


Request for Proposal		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3157	Proposal#  MU20DINING	
Proposer:		Phone:  Email:	For information contact: <b>Buyer:</b> Tracey Brown-Dolinski <b>Phone:</b> 304-696-3157 <b>Email:</b> browndolinsk@marshall.edu	
FEIN/SSN:		Fax:		
Sealed requests for proposals furnishing services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE PROPOSAL WILL BE SUBMITTED ON THIS FORM IN ORIGINAL, SIGNED IN FULL IN INK, AND NUMBER OF COPIES REQUESTED IN THE PROPOSAL, RECEIVED HAVE A DATE/TIME STAMP AFFIXED AND SUBMITTED IN BONFIRE BY BID OPENING TIME AND DATE. The Institution reserves the right to accept or reject proposals separately or as a whole, to reject any or all proposals, to waive informalities or irregularities and to contract as the best interests of the Institution may require. PROPOSALS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.				
DATE 1/23/2018	DELIVERY REQUIREMENTS	DEPARTMENT REQUISITION NO.	PROPOSALS OPEN: <b>3:00 p.m. on 3/1/2018</b>	PROPOSER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
Item #	Quantity	Description	Unit Price	Extended Price
		<p style="text-align: center;"><u><b>ADDENDUM #2</b></u></p> <p>The purpose of this addendum is to clarify/modify proposal documents as follows.</p> <p>MU's response to written questions (Questions are unchanged from the original as received)</p> <p>Addendum #3 will be released to provide an updated answer to question #1. A <b>seven (7) day extension to the bid opening date</b> will be issued at that time.</p> <p><i>Failure to respond to addenda is cause for rejection of bid. Please include</i></p>		

To the Purchasing Department,

In compliance with the above, the undersigned offers and agrees, if this offer is accepted within \_\_\_\_ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Proposer guarantees shipment  
from

Proposer's name Proposer

within \_\_\_\_ days

Signed By

FOB After receipt of order at address  
shown

Typed Name

Terms

Title

Street Address

City/State/Zip

Date

Phone

BOG 43

Fein

Email

1. Based on the meal plan counts, daily rates and aggregated revenue provided in the RFP and related documents, there appears to be a material difference in the mandatory and voluntary board revenue. Please provide the details, including meal plan counts, daily rates and billed board days that supports the \$4,947,990.00 mandatory board and \$ 127,672.00 voluntary board revenue totals.
  - **The university is working to clarify a discrepancy with this report and will provide updated information and figures soon.**
2. Please provide retail revenue by locations, above and beyond the Herd Points and Flex Points data provided in Update #1 MU20DINING Bid Questions with Answers Final. Specifically, please provide cash and credit revenue by location for the same years as the Herd Points and Flex Points revenue totals.
  - **The university does not currently receive reports with the information broken down to this level of detail from the current vendor. The new awarded vendor will need to provide a detailed level of information.**
3. According to campus technology personnel overseeing the University's meal cards, state guidelines are very limiting in allowing meal plan flex to be used for the purchase of any items other than a "meal". For instance, flex money may not be for the purchase many items currently offered within the convenience store including sundries items such as personnel hygiene, medicine or some bulk food items. Will this limitation continue in the future?
  - **The selected vendor will need to work with University Legal Counsel and the CFO for interpretation of the state statute and determination of potential changes for the future.**
4. Stewart's Hotdogs are currently a requirement for use in athletic concessions. Will the requirement of Stewart's continue in the future?
  - **Stewart's Hotdogs is not a requirement of the new RFP. Marshall and contractor will mutually agree on any sub-contractors selected to be used at any events. There is a strong desire from the students and athletics fan base for Chick-fil-A to be available as part of Athletic Concessions. Marshall desires a good variety of popular items including national and regional brands with a focus on the fan experience.**

Clarification - Appendix P:

5. Appendix P. Row 56 gives the impression that parents currently eat free of charge. That program contractual component does not exist currently and was removed from the contractual requirements approximately two years ago.
  - **Parents no longer eat for free in the dining halls. Each student is provided with 5 guest meals as part of their meal plan which they can use for parents or friends**

Clarification - RFP SUPPLEMENTAL PACKAGE page 9 Links:

6. Agreement Addenda are available online at:  
<http://www.marshall.edu/purchasing/files/MU-96.pdf>  
<http://www.marshall.edu/purchasing/files/MU-96A.pdf>