

ADDENDUM NO 2
Nicholls State University
Thibodaux, Louisiana
10/25/2023
FOR
Request for Proposal RFP-SB01876
To Lease Food Service Facilities for the Operation of Dining Services
on the University Campus
Page 1 of 4

RFP Return Date: November 09, 2023 3:00 PM Central Standard Time

This addendum is hereby made a part of the Proposal Documents to the extent as though it was originally included therein.

Purpose of Addendum: Answer Questions Received

Q1: Does the University (incumbent) currently use third-party vendors? Will those relationships be allowed to be continued (pg. 21)

A: Yes

Q2: Can you please provide the historical cost of equipment Maintenance/replacement for the past 3 years? (RFP pg. 24)

A: **Equipment Maintenance/Replacement**
2020-2021 - \$41,196.78
2021-2022 - \$29,993.19
2022-2023 - \$71,765.33

Q3: To clarify the Lessee will pay two utilities funds (metered and non-metered), correct? (RFP pg. 25) Can you please provide the historical cost of utilities that are not metered for the past 3 years, not included in Appendix I on pg. 54?

A: Please refer to Table I

Q4: What is the annual cost of phone, data and Wi-Fi? (RFP pg. 25)

A: The University will not invoice the Food Service Provider for phone data and WIFI as the current Food Service Provider is not invoiced for these items.

Q5: Please share the historical monthly charge in relation to the following question. The Lessee shall be responsible for securing telephone service, data service, and video service as need for the operation of their business. These services may be obtained through the university, for a monthly charge. (RFP pg. 26 & 36)

A: Please refer to answer to Question 4.

Q6: Do you have specific projects and/or plans for the requested Facility Refurbishment funds in years one and years 2? Is this intended for the provider to use for new retail, dining room enhancements, etc. (RFP pg. 35)

A: No

ADDENDUM NO 2
Nicholls State University
Thibodaux, Louisiana
Request for Proposal RFP-SB01876
Page 2 of 4

Q7: How much is the ID Card access fee and how is it assessed? (RFP pg. 35)

A: 2021 - \$10,511.89
2022 - \$8,106.40
2023 - \$9,149.88

All departments and outside vendors that use ID cards are charged a percentage, based on usage, of the yearly IC Card Software Maintenance Fee.

Q8: Will there be an unamortized capital investment balance at the end of the contract with current provider? If so, can you please provide amount?

A: Yes. \$810,697

Q9: Are employees paid at minimum wage or above that at a fair living wage?

A: The University is unable to provide an answer to this question as the University does not pay Food Service Contractor employees.

Q10: Is there a minimum number of board days required for the school year?

A: The contract is usually 117 days per semester.

Q11: Can you provide fall 2023 meal plan counts?

A: Please refer to Table V

Q12: Can you provide fall 2023 housing occupancy? Can you provide the historical housing occupancy for the last three years?

A: See Table II

Q13: Is an electronic signature acceptable on the signed addenda and the initialed RFP?

A: Yes

Q14: Does the initialed RFP need to be submitted as part of the "original proposal" or can it be submitted as a separate document?

A: Yes

Q15: Please confirm the amount of the unamortized balance for any investment by the current provider.

A: Please refer to answer of question 8

ADDENDUM NO 2
Nicholls State University
Thibodaux, Louisiana
Request for Proposal RFP-SB01876
Page 3 of 4

Q16: If available, any information on hourly wage scales, seniority dates and benefits. Would there be any minimum expectations related to vacation days, sick time, and medical benefits for the hourly workforce?

A: Please refer to the answer to Question 9.

Q17: Please provide the annualized sales for each of the last two years, by location, by concept for all locations, by tender type including:

a. Cash/Credit/Debit Cards

A: Please refer to Table V

b. Flex Dollars

A: Please refer to Table V

c. Meal Plan/Meal Plan Flex/Meal Plan Equivalent

A: Please refer to Table V

d. Add-on Flex/Declining Balance

A: Please refer to Table V

e. College related catering sales

A: Please refer to Table III

f. Non-College related catering sales

A: Please refer to Table III

g. Summer conference sales

A: Please refer to Table III

h. Athletic program concession sales

A: Please refer to Table IV

Q18: Please provide annualized Catering Sales and event summary for the past two years.

