

**ADDENDUM**  
October 20, 2022

**ADDENDUM NO. 3 TO ALL OFFERORS:**

Reference – Request for Proposals: UCPUMW 23-1457  
 Date Issued: September 28, 2022  
 For Delivery to: University of Mary Washington, Commonwealth of Virginia  
 Proposal Due Date: November 18, 2022

This addendum consists of eight (8) pages.

With reference to RFP #UCPUMW 23-1457, the following changes are made to the referenced RFP sections:

1. The October 11, 2022 Pre-proposal list of attendees is attached as Attachment 1 to this Addendum.
2. The following questions and UMW responses are provided as follows:
  - a. **Question:** Does UMW have any student survey data or other related student preference information that can be shared?  
**UMW Response:** Students, Administration, Faculty and Staff participated in surveys and discussion groups, and the results of these have been incorporated within the requirements of the RFP.
  - b. **Question:** Please provide 3 full years (2019 – 2022) of meal plan counts by semester  
**UMW Response:** This information is provided in Attachment 2 of the Addendum.
  - c. **Question:** Please provide 3 full years (2019-2022) of program sales data, broken down by location and tender (cash, credit, Dining Dollars, etc.)  
**UMW Response:** This information will be provided in a subsequent Addendum.
  - d. **Question:** Please provide 3 full years (2019-2022) of meal plan participation percentages by meal plan, separating traditional All You Care to Eat meals and meal exchange/equivalency swipes.  
**UMW Response:** This information will be provided in a subsequent Addendum.
  - e. **Question:** Please provide 3 full years (2019-2022) of the University’s annual return from the dining program.  
**UMW Response:**

Annual Return from Dining Program	FY18	FY19	FY20*	FY21**	FY22***
Board	5,464,446	4,946,999	3,865,182	13,977	3,576,450
Commission	472,132	459,425	229,237	0	275,000
Commitments of Support	59,259	59,259	0	0	59,259
<b>Additional returns are described in RFP pages 53 - 54 VII, i-xvi</b>					

\*March 2020: classes moved online and parties moved to a cost of operations model under which commissions and commitments of support were paused. \$1.4M in refunds UMW issued to students are included in the annual return on the board portion of the dining program.

\*\*Cost of operations model continued through July 2021.

\*\*\* P&L model resumed effective Aug. 1, 2021.

- f. **Question:** Please provide each company the opportunity to conduct on campus student focus group to ascertain what your students expect/desire for the dining program.  
**UMW Response:** Students, Administration, Faculty and Staff participated in surveys and discussion groups, and results are incorporated into the RFP. Student focus groups will not be conducted by each potential Offeror.
- g. **Question:** Please provide each company the opportunity to conduct a campus leadership focus group to ascertain what your University's vision and goals are for the dining program.  
**UMW Response:** Students, Administration, Faculty and Staff participated in surveys and discussion groups, and results are incorporated into the RFP.
- h. **Question;** Local is defined as within 100 miles on page 16 of the RFP, and page 51 defines local as within 150 miles. Which is correct?  
**UMW Response:** The 100-mile radius is correct.
- i. **Question:** The UMW meal plan program, which will consist of multiple meal plans for which the Contractor should be responsible, at the projected prices, is for 2022-24 or 2023-2024, as page 28 calls out both periods?  
**UMW Response:** Meal plan options in the 2023-2024 academic year will be the same as the 2022-2023 meal plan options.
- j. **Question:** Knowing the prevailing wage in Fredericksburg is national average + 20%, what is the wage expectation? Should proposers describe their detailed plan on fill rates?  
**UMW Response:** Wages are a decision to be made by the Offeror that should be in accordance with federal and state labor regulations. Detailed labor plans should be provided in the Excel file, "Finance." Offerors may provide additional information if desired.
- k. **Question:** Do the financial workbook pages count toward the 200-page count limit?  
**UMW Response:** The 200 page limitation is not inclusive of the financial workbook.
- l. **Question:** Do we have permission to use the University of Mary Washington logos and images in our proposal response?  
**UMW Response:** Logos and images that are found in the public domain may be included within proposal submissions.
- m. **Question:** Referencing the responsibilities table on pages 66-67 of the RFP, what are the estimated annual costs to the Contractor associated with the Management Information System Point-of-Sale and Dining Card Access System Maintenance Fee?  
**UMW Response:** Current vendor contributions to Management Information System/Point Of Sale costs are on page 54, VII, xi, i, "Current Commitments of Support." This is the minimum vendor contribution. Also see page 53, VII, "Finances," ii.
- n. **Question:** Referencing the Technology Plan on page 31, #14 of the RFP, it requires the Vendor to reimburse UMW annually for a portion of software cost (as related to client owned systems). Please clarify the expenses associated?  
**UMW Response:** Current vendor contributions to Management Information System/Point Of Sale costs are on page 54, VII, xi, i, "Current Commitments of Support." This is the minimum vendor contribution.

