

South Dakota Board of Regents Food Service RFP – Sodexo Clarification Questions

1. USD Sioux Falls Vending Revenue

Could you please provide the annual vending revenue for USD Sioux Falls for each of the past three fiscal years?

	FY24	FY25	FY26
USD-SF Vending Revenue	\$11,439	\$16,306	\$16,668

2. BHSU Meal Plan Counts

Could you please verify the 2025-2026 meal plan participation numbers provided for the **Swarm 19** and **Yellow Jacket 10** meal plans? Based on our review, the quantities appear to be reversed.

Your Review is correct. The Swarm 19 meal plan provides 180 meals, not 160. The Jacket 10 provides 16 meals over the semester, not 180. Apologies for the mistake.

Please see the updated participation numbers below.

Meal Plan type	# of Meals	FY26 Cost	Flex Included	Facility Fee	# of Meal Plans Sold		
					FA25	SP26	Total
Swarm 19	180	\$2,377	\$100	\$239.60	40	38	78
Jacket 10	160	\$1,990	\$200	\$239.60	513	449	962
Hive 5	85	\$1,076	\$100	\$124.10	114	109	223
40 Block	40	\$362	-	-	96	39	135
20 Block	20	\$206	-	-	14	13	27
Total					777	648	1425

3. Board Day Assumptions

For proposal development and financial modeling purposes, could you please provide the expected number of board days that should be utilized for each participating institution?

BHSU - The proposal should plan for 224 board days between the fall and spring semesters. Board days will vary slightly for each semester. There are no board days during the summer term.

DSU - Board Days for Dakota State University – Fall = 112; Spring = 110 for 222 total

NSU - Meal plans are currently calculated at 224 service days.

SDM – 222 Board Days

SDSU – 224 board days maximum (we currently have maximum of 222 which does work but leaves no wiggle room)

USD - Fall is 112 days and spring is 108 days for a total of 220 board days.

4. Custodial Square Footage

Could you please provide the square footage of the front-of-house dining and retail spaces at each institution for which the food service contractor is expected to provide custodial services?

BHSU

- Bordeaux Hall First Floor, Room 103 (Just Baked Machine) – 265 sq ft
- Library Learning Center, Room 103 (Einstein Bros. Bagels) – 1,210 sq ft
- Library Learning Center, Room 105 (Einstein Bros. Bagels Food Prep Area) – 617 sq ft
- Student Union, Ground Floor, Room 001B (Dining Storage Area) – 536 sq ft
- Student Union Addition, First Floor, Room 109/Atrium (Buzz Shack [Proudly Serving Starbucks]) – 208 sq ft
- Student Union Addition, First Floor, Room 108 (The Hive/Main Dining and Kitchen) – 3,637 sq ft
- Student Union, Second Floor, Room 2003 (Dining Storage Area) – 165 sq ft
- Student Union, Second Floor, Room 204A (Dining Storage Area) – 155 sq ft
- BHSU – Rapid City, Room 108 (Buzz Brew [Proudly Serving Starbucks]) – 983 sq ft
- BHSU – Rapid City, Room 108A (Dining Storage/Service Area) – 140 sq ft
- BHSU – Rapid City, Room 108B (Dining Storage/Service Area) – 199 sq ft

DSU

- Trojan Center front of house server = 1720 sq. ft.
- Trojan Center marketplace seating area = 5300 sq. ft.
- Queue eating area = 1500 sq. ft.
- Queue kitchen area = 100 sq. ft.
- C-store = 430 sq. ft.

NSU

- Serving Area & North Dining Room (combined on floor plan) 5805 sq ft.
- East Dining Room – 2491 sq. ft.
- Einstein's – 377 sq. ft.

