



Commonwealth of Pennsylvania

Date: **February 8, 2011**
Subject: **Lease Space for Capitol Restaurant**
Solicitation Number: **94409**
Opening Date/Time: **February 24, 2011 @ 3:30 P.M.**
Addendum Number: **1**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of the Solicitation For Proposal.

List any and all changes:

See page 2 for changes to Part IV. Proposal Submittal Requirements and Part 1. General Information for Proposers. Also attached are the copies of the monthly sales revenue and operating cost balance sheets as referenced in paragraph #4 in the Changes to Solicitations page 2 of 2. The Pre-Proposal Conference will be held in Conference Room 60E Capitol East Wing (adjacent to Capitol Restaurant).

For solicitations where a "hard copy" (vs. electronic) response is requested:

- Attach a copy of this Addendum to your solicitation response. Failure to do so may result in disqualification.
- If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the following address:

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Very truly yours,

Name: Hilary Poepperling
Title: Commodity Specialist
Phone: 717-346-3273
Email: hpoepperli@state.pa.us

SOLICITATION FOR PROPOSALS #94409

LEASE OF SPACE FOR OPERATION OF THE CAPITOL RESTAURANT IN THE MAIN CAPITOL –EAST WING

CHANGES TO SOLICITATION

1. Delete paragraph 2, "Prior Experience", page 20 under section IV., "Proposal Submittal Requirements", and replace with the following: "Proposers must have at least three years experience in providing a dining or restaurant operation, or commercial food service operation such as a catering or cafeteria business comparable in scope and scale to the Capitol Restaurant. Proposers must provide a full explanation if the three years of experience cited in their proposal is not three consecutive year periods. For example, if the three years were interrupted by a change in financial conditions, business model or corporate restructuring. To be considered, proposers should be able to document that, in at least one year within the last three, they have achieved a minimum of \$750,000 in gross annual sales credited directly to the business, branch, subsidiary or affiliate submitting the proposal. The Commonwealth reserves the right not to consider proposals that do not meet this minimum financial capability. Your proposal must also explain in detail whether you will need to hire additional management, chefs or food serving staff, use existing resources, or a combination of both."

2. Add the following sentences to the end of letter "d.", page 19, under section IV., "Proposal Submittal Requirements". "This SFP contains minimum requirements for operating hours and level of service. Proposals that do not meet these requirements will not be considered. It is the Commonwealth's expectation that the selected tenant and restaurant operator will propose to exceed these minimum requirements for operating hours and level of service under Section III. Requirements; "Operating Hours" on page 15 and the Table depicted on Page 16. When evaluating the submitted proposals, the Commonwealth will place a higher value on proposals that commit to expanded operating hours, full service during hours of operation and/or greater availability of food and beverage selections, either immediately upon opening the restaurant or in a reasonable amount of time after opening."

3. Page 5, "Submission of Proposals" add the following statement to this section: In addition to the paper copy of the proposal, Proposers shall submit one **complete and exact** copy of the entire proposal (along with all requested documents) on CD-ROM or Flash drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy and any spreadsheets must be in Microsoft Excel. The Proposers may not lock or protect any cells or tabs. The CD or Flash drive should clearly identify the Proposer and include the name and version number of the virus scanning software that was used to scan the CD or Flash drive before it was submitted. The Proposer shall make no other distribution of its proposal to any other Proposer or Commonwealth official or Commonwealth consultant.

4. Attached in electronic format are copies of the monthly sales revenue and operating cost balance sheets for tenant/Capitol Restaurant operator incumbent at the particular time and date of each individual monthly record. Records provided herein are for two separate consecutive twelve month timeframes described as follows:

- February 2003 through January 2004.
- January 2010 through December 2010.

The Commonwealth provides these historical records for informational purposes only without comment or bias.