- o. **Question:** There are various contradictions surrounding personnel in the RFP; which of the following requirements is accurate?
- Human Resources, number iv, states that Contractor shall retain the Foodservice Director, Executive Chef and Catering Manager for a minimum of 36 months, and any breach will result in Contractor paying \$20,000 for each occurrence
  - Personnel, number iv, b), page 55 states that Contractor shall retain the Foodservice Director and Catering Manager for a minimum of 24 months, and any breach will result in Contractor paying \$30,000 for each occurrence
  - Personnel, number iv, d), page 56, states that the FSD, chef and unit managers shall not be changed more than once every 2 years

**UMW Response:** The correct reference is page 49, VII., Human Resources, iv.: Director, Executive Chef and Catering manager shall be retained at the account for a minimum of 36 months, and any breach will result in Contractor paying \$20,000 for each occurrence.

- p. **Question:** The RFP states that the Contractor shall assume full monetary responsibility for any University vehicle used temporarily in the performance of the agreement, on page 25 number 3. These costs shall be a direct cost of operation. Does the incumbent currently use any University vehicles? Does full monetary responsibility include insurance, as assets not owned by Contractor may not be able to be insured?

**UMW Response:** The incumbent does not use any University owned vehicles. Contractor shall provide and be wholly responsible for its own vehicles. In the rare event that a University vehicle is needed, contractor shall assume full responsibility for that vehicle. Should an accident occur, contractor is wholly responsible.

- q. **Question:** With reference to booking events, number iii on page 47, does the University currently use their Corporate Small Purchase Charge Card for catering functions under \$5,000 or use their Gold Card for events over \$5,000? If so, who is responsible for transaction fees as the RFP does not define such responsibility.

**UMW Response:** It is preferred that university catering functions are paid with Corporate credit cards as described on page 47, iii. Transaction fees are the responsibility of the contractor. See also page 53, ii.

- r. **Question:** Please provide which retail brands are current subcontracted to local restaurants and which are run by Sodexo and its employees?

**UMW Response:** Subcontracted brands operated by non-Sodexo employees are Katora and Vocelli. Panera is a subcontracted retail brand that is operated by Sodexo employees. Mein Bowl and Hissho Sushi are subcontracted retail brands for which Sodexo provides cashiers. Simply to Go Market is not subcontracted, and is run by Sodexo employees.

- s. **Question:** Is the current hourly staff unionized? If so, please provide the specifics including the collective bargaining agreement with the Union.

**UMW Response:** It is UMW's understanding that the hourly staff are not currently represented by a union.

- t. **Question:** Who pays for the Grubhub annual and per transaction fees?

**UMW Response:** The contractor pays the annual GrubHub fee. End users are charged a \$0.39 per transaction fee.

- u. **Question:** With reference to custodial responsibilities in section I, page 55, is the University defining cleaning as APPA 1 level, which is mentioned on page 60?

**UMW Response:** The University is defining cleaning as APPA level 1 as a minimum.

- v. **Question:** What is the university's plan to support recycling initiatives under the zero-waste strategy?