SDM

- Surbeck Center: 8,306 sf – seating area
- Devereaux Library (Einstein's): 1,900 sf – seating area

SDSU

Front of House Square Footage Total

- Larson Commons: 6,968
- Market: 5,178
- Southeast Dining: 6,640
- Einsteins: 2,771
- JJ's @ Weary Wils: 3,581
- Starbucks: 1,778

Back of House Square Footage Total

- **Larson Commons: 4,950**
- **Market: 11,034**
- **Southeast Dining: 6,048**
- **Einsteins: 1,771**
- **JJ's @ Weary Wils: 1,734**
- **Starbucks: N/A (refer to above number in front of house)**

USD –

- **Sanford Coyote Sports Center**
 - **Dome Club with storage: 3,849 SF**
 - **Arena Club with Concessions & Bar: 2,564 SF**
 - **300 level all concessions stands: 1,587 SF**
- **Softball Concessions: 1,024 SF**
- **CV C-Store: 1,076 SF**
- **Mickelson C-Store: 1,348 SF**
- **Dakota Dome:**
 - **Kitchen Area: 1,730 SF**
 - **3 concessions on W. Side: 2,293 SF**
 - **2 concessions on E. Side: 1,234 SF**

5. Custodial Responsibilities

Could you please clarify the division of responsibility between the institution and the foodservice contractor regarding custodial services within the following areas:

- Dining rooms
- Student union/common seating areas
- Food courts
- Retail dining locations
- Athletic venues
- Concessions areas
- Shared-use facilities

	BHSU	Current Vendor
Dining rooms	Vacuuming, cleaning, and maintaining flooring in main dining area, service areas, and kitchen	Cleaning/sanitizing tabletops and chairs, service area surfaces, kitchen/food prep area surfaces, and equipment
Student Union/common seating areas	BHSU and BHSU Custodial Services are solely responsible for these areas.	
Food courts	Vacuuming, cleaning, maintaining flooring, cleaning tabletops and chairs (Einstein's)	Cleaning tabletops and chairs
Retail dining locations	Vacuuming, cleaning, and maintaining flooring. Cleans and maintains community kitchens in the space.	Cleaning countertops and equipment maintenance
Athletic venues	BHSU and BHSU Custodial Services are solely responsible for these areas.	Cleaning countertops, tabletops, and equipment maintenance
Concessions areas	Deep clean concessions annually	N/A
Shared-use facilities	N/A	N/A

	DSU	Current Vendor
Dining rooms	Cleans floors 1-2 times a day	Cleans tables and floor at the end of service
Student Union/common seating areas	Cleans Union Common Spaces	N/A
Food courts	N/A	N/A
Retail dining locations	Cleans floors 1-2 times a day	Cleans tables and floor at the end of service
Athletic venues	Daily cleaning of the building	Cleans kitchen and serving area following events
Concessions areas	Routinely cleans floors	Cleans serving area and floors following an event
Shared-use facilities	N/A	N/A

NSU –

Custodial responsibilities are shared between the institution and the food service contractor to ensure dining and service areas are maintained in a clean, safe, and sanitary condition.

The food service contractor is responsible for operational cleaning and service-related custodial tasks within dining and retail operations. This includes ongoing monitoring and removal of trash and recyclables during operating hours, cleaning and sanitizing dining tables, service counters, serving lines, beverage stations, and food service equipment, routine cleanup of spills and debris generated during operations, and end-of-service cleanup within contractor-operated facilities. The contractor is also responsible for maintaining the cleanliness and presentation of dining venues, retail dining locations, concession operations, and food service areas within shared-use facilities throughout service periods.

The institution is responsible for facility custodial services and building maintenance, including routine mopping and floor care, general cleaning of dining rooms, student union and common seating areas, retail dining locations, athletic venues, concession areas, and shared-use facilities. The institution also provides routine maintenance and repair of food service equipment and facilities.

Successful operations depend on a collaborative approach between the institution and the contractor. While the institution is responsible for routine equipment maintenance and repairs, the contractor is expected to be a good steward for all equipment and facilities, ensuring equipment is properly operated, cleaned, and cared for routinely. Contractor staff are expected to promptly report maintenance concerns, equipment issues, or repair needs and work cooperatively with institutional staff to maximize equipment life, reliability, and operational effectiveness.

