

## North Idaho College, RFP #24-06 – Food Services Operations

February 6, 2024

1. We did visit last year and I was wondering if any changes had been made or is it still the similar footprint?
  - No Changes
2. Is there any unamortized capital investment owed to your current provider?
  - Zero unamortized capital investment to current provider.

3. Please provide meal plan counts for each meal

Fall 2023 Semester

102 - All Flex 1475 (\$1,475.00)  
13 - All Flex 1950 (\$1,950.00)  
37 - Weekly 5 + \$900.00 (\$1,500.00)  
23 - Weekly 7 + \$750.00 (\$1,725.00)  
15 - Weekly 9 + \$550.00 (\$1,950.00)  
2 - Waive  
192 - Total

Spring 2024 Semester

95 - All Flex 1475 (\$1,475.00)  
13 - All Flex 1950 (\$1,950.00)  
26 - Weekly 5 + \$900.00 (\$1,500.00)  
24 - Weekly 7 + \$750.00 (\$1,725.00)  
10 - Weekly 9 + \$550.00 (\$1,950.00)  
2 - Waive  
170 - Total

4. Please provide enrollment numbers for the past three years

Fall 2021 Headcount = 4,581  
Spring 2022 Headcount = 4,152  
Fall 2022 Headcount = 4,299  
Spring 2023 Headcount = 3,959  
Fall 2023 Headcount = 3,981  
Spring 2024 Headcount (as of 02/01/2024) = 3,372

5. Please provide revenue per location
  - Please refer to table below.

Month	The Market	Caffeinated Cardinal	C-Store	Catering
Feb-2023	53,254	12,416	6,937	7,131
Mar-2023	43,841	11,353	6,851	23,727
Apr-2023	46,191	11,811	11,395	15,111
May-2023	13,114	4,114	6,677	15,806
Jun-2023	0	0	0	12,158
Jul-2023	0	0	0	30,022
Aug-2023	24,378	7,377	3,249	40,840
Sep-2023	69,623	15,171	12,792	12,956
Oct-2023	65,923	16,697	15,992	10,467
Nov-2023	39,673	11,309	9,878	10,723
Dec-2023	16,837	4,173	5,110	10,759
Jan-2024	48,130	10,979	10,343	2,052
<b>Total</b>	<b>420,964</b>	<b>105,400</b>	<b>89,224</b>	<b>191,752</b>

6. What is your current financial model, profit and loss or management fee
  - Management Fee
    - Which do you prefer?
      - Determination pending review of proposal
7. If you are currently a P&L financial model what is your daily rate per meal plan?
  - Currently Management Fee
8. For capital investment would you prefer it inside the daily rate for a P&L or billed separately as a zero percent interest loan?
  - Billed separately as a zero percent interest loan
9. Would you like capital investment depreciated over 5 years?
  - Minimum three years / not to exceed five years

February 7, 2024

10. RFP pg 4 - Empire Vending: Is the current vending program that ends in 2024 being renewed or is there a RFP expected to be published?
  - Vending program may be renewed with current vendor (Empire Vending) pending selected Food Services vendor available vending program, if any – either direct or subcontract.

11. RFP pg 5: Approximately how many students attend the locations at the 7064 W Lancaster Rd and the Harding Family Center?
- Parker Technical Education Center = approximately 150 Students+30 Staff (Monday through Thursday)
  - Harding Family Center = 39 children + 24 staff
12. Is there currently any partnership with the dining provider and the Culinary Arts program?
- No.
13. Are the POS machines owned by the college or Sodexo?
- Owned by the College.
14. Can you clarify if there is a specific order you would like vendors to arrange their proposal; would you like it to closely follow "4. Evaluation Considerations" on RFP pg 8?
- Arranged in the order listed in "Program Requirements" on pages 8-9.
15. RFP pg 9 proposed board rates: Can you share what the current board rates are?
- Fall 2023 - Spring 2024 Semesters
- All Flex 1475 (\$1,475.00)
  - All Flex 1950 (\$1,950.00)
  - Weekly 5 + \$900.00 (\$1,500.00)
  - Weekly 7 + \$750.00 (\$1,725.00)
  - Weekly 9 + \$550.00 (\$1,950.00)
16. Can you confirm current student population on campus each semester since 2020?
- Fall 2020 Headcount = 4,741
  - Spring 2021 Headcount = 4,329
  - Fall 2021 Headcount = 4,581
  - Spring 2022 Headcount = 4,152
  - Fall 2022 Headcount = 4,299
  - Spring 2023 Headcount = 3,959
  - Fall 2023 Headcount = 3,981
  - Spring 2024 Headcount (as of 02/01/2024) = 3,372
17. Can you share current and last 3 years of meal plan participation?
- Fall 2023 Semester
- 102 - All Flex 1475 (\$1,475.00)
  - 13 - All Flex 1950 (\$1,950.00)
  - 37 - Weekly 5 + \$900.00 (\$1,500.00)
  - 23 - Weekly 7 + \$750.00 (\$1,725.00)
  - 15 - Weekly 9 + \$550.00 (\$1,950.00)
  - 2 – Waive
  - 192 – Total

