



# THE CITADEL

Procurement Services  
171 Moultrie Street  
Charleston, SC 29409-6500  
843-953-2737  
procurement@citadel.edu

## Intent to Award

**Notice Date: July 25, 2023**

**Solicitation #: RFP 23025-JD**

**Title: Alcohol Services Provider to provide a multi - year term contract to The Citadel**

The Citadel awards the contract noted below. Unless otherwise suspended or canceled, this document becomes the final Statement of Award effective August 3, 2023. Unless otherwise provided in the solicitation, the final statement of award serves as acceptance of the offer noted below.

Offeror should not perform work on or incur any costs associated with the contract prior to the effective date of the contract. Contractor should not perform any work prior to the receipt of a purchase order from The Citadel. The State assumes no liability for any expenses incurred prior to the effective date of the contract and issuance of a purchase order.

**Right to Protest:** If you are aggrieved in connection with the intended award of this contract, you may be entitled to protest, but only as provided in Section 11-35-4210 (1) of the South Carolina Code of Laws.

Any intent to protest or actual protest must be submitted in writing to the Chief Procurement Officer, Materials Management Office

(a) via email to [protest-mmo@mmo.sc.gov](mailto:protest-mmo@mmo.sc.gov), or

(b) via USPS or any other carrier to 1201 Main Street, Suite 600, Columbia, SC 29201

**Contract Number: T23025-JD**

**Awarded To: Top Shelf Catering Company, LLC  
501-B La Mesa Road  
Mt. Pleasant, SC 29464**

**Initial Start Date: August 3, 2023 to August 2, 2024**

**With Four (4) Optional Annual Yearly Renewals ending on August 2, 2028.**

**Total Potential Value Not To Exceed: \$500,000\***

**(\*Not Guaranteed – total cannot exceed set amount for all five years)**

James P. de Luca, CPPO  
Procurement Officer