Procurement and Contracting Services

Request for Proposals to provide the University of Arizona Student Unions with a qualified operator of a quick-service Asian food concept located within the Student Union Memorial Center Food Court.

ADDENDUM #1

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L192107
Due on February 25, 2021 no later than 2:00 PM, MST
The following questions were received before the technical question/inquiry due date of February 16, 2021 at 12:00PM MST:

1. Does Section 4.3.1 Electronic and Information Technology of the RFP apply to us? Do we need to address it in our proposal?

   No, you do not need to address this in your proposal.

2. In reference to Section 5.3 Space Refresh and Renovation of the RFP, is there any flexibility for the completion date of the refresh/renovation work?

   Yes, there may be some flexibility around the refresh/renovation work. However, the unit needs to be open and operational prior to the start of school in the fall, so majority of the work should be complete prior to then. We can discuss phased options, if necessary, with the successful vendor.

3. In reference to Section 5.6.5 Common Area of the RFP, can you please provide the CAM estimate? Is the University open to having CAM wrapped up into the rent structure?

   CAM fees are based on the square footage of your unit, and should not exceed 2% of gross sales. Historical vendor CAM fee averages have been $15,000-$20,000 annually. Yes, the University is open to other creative financial proposals, but prefers that our food court vendor partners have consistent fee structures.

4. In reference to Section 5.7 University Meal Plans of the RFP, the transaction fee noted is 2.5%, however we have historically seen a 1% fee. Can you please indicate whether the 1% fee will remain or will it be increased to 2.5%? If so, is there is a reasoning behind the increase?

   The 2.5% transaction fee is now the standard transaction fee for all on campus vendor partners to accept the Meal Plans. This fee helps offset the administrative costs associated with processing Meal Plan payments to our vendors.

5. Does Section 5.11 Accessibility of the RFP apply to us? Do we need to address it in our proposal?

   No, you do not need to address all of the questions in Section 5.11 in the RFP. Please do answer the following questions around:
   - If your ordering system includes a self-service option, discuss how you work to ensure access for individuals with disabilities.
   - In posting content online, such as menus, catering information, etc. please respond to 5.11.5: If you are designing digital content such as email, Web-based or Social Media content, discuss your efforts to ensure accessibility.
6. What is the University’s plan for the next 12 to 24 months for the campus with respect to the current COVID pandemic? Is there a timeframe as to when the University believes “normal” operations will continue on campus?

While we do not have an exact timeframe, the Student Unions is planning to return to 80% of “normal” operations in the fall. The University has a robust plan and various procedures in place in response to COVID. We are preparing to move into Phase 2 on February 22, 2021, which will bring more in-person classes on campus. Please visit https://covid19.arizona.edu/ for more detailed information.

7. Will there be any changes to the layout of the current space?

There are no plans for expansion and no layout changes anticipated for the current space. However, as noted in Section 5.3, the successful vendor may renovate/update the space as needed prior to the start of school in August 2021.

8. Is the fountain drink machine/station exclusively for this unit?

Yes.

9. Is the wood panel flooring part of the current space as well? Does it mark the perimeter?

Yes, the wood panel flooring is part of the space and may remain or be updated by the successful vendor. Yes, it does mark the perimeter and is currently used for line cues.

10. Is section 5.12 applicable to this RFP?

No.

11. Are serving trays used/required in the food court? Can we submit a proposal not utilizing trays?

No, serving trays are not used and are not required. Yes, you can submit a proposal that does not utilize/include serving trays.

12. Where is the location at?

The location is in the food court of the Student Union Memorial Center.

13. Are the standing line cue poles permanent?
Yes, they appear to be secured with screws into the wood panel flooring, but they can be removed/changed by the successful vendor and replaced with moveable stanchions instead. We just ask that there continue to be some kind of snaking line cue to prevent long lines into the food court seating area and walkways.

14. Does each space have a security gate? Did it used to come out of the ceiling?

Yes, each unit in the food court has a security gate, and yes they typically come out of the ceiling. However, we don’t have a preference as to how the gates work, so long as they are present.

End of addendum, all else remains the same.