



THE CITADEL

Solicitation Number	FPB 23015-JF
Addendum #	1
Date Issued	06/13/2023
Procurement Officer	Jessica Favor, NIGP-CPP, CPPO, CPPB
Phone	843-953-2737
E-Mail Address	procurement@citadel.edu

**SOLICITATION TITLE: FPB 23015-JF – Caterers**

**TYPE OF ADDENDUM:**

- Change or clarification to the Solicitation’s specifications, requirements, or scope of work.
- Questions posed regarding the Solicitation and their respective answers by The Citadel.
- Other Change: **Deadline to Submit: June 22, 2023 @ 2 PM**

**DESCRIPTION OF CHANGES:**

1. Who are the decision makers for the catering provider selection?  
**The Citadel’s Procurement Services department will oversee the bidding and award process.**
2. Is a tasting part of the decision-making process? **No**
3. Length of catering contract? **One year with four one-year renewals; five years maximum**
4. 10% on pre-tax subtotal...does this include labor as well?  
**It is 10% of the entire invoiced pre-tax subtotal. A copy of the final invoice for catered services shall be included with the catering impact payment.**
5. Is preference given to minority owned businesses? **Preferences do not apply to this solicitation.**
6. Under section IV (Information for Offerors to Submit), there’s a section about Teen After-School Center for for SCDJJ contract. The items below seem to apply but I’m not aware of the Teen After School Center. Can you clarify? **Please see update below:**

**REQUIRED BIDDER INFORMATION**

To be considered for the qualified provider list of catering service providers, bidders must submit the following information with their Fixed Price Bid:

1. 1. A description of the CATERING VENDOR’s organization to include services provided, number of years in business, number of employees on staff, and a summary of qualifications for key personnel who will be involved in planning and executing catering services.
2. Provide a menu of food and beverage options with pricing.
3. Provide photographs from catered events that document the type of services provided by CATERING VENDOR.
4. Provide a copy of CATERING VENDOR’s business license and certificate of insurance.
5. Provide your proposed catering impact fee to be paid to The Citadel for each event catered. The minimum amount is ten percent (10%) of the total invoice for services provided (less applicable State and local taxes).

NOTE: The Citadel reserves the right to require submission of references prior to engaging your services. If references are required, they will be requested prior to the start of any contract work.

7. Can you confirm what address and exact name should be listed on the requested additional insured document?

Policy shall name “The Citadel, its governing board, officers, agents, employees, servants and assigns, and the State of South Carolina,” as additional insured.

The Citadel  
Attention: Auxiliary Services  
171 Moultrie St  
Charleston, SC 29409

8. To confirm, caterers are not allowed to subcontract any aspect of food service, however they can manage third party vendors on behalf of the client, understanding that if there is a specified list of vendors to be used by The Citadel, it is followed by caterer. For example, caterer is allowed to manage rental orders (china, flatware, kitchen equipment rentals, etc) on behalf of a contracted client as long as the rental vendor is also on the preferred list of The Citadel, if one exists for the requested services. **This is correct.**
9. - Will previously contracted clients have impact fees grandfathered in for their future booking? For example, if a client has booked the caterer in May of 2022 for a reception in October of 2023, will the client be subject to the previous impact fee (10% of food and beverage cost), or will the commission need to be updated to include 10% of the invoice cost minus applicable taxes. **Yes, previous agreements will be honored as agreed. Vendors will be asked to provide a list of all previously contracted caterings to include client name, event date, and impact fee included in that contract. The Citadel reserves the right to request a copy of the executed contract.**
10. -If for some reason a caterer on the current list is not awarded a bid for the new contract, will they be allowed to proceed with the future booking as initially planned? **Same as #9**
11. -Is the caterer responsible for setting up, and re-stocking any venue provided equipment following the event (chairs, tables)? Understanding that all rental equipment must be removed following the event during the 90 minute clean up period. **Caterer is responsible for returning any venue provided equipment Catering Vendor used and/or relocated to its original location and condition.**
12. -Please confirm, sample menus of various service styles (seated dinner, stations, etc.), to include pricing, are adequate for menu requirement of bidding process. **Confirmed.**
13. -Are caterers required to also bid for the SCDJJ contract award of the Teen After-School Center? **No, removed wording and replaced with "catering service providers."**
14. -If submitting a bid that does not require any redaction, are we required to submit both a physical, and electronic copy on a USB drive for our formal bid? **Yes.**
15. -Will the sample menus with pricing be shared with clients, or are they specifically used internally as a part of the bidding process? **The sample menus provided as part of the bidding process will be used internally as a part of evaluation. The Citadel is subject to and complies with FOIA requests.**
16. Under, III. SCOPE OF WORK/SPECIFICATIONS: Contractor/Caterer Responsibilities & Requirements: We would like to see the client rental agreement. I don't understand, "2. Overtime charges shall be billed at a rate of \$200/hour." Please explain. **Client rental agreements specify the rental period depending on the specific event needs, typically not to exceed seven hours. Should the Catering Vendor require access beyond the rental period, The Citadel may bill the Catering Vendor \$200/hour.**
17. "5. Catering Vendor....." We are only expected to mop the kitchen/catering work pace, correct? Please specify in the contract. Do you provide a mop/bucket/preferred cleaner? **CATERING VENDOR shall return all areas where food was prepared and served to pre-event conditions at the conclusion of each event. Clean kitchen work areas and food preparation equipment, including sweeping and mopping, removing all food related trash from interior, porches, and exterior spaces. The Citadel does not provide cleaning items or supplies.**
18. Do you require a licensed event planner? We do offer this service, but in most cases, our clients bring on board their preferred planner. In these cases, please consider amending the contract to show the different responsibilities between the event planner and the caterer. **No, The Citadel does not require a licensed event planner.**

19. Please consider that the point of contact, client or event planner is the responsible party to ensure the event space, common areas, walkways, elevator and stairways are returned to pre-event conditions.

CATERING VENDOR shall return all areas where food was prepared and served to pre-event conditions at the conclusion of each event. Clean kitchen work areas and food preparation equipment, including sweeping and mopping, removing all food related trash from interior, porches, and exterior spaces.

20. The caterer's responsibility is to respectively remove, all food related trash along with cleanliness throughout the event and then returning the kitchen, staging/prep areas back to its pre-event conditions.

CATERING VENDOR shall return all areas where food was prepared and served to pre-event conditions at the conclusion of each event. Clean kitchen work areas and food preparation equipment, including sweeping and mopping, removing all food related trash from interior, porches, and exterior spaces.

21. Under, "Additional Restrictions and Requirements": 7. Do you allow caterers to create an outdoor staging area to cook for example, "Lowcountry Boil/Frogmore Stew"?

Any on-site cooking must be approved in advance by THE CITADEL Director of Event Management.

22. Do you allow "active stations" where our chefs can use butane to sauté, for example pasta with specified toppings?

Any on-site cooking must be approved in advance by THE CITADEL Director of Event Management. No open flames or cooking in the kitchen or any indoor space will be permitted.

**IMPORTANT NOTICE:**

X Contractor is required to acknowledge receipt of this Addendum by signing below and returning a copy with its Offer or acknowledge receipt on page 2 of solicitation.

Except as provided herein, all terms and conditions of the Solicitation referenced above remain unchanged and in full force and effect.

**SIGNATURE OF PERSON AUTHORIZED TO EXECUTE ON BEHALF OF OFFEROR**

**Signature:** \_\_\_\_\_

**Printed Name & Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_