 | Would you please share the current value of the Annual Financial Enhancement Fund and the Annual Maintenance Fund? | This information is considered proprietary. |
| 27 | Appendix A | 70 | What is the cost of parking permits for employees? | $75 |
| 28 | Appendix A | 70 | Will the Contractor serve alcohol at any catering events, and if so, what is the cost of a liquor license? | Yes. Please consult: https://www.cityoflewiston.org/258/Alcohol-Beverage |
| 29 | General |  | What are the prices of the commuter meal plans: Warrior Block, Gold Block, and Silver Block? | Warrior Block $380, Gold Block $175, Silver Block $75 |
| 30 | General |  | Is there unamortized value remaining on any previous investment at Lewis-Clark? | Any equipment with unamortized value will be removed. |