May 8, 2019

ADDENDUM NO. 1

RFP 191912
PROVIDE ON-SITE DINING, CATERING AND FOOD SERVICES IN THE UNIVERSITY CLUB AT ARIZONA STATE UNIVERSITY

Questions and Answers:

1. Q. What are current hours of operation of U Club Bistro?
   A. Current hours are 11:00 am – 2:00 pm, Monday through Friday. Hours of operation are at the discretion of the University and may be subject to change based on need.

2. Q. Do Bistro hours vary by month/season? If so, what are those modified hours?
   A. No, hours are currently the same year round.

3. Q. What is current consumption total of coffee/hot tea (monthly or annually) related to complimentary service provided (M-F 7:00a-4:30p) by Contractor for Club members?
   A. These numbers are not reported to us by current contractor.

4. Q. What is the scope of the “two major events per academic year” that Contractor will be required to provide at no cost to U Club?
   A. Events range from around 100-150 members in attendance. High end hors d’oeuvre, non-alcoholic refreshments, desserts, cash bar, and serving staff are provided by the contractor.

5. Q. What is the scope of the Advisory Board meetings, and their frequency/schedule?
   A. At maximum there are 12 meetings per year and attendance ranges from 10-16 board members. Contractor will be required to provide lunch and service staff at no cost to the University Club.

6. Q. Regarding off-site catering sales, what were total sales (excluding sales tax) reported by Contractor to ASU?
   A. Off-site catering is not guaranteed and is up to contractor to garner business outside of the University Club. The current contractor reported approximately $650,000 from July 2017 – June 2018 in off premise catering.
7. Q. Regarding off-site catering sales, what is current commission rate paid by Contractor to ASU?
   A. Currently we are receiving 8% commission on off-site catering sales.

8. Q. Regarding commissions paid by Contractor to ASU, what are current commission rates for:
   • Bistro sales?
     A. 20% on food, 30% on alcohol
   • On-site catering and events?
     A. 20% on food, 30% on alcohol
   • Off-site catering and events?
     A. 8%

Any questions regarding this notice, please contact me at karen.ashe@asu.edu or 480-965-3270.

All postings for RFP 191912 can be found at http://www.asu.edu/purchasing/bids/index.html.

Thank you,

Karen S. Ashe

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