



**Addendum No. 1  
2022 Joint Conference  
K23-0015-25W**

**06/15/2022**

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

**Clarifications:**

**C1.** Attached to this addendum is an updated Attachment E.

**Questions:**

**Q1.** Would you be open to splitting the rooms between different hotels?

**A1. Splitting between hotels within walking distance is acceptable. Preference for no more than one (1) block.**

**Q2.** Are weekdays acceptable for October 2022?

**A2. Yes, with the preference to avoid October 2 – 14, 2022.**

**Q3.** Regarding the Standard Meal Allowances. Do the meal prices include gratuity?

**A3. Per Diem is inclusive of meal costs only. Any additional service fees shall be so stated on the Financial Proposal.**

**Q4.** The Standard Meal Allowances do not mention prices for snacks. Are they dictated by per diem?

**A4. Snacks are not included in per diem rates.**

**Q5.** What is a formal dinner budget?

**A5. Formal dinner may exceed per diem.**

**Q6.** Are there set dates?

**A6. Dates may be proposed in accordance with Section III.B. of the RFP.**

**Q7.** Are you open to locations outside of Ocean City?

**A7. No.**

**Q8.** Regarding the dinner the second evening of the event, will that be a seated/plated dinner for all 125 participants at once or will people be flowing in and out?

**A8. People may be flowing in and out.**

**Q9.** Are you looking for plated/seated banquet options for 125 people?

**A9. Plated or buffet style is acceptable.**

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) 260-1263 or email me at [Victoria.Nellis@mdcourts.gov](mailto:Victoria.Nellis@mdcourts.gov)

Victoria Nellis  
Procurement Officer



**Solicitation number:** \_\_\_\_\_

**Project title:** \_\_\_\_\_

Line	Description	Unit Price (UP)	Qty.	Total (UP x Qty.)	
1	Event Space – Small Rooms	\$ per day	1	\$	
2	Event Space – All Other Rooms	\$ per day	3	\$	
Line	Description	Unit Price (UP)	Qty. (Days)	# of Attendees	Total (UP x Qty.) x Attendees
3	Guest Rooms	\$ per room	3	125	
4	Breakfast*	\$ per Person	2	125	
5	Lunch*	\$ per Person	2	125	
6	Formal Dinner	\$ per Person	1	125	
7	Snacks & Refreshments	\$ per Person	3	125	
8	Parking	\$ per Vehicle	3	125	
Other Costs					
Line	Description	Unit Price (UP)	Qty.	Total (UP x Qty.)	
9					
10					
11					
12					
<b>Total (Lines 1-12)</b>				\$	

\* The maximum allowable price per person is capped by the per diem rates available here:

<https://mdcourts.gov/administration/travel>

**Bidder/Offeror Name:** \_\_\_\_\_

**Bidder/Offeror Address:** \_\_\_\_\_

**Federal Tax Identification No.:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**MBE:**  No  Yes, Certification No.: \_\_\_\_\_

**VSBE:**  No  Yes, Certification No.: \_\_\_\_\_

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**Signature of Authorized Representative**

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**Date**

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**Print name of Authorized Representative**

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**Title of Authorized Representative**