**UMW Response:** Zero Waste strategy requires the reduction or elimination of the use of single use and disposable items (waste) as opposed relying on recycling. However, recycling may be a necessary part of waste reduction, though reliance on it should be minimized. The current Contractor supports waste management through monetary contribution as described on page 54, xi, i of the RFP.

ATTACHMENT 1

Pre-Proposal Conference Attendees  
 RFP# UCPUMW 23-1457  
 Dining Services

REPRESENTATIVE'S NAME (PRINTED)	NAME OF FIRM/ORGANIZATION REPRESENTING	PHONE	EMAIL
JOHN E. GERONIMO	METZ COLONY MEAT	724-312-6758	JohnG@MetzCorp.com
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ADAM LAMB	ARAMARK	800 461 0393	LAMB-ADAM@ARAMARK.com
TIM O'MARA	PORTER CONSULTING	301-905-8392	tomara@porterknowconsulting.com
Kan Manohar	UMW	540-654-1382	Kmanaha2@umw.edu
Paula Vercaammen	Chartwells	301-875-2061	Paula.Vercaammen@compass-usa.com
Hannah Kane	UNITE HERE	267-980-4444	hkane@unitehere.org
Tianka Wilkerson	UNITE HERE	804-852-1245	twilkerson@unitehere.org
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Melvin Bowen	sodexo	917-588-6570	melvin.bowen@sodexo.com
Jim Patis	PIC	443-253-5280	dpatis@porterknowconsulting.com

ATTACHMENT 2

Meal Plan	Fall 2018 Participation Counts	Spring 2019 Participation Counts	Total Participation	Participation % of Total
150 Block	511	508	1,019	17.94%
225 Block	412	318	730	12.85%
3 per Week	53	51	104	1.83%
30 Block 200	128	140	268	4.72%
30 Block 500	106	83	189	3.33%
5 per Week	46	42	88	1.55%
75 Block	513	493	1,006	17.71%
8 Block 200	45	49	94	1.66%
8 Block 750	21	16	37	.65%
90 Block	230	221	451	7.94%
Eagle Plan	888	805	1,693	29.81%
Total	2,953	2,726	5,979	100.00%
Meal Plan	Fall 2019 Participation Counts	Spring 2020 Participation Counts	Total Participation	Participation % of Total
150 Block	677	591	1,268	23.40%
225 Block	291	233	524	9.67%
30 Block 250	136	146	282	5.20%
30 Block 575	84	58	142	2.62%
4 per Week 50	52	49	101	1.86%
5 Block 300	51	61	112	2.07%
85 Block 225	648	668	1,316	24.29%
Eagle Plan Block	862	811	1,673	30.88%
Total	2,801	2,617	5,418	100.00%

ATTACHMENT 2 (continued)

Meal Plan	Fall 2020 Participation Counts	Spring 2021 Participation Counts	Total Participation	Participation % of Total
150 Block	417	421	838	24.07%
225 Block	156	121	277	7.96%
3 per Week	9	7	16	0.46%
30 Block 250	44	36	80	2.30%
30 Block 575	15	13	28	0.80%
5 Block 300	32	26	58	1.67%
5 per Week	4	1	5	0.14%
85 Block 225	480	489	969	27.83%
Eagle Plan Block	642	569	1,211	34.78%
Total	1,799	1,683	3,482	100.00%
Meal Plan	Fall 2021 Participation Counts	Spring 2022 Participation Counts	Total Participation	Participation % of Total
150 Block	552	481	1,033	24.50%
225 Block	209	184	393	9.32%
3 per Week	26	23	49	1.16%
30 Block 250	88	85	173	4.10%
30 Block 575	30	40	70	1.66%
5 Block 300	40	35	75	1.78%
5 per Week	33	22	55	1.30%
85 Block 225	537	523	1,060	25.14%
Eagle Plan Block	676	632	1,308	31.02%
Total	2,191	2,025	4,216	100.00%

**END OF ADDENDUM NO. 3**

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RFP UCPUMW 23-1457 Addendum No. 3 (and all addenda) are required to be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: \_\_\_\_\_

NAME OF OFFEROR REPRESENTATIVE: \_\_\_\_\_

OFFEROR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_