



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Amendment #1

Request for Proposals

K16-0064-25

Catering Services

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~)

1. REVISE RFP Section 2.2.2 Scope of Work

Required catering services may vary from one breakfast and lunch per day for twelve (12) people, to two dinners for twenty-five (25) people, to breakfast and lunch for one hundred fifty (150) people, to four dinners for fifty (50) people, all in one day. The count will vary daily and may be as large as three hundred (300) people depending on the number of meetings and/or trainings being held.

Typical orders for a day include continental breakfast and box lunches (sandwiches/salads). Hot lunch buffets must be approved in advance by the Assistant Administrator – Operations, or their designee. The AOC will provide the Contractor with the schedule by email at least one week prior to the meetings/trainings, and updates will be forwarded with any increase or decrease in numbers as they are received. The AOC will make every effort to give an accurate count one week prior to the event. However, the Contractor must be able to respond to last minute count/numbers increases. The AOC will also make every effort possible to give timely cancellation notices. The Contractor may invoice the AOC for any order cancelled within 24 hours of the scheduled delivery time. Times for food delivery may range on weekdays from 8:00 A.M. to 7:30 P.M. The JECC is closed on State holidays.

Occasionally, the Contractor will be required to provide catering services for events on Saturday and/or Sunday.

2. REVISE RFP Section 2.2.5 Price Ceiling

State regulations limit the reimbursable food allowance for meals. The current limits are \$9.00 for Breakfast, \$11.00 for Lunch and \$25.00 for Dinner. Within these constraints, the Contractor shall provide a competitive, comprehensive catering package that includes condiments, disposables, paper goods and utensils to cover:

- Continental Breakfast (no hot breakfast required). Every request to serve breakfast to 50 or more guests must include coffee at no additional charge.
- Box Lunch (Sandwich ~~and~~ or Salad)
- Soup
- Dinner
- Break refreshments
- Assorted Beverages. Water will be provided with all services. Juice and soft drinks will be provided only upon specific request.
- Appetizers, etc.

Note: All food containers (clamshells, etc.) and flatware shall be single stream recyclable.

3. REVISE RFP Section 3.4, Not-To-Exceed (NTE) Value

State regulations limit the reimbursable food allowance for meals. The current limits are \$9.00 for Breakfast, \$11.00 for Lunch and \$25.00 for Dinner. Within these constraints, the Contractor shall provide a competitive, comprehensive catering package that includes condiments, disposables, paper goods and utensils that covers the requirements outlined in Section 2. Based on the rates listed above, the NTE shall be based on the following estimation:

ITEM (PER PERSON)	Rate per Person**	Estimated QTY/year	Price
MEALS:			
<u>BREAK REFRESHMENTS</u>	<u>\$5.00</u>	<u>2,000</u>	<u>\$10,000</u>
CONTINENTAL BREAKFAST BEVERAGE INCLUDED	\$9.00	4,000	\$36,000

LUNCH BOX MEALS (SANDWICH OR SALAD) (BEVERAGE INCLUDED)	\$11.00	8,000	\$88,000
HOT LUNCH BUFFET BEVERAGE INCLUDED	\$11.00	2,000	\$22,000
DINNER BEVERAGE TABLE SIDE SERVICE CHARGE (ESTIMATED AT 100 TIMES PER YEAR)	\$25.00	2,000	\$50,000
BASE YEARS (3)			\$588,000
			<u>\$618,000</u>
OPTION YEARS (2)			\$392,000
			<u>\$412,000</u>
NTE			\$980,000
			<u>\$1,030,000</u>

Issued by: Khrystine Bunche
 Procurement Officer
 March 24, 2016