



**PURCHASING**

**July 8, 2025**

**MEMO TO:** Prospective Bidders  
**FROM:** Kimberly Toon, Purchasing Manager  
**SUBJECT:** **Addendum #1:** RFP-Catering and Food Services (Senior Center East)  
**DUE DATE AND TIME:** **July 14, 2025; 2:00 p.m.**

1. The Bid Documents are hereby modified per the attached Addendum #1 dated July 1, 2025. To include the following:
  - a. **Question and Answers**
  - b.
2. The foregoing changes shall be incorporated in the Bid Documents, and a copy of the Addendum #1, signed by the Bidder, must accompany the Bid to indicate the Bidder's familiarity with the changes.

**Question:** We're interested in learning more about what your service includes. For example, do you provide all daily meals—breakfast, lunch, and dinner—or is it limited to just one? We're also curious about the types of meals typically offered.

**Answer:** The selected vendor will have control, access and use of the kitchen facility at Senior Center East to provide catering services. The menu for on-site functions would be mutually decided upon by the selected vendor and the customer requesting catering services. There is no daily requirement for catering services.

**Bidder Acknowledgement:**

Bidder Name (Print): \_\_\_\_\_

Bidder Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_