



ADDENDUM 2

May 7, 2012

IMPORTANT NOTICE TO PROPOSERS TO RFP 2012-6, Campus Dining Services:

SOU's Office of Purchasing and Contracting provides the following information as requested from bidders.

Question(s):

1. Please provide the current contract with SOU and Sodexo
2. Please provide the current CBA agreement
3. Please provide the current Pepsi pouring agreement

Answers - Treasa will provide all 3 of these documents

4. Please provide the following financial breakdown:
 - a. Retail sales, by location for the previous full fiscal year
 - i. Please break down by cash (to include credit card) and flex separate
 - b. Catering sales for the previous full fiscal year
 - i. Please break down by charges to the University (JV charges)
 - ii. Cash charges to include credit card to outside clients
 - c. Vending sales for the previous full fiscal year
 - i. Include cash (to include credit card) and flex separate
 - d. How many current vending machines are on campus and what are the locations
Answer - 41
 - e. Who currently provides vending services to the campus
Answer – Three Rivers
 - f. Residential Sales for the previous full fiscal year
 - i. Breakdown by plan for each term

1. Thus in essence the charges for the four terms by plan
 - ii. What plans are there to choose from in the Summer
 - iii. How many students are on a meal plan by Summer and what is the breakdown by plan

Answer –The daily usage of flex money at each of the locations on campus for the 2011 and 2012 years will be sent via e-mail. The only one we track cash for is Subway, Sodexo tracks the cash/credit for the rest of the locations

5. Please provide the average daily patron count for each of these locations on a full operating week at SOU.

Answer – do not have these numbers in university system.

6. Please provide the full retail pricing list currently used in all locations for all products

Answer - Info is publicly available. Sodexo asks proposers to gather data on own.

7. Please provide the last three years of return SOU has received from Sodexo
 - a. i.e. commissions, guarantee, dining override on board plans (if any)

Answer - Will be sent via e-mail.

8. The current RFP states that the provider will retain all union associates at current pay rates for a minimum of 6 months. Thus if 51% of the current Union associates are retained the provider would enter into discussion with the union and thus it would be recognized. If this is the case how does this in the Universities vision improve the costs to SOU or the vendor?

Answer - Best answered by Human Resources. Please let Treasa know your availability for a conference call on Friday, May 11 at 2:00 p.m. with Human Resources.

9. Does SOU currently collect the meal plan monies and allocate to Sodexo or does it take in the monies and give the entire amount to Sodexo in one lump sum at the beginning of each term?

Answer - SOU collects the meal plan money and commuter flex money from students and allocates it out by the week. For additional flex bought on meal plans we do quarterly disbursements. Monthly for the summer plans and St Mary's programs.

10. What is the pro-rated schedule if a student drops the meal plan in the term?

Answer - If the student lives in the halls they must have a meal plan, we allow them to change it up or down during the 1st 10 days and then they can only go up after the 10

days is over. If they withdrawal from school during the 1st 10 days of a term or get an approved change they get the remainder of the plan prorated back.

11. Is the cost charged to the student that is in the RFP the full amount given to Sodexo?

Answer – Yes, as long as they are a student in the halls Sodexo gets all of the meal money.

12. What are the academic service / feeding days per term?

Answer – 75 days per term (fall, winter, spring)

13. Please note when residential operations begin each term after a break

Answer – We close down after lunch the last day before a break and open up for dinner on the night before classes begin.

14. Please provide current operating hours for Summer and the hours for each location

Answer – see attachment from last summer

15. Are there any additional costs to the possible vendor that are not outlined in the RFP?

Answer – Not that we are aware of

16. Does Sodexo currently give scholarships or monetary donations to SOU and if so what is the amount?

Answer – NO Scholarships / some donations to different Presidential Events

17. Please provide the current number of associates with pay rates (no names) to include all union associates and all Sodexo associates. Please notate union associates.

Answer - Will be sent via e-mail

18. Please provide the amount of unused flex that Sodexo collected last full fiscal year.

19. On page 4 of the RFP SOU notes “other meal plan” What is this plan, how much is it and who is on this plan?

20. Please provide annual concessions revenue for the last full fiscal year

- a. Cash (to include credit card)
- b. Flex

Answer- This information is not available

21. Please provide the upcoming athletics home schedule in which concessions are required

Home Athletic Schedule

Date	Opponent	Location	Time
Football			
Sept. 22	Dickinson State	Raider Stadium	1:00p
Oct. 6	Eastern Oregon University	Raider Stadium	1:00p
Oct. 27	Carroll College	Raider Stadium	1:00p
Nov. 10	Montana Tech	Raider Stadium	1:00p
Basketball			
Nov. 3	UC-Merced	Ashland	7:30
Nov. 23-24	Flagship Inn Tourney: OIT, SOU	Ashland	7:30
	Lewis and Clarke State, New Hope		7:30
Dec. 14	Eastern Oregon	Ashland	7:30
Dec. 15	College of Idaho	Ashland	7:30
Jan. 2	William Jessup	Ashland	7:30
Jan. 11	Evergreen State	Ashland	7:30
Jan. 12	Northwest	Ashland	7:30
Jan. 25	Warner Pacific	Ashland	7:30
Jan. 26	Concordia	Ashland	7:30
Feb. 2	Oregon Tech	Ashland	7:30
Feb. 15	Corban	Ashland	7:30
Feb 16	Northwest Christian	Ashland	7:30
Volleyball			
No schedule yet			

22. Is the current liquor license a governmental license owned by SOU and leased to Sodexo or is it Sodexo's license?

Answer - The University has a liquor license.

23. Page 7 of the RFP notes the 16 Full time associates that are SOU, are they the only full time associates?

Answer – Yes plus 4 temporary employees

24. Do all SOU associates for dining services have health care and retirement benefits? If not, how many do?

Answer – Yes they all have the benefits

25. On page 16 of the RFP SOU notes that 57 meal plans are donated do we need to deduct that number from the plan numbers provided on page 4 of the RFP or has SOU already backed those out of the page 4 total?

Answer – Yes you need to deduct that number from the plan numbers on page 4

26. Can we come back to the SOU campus and conduct student and faculty focus groups?

Answer - Yes

27. What is the annual cost for garbage removal on campus?

Answer - Sodexo pays the trash bill for Cascade and for the SU it is included in the \$29,496 of rent paid for rental of the building space

28. What are the annual pest control costs?

Answer – Sodexo pays/has been doing their own control measures

29. What are the current annual cost for voice, data and connectivity services?

Answer \$1,174 per month

30. What is the annual cost of parking for the current vendor?

Answer- Parking permit cost for 2011-12 for a Commercial permit, each vehicle:

(A) Long-term, twelve months: \$164.

(B) Long-term, six months: \$97.

(C) Short-term, one month: \$26.

(D) Short-term, daily: \$9.

31. Can the response to proposal be extended 2 weeks?

Answer - No, but it has been extended.