Spring 2024 Semester

95 - All Flex 1475 (\$1,475.00)  
13 - All Flex 1950 (\$1,950.00)  
26 - Weekly 5 + \$900.00 (\$1,500.00)  
24 - Weekly 7 + \$750.00 (\$1,725.00)  
10 - Weekly 9 + \$550.00 (\$1,950.00)  
2 - Waive  
170 – Total

Fall 2022 Semester

41 - All Flex 1400 (\$1,400.00)  
8 - All Flex 1850 (\$1,850.00)  
103 - Weekly 5 + \$900.00 (\$1,400.00)  
30 - Weekly 7 + \$750.00 (\$1,625.00)  
13 - Weekly 9 + \$550.00 (\$1,850.00)  
195 – Total

Spring 2023 Semester

35 - All Flex 1400 (\$1,400.00)  
9 - All Flex 1850 (\$1,850.00)  
97 - Weekly 5 + \$900.00 (\$1,400.00)  
23 - Weekly 7 + \$750.00 (\$1,625.00)  
10 - Weekly 9 + \$550.00 (\$1,850.00)  
1 - Waive  
175 – Total

Fall 2021 Semester

32 - All Flex 1350 (\$1,350.00)  
8 - All Flex 1725 (\$1,725.00)  
111 - Weekly 5 + \$900.00 (\$1,275.00)  
30 - Weekly 7 + \$750.00 (\$1,500.00)  
13 - Weekly 9 + \$550.00 (\$1,725.00)  
194 – Total

Spring 2022 Semester

33 - All Flex 1350 (\$1,350.00)  
8 - All Flex 1725 (\$1,725.00)  
99 - Weekly 5 + \$900.00 (\$1,275.00)  
21 - Weekly 7 + \$750.00 (\$1,500.00)  
7 - Weekly 9 + \$550.00 (\$1,725.00)  
168 – Total

18. As a public college, can you share the most recent contract/agreement with your current vendor?

- A Public Records Request must be submitted for this question. The online request form is available at <https://www.nic.edu/publicrecordsrequest/>.

19. To help proposers be as competitive as possible, can you share the current financial arrangement with your provider and the details of the program costs?

- A Public Records Request must be submitted for this question. The online request form is available at <https://www.nic.edu/publicrecordsrequest/>.

20. Can you share all retail and catering sales related to the dining program for the last 2 or 3 years (by month if possible)

Most recent twelve months available per the table below:

Month	The Market	Caffeinated Cardinal	C-Store	Catering
Feb-2023	53,254	12,416	6,937	7,131
Mar-2023	43,841	11,353	6,851	23,727
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<b>Total</b>	<b>420,964</b>	<b>105,400</b>	<b>89,224</b>	<b>191,752</b>

21. Are you able to share the most recent 6 months of invoices provided by your current vendor?
- A Public Records Request must be submitted for this question. The online request form is available at <https://www.nic.edu/publicrecordsrequest/>.
22. Can you clarify if proposal submittals are to be emailed to the: NICPurchasing@nic.edu email address, or is there a specific URL proposers should upload to?
- North Idaho College does not have a specific URL proposers should upload to. You are welcome to submit your proposal by email to [NICPurchasing@nic.edu](mailto:NICPurchasing@nic.edu) or through Public Purchase.
23. If presentations are needed for finalists, is there an estimated date that would be announced, so travel can be booked?
- Estimated notification date: Friday, 03/01/2024. Timeline may be adjusted to accommodate travel arrangements.
24. Are food services provided for the head start program? If so, what is usual meal service times and meal counts? Is there a specific menu provided by Head Start or vendor?
- Yes – operated by the College. Meal times may vary (Breakfast: 8:00 am – 9:00 am) (Lunch: 11:00 am – Noon) (Snack: 2:00 pm – 3:00 pm). Yes, specific menus are provided as governed by the Child and Adult Care Food program (CACFP).
25. Are food services provided for the office on aging program? If so, what is usual meal service times and meal counts? Is there a specific menu provided by Head Start or vendor?
- No
26. Is there a current requirement for student participation/ purchase of meal program? If so, please describe requirement and current meal count participation.
- No requirement with current contract.
27. What is current student meal participation (total meals purchased through a meal plan and through the debit card)?
- Average daily Flex spend = \$2,124 (for the period: 01/08/2024 – 02/05/2024)  
Average monthly Cardinal Cash spend = \$1,294 (for the months: September 2023 – January 2024)  
The Market guest count for the months August 2023 – December 2023 (Fall 2023 Semester) as follows:  
August 2023 = 3,147, September 2023 = 7,933, October 2023 = 7,817, November 2023 = 7,445, December 2023 = 2,982

