**CITY OF EVERETT**

**484 BROADWAY, EVERETT, MA 02149**

**ADDENDUM NO.: 1**

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| Plans and Specifications for: | 25-08 Rental of event space, catering of events and or restaurant orders |
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**Question 1.** Based on category 1 in the proposal, are you looking for specific menus (breakfast, lunches, dinners, etc.). IF so, for how many people?
The follow up to this would be - As there is no specific requirement would our base menu with pricing suffice?

**Answer 1.** This request is not for a certain event, so I can not give you the number of people, or which menu they might order from. Please provide your base menu with pricing.

**Question 2.** We are not a venue, will you need the venue questionnaire to be completed? None of the questions pertain to our catering company. Are you specifically looking for offsite event holdings? Do you need companies to be able meet each need submitted?

**Answer 2.** If you do not have a venue, ignore that section. You do not need to meet all of the categories.

**Question 3.** Can you define the "contract completed" section? Every PO that we complete for BPS, Boston Children's, MIT is considered a completed contract. Are you looking for any specific information? We have continuous purchase order contracts with many companies.

**ANswer 3.** We are looking for the names and contact information for companies you have provided services for, so we can check your references.

**Question 4**. Should we include a company overview to highlight services we offer that are not addressed in this RFP.

**ANswer 4.** yes.

**Question 5**. I see that you have outlined the terms for invoicing (30) days. What are the Town of Needhams payment terms?

**ANswer 5.** I do not know. A discount offered, for paying the vendor invoice quickly.

**FAILURE TO ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORMS WILL NOT BE CAUSE FOR BID REJECTION**

**For questions, please contact: Allison.jenkins@ci.everett.ma.us**

**Date: September 5, 2024**

**END OF ADDENDUM NO.: 1**