
The Purpose of this Addendum is **to provide responses, clarification, and/or notice of changes to the above-referenced solicitation.**

Bid Due Date: January 30, 2025 @ 2:00 PM (CST)

Question & Answer

Q: What are typical catering needs for the district? typical size of the needs?

A: Catering is ordered on an as-needed basis and the minimum usually is around 25 people but can be more.

Q: How many orders in a month usually?

A: Please review based on need:

Catering - There are multiple catering vendors, therefore there is not a set number of how many orders are in one month. The district gets its quotes from vendors at the time of catering needs.

Grocery Services: Usually 1-3 per week, per program (16 programs)

Q: Are the amount of groceries needed for 1 department? For instances, do you have an estimate of groceries needed. Like are they in need of cases or smaller amounts. Will it be several schools needing these items at one time?

A: This is a case-by-case basis for the culinary teams in our district. We would reach out and let them know the items we would need at the time. Orders can be for multiple schools at one time: Culinary Arts & Human Services. The quantity of the order varies, but the average spend per trip is \$300 per trip. Yes, 13 schools.

Q: Since the cater scope is very vague what is the best approach to submit a list of catering services since the list can be endless as to what the district may want/need?

A: We are asking that companies provide their catering menus along with any discount pricing or delivery fees. This pricing should be fixed for 1 year on the menu provided.

Q: If invited for the RFP, will you have to except both sides? Grocery and catering? Im already an awarded catering vendor? Is there a difference? Im awarded, so its time to renew?

A: You were invited to this RFP based on your category codes. Please review the scope of work and provide any pricing for services or goods you can supply to the district. You do not have to have both grocery and catering. If you are awarded under our previous RFP for catering, you must apply to this RFP if you want to be considered to continue to supply the District with services. The prior award is expiring and will not be renewed. This is a new RFP that will be awarded to provide catering services so you must submit a new proposal for review.



The information in this Addendum is hereby incorporated and made part of any contract awarded pursuant to this solicitation.

Please sign this addendum and submit along with your copies of the proposal. ALL OTHER PROVISIONS, AND OTHER TERMS AND CONDITIONS REMAIN UNCHANGED. BIDDERS ARE REQUIRED TO ACKNOWLEDGE AND RETURN/SUBMIT A COPY OF THIS ADDENDUM WITH THEIR PROPOSAL.

Company Name:	_____	Submitter's Name/Title:	_____
Address:	_____	City, State and Zip Code:	_____
Email Address:	_____		
Submitter's Signature:	_____	Telephone No.	_____
Fax No.	_____	800 # (if available)	_____
Date:	_____		

END OF ADDENDUM