



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



**AMENDMENT NO. 3**

**TO: ALL PROSPECTIVE OFFERORS**

**AMENDMENT**

**ISSUE DATE: September 30, 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. In addition, the solicitation is amended as follows:**

- 1. DELETE: All references to "kiosk/food cart".**

**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. Are we able to advertise in the lobby? And in the outside plaza?**

**Response: Yes.**

- 2. Do you provide parking spaces for the employees?**

**Response: No.**

- 3. Is there more storage space available?**

**Response: No. The only storage space available is the one shown during the site visit.**

- 4. Do the jurors get a catered meal? Stipend?**

**Response: No.**

- 5. How many jurors are there a day?**

**Response: Estimate of two hundred (200) a day.**

- 6. What are the current vending machine sales per month?**

**Response: Estimated to be \$3,000 -\$5,000 per month.**

- 7. You said you are at 50% population; do you expect that ever to increase?**

**Response: Yes.**

- 8. Can we get the Café sales pre-covid?**

**Response: Not available. The previous vendor had a different financial structure.**

- 9. Are you willing to subsidize the operation until profitability is achieved?**

**Response: No. The Courts are willing to negotiate fee structure and perhaps forgo the commission (percentage of gross sales) for a finite pre-negotiated period of time.**

- 10. Can we see previous menus?**

**Response: Please refer to clause C.1.5 and clause C.1.6 of the solicitation for the previous menu.**

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**11. Can we see the previous catering menu?**

**Response: Any catering menu would be negotiated as needed.**

**12. What is the current pricing before closure?**

**Response: See attached photographs of the Café menu.**

**13. How many juries last year required catering?**

**Response: We do not provide catering service for jurors. They purchased food from the Café.**

**14. On average, how many people are in each jury?**

**Response: There are twelve (12) people, and two (2) alternates are selected for juries. Also, see response to question #5.**

**15. Are we responsible for the costs of building the kiosk/food cart? Reference section B.2.**

**Response: The Courts have deleted all references to kiosk/food cart from the RFP.**

**16. Is the KIOSK included in our RFP response? Reference section C 2.6.**

**Response: The Courts have deleted all references to kiosk/food cart from the RFP.**

**17. Where is this KIOSK or is it just the dining room? Reference section B 5.1.**

**Response: The Courts have deleted all references to kiosk/food card from the RFP.**

**18. What other data can be provided? Reference section H 26.1.**

**19. Response: 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.**