



**OHIO STATEHOUSE
CAPITOL CAFÉ AND LIQUOR SERVICE RFP
CATERING RFP
RFP MODIFICATIONS/QUESTION AND ANSWER LIST**

Last Updated: 4/14/2023

Below are modifications to the RFP and/or accompanying contract terms and conditions to date:

1. The “Anticipated Schedule” on page 3 of both the Catering RFP and Café/Liquor Service RFPs is modified as follows:

ANTICIPATED SCHEUDLE:

The following represents a tentative outline of the RFP schedule anticipated by the CSRAB:

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|--------------------|---|
| February 24 | RFP Announced |
| March 10 | Pre-Bid Meeting, Statehouse State Room (108) at 2:00 p.m. |
| April 21 | Interested Party Questions Due |
| April 25 | Response to Interested Party Questions |
| April 28 | RFP is due to the CSRAB by 3:00 p.m. |
| May 8-12 | Interested Party Interviews |
| May 15 | Offer Extended |
| June 1 | Contract Signed by Successful Offeror |

Below are the questions that have been submitted via e-mail to date for the above-referenced request for proposal:

1. **Q:** Is the Pre-Bid meeting suggested or required. What will this meeting entail?

A: The pre-bid meeting is suggested, but not required. During the meeting, CSRAB representatives will review the RFP. Attendees will be provided the opportunity to ask questions and see the Capitol Square Complex where weddings and special events are held and the Capitol Café is located.

CAPITOL SQUARE REVIEW & ADVISORY BOARD

2. **Q:** Page 9- Response to Scope of Services [of the Catering Services RFP]. Do we need to address all of A-L in writing? Or do we acknowledge agreement to A-L.

A: Offerors do not need to specifically address in writing all of the Scope of Services located on page 4 of the RFP. These are simply requirements of serving as a preferred caterer.

3. **Q:** Page 9 #4 Letter A- What do you want that to look like.

A: Please provide a sample menu of the food and drink you would intend to provide as a preferred caterer.

4. **Q:** Page 9 #5 - Do you want a sample invoice that would show your "Gross Revenue"?

A: You can simply indicate what your intended method of payment will be for the gross revenue – i.e. check, cashier's check, electronic transfer.

5. **Q:** We are going to make 5 copies of the Proposal and deliver it to the address stated on page 7 letter A, on Friday 3/24 by 3pm. Is that acceptable instead of digital? We will have a few Appendices.

A: Yes, this is acceptable. Section 7(A) of the Catering RFP allows for mail, delivery, or drop-off. It also allows for e-mail submission.

6. **Q:** Does the 20% facility fee apply to both weddings and special events?

A: For weddings, the fee only applies to rentals. For all other special events, the fee applies to all gross sales. See page 5 of the Catering Expectations:

- Standard Events

- Caterers and/or service providers are required to pay the CSRAB a facility fee in the amount of twenty percent (20%) of gross sales, excluding taxes. Gross sales will be defined as any sales or service provided by the caterer and/or service provider, such as sale of food and beverage, catering, labor, linen service, china and silver service, delivery, furniture of any kind, tents, staging and flooring, bar and bar fronts, AV equipment and similar sales and services.

- Weddings

- Caterers and/or service providers are required to pay the CSRAB a facility fee in the amount of twenty percent (20%) of gross sales, excluding taxes, on rented furniture of any kind, tents, staging and flooring, bar and bar fronts, AV equipment and similar sales and services and the labor and delivery charges associated with the rented equipment and services.

7. **Q:** I see that we can submit the proposal through email to: submittals@ohiostatehouse.org. Do you still require 5 copies or is one sufficient. Which format? PDF?

A: If an offeror submits their proposal electronically to the submittals@ohiostatehouse.org inbox, they just need to submit the file one time. There is no specific requirement for the type of file format.

Below are the minutes taken, followed by questions asked and answered, during the 3/10/2023 pre-bid meeting:

Meeting Minutes:

- The meeting began with introductions by CSRAB staff and interested offerors present at the pre-bid meeting for the catering Request for Proposal (RFP).
- Director Laura Battocletti provided an overview of the events held at the Capitol Square Complex, explaining that the Capitol Square Review and Advisory Board (CSRAB) relies on a list of preferred caterers to provide food service at such events. Typically, the CSRAB puts out an RFP every two years to update its preferred caterer list. Currently, there are 7 preferred caterers in order to provide a variety of options to clients, while keeping the opportunity competitive for preferred caterers.
- Director Battocletti then reviewed the catering RFP document with meeting attendees, highlighting the following information:
 - Questions should be sent to Alison Buzzard. Alison will distribute responses to all.
 - Proposals must **not** be sent to Alison Buzzard. They must be submitted to the submittals e-mail as indicated in the RFP.
 - After the due date for proposals, the CSRAB will conduct caterer interviews
 - It is essential that caterers respect the building. The Capitol Square Complex is unique, historic, and must be treated with the utmost care (e.g. beware of damage to doorways and floors, spills, etc.)
 - Milo's Catering currently holds liquor licenses at the CSC. All catering with liquor service must be provided through Milo's.
- Angela Glick, Special Events Manager, then reviewed catering expectations from the Catering Expectations sheet, highlighting the following information:
 - Initial inquiries by prospective clients usually come to the CSRAB and then prospective clients will reach out to preferred caterers to get quotes.
 - The client will fill out a pre-event form and return it to CSRAB with contact information for their desired caterer and floor plan needs. CSRAB will reach out to the caterer to finalize the caterer's event equipment details and determine their arrival time and on-site contact.
 - CSRAB holds final and 30-day meetings for large events and weddings. Final meetings can include caterers if the caterer desires; caterers must attend the 30-day meeting.
 - Reviewed back-of-house supplies the CSRAB provides.

- Caterers to keep in mind loading dock entry/security protocols when planning their arrival time for events. Caterers may apply for contractor's badge to avoid going through security when they enter the building. This process requires a background check.
- Parking passes may be purchased from the CSRAB.
- The CSC is historic and caterers must exercise great care in operating in the building.
- A CSRAB representative will review a post-event checklist with the caterer following the event to ensure all areas have been cleaned up.
- Caterers must comply with all decoration restrictions in the Expectations Sheet.
- State Room and Ladies Gallery tables must be covered with linen at all times.
- Boxed lunches over 50 in number require a catering staff member to be on site or return to the CSC and clean up immediately following the event. If a caterer is doing a drop-off, the food provided must be limited to boxed lunches or comparable. The food must not include anything that is hot or needs to be replenished or served.
- Overview of facility fees (20% rentals for weddings; 20% all service for all other special events)
- Director Battocletti thanked everyone for their interest and concluded the meeting.
- Those who were interested were shown the various event spaces throughout the building by a CSRAB Special Events staff member.

Pre-Bid Meeting Questions:

1. **Q:** Who should questions be submitted to?

A: Alison Buzzard, alison.buzzard@ohiostatehouse.org

2. **Q:** How do brides and grooms schedule liquor service with their caterer given that liquor service for all events is provided by Milo's Catering?

A: The clients order their liquor package separately through Milo's. There will be coordination between Milo's and the caterer on some aspects of service. For example, if there is champagne or wine served at tables, Milo's will provide the champagne or wine to the caterers whose staff will serve it at the tables. This requires some coordination/collaboration between Milo's and the caterer, which will be discussed at the 30-day meeting.

3. **Q:** Does CSRAB's rule stating that drop-off catering service (as opposed to staffed service) is only permissible for 50 or fewer lunches apply to just boxed lunches, or does it apply to any lunch drop-off?

A: Drop-off service cannot be for hot food and is only permitted for food that is completely ready to serve and requires no attendant, server, or host (e.g. no water needs to be poured or any food items re-stocked). Sandwich platters are permissible.

4. **Q:** What kind of notice does the CSRAB need when boxed lunches are provided? Does the client tell the CSRAB, or does the caterer?

A: The client will specify boxed lunch on the pre-event form they are required to fill out. There are only two spaces where drop-offs typically occur—the State Room and the Worthington Center.

5. **Q:** Under the Scope of Services in the RFP, how would you like caterers to demonstrate that they have “ample off-site facilities”?

A: Provide a narrative description of your facilities in your proposal. Note that some providers only provide boxed lunches, while others do 300-400-person events, so those caterers’ facilities may look different.

6. **Q:** How should caterers pay CSRAB the required facility fee? Does the caterer invoice the client and then pay CSRAB? How should it be presented to the client?

A: The caterer invoices the client and then pays the CSRAB. The CSRAB does not dictate how the fee is presented or charged to the client—this is a charge that is handled between the client and the caterer; we simply ask that the fee not be a surprise to the client and that the client is given a full picture up front of what they are expected to pay the caterer.

7. **Q:** Is the facility fee on everything (e.g. China, linens) including labor, except for taxes?

A: Yes, 20% on anything the caterers bill the client, pre-tax.

8. **Q:** What is the proper proposal response format?

A: There is no specific format required. Offerors must provide all requested information.

9. **Q:** What does “implementation plan” mean in the RFP?

A: The CSRAB would like to see that if an offeror is successful, they are ready to begin on July 1, with staff hired, and a business plan to be able to carry out their duties as a preferred caterer. This will be especially applicable for the Capitol Café.