The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and submitting it within the Technical Proposal you submit to the University.

The due date and time for Technical Proposals to be submitted to the University remains the same, Thursday, December 11, 2008 by 2:00 p.m. to the issuing office.

A. In Section 2, Item B, “*Note”, please ADD the following sentence at the end of this note, “This inventory of tables and chairs will be stored in the University’s warehouse and the caterer will be responsible for signing-out these items, setting them up, and then returning them to the warehouse after the event.”

B. In Section 2, Item E, “Parking” please ADD the following sentence at the end of this item, “There is NO charge for these permits.”

C. The following questions were submitted to the University for a response:

1. QUESTION: On page 9, letter G – “Specific Requirements of the Catering Firms”, are the items indicated (insurance, health department license, banquet order forms, etc.) to be submitted only as part of the Price Proposal, should we be selected for submission?

   ANSWER: No, these items are to be included in your Technical Proposal, which is due on Thursday, December 11, 2008 by 2:00 p.m.

2. QUESTION: For invoicing purposes, if selected for the award, who receives the invoice? The department contracting for the services or a centralized individual?

   ANSWER: All invoices are to be submitted directly to the Accounts Payable Department for processing.
3. QUESTION: I understand that the tasting/interviews will be scheduled for January 21. As the Inauguration is January 20 and catering services in this area will potentially be busy with events during that time, is there any flexibility for this date?

ANSWER: Unfortunately, no. The January 21st date will remain as the Tasting/Interview Meeting date due to the University’s already busy schedule it would be difficult to try to reschedule this meeting on the Committee Members’ calendars.

4. QUESTION: Are the form in “Appendix A” available in a format that can be completed on the computer?

ANSWER: Yes, if you would like the forms in MSWord format, please e-mail me and I will forward them to you.

Enclosure: Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM #1 DATED 12/05/08

This addendum was posted on UMBC’s eBid Board and notice was submitted to eMaryland Marketplace on 12/05/08.

(Original with enclosures were not mailed)
PROPOSAL DUE DATE: THURSDAY, DECEMBER 11, 2008 AT 2:00 P.M.

BID FOR: CATERING SERVICES

NAME OF BIDDER: ____________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. ______ dated ______
Addendum No. ______ dated ______
Addendum No. ______ dated ______
Addendum No. ______ dated ______
Addendum No. ______ dated ______

As stated in the RFP documents, this form is to be returned within your Technical Proposal.

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Title

__________________________________________
Date

END OF FORM