06/15/2022

The purpose of this addendum is to amend and clarify certain portions of the above-referenced solicitation with all prospective bidders/offerors.

Clarifications:
C1. Attached to this addendum is an updated Attachment E.

Questions:
Q1. Would you be open to splitting the rooms between different hotels?
A1. Splitting between hotels within walking distance is acceptable. Preference for no more than one (1) block.

Q2. Are weekdays acceptable for October 2022?
A2. Yes, with the preference to avoid October 2 – 14, 2022.

Q3. Regarding the Standard Meal Allowances. Do the meal prices include gratuity?
A3. Per Diem is inclusive of meal costs only. Any additional service fees shall be so stated on the Financial Proposal.

Q4. The Standard Meal Allowances do not mention prices for snacks. Are they dictated by per diem?
A4. Snacks are not included in per diem rates.

Q5. What is a formal dinner budget?
A5. Formal dinner may exceed per diem.

Q6. Are there set dates?
A6. Dates may be proposed in accordance with Section III.B. of the RFP.

Q7. Are you open to locations outside of Ocean City?
A7. No.

Q8. Regarding the dinner the second evening of the event, will that be a seated/plated dinner for all 125 participants at once or will people be flowing in and out?
A8. People may be flowing in and out.

Q9. Are you looking for plated/seated banquet options for 125 people?
A9. Plated or buffet style is acceptable.

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offerors responding to this solicitation. Each bidder/offoror submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Attachment H (included in bid/proposal package) with the bid/proposal response; failure to acknowledge addenda may result in the bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 260-1263 or email me at Victoria.Nellis@mdcourts.gov

Victoria Nellis
Procurement Officer
Solicitation number: 

Project title: 

<table>
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<tr>
<th>Line</th>
<th>Description</th>
<th>Unit Price (UP)</th>
<th>Qty.</th>
<th>Total (UP x Qty.)</th>
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<td>Event Space – All Other Rooms</td>
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Other Costs

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* The maximum allowable price per person is capped by the per diem rates available here: [https://mdcourts.gov/administration/travel](https://mdcourts.gov/administration/travel)

Bidder/Offeror Name: 

Bidder/Offeror Address: 

Federal Tax Identification No.: 

Telephone No.: 

Email: 

MBE: □ No □ Yes, Certification No.: 

VSBE: □ No □ Yes, Certification No.: 

Procurement Maryland Judiciary – mdcourts.gov/procurement