

The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, PA 19106

RFP No. 25-06
On-Call Catering Services
Addendum One

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: June 4, 2025

No Pages: 2

This addendum is issued on June 4, 2025, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by eligible Offerors regarding the work included in the above referenced solicitation.

QUESTIONS

1. **Question:** The proposal form is asking us to acknowledge the following addenda: not sure what that is?

Response: An “addendum” is an official update or change to the original RFP document. Addenda are issued by the Authority and may include clarifications, modifications, or additional information relevant to the RFP. Offerors are required to acknowledge any and all addenda issued by completing Section 3 of the Proposal Form. This confirms that you have received and reviewed all updates to the RFP, and your proposal reflects that information. Acknowledging each addendum is a critical part of submitting a responsive proposal.

2. **Question:** Can we find all this information on what you said on the website?

Response: Yes, please see the full RFP Document posted on the Authority’s website for all related information, including proposal requirements, addenda acknowledgments, and submission instructions. You can access the RFP website posting using the link below:

<https://philapark.org/wp-content/uploads/RFP-No.-25-06-On-Call-Catering-Services.pdf>

3. **Question:** Was the RFP sent to us, or is that accessible somewhere else?

Response: When you completed the Offeror Registration Form, you should have received a confirmation message which included the link directing you to the Authority’s website, where all related documents and updates are posted.

The dedicated RFP website posting is continuously updated throughout the RFP process and can be accessed using the link below:

 <https://philapark.org/2025/05/rfp-no-25-06-on-call-catering-services/>

We recommend bookmarking the main RFP page to ensure easy access to ongoing updates throughout the process.

Any addenda released will also be posted to the website.

4. **Question:** You said anyone outside of me can't represent or submit a proposal? Can I have one of my managers submit a proposal

Response: The company that you are representing is considered an eligible Offeror, and the proposal is submitted on behalf of the company, not an individual. If the person submitting the proposal is authorized to act on behalf of your company, they may submit a proposal.

5. **Question:** Are the questions made public to everybody?

Response: Yes, responses to questions will be provided through written addendum. Addenda will be emailed to all eligible Offerors and posted to the Authority's website.

6. **Question:** I just want to ask about the format of the menu. Is there a preferred format? Should it be unformatted, Word Document, you know, if there is any specification regarding the menu submission?

Response: Please refer to II-6 Menu Options and Cost Proposal (Tab E). Please provide the menu options available that meet the requirements described in the Work Statement and identify the maximum number of people you can accommodate based on the tiered structure outlined in IV-2. A-1.

For additional guidance on the menu options the Authority desires, please review Part IV – Work Statement and Appendix D – Sample Menus.

Your submission should include the costs associated with each menu option for the tiered offerings, as well as any additional costs such as venue options and staffing requirements. All costs related to providing the services described in the Work Statement must be clearly identified in your proposal.

The Authority is asking you to provide your menu options with the capacity for each tier, the associated costs, and any additional costs such as venue, staffing, etc.

7. **Question:** How many events do you roughly have per month?

Response: The Authority hosts approximately four small events (50–200 attendees) and two large events (500–1,100 attendees) each year. The number and size of events may change during the contract term.

8. **Question:** Do we need to renew the RFP every year, or once we have it in, it's good until the termination of the contract?

Response: Regarding the renewal of the contract for the option periods, the Authority will provide 90 days' notice of its intent to renew the contract. This notice indicates intent but does not guarantee renewal. At that time, the Contractor will be asked to confirm whether the costs for catering services submitted in the original proposal remain unchanged or to provide updated cost information. Then, within 30 days before the current contract term ends, the Authority will notify the Contractor whether the contract will be renewed for an additional one-year term.

END OF ADDENDUM ONE