



DATE: November 18, 2015

TO: All Prospective Proposers

FROM: Beth Kirk  
Sr. Buyer, Goods and Non-Technology Services  
301-985-7618

RE: Solicitation# 91365 Food Catering Services  
Addendum #1 dated 11/18/15

As a result of questions received, the following amends the above referenced solicitation documents. Receipt of this addendum is to be acknowledged by completing the “Acknowledgment of Receipt of Addenda Form” and including it within the firm’s Technical Proposal submittal. Note: the deadline for questions was November 18, 2015, 4:00 PM EST.

1. Can we specify service locations/areas?

*Yes. Proposers are to specify/list all available delivery/service areas. In addition, proposers are to address any limitations that may affect providing specific services due to the delivery/service location. In addition, Proposers are to include in your pricing list any additional surge charges for services provided outside your firm’s standard delivery/service areas.*

2. If my delivery/service locations do not support all of UMUC’s campus locations will my proposal be considered?

*Yes. There may be opportunities when UMUC may hold events off campus that may be within your firm’s service area. In addition, as written in Section 9, page 6 of this Solicitation, “Other institutions within the University System of Maryland may utilize this Contract with the written permission of UMUC”. Note: UMUC does not guarantee the number of events requiring food catering services to any awarded vendor.*

3. What is the number of people that will be served?

*Depending on the event the number of people served may vary. At this time, it is impossible to quantify the number of people served at any UMUC event. Proposers that have any service limitations or requirements that pertain to the number of people that are to be served are to provide this information within your proposal. Note: Vendors shall provide non-exclusive, on- call, as –needed food catering services. UMUC does not guarantee the number of events requiring food catering services.*

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

**RFP NO.:** 91365

**TECHNICAL PROPOSAL DUE DATE:**

November 30, 2015, on or before 4:00 P.M. EST

**RFP FOR:** Food Catering Services

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 11-18-2015

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

As stated in the solicitation documents, this form is included in our Technical Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

END OF FORM