28. What are current retail prices- how does NIC/ student and faculty body perceive these price points?
- Current Retail prices are dependent on menu item(s) selected. The average price per meal is addressed in Question 42. According to the Fall 2023 Survey, 52% listed pricing as a “common dislike.”
29. Is there meal participation from the workforce training program? If so, what is estimated participation (revenue or meal counts)?
- There is no current participation from our outreach centers, including the Parker Technical Education Center or the Workforce Training Center.
30. Are there future projected changes in overall student numbers on campus or other program involvement?
- Decrease in student enrollment mitigated by an increase in recruitment and retention efforts. A change in Athletic affiliation to the NJCAA may increase participation in our Dining program as our student athletes will be the recipients of scholarship funding.
31. Section 4.A.17 requests implementation of services at non-main campus locations. What sites are in reference and please describe desired services at these locations (i.e. daily catering, grab n' go dining options, special event catering, etc.). Is this also in reference to the future consideration projects?
- Site referenced includes specifically the Parker Technical Education Center. There are approximately 150 students plus 30 faculty/staff Monday through Friday. Desired services may initially include coffee service and breakfast and lunch options, including grab n’go options. Event catering has been historically serviced as needed with preparation primarily at the main campus kitchen.
32. There are culinary students on campus. Are they open to a paid internship program?
- NIC Dining Services has occasionally employed NIC culinary students. Paid internships are attractive. The challenge is aligning student schedules with operational needs.
33. Please clarify the current and/or desired role of the two college employees working in the food service operation. Please provide wage rates for these two employees.
- The two college employees are 1) Barista and 2) Cook. The expectation by the college is for these two employees to remain in those roles. The hourly wage for each = \$21.39.
34. What is the current staffing pattern for the Caffeinated Cardinal and hours of operation?
- Caffeinated Cardinal hours of operation: Monday through Thursday (7:30 am – 4:00 pm) and Friday (7:30 am – 2:00pm). Staffing includes one Barista per shift – currently one full-time and one-part time.

35. What is the current staffing pattern for the The Market and hours of operation?
- The Market hours of operation: Monday through Friday (7:30 am – 2:00 pm and 5:00 pm – 6:30 pm), Saturday and Sunday (10:30 am – noon and 5:00 pm – 6:30 pm) – open to Residence Hall students only.
36. What is the current staffing pattern for the Shack Shop in the dormitory and hours of operation?
- Residence Hall C-Store: Hours - Monday through Sunday (6:30 am – 11:00 pm). Generally, one employee per shift (typically a Student Employee / Resident Advisor).
37. What is the current annual revenue for the Residence Hall Convenience Store?

Please refer to table below

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38. What is the current annual revenue for The Market?

Please refer to table below

<b>Month</b>	<b>The Market</b>	<b>Caffeinated Cardinal</b>	<b>C-Store</b>	<b>Catering</b>
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39. What is the current annual revenue for the Caffeinated Cardinal?

Please refer to table below

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40. Are dining board plans mandatory for residences?

- Yes

41. What is current enrollment of dining board plans for 2023- 2024? Please provide prior year (2022-2023) if possible.

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42. If possible, can revenue for non-dining board plans be provided? What is the average price per meal?
- Revenue for non-dining board plans are included in the response to questions 37, 38 and 39.
  - The approximate average price per meal is as follows: Breakfast (\$7), Lunch (\$10), and Dinner (\$13).
43. Will vendor branding be acceptable on grab n' go items (i.e. in-house made fruit cups, sandwiches, salads)?
- Yes.
44. What is the catering budget and staffing patterns associated.
- Catering revenue is addressed in Question #39. There is no dedicated catering staff – catered events are serviced by existing food services staff.
45. Will vendor be responsible for costs of garbage, pest control program, hood inspections, telephone, internet or other services outside of food and beverage
- To be addressed with selected vendor during contract discussions.

46. Is the vendor responsible for daily cleaning of The Market or Caffeinated Cardinal dining rooms?

- Current vendor is responsible for housekeeping and sanitation in food preparation, storage and serving areas, including equipment in such areas. Current vendor cleans the floors, tops or tables and seats of chairs and wipes up spillage and breakage that occurs in dining areas during hours of operation.

47. Is the vendor responsible for floor care cleaning of The Market or Caffeinated Cardinal dining rooms? ie-stripping and waxing, buffing, etc

- The College performs stripping and waxing, buffing, etc.

48. Is there a laundry area available for our utilization for washing of kitchen towels, aprons, and mop heads?

- Yes.

49. Will the vendor be responsible for replacement of small wares?

- To be addressed with selected vendor during contract discussions.