This shared-responsibility model ensures that both parties contribute to maintaining high standards of cleanliness, safety, customer service, and facility stewardship across dining and foodservice operations.

	SDM	Current Vendor
Dining rooms	Complete deep clean twice a year	Cleans daily
Student Union/common seating areas	Cleans Student Union/ Common Spaces	N/A
Food courts	N/A	N/A
Retail dining locations	N/A	Responsible for all retail area cleaning. Devereaux Library Einstein's seating area is contractor's responsibility
Athletic venues	N/A	N/A
Concessions areas	N/A	Cleans all concessions areas
Shared-use facilities	N/A	N/A

	SDSU	Current Vendor
Dining rooms (Larson Commons)	N/A	Vendor front and back of house to include trash removal
Southeast Dining	N/A	Vendor front and back of house to include trash removal
The Market Retail Space	N/A	Vendor front and back of house to include trash removal
The Market Seating	Deep cleaning, floors, and trash removal outside dining hours of operation	Vendor does tables and seating cleaning, spill clean-up, and trash removal during operation
C-Stores	N/A	Vendor front and back of house to include trash removal
Retail Dining Locations (Einsteins, JJ's at Weary Wil's, Starbucks)	N/A	Vendor front and back of house to include trash removal
Concept Kitchen @ Larsons	Front of house floors, deep cleaning and trash removal outside of concept kitchen hours of operation	Vendor back of house and tables/seating cleaning and trash removal while open
Athletic venues	Front of house and venue	Vendor back of house kitchen spaces
Concessions areas	Front of house and venue	Vendor back of house concessions, service counters, condiment areas
Shared-use facilities	N/A	N/A

	USD	Current Vendor
Dining rooms	Cleans floors and tabletops in dining service areas once daily	Responsible for cleaning food service areas during food service hours, including all trash removal in all dining facilities
Student Union/common seating areas	Cleans all student union restrooms, including restrooms 118A/119A and locker rooms 118/119. Also cleans offices 109, 109A, 109B, and 110.	Responsible for cleaning in Main MUC Kitchen area, Dishwash Rooms, Dunkin, and Qdoba/Chick-fil-A serving and prep/kitchen areas and Wow, including all trash removal in all dining facilities
Athletic venues (see list below for complete listing)	N/A	Vendor responsible for all cleaning, including all trash removal in all dining facilities
C-Stores	Deep clean floors annually when requested by vendor	Vendor responsible for all other cleaning, including all trash removal in all dining facilities
Shared-use facilities	N/A	N/A

USD Athletic Venues noted above include the following:

- **Concessions stands in the DakotaDome and Sanford Coyote Sports Center**
- **Catering kitchen in DakotaDome**
- **Midco Club bar area in DakotaDome**
- **CorTrust Club bar and concessions area in Sanford Coyote Sports Center**
- **Concessions/Catering storage areas in the DakotaDome and Sanford Coyote Sports Center**
- **Concession stand at Nygaard Field (softball)**
- **This will remain true for future facilities as well including the food services areas of the Gassen Family Fieldhouse and any new areas stemming from future renovations to the DakotaDome or Softball Complex**

6. Proposal Transmittal Form / Cover Sheet Clarification

Page 6 of the RFP directs respondents to submit the Proposal Transmittal Form as the proposal cover sheet and references Appendix H. However, Appendix H contains the Current SDBOR & Contractor Technology Checklists, while Appendix J contains the RFP Submittal Form. Could you please clarify which document is intended to serve as the required Proposal Transmittal Form and proposal cover sheet?

The document included in Appendix J is the SDBOR RFP Submittal form that should be included as the cover sheet with the proposals. Page 6 incorrectly references Appendix H instead of Appendix J and has been included as a correction in the RFP Amendment #2.