

**Purchase College**  
RFP SU113-2014 Temporary Off-Campus Student Accommodations  
Questions and Answers  
11/03/2014

Q 1. Do you have a current contract in place?

Answer: Purchase College does not currently have a long term contract for temporary off-campus student accommodations. Service is currently being provided on a temporary basis by Hyatt House hotel, located in White Plains New York.

Q 2. If yes, who is the contract with?

Answer: No contract currently in place.

Q 3. Does the current solicitation have the same requirements as the current contract?

Answer: No contract currently in place.

Q 4. Do you prefer apartments or hotels?

Answer: The RFP does not specify a residential accommodation type. The accommodations must meet all the requirements and specifications of the RFP.

Q 5. Why do you only need the rooms for one semester?

Answer: Temporary student accommodations are based on student enrollment and the need for student accommodations during the fall semesters.

Q 6. Do you anticipate needing the rooms the entire semester, or will you have students move out if dorm rooms become available during the semester?

Answer: The RFP states student occupancy numbers may change during the academic year and this will affect the need for student accommodations. The college may move students to on-campus accommodations if space becomes available on campus.

Q 7. How much notice will you give to the hotel when a student is checking out?

Answer: The amount of advance notice required before students vacate the vendor's rooms will be agreed upon between the contractor and the college prior to the beginning of the contract.

Q 8. Anticipated Contract Commencement is June 2015. However August 1 2015 is also given as contract start date. When will students begin to check in?

Answer: The RFP requires that rooms be ready to check-in by August 15<sup>th</sup> for every year. The contract commencement date is an estimated date of when the contract may be approved. The August 1 2015 date is the estimated date that the college anticipates services to begin under the approved contract.

Q 9. When are classes over and when do dorms close that same semester?

Answer: The date varies each year, but generally around December 20<sup>th</sup>. The College will provide confirmation of the date to the vendor.

Q 10 Does the College have any single beds that they would offer to the hotel for this requirement? Hotels rarely offer single beds.

Answer: No, currently the college is not able to provide beds. The beds will be provided by the vendor.

Q 11. Is the stove in each room a must?

Answer: Yes, this is one of the requirements of the RFP.

Q 12. Do the dorms on campus offer a full kitchen in the rooms or are you offering this to students as an extra amenity to be off campus?

Answer: The College has student accommodations that offer full kitchens and there some residence halls do not. The RFP requires off-campus accommodations to offer kitchens.

Q 13. Pricing for this would be much more reasonable without the stove requirement. Most hotel rooms do offer microwaves and mini refrigerators.

Answer: A kitchen is one of the requirements of the RFP. Proposals should include the minimum requirements of the RFP.

Q 14. Does the college have any furniture that can be used for this requirement such as a desk?

Answer: No, the College does not currently have any extra furniture to offer.

Q 15. Are you asking for hard wired and wireless internet or just one or the other?

Answer: The RFP requires that Internet service is available for all students. The Vendor may provide wired or wireless internet.

Q 16. Can the hotel or apartment limit each student to 2 loads of laundry free per week? Or at least some set limited number.

Answer: No, the RFP requires the vendor to provide a minimum of 4 washers and 4 dryers. Vendors are welcome to provide more that the minimum amount required should they choose to.

Q 17. Meeting rooms will be needed twice a month for all students. Are these all day meetings, evening meetings or can they be on a Sunday?

Answer: The meeting rooms will be needed mainly in the evening hours on weekdays and on the weekends. These meeting rooms will be needed for a few hours at a time and will be utilized for student programs.

Q 18. Will you have a ratio of staff per students living at the hotel/apartment?

Answer: We will have one Resident Assistant for every 36-40 students.

Q 19. Are you looking for rooms to be available for the entire semester for staff? Or is the need only occasional?

Answer: The College may occasionally have a need to house staff and faculty during the semester. The college and the contractor will mutually agree on the amount of notice required in advance.

Q 20. How many staff do you anticipate will need lodging during the semester?

Answer: The College anticipates housing 5-10 staff on an occasional basis.