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Solicitation Addendum

Addendum No.: 1
Solicitation No.: 24-R085474SB
Solicitation Title: Catering Services
Addendum Date: December 17, 2024
Procurement Contact: Stacia Branco

Request for Proposal (RFP) No. 24-R085474SB is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of RFP No. 24-R085474SB.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP was December 12, 2024 at 3:00 P.M.ET.

QUESTIONS AND RESPONSES:

Q1. Could you clarify the expected frequency and number of catering events under this contract?

R1. Upon completion of renovation, the County anticipates the estimated annual number of events to be 125-150.

Q2. Are there specific menu requirements or dietary accommodations that must always be offered (e.g., vegan, gluten-free, kosher)?

R2. Refer to Exhibit 1, Section 1.03 General requirements.

Q3. Will the county provide access to kitchen facilities, or should the contractor plan to work entirely off-site?

R3. Refer to Exhibit 1, Scope of Service.

Q4. Is there a preferred format for submitting the fee proposal (e.g., tiered pricing, fixed per-meal cost)?

R4. No, Refer to Exhibit 2, Proposal Response Requirements.

Q5. Are electronic submissions of the proposal allowed, or are hard copies mandatory?

R5. Refer to Section A, Instructions to Proposers, A.04 Submission of Proposals.

Q6. How will “capacity” and “experience” be evaluated in the scoring criteria?

R6. Refer to Section B, Evaluation of Proposals.

Q7. Will interviews, presentations, or demonstrations be part of the evaluation process?

R7. Refer to Section B, Evaluation of Proposals.

Q8. Are there specific geographic locations across the county where catering services will frequently be needed?

R8. Refer to Exhibit 1, Scope of Service.

Q9. Are on-site serving staff required, or will delivery-only service suffice?

R9. On-site serving staff is required.

Q10. Are all insurance types listed in the RFP mandatory, or are exceptions allowed for smaller businesses?

R10. No exceptions are allowed.

Q11. Is there a maximum budget allocated for this contract?

R11. No.

Q12. Will payment be made per event or through a monthly invoicing system?

R12. Refer to Exhibit 3, Compensation Schedule. Payment will be made per event from licensee who contracts with In-house catering company.

NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the RFP.

INSTRUCTIONS:

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

END OF ADDENDUM

AUTHORIZED FOR RELEASE