

**JUDICIAL COUNCIL OF CALIFORNIA
Request for Proposals
On-Site Catering Sacramento**

RFP No: LSS-2025-08-DM

QUESTIONS AND ANSWERS

April 4, 2025

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Question #1: The RFP mentions breakfast, coffee, and lunch, but does not go into details of the meals required. We are a full-service restaurant that caters and specializes in pizza. Would pizza, Salad, appetizers, and desserts be acceptable as a meal? Would you encourage us to apply or are you looking for continental breakfast type meals?

Answer: A successful candidate would have breakfast items on the menu, but a lunch menu of pizza, salad, appetizers would not unto itself be unacceptable.

Question #2: Would the RFP entail delivering food along with utensils and maybe some setup or is there an expectation to do more? An example of more would be to stay for the duration of the meal and do cleanup, disposal etc?

Answer: There is not an expectation to do more than delivering and setting-up the catering and utensils. Staying for the duration of the meal to provide cleanup is not expected. All catering equipment (serving utensils, etc.) must be cleared from the building as stated in RFP section 2.2.5.

Question #3: For scope and logistics, will the weekly catering order average of 0–2 include potential orders from other Participating JBEs beyond the Judicial Council itself?

Answer: The 0-2 average is a total between the Judicial Council and any other Participating JBEs.

Question #4: For scope and logistics, will the designated supply closet be available immediately upon award, and is refrigeration available on-site?

Answer: Yes, the supply closet is available immediately and there is a standard size refrigerator in the immediate area.

Question #5: For scope and logistics, will the JBE always provide setup tables, or should vendors plan to supply these if needed?

Answer: Set-up tables will always be provided.

Question # 6: For Menu & Dietary Requirements, are there any specific dietary preferences, restrictions, or menu requirements we should plan for?

Answer: No, that would be addressed on a case-by-case basis.

Question #7: For Menu & Dietary Requirements, how often do you receive requests for vegetarian, vegan, gluten-free, or other dietary accommodations?

Answer: Almost every order would have a vegetarian, vegan, gluten-free need.

Question #8: For Pricing & Invoicing, is there a preferred format for submitting pricing with the RFP, or should we use the Catering Menu Order Form (Attachment 8) as a template?

Answer: A menu with food and drink pricing clearly stated and all other costs clearly stated (such as for utensils or delivery).

Question #9: For Pricing & Invoicing, what is the process for resolving invoice discrepancies or disputes, such as adjustments for delivery timing or billing issues?

Answer: The Judicial Council Project Manager and the vendor's authorized representative would meet and try to come to a reasonable agreement.

Question#10: for Administrative & Contractual Questions, will a complete list of authorized personnel from all Participating JBEs be provided upon award or only on a per-order basis?

Answer: For Judicial Council orders which is 98% of all orders, a complete list of authorized personnel will be provided upon award. For Participating JBEs, it's on a per-order basis.

Question #11: for Administrative & Contractual Questions, are subcontractors allowed (e.g., for baked goods or beverage service), and are additional declarations required if used?

Answer: Yes, subcontractors are allowed provided they are handled wholly by the vendor and additional declarations are not required.

Question #12: for Administrative & Contractual Questions, can you confirm the minimum insurance coverage limits required under the agreement, or will that be reviewed post-selection?

Answer: All insurance requirements are detailed in Section 3 of Attachment 2. If a vendor wishes to propose any exceptions, please refer to RFP Section 8.1.7.1 and 8.1.7.2. Proposed exceptions will be reviewed during the proposal evaluation process.

Question#13: for Administrative & Contractual Questions, if we wish to propose minor redlines to the Master Agreement (Attachment 2), will that impact our competitiveness or eligibility?

Answer: As stated in RFP Section 11, the maximum number of points allocated to the Acceptance of the Terms and Conditions is 10. The score a vendor receives for this criterion will be based on Judicial Council's evaluation of the proposed exceptions of terms and conditions to Attachment 2.