Foodservice RFP Q&A Sheet
San Francisco State University
Cesar Chavez Student Center
April 15, 2019

Proposals Due Friday, April 26th

Sublease, Rent, & Other Costs

1. Is the lease triple net?
   Yes, tenant shall be responsible for all applicable taxes, insurance, and maintenance.

2. What is the lease term being offered?
   Sublease term anticipated to be 5 years with a 5-year option.

3. What is the cost of Base Rent?
   The University Corporation (UCorp) sets base rent on several factors including (but not limited to) the following: size of the space, location of the space, and space capabilities. While Base Rent is subject to negotiation, UCorp requires a minimum base rent of no less than $25,000 annually for the current space available for sublease.

4. What is the cost of Additional Rent (common area maintenance (CAM) and utilities)? What is included?
   Additional Rent for the current space available for sublease is estimated at approximately $45,000 annually and includes (but not limited to) the following:
   - Utilities
   - Heating/Ventilation
   - General Maintenance
   - Custodial Services
   - Pest Control Services
   - Bussing Services
   - Garbage and Waste Collection
   - Administrative/Management

   Please note that an annual analysis will occur, and Additional Rent may be adjusted each year based on the prior year's activity. Additional charges (not included as part of CAM and utilities) are billed on a "per use" basis and may include (but not limited to) the following: telephone, fire suppression, hood cleaning, and other services as provided to Sublessee and/or Subleased Premises.
5. **What is cost of % rent or commission?**

   There is no percentage rent or commission rent.

6. **Please confirm that there is no cost for trash, composting, or recycling pick-up?**

   This cost is included as part of “Additional Rent.” Please see question #4.

7. **Historically, has the cost of rent and utilities gone up from year to year? If so, how much has it increased on average?**

   Base rent escalates by 3% annually. General speaking, Additional Rent (CAM and utilities charges) have remained steady over recent years at about 3% escalation annually as well.

8. **Please describe the rent structure and payment cycle.**

   Annualized Base Rent and Additional Rent are payable in eight installments to reflect the academic calendar. Rent is collected during the months of: February, March, April, May, September, October, November, and December. Please note that vendors are allowed to operate year-round (not just eight months out of the year) and may modify their schedule based on campus activity.

9. **What are the sales figures of the vendors in the building and/or is there an estimated projection of annual revenues?**

   Annual revenues vary per vendor due to a variety of factors (i.e. size, location, hours of operation); revenue averages can range from $400K - $1M+. Please note that the University is densely populated with approximately 30,000 individuals on campus during the Fall and Spring semesters when classes are in session.

10. **Are franchised brands allowed?**

    Yes.

**Facilities/Design/Construction**

11. **What is the cost of getting a building permit through the San Francisco State University Capital Planning, Design & Construction department?**

    The fee is usually 2% of the estimated project cost.

12. **How long is the permitting process?**

    This depends on the scope of the project. Generally speaking, on-campus permits can be obtained as quickly as 2-4 weeks. This of course does not include time that it may take to obtain other permits (i.e. from SFDPH).
13. Will a separate union contract be required and/or is it required of the vendor to use union labor or prevailing wage for the construction?

Construction projects on campus must be coordinated through the University and adhere to University policies and procedures. Thus, we anticipate this will be a prevailing wage project and the University will work with the successful vendor to reach a final determination.

14. What are the electrical panel capabilities?

It is a 100 AMP electrical panel.

15. Does the building have an emergency power generator?

Yes, it has generators to provide backup power for approximately 90 minutes that is mainly for emergency lighting.

16. Please explain the hood, exhaust, and make-up-air system. What is the exhaust volume to the space, and can this be enhanced?

The exhaust and make-up-air system is shared (amongst the 3 vendor spaces on the floor). Based on an air-balance report conducted in 2011, the fan system is running high on rated amps and rpm and low on rated exhaust. Based on proposed use, we anticipate the selected vendor may want to make improvements to the system by means of either upgrading the unit (with a new exhaust fan and reconfiguring the duct work) or replacing the unit entirely.

The hood is Type 1; however, previous vendors have historically used it as a Type 2 hood to mainly manage heat and steam (rather than grease and smoke).

17. Are there existing data lines for point-of-sale system in the current location.

Yes.

18. Describe the dish room and its related costs.

There is a shared dish room, adjacent to the kitchen entrance, which is utilized by 5 of the 12 vendors in the building (which includes the current vendor and past vendors that have operated the foodservice space available for sublease). Included in the dish room are a large 3-compartment sink and a commercial dishwasher. The space available for sublease is equipped with a 3-compartment sink; therefore, use of the dish room is optional. Should a vendor decide to use the dish room, this will incur additional cost associated with cleaning supplies, maintenance of the room, and staff to wash the dishes (if applicable). Estimated cost to use the dish room is $2,500 annually.

