

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
REQUEST FOR BID TITLE: CATERING SERVICES FOR 2019 SUMMER DINNER THEATRE
RFB NUMBER: 419-005
BID CLOSING DATE AND TIME: March 19, 2019 @ 3:00 P.M.



ADDENDUM #1
 Issued: March 12, 2019

ADDENDUM FOR THE PURPOSE OF:

1. To provide vendor questions and college answers.

QUESTION:	ANSWER:
Should we include guest-seating tables or will they be provided? If they are provided, what size tables are they?	All seating is provided. Please see Attachment F: Summer Dinner Theatre/Theatre Arts Arena for layout.
We will need to know for the linen size.	Please see Attachment F: Summer Dinner Theatre/Theatre Arts Arena for layout. Tables and chairs are provided in the arrangement we need to have.
What size will the provided prep area be? Is the area inside or outside? We want to make sure that it's adequate space for our mobile kitchen.	Please provide a bid based on what you establish is necessary to cater the dinner theatre events. Any size truck up to 36 feet will be accommodated. There is a small prep area in the buffet room and prep space (perhaps under a pop-up tent) outside the building where the truck is parked.
Who has provided catering in the past?	Chartwells and Simply Fresh, LLC.
Are you able to provide last year's winning bid?	See Montgomery College, Procurement Website http://www.montgomerycollege.edu/procure/ ; "Quick Links for Vendors," Bid Results FY18, 418-010 - Catering Services for 2018 Summer Dinner Theatre.
Does the buffet have to be a serpentine table? We typically provide regular 6ft or 8ft tables that will be decorated.	Two long (8ft) tables that are decorated will do.
Will we have at least 2 hours prior to the buffet opening for set up?	Yes. The buffet begins at 12:00 pm on Sunday matinees and at 6:00 pm on Friday and Saturday evenings.
How much time is allotted for clean up?	As long as it takes. Clean up usually starts after intermission and runs through act II and for an hour or so after the show.
Will we be able to provide the same menu for all 12 shows? If not, would we be able to have two menus for each show run? For example, menu 1 for all 6 Spamalot shows and menu 2 for all 6 Sweet Charity shows.	Two (2) menus are preferred – one for each show run.

All other specifications, terms and conditions remain unchanged.

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Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with your bid submission. Failure to return this Acknowledgement of Addendum may deem a bid nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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ATTACHMENT F – SUMMER DINNER THEATRE/THEATRE ARTS ARENA