A: Please refer to Table III

Including:

a. Nicholls State University Catering Sales

A: Please refer to Table III

ADDENDUM NO 2
Nicholls State University
Thibodaux, Louisiana
Request for Proposal RFP-SB01876
Page 4 of 4

b. Non-University (Outside Group) Catering Sales

A: Please refer to Table III

c. Please confirm Summer Camps & Conferences Sales

A: Please refer to Table III

Q19. Please provide the current meal plans sold to faculty & staff along with the number of each plan sold each semester for the last two years.

A: Please refer to Table V

Q20: Please provide hours for academic breaks by location.

A: Please refer to the University Food Service Webpage for current hours of operations. Hours of operation during breaks are mutually agreed upon between the Food Service Provider and the University and change regularly depending upon campus population and need. Proposers should present a plan for hours of operations for academic breaks.

Q21: Are there any current dining projects, changes or initiatives, not mentioned in the RFP, that are being implemented for next year that we should consider during this process?

A: No

Q22: Labor: Please provide the current number of student associates with the current wage structure.

A: Please refer to the answer of Question 9

Q23: Are you currently providing any incentives (book funds, bonuses, etc.) or benefits to student employees that you would like to see continued?

A: The university desires to receive ideas from proposers as a part of their proposal submitted.

Q24: Is the current dining program utilizing temporary labor? If so what was the annual cost of the temporary labor in the previous fiscal year?

A: Please refer to the answer of Question 9

Q25: Tech - Please confirm the names of systems and software versions

A: The Food Service Provider procures the necessary systems and software for their operations. The only requirement is that any POS system provided by the Food Service Provider be compatible with the University's Blackboard Transaction System.

Table I			
Food Service	GAS	WATER	SEWERAGE
7/19	\$ 1,312.38	\$ 409.31	\$ 372.73
8/19	\$ 1,986.60	\$ 370.59	\$ 336.78
9/19	\$ 1,674.88	\$ 759.94	\$ 700.97
10/19	\$ 1,980.55	\$ 728.33	\$ 671.06
11/19	\$ 2,977.72	\$ 1,126.59	\$ 1,045.21
12/19	\$ 4,219.35	\$ 775.61	\$ 715.57
1/20	\$ 2,765.52	\$ 403.99	\$ 367.43
2/20	\$ 3,770.58	\$ 539.85	\$ 493.77
3/20	\$ 3,529.89	\$ 796.69	\$ 734.51
4/20	\$ 1,945.56	\$ 478.74	\$ 436.94
5/20	\$ 1,107.60	\$ 148.89	\$ 131.04
6/20	\$ 1,062.01	\$ 176.09	\$ 156.75
Total	\$ 28,332.64	\$ 6,714.62	\$ 6,162.76
7/20	\$ 283.65	\$ 208.44	\$ 187.15
8/20	\$ 877.54	\$ 216.36	\$ 194.40
9/20	\$ 1,568.60	\$ 523.24	\$ 478.56
10/20	\$ 1,722.93	\$ 617.66	\$ 567.73
11/20	\$ 1,893.12	\$ 5,333.18	\$ 5,006.10
12/20	\$ 1,779.70	\$ 614.19	\$ 564.76
1/21	\$ 1,165.08	\$ 166.29	\$ 147.53
2/21	\$ 2,531.90	\$ 480.07	\$ 438.57
3/21	\$ 3,838.34	\$ 587.87	\$ 539.49
4/21	\$ 3,250.82	\$ 1,022.52	\$ 947.23
5/21	\$ 1,807.40	\$ 871.97	\$ 805.94
6/21	\$ 1,327.56	\$ 644.82	\$ 592.34
TOTAL	\$ 22,046.64	\$ 11,286.61	\$ 10,469.80
7/21	\$ 1,164.02	\$ 640.77	\$ 588.30
8/21	\$ 1,075.68	\$ 618.64	\$ 568.12
9/21	\$ 2,327.30	\$ 745.93	\$ 687.75
10/21	\$ 1,361.70	\$ 353.34	\$ 321.50
11/21	\$ 1,800.24	\$ 589.65	\$ 540.59
12/21	\$ 2,814.10	\$ 417.22	\$ 380.21
1/22	\$ 2,612.22	\$ 378.05	\$ 340.06
2/22	\$ 4,723.23	\$ 566.47	\$ 515.70
3/22	\$ 5,505.50	\$ 763.66	\$ 701.36
4/22	\$ 2,715.84	\$ 853.36	\$ 785.90
5/22	\$ 2,225.00	\$ 734.13	\$ 673.57
6/22	\$ 1,341.60	\$ 391.41	\$ 352.42
TOTAL	\$ 29,666.43	\$ 7,052.63	\$ 6,455.48
Grand Total	\$ 80,045.71	\$ 25,053.86	\$ 23,088.04

