



**ADMINISTRATIVE
OFFICE OF THE COURTS**

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

Amendment #2

Request for Proposals

K17-0015-25F

2017 Judicial Conference

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. Modify Section 2.2- Contractor Requirements

2.2.4 ~~The Offeror must be able to accommodate approximately 330 guests with breakfast, lunch, mid-day/afternoon snack, and dinner for each day of the event.~~ The Contractor must be able to accommodate approximately 350 guests with lunch, dinner, and mid-day snack on June 12, 2017; accommodate 350 guests with breakfast, lunch, dinner, and mid-day snack on June 13, 2017; accommodate 350 guests with breakfast, lunch, and mid-day snack on June 14, 2017

2.2.8 ~~—The Contractor must be able to accommodate a check in date on June 11, 2017 and check out on June 14, 2017 for approximately 350 guests.~~ The Contractor must be able to accommodate a check in date on June 11, 2017 for approximately 50 guests and accommodate a check in date of 300 guests on June 12, 2017 at 11am.

2.2.9 ~~The Contractor must be able to accommodate a check in date on June 11, 2017 and check out on June 14, 2017 for approximately 350 guests.~~ The Contractor must be able to accommodate approximately 50 single rooms for guests' overnight stay on June 11 and approximately 350 single rooms for guest's overnight stay on June 12, 2017 and June 13, 2017.

2. Modify Attachment D- Price Proposal Form

<u>Deliverable</u>	Total Price
<p>2.2.2- Overnight stay for 50 guests- June 11, 2017</p> <p style="padding-left: 40px;">Overnight stay for 350 guests- June 12, 2017 (11am check in)</p> <p style="padding-left: 40px;">Overnight stay for 350 guests- June 13. 2017</p> <p>(include per night rate & overall total)</p> <p style="text-align: right;">Total</p>	\$
<p>2.2.3- Plenary Space & 2 Break Out Rooms (3 days)</p> <p style="text-align: right;">Total</p>	\$
<p>2.2.6- AV Equipment & Technician (3 days)</p> <p style="text-align: right;">Total</p>	\$
<p>2.2.4 Group Meals</p> <p>June 12- Lunch, Dinner, Mid-Day Snack- 350 Guests</p> <p>June 13- Breakfast, Lunch, Dinner, Mid-Day Snack- 350 Guests</p> <p>June 14- Breakfast, Lunch, Mid- Day Snack- 350 Guests</p> <p style="text-align: right;">Total</p>	\$
Total Price	\$

Issued By: Whitney Williams

Procurement Officer

7/12/16