



**District of Columbia Courts  
Administrative Services Division  
Procurement and Contracts Branch**



**AMENDMENT NO. 4**

**TO: ALL PROSPECTIVE OFFERORS**

**AMENDMENT**

**ISSUE DATE: October 6, 2022**

**SUBJECT: Solicitation No. DCSC-23-RFP-3 - Manage, Maintain and Operate Food Services at the Courts' Cafe and the Judges' Dining Room**

**PROPOSAL**

**SUBMISSION DATE: October 31, 2022, by 1:00 p.m., Eastern Standard Time (EST).**

**Responses to written question(s) received from prospective offeror(s) are included as Attachment A to this amendment.**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be submitted in accordance with the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation. Offerors who have already submitted their responses may revise their technical and/or price proposals.

*Darlene D. Reynolds*

\_\_\_\_\_  
Contracting Officer

**This amendment is acknowledged and is considered a part of the subject solicitation.**

\_\_\_\_\_  
**Signature of Authorized Representative**

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

\_\_\_\_\_  
**Title of Authorized Representative**

\_\_\_\_\_  
**Name of Firm**

**Solicitation No. DCSC-23-RFP-3 - Manage, Maintain and Operate Food Services at the Courts' Cafe and the Judges' Dining Room**

**ATTACHMENT A**

**RESPONSE(S) TO QUESTION(S) RECEIVED**

1. In Amendment No. 3, Response #19 states: **“Pre-COVID foot traffic at the Courts is estimated to be 5,000 per/day and post- COVID foot traffic is estimated to be 1,000 per day. The daily average numbers are steadily rising as more and more people return to full time on-site duty.”**

The above conflicts B.4.1 of the RFP, which states:

- B.4.1 Approximately 1,270 Court employees work in the Moultrie Building. In addition, when court is in session there are approximately 10,000 court visitors daily, including jurors, litigants, attorneys, and spectators. Other Court facilities within walking distance of the Court house approximately 500 Court staff, contractors, and volunteers.**

**Response: the following clarification to response #19 of Amendment No. 3:**

*The range of foot traffic is 5,000 to 10,000 people per day, The Courts used the low end of the estimated range.”*