

Addendum #2

RFP #CC564-22

CAMPUS FOOD SERVICE OPERATIONS

Answers to questions asked:

- Can you provide details for any equipment currently owned by the incumbent contractor that would not be available at the time of transition?
 - **All equipment is owned by Casper College.**
- Can you provide further detail on the payment of services for the meal plans?
 - **We set the plans (i.e. Block 285), but work with the vendor contractually to establish feeding days. This is how a daily rate for each board plan is calculated. Or current vendor is responsible (via the meal plan report) for using board plan counts weekly and billing us accordingly for the number of board plan holders that week (daily rate * number of days that week, potentially influenced by the feeding days calendar).**
- The Pricing Information language on page 16 refers to a daily rate, the Proposed Prices language on page 19 refers to daily rates, and the Bid Form on page 22 would indicate the price requested to be a semester price.
 - **The contractor daily rate would be a semester rate (contractor) based upon feeding days. The final retail semester price is determined by Casper College.**
- Should proposers include the Flex Dollars added to each meal plan in the contractor’s proposed pricing
 - **This is dependent on how the contractor wants to structure pricing. We are not aware if our current vendor factors flex dollars into their back-end calculation of their daily rates.**
- Can you provide the pre-established meal plan prices for the 2022 – 2023 academic year
 - **The proposed pricing will be recommended to the Board of Trustees at the February 15th board meeting. These are proposed prices and are not set at this time. What is being proposed is included in the table below:**

Cafeteria (Board) per Semester	FY21	FY21% Change	FY22	FY22% Change	FY23	FY23% Change
Block 285 + \$100	\$1,750	2.94%	\$1,782	1.83%	\$1,860	4.38%
Block 200 + \$150	\$1,750	2.94%	\$1,782	1.83%	\$1,860	4.38%
Block 165 + \$175	\$1,565	2.96%	\$1,594	1.85%	\$1,664	4.39%
Block 65 + \$50 (Commuter)	\$460	10.68%	\$470	2.17%	\$480	2.13%

- Are the Block meals today transferable from one student to another?
 - **Yes, as long as the plan holder is present. Example: I can use my card to swipe in my friend for lunch. If I withdraw from CC, I cannot transfer my unused meals to another person.**
- Can a meal plan holder today use multiple blocks / swipes at any one meal?
 - **Yes.**
- Are Block meals / swipes accepted at Liesinger Coffee Cart, Gateway Coffee Cart, the Sub Connection.
 - **Yes, through the meal exchange program. Our current vendor has established product combinations that they believe equates to a full meal swipe, and the hours this can be used.**
- If so, what is the dollar value of the Block meal in these locations.
 - **We are unable to assign a dollar value, because of the flexibility of students in using their meal swipes throughout the semester. Daily rates are typically calculated using a standard price for breakfast, lunch, and dinner. The block plans don't distinguish the difference between each meal type or cost assigned to each meal.**
- Do you have a meal plan count by plan for the Spring '22 semester? This is for Spring Only. Fall 21 is included in the RFP information.

Block A	67
Block B	79
Block C	184
Block D	20
Total	350

- Please provide the reported revenue (cash, flex dollars, and T-Bucks) for Liesinger Coffee Cart, Gateway Coffee Cart, and Sub Connection.
 - **This information is not available**
- Please provide the historical annual revenue for Catering.
 - **Please see table below for historical revenue.**

	2017	2018	2019	2020	2021
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
CAFETERIA CONTRACTS	\$ 996,820.13	\$ 981,628.00	\$ 927,901.39	\$847,983.04	\$ 1,120,906.06
CASH SALES COMMISSIONS	\$ 48,731.50	\$ 50,840.85	\$ 60,819.63	\$ 39,709.97	\$ 16,134.45
MISCELLANEOUS INCOME					\$ 133,550.38 *
SPEC ACTIVITIES/ST RENT	\$ 72,840.40	\$ 75,194.38	\$ 68,583.70	\$ -	\$ 69,000.00
Totals	\$ 1,118,392.03	\$ 1,107,663.23	\$ 1,057,304.72	\$ 887,693.01	\$ 1,339,590.89

- Please provide the historical annual revenue for summer conferences / camps.
 - **This is included in the special activities' category of revenue.**
- Do you typically reduce services and staffing during summer months?
 - **Yes, during the summer the dorms are used, but residences are not required to purchase a meal plan. What services are needed will be coordinated with Casper College.**

- Would you disqualify a proposal if the financial terms aren't met, i.e. commissions aren't offered?
 - **No, all proposals will be evaluated and compared against the other proposals submitted.**
- Can you provide pictures of the kitchen and service areas for each location?
 - **No, a non-mandatory site visit was offered and all of these locations were available for observation at that time. Each vendor was able to take their own photos.**
 - **There is a video titled: Casper College Virtual tour that around the start of the video is in the Gateway building and you can use the arrows to change the camera angle and you can see the coffee cart in this building. Around the 12:30 mark the video goes into the dining hall, and around the 19:50 mark they are at the coffee cart in Liesinger Hall.**
 - **Here is the URL for the video: <https://www.caspercollege.edu/admissions/visit-campus/photo-tour/>**



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