



Procurement Services  
Lucas Administrative Center, 617  
1 Nunn Drive  
Highland Heights, KY 41099  
859.572.5265  
FAX 859.572.6995

ADDENDUM NO: **5**

RFP No: NKU-27-18

Commodity: Food and Beverage Services

Date: 12/11/2018

Due Date: 12/21/2018

***BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.***

Northern Kentucky University has received the following requests in reference to RFP # NKU-27-18 Food and Beverage Services. Please see below for questions and answers.

1. Who owns the catering equipment? University owned; at the conclusion of the current contract business partner and university will take a joint inventory. Business Partner, by contract, will be required to bring inventories back to original levels.
2. Who owns the catering china? Refer to answer from question one.
3. Who owns the dining china in the dining hall? Refer to answer from question one.
4. Who owns the small wares? Chartwells
5. Is there any major equipment that is not working throughout the dining facility? No
6. How will the decision be made?
  - Committee will review and discuss proposals; looking at the residential, retail, catering capital, and business model sections individually.
  - Committee will score the proposals based on the matrix outlined in the RFP.
  - Based on scoring Director of Business Operations and Chief Financial Officer may seek clarification on specific items from the business model and capital portions of the proposal.
  - Based on scoring and any clarification points Director of Business Operations will make a recommendation to the Chief Financial Officer.
  - Likely, President's Cabinet will review and final approval will be sought from the President.
7. Why are you going out to bid?
  - (15) Year's since we have last bid the contract.
  - Felt like it was time to survey the market for potential upgrades in our overall service.
  - Commonwealth's procurement regulations.
  - Need to change the dynamic of our catering program.
8. Who collects all the board revenue? The University
9. What is the current override for the university? Information is confidential until we make the award of contract. At that time we'd be glad to discuss the universities override program.

10. What 3 factors would cause you to change vendors?

- Overall programming and commitment to student residential service. Looking for a combination of residential and retail services that address the needs/wants of our residential population. Additionally. Looking for cutting-edge retail ideas/programming/logistics to serve the entire campus community.
- Catering; looking for creative catering programs and the avenues by which they can be funded/subsidized.
- Capital and how you intend it to be used to move the food and beverage program forward.

11. Please explain in detail how you envision each bond working...the reference in the RFP is not detailed.

- a. Bid Bond- issued as part of a supply bidding process by the contractor to the project owner, to provide guarantee, that the winning bidder will undertake the contract under the terms at which they bid. The cash deposit is subject to full or partial forfeiture if the winning contractor fails to either execute the contract or provide the required performance and/or payment bonds. The bid bond assures and guarantees that should the bidder be successful, the bidder will execute the contract and provide the required surety bonds.
- b. Payment Bond- Surety that the contractor will pay all bills / payroll to suppliers / employees.
- c. Performance Bond- Surety that the contractor will perform all services as stated in the RFP or any executed contract.

12. Describe Community outreach projects that associate with this RFP. Kroger outreach

13. How many catering events, visits, etc. does Admissions have? Don't have an exact number as they vary from year-to-year. I would estimate in excess of (100) annually.

14. Please explain needs and wants for catering.

Three level catering approach (faculty/staff catering/student activities and groups/aggressive order/pick-up program.

15. How can technology help you in the Student Union? Any technology that will assist/speed-up the order/payment/pick-up process, especially during the lunch period, would assist us. It would allow us to speed up the process as well as move more patrons through the food court.

16. Please talk about the future for new beds/ residence halls. This questions was covered at the Bidder's Conference by Dr. Nadler (VP Student Affairs and David Berland Director of Residential Life.) We have no additional information to add.

17. What's the profile for students living in the East Village? How do you envision the east village?

- I would classify the population of the East Village as mixed, but, additionally more freshman than upperclassman.
- We are open to discussing varied services at the East Village. Looking for something that addresses its location, traffic patterns, and heavy dinner/late night requirements.

**T H E E N D**

By: Jennifer Moeves  
Buyer  
Procurement Services  
617 Lucas Administrative Center  
Highland Heights, KY 41099  
Moevesj2@nku.edu