19. Will all of the equipment be included with the space?

It is expected that all equipment stubbed to the premises (i.e. sinks, grease trap, etc.) will be included. All movable equipment (i.e. storage racks, refrigeration units) will NOT be included.
20. Will we need to buy a grease trap?

The space is equipped with a newer-model-type “green, self-cleaning” grease trap that was installed a few years ago. The vendor is expected to clean/maintain this piece of equipment.

21. Are SFPDH reports available online?

Yes, the most current report can be found online; copy/paste the following link to your browser: https://101g-xnet.sfdph.org:8443/ords/eeopn/f?p=132:2::NO::P2_LOCATIONID:95823

22. Do you have blueprints or CAD drawings for the space?

Please see Exhibit A.

Operations

23. As it relates to minimum wage, healthcare, etc., are vendors expected to follow San Francisco city ordinances or California state codes?

San Francisco city/county ordinances.

24. Is the vendor allowed to use the kitchen for offsite catering?

We ask that food prepped onsite to be reserved for the main purpose of serving the San Francisco State University campus community. However, the vendor is allowed to use the kitchen for offsite catering so long as this does not adversely affect the service and options available to the campus community.

25. Is there any additional commissary space?

No.

26. Is parking available?

Employee parking is available for a fee in designated faculty/staff/employee parking lots on Campus. The University controls and administers on-campus parking. Vendors and its employees, agents, and contractors shall comply with all University parking and traffic regulations.

27. What are the loading dock hours?

The loading dock hours are Monday through Friday, 7am – 10pm.

28. What are the hours of the building? Are operating hours flexible/what are the preferred operating hours?

The general building hours are Monday through Friday, 7am – 10pm and Saturday, 8am – 4pm. During the off-peak months of January, June, July, and August, hours of operation may be modified. The vendor is expected to open during times that best meets the needs of the building and campus community at large.
29. Are compost, recycling, and garbage close by?

Yes, vendor shall be required to dispose of compost, recycling, and garbage in the proper receptacles located at the loading dock. Recology performs regular pickups and audits.

30. Do vendors have access to the campus’ meal plan?

Currently, vendors in the CCSC do not have access to the meal plan. The University maintains a contract with a foodservice provider for residential dining services. In the future, there may be an opportunity whereby meal plan participants may elect to apply credit from their meal plan toward a meal purchased at an eatery on the University campus not operated by the residential dining services provider. Should such a plan be established, vendor shall agree to work with UCorp and the residential dining services provider to implement such a plan.

Additionally, a new campus card system is currently being implemented. This new system will allow the campus community to more easily load money onto their SF State ID cards; in turn, vendors shall have the opportunity and be encouraged to obtain corresponding equipment to be able to accept those dollars.

31. Are there opportunities to sell food on the campus outside of the restaurant space (i.e. school shops, vending machines, etc.)?

Vendors on campus have exposure to various opportunities, including catering for departments, participating at special events, etc. UCorp supports this type of entrepreneurial activity and encourages vendors to foster and build those relationships.

32. How does marketing work?

Through campus mediums, vendors have the opportunity to provide announcements via the Campus Newspaper (available to students, faculty, and staff) and the Campus Memo (available to faculty and staff). Additionally, vendors are encouraged to partake in a variety of outreach events and opportunities to enhance connectedness with the campus community.

33. How does signage work?

Vendors are able to post signage in and around their leased premises. For signage beyond “leased areas,” this is managed case-by-case in collaboration with U Corp and other campus departments/guidelines.

34. Is there a mobile app for vendors?

The official SF State mobile app has all of the vendor locations listed and is mainly used as a way-finding tool currently; there are plans to expand beyond this use. While mobile food ordering is not particularly prevalent at this time, vendors are encouraged to remain informed of trends, needs, and desires to better serve the SF State campus community.
35. What are some of the characteristics that define or differentiate this floor from the other two floors where food is available?

- This is the only floor that contains video games, so it is generally a bit noisier when compared to the other floors.
- Due to visibility and access, this floor and the floor above it generally see less foot traffic than the main floor. That said, the building as a whole gets quite a bit of foot traffic given that it is known as the main foodservice building on campus.
- This floor is directly connected to the loading dock, so it has the most ease of access as it relates to deliveries.

36. Is SF State a commuter campus?

Yes, SF State is generally a commuter campus. However, in recent years and as part of its Master Plan going forward, SF State is steadily growing its residential population.

37. What is the daily traffic count for this floor of the Student Center?

Specific foot traffic to this floor is not available. However, general foot traffic on campus is approximately 30,000 on any given day during the Fall and Spring semesters. Additionally, the Cesar Chavez Student Center is known for being one of the liveliest and well-patronized buildings on campus.
Exhibit A

Site Specifications