

MONTGOMERY COLLEGE - OFFICE OF BUSINESS SERVICES
REQUEST FOR BID TITLE: ACES PROGRAM OFF-CAMPUS CATERING SERVICES
BID NUMBER: E923-002
BID OPENING DATE AND TIME: April 7, 2023 @ 3:00 PM



ADDENDUM #3
Issued: April 3, 2023

PURPOSE OF ADDENDUM:

- To provide answers to all vendor questions. See following page.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. If proposal has already been submitted, acknowledgement should be submitted separately. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time (EST) on **April 7, 2023**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Vendor Question	Montgomery College Answer
Is this food served as a buffet? a. If so, could we set up 2 buffets b. If so, are we to have entrée quantities so that each guest gets a choice going through the line or could we do 150 servings of each entrée?	Yes. A: Yes B: Guests will choose going through line.
Do you need a dessert or drink?	Yes, both. Canned drinks in assorted flavors.
Do we need to clean up the room after the event?	No
For the vegan entrée, will we know that number for each site before the event?	Yes
Can we choose the vegan plate?	No. The College will make decision of vegan plate option.
Is there any equipment on-site for keeping food hot (ovens, hot boxes, chafers, etc) or do we need to bring everything with us?	No, they will need to bring any items to keep food hot with them
RFB states setup time of <u>12:00 noon</u> . Is this the earliest we can be on site?	Earliest would be 1130am.
Is the caterer expected to serve the food to students directly or will the students be serving themselves from a buffet line with the caterer replenishing as needed	Montgomery College Staff will be serving the food to the students.
Is the caterer responsible for plates & napkins? Cutlery and serving utensils were included in the RFB.	Yes
Is trash to be left on-site?	Yes
How long will lunch be expected to last? Are the students coming in several waves or all at once?	Lunch will be 45 min. Students will be coming in all at once.

*****END OF QUESTIONS AND ANSWERS*****