Addendum No. 3
Catering Services
Project No. K23-0006-25

03/21/2022

The purpose of this addendum is to amend and clarify certain portions of the above-referenced solicitation with all prospective bidders/offerors.

Clarifications:

C5.   Correction: Replace "C1" from Addendum No. 2 with "C4".

C6.   Add to Section I.N.2: Invoices must be submitted within 30 days of the date of event.

C7.   Delete Attachment E – Bid/Price Proposal Form
Replace with Attachment E- Bid/Price Proposal Form- REV 1 (attached to this addendum).

C8.   Delete: Closing Date & Time: March 23, 2022, at 4:30 EST
Replace with: Closing Date & Time: March 30, 2022, at 4:30 EST

Questions:

Q1.   Are beverages included in meals?
A1.   Yes. (See RFP Section III.D.4.b.(2))

Q2.   Will this RFP result in a single award?
A2.   The AOC intends to make a single award to the RFP.

Q3.   Can pricing be revised after completion of the base contract?
A3.   Pricing cannot be changed from what is submitted on Attachment E Bid/Price Proposal Form- REV 1 unless State reimbursable food allowances change. (See RFP Section III.D.7.b.)

Q4.   Can the same entrée be used on two different weekly menus?
A4.   Yes.

Q5.   Are there times of the year that are busier than others?
A5.   April, May, June, September, and October are peak times in terms of classes. Events are held in spring, early summer, and fall.

Q6.   What is the usual timeframe for dinner?
A6.   Dinner is usually served between 5 p.m. and 6 p.m. Dinner events typically last 2-3 hours, however, the specific time duration will be communicated by the AOC Project Manager.

Q7.   How many Offerors will be invited to give oral presentations?
A7.   The number of Offerors invited to give oral presentations is not predetermined. (See RFP Section II.G.2)

Q8.   Are meals served using disposable or reusable tableware?
A8.   Meals can be served using disposable or reusable tableware, preferably in environmentally friendly disposable containers. Any specific needs for events will be communicated by the AOC Project Manager.

Q9.   Is it acceptable to provide tableware that doesn't need to be taken back by the Successful Offeror?
A9.   Yes, however, the AOC prefers the Successful Offeror to utilize environmentally conscious practices.

Q10. Is there a kitchen or storage on site?

A10. There is an on-site kitchen the Successful Offeror can use, however, there is no storage space available.

Q11. Will the AOC require breakfast meals?

A11. Yes, there will be occasions when breakfast will be requested; however, it will not be a regular menu item.

Q12. How often are meals being delivered only as opposed to requiring service?

A12. Breakfast, lunch, and dinner will be delivered and set up in a designated area. Events requiring full catering service are not regularly requested.

Q13. Will the Successful Offeror be able to include a service charge on the invoice for events requiring full catering services?

A13. The Successful Offeror can include a service charge on invoices for events requiring full catering services in accordance with pricing submitted on Attachment E-Bid/Price Proposal Form- REV 1.

Q14. Does each menu item on the weekly menu need to be available for every event within the week?

A14. Yes.

Q15. Is the per diem rate inclusive of staffing?

A15. The per diem rate is inclusive of staffing for all events that do not require full catering services.

Q16. Should the price per person be all inclusive of the delivery cost?

A16. Yes.

Q17. Will a proposal be considered if the Offeror has been established as a catering company for less than two years?

A17. See RFP Section III.C.2.

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offerors responding to this solicitation. Each bidder/offeror submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Attachment H (included in bid/proposal package) with the bid/proposal response; failure to acknowledge addenda may result in the bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 260-2557 or email me at nia.graves@mdcourts.gov

Nia Graves

Nia Graves
Procurement Officer

Solicitation number: K23-0006-25

Project title: Catering Services

Base Term: July 1, 2022-June 30, 2024 (2 Years)				
Line	Item	Per Diem Max Rate Per Meal	Estimated Quantity of Meals	Rate Per Meal	Total
1	Breakfast				
2	Lunch				
3	Dinner				
Line	Item	Estimated Total Cost of Meals for Full Catering		Service Charge Percentage Rate	Total
4	Lunch Service				
5	Dinner Service				
Option Year 1: July 1, 2024-June 30, 2025				
Line	Item	Per Diem Max Rate Per Meal	Estimated Quantity of Meals	Rate Per Meal	Total
6	Breakfast				
7	Lunch				
8	Dinner				
Line	Item	Estimated Total Cost of Meals for Full Catering		Service Charge Percentage Rate	Total
9	Lunch Service				
10	Dinner Service				
Option Year 2: July 1, 2025-June 30, 2026				
Line	Item	Per Diem Max Rate Per Meal	Estimated Quantity of Meals	Rate Per Meal	Total
11	Breakfast				
12	Lunch				

Line	Item			Total
13	Dinner			

Line	Item	Estimated Total Cost of Meals for Full Catering	Service Charge Percentage Rate	Total
14	Lunch Service			
15	Dinner Service			

Option Year 3: July 1, 2026-June 30, 2027				
Line	Item	Per Diem Max Rate Per Meal	Estimated Quantity of Meals	Rate Per Meal	Total
16	Breakfast				
17	Lunch				
18	Dinner				

Line	Item	Estimated Total Cost of Meals for Full Catering	Service Charge Percentage Rate	Total
19	Lunch Service			
20	Dinner Service			

			Total (Lines 1-20)	

Bidder/Offeror Name: _____

Bidder/Offeror Address: _____

Federal Tax Identification No.: _____

Telephone No.: _____

Email: _____

MBE: ☐ No ☐ Yes, Certification No.: _____

VSBE: ☐ No ☐ Yes, Certification No,: _____

_____   _____
Signature of Authorized Representative   **Date**

Print name of Authorized Representative

Title of Authorized Representative