Table II

Fall 2023				Spring 2024			
Residence Hall	# of Beds	# Occupied	% Occupied	Residence Hall	# of Beds	# Occupied	% Occupied
Brady Complex	404	365	93.11%	Brady Complex	404	0	0.00%
Calecas Hall	91	59	77.63%	Calecas Hall	91	0	0.00%
Ellender Hall	295	231	78.31%	Ellender Hall	294	0	0.00%
Millet Hall	194	181	94.27%	Millet Hall	194	0	0.00%
Scholars Hall	210	195	92.86%	Scholars Hall	210	0	0.00%
Zeringue Hall	194	174	89.69%	Zeringue Hall	194	0	0.00%
N. Babington	32	31	96.88%	N. Babington	32	0	0.00%
S. Babington	36	36	100.00%	S. Babington	36	0	0.00%
Total	1456	1272	89.14%	Total	1455	0	0.00%
	18						
Fall 2022				Spring 2023			
Residence Hall	# of Beds	# Occupied	% Occupied	Residence Hall	# of Beds	# Occupied	% Occupied
Brady Complex	404	336	83.17%	Brady Complex	404	300	74.26%
Calecas Hall	91	57	62.64%	Calecas Hall	91	47	51.65%
Ellender Hall	295	181	61.36%	Ellender Hall	294	146	49.66%
Millet Hall	194	171	88.14%	Millet Hall	194	164	84.54%

Scholars Hall	210	175	83.33%	Scholars Hall	210	160	76.19%
Zeringue Hall	194	169	87.11%	Zeringue Hall	194	155	79.90%
N. Babington	32	28	87.50%	N. Babington	32	23	71.88%
S. Babington	36	35	97.22%	S. Babington	36	29	80.56%
Total	1456	1152	79.12%	Total	1455	1024	72.21%

Fall 2021 as of 10/13/2021				Spring 2022 as of 2/2/2022			
Residence Hall	# of Beds	# Occupied	% Occupied	Residence Hall	# of Beds	# Occupied	% Occupied
Brady Complex	404	333	82.43%	Brady Complex	404	300	74.26%
Calecas Hall	91	77	84.62%	Calecas Hall	95	69	72.63%
Ellender Hall	266	215	80.83%	Ellender Hall	294	151	51.36%
Millet Hall	194	184	94.85%	Millet Hall	194	159	81.96%
Scholars Hall	210	189	90.00%	Scholars Hall	210	176	83.81%
Zeringue Hall	194	177	91.24%	Zeringue Hall	194	158	81.44%
N. Babington	32	11	34.38%	N. Babington	3	3	100.00%
S. Babington	18	6	33.33%	S. Babington	1	1	100.00%
Total	1409	1192	84.60%	Total	1395	1016	72.83%

Fall 2020 as of 9/9/2020				Spring 2021 as of 2/5/2020			
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Residence Hall	# of Beds	# Occupied	% Occupied	Residence Hall	# of Beds	# Occupied	% Occupied
Brady Complex	404	363	89.85%	Brady Complex	404	327	80.94%
Calecas Hall	95	75	78.95%	Calecas Hall	95	72	75.79%
Ellender Hall	294	226	76.87%	Ellender Hall	294	146	49.66%
Millet Hall	194	183	94.33%	Millet Hall	194	167	86.08%
Scholars Hall	210	200	95.24%	Scholars Hall	210	173	82.38%
Zeringue Hall	194	185	95.36%	Zeringue Hall	194	161	82.99%
N. Babington	32	28	87.50%	N. Babington	32	23	71.88%
Total	1423	1260	88.55%	Total	1423	1069	75.12%

Fall 2019 as of 9/10/2019				Spring 2020 as of 2/7/2020			
Residence Hall	# of Beds	# Occupied	% Occupied	Residence Hall	# of Beds	# Occupied	% Occupied
Brady Complex	392	376	95.92%	Brady Complex	392	348	88.78%
Calecas Hall	95	91	95.79%	Calecas Hall	95	76	80.00%
Ellender Hall	290	253	87.24%	Ellender Hall	294	189	64.29%
Millet Hall	194	192	98.97%	Millet Hall	194	188	96.91%
Scholars Hall	210	209	99.52%	Scholars Hall	210	198	94.29%
Zeringue Hall	194	193	99.48%	Zeringue Hall	194	181	93.30%
Total	1375	1314	95.56%	Total	1379	1180	85.57%

Fall 2018				Spring 2019			
Residence Hall	# of Beds	# Occupied	% Occupied	Residence Hall	# of Beds	# Occupied	% Occupied
Brady Complex	392	357	91.07%	Brady Complex	392	323	82.40%
Calecas Hall	95	87	91.58%	Calecas Hall	95	83	87.37%
Ellender Hall	289	225	77.85%	Ellender Hall	289	179	61.94%
Millet Hall	194	188	96.91%	Millet Hall	194	170	87.63%
Scholars Hall	210	209	99.52%	Scholars Hall	210	187	89.05%
Zeringue Hall	194	187	96.39%	Zeringue Hall	194	167	86.08%
Total	1374	1253	91.19%	Total	1374	1109	80.71%

Table III

CATERING					
July 2021-June 2023					
	Nicholls Catering	Non-University Catering	Camps & Conferences Catering	Cash Bar	Totals
2021-2022	\$330,905.82	\$63,434.37	\$343,773.44	\$12,479.35	\$750,592.98
2022-2023	\$451,821.23	\$129,539.85	\$350,643.65	\$15,925.96	\$947,930.69
Sales Totals	\$782,727.05	\$192,974.22	\$694,417.09	\$28,405.31	\$1,698,523.67

Table IV

CONCESSIONS	
July 2021-June 2023	
	Concessions
2021-2022	\$129,804.86
2022-2023	\$119,867.10
Sales Totals	\$249,671.96

Table V

GALLIANO DINING HALL				
July 2021-June 2023				
	Cash, Credit, Debit Card	Colonel Cash Munch Money Munch Plus used at register	Commuter Meal Plans & Much Plus Sold	Faculty/Staff Meal Plans Sold
2021- 2022	\$60,736.42	\$20,170.04	\$47,462.50	\$12,450.00
2022- 2023	\$100,230.11	\$36,560.21	\$66,020.00	\$22,225.00
Sales Totals	\$160,966.53	\$56,730.25	\$113,482.50	\$34,675.00
Number of Meal Plans Sold				
	25 Meal Plan	50 Meal Plan	100 Meal Plan	F/S Meal Plan
2021- 2022	115	48	19	96
Fall 2021	85	35	15	44
Spring 2022	30	13	4	52
2022- 2023	119	64	23	176
Fall 2022	76	45	22	87
Spring 2023	43	19	1	89