



January 23, 2020

ADDENDUM 1 – RFP L-20-01

The Harford County Public Library has issued an addendum in regards to Request for Proposal L-19-01 Catering Services for the HCPL Foundation's Annual Gala. This addendum consists of all questions posed in regards to the RFP at the January 22, 2020 walkthrough and the floor plan of the 2019 gala.

Please be advised acknowledgement of the addenda must be made when submitting your proposal.

Q1. When do the food stations open?

A1. Stations open when the VIP's arrive at 6:00PM

Q2. How many VIP guests attend?

A2. 250-300 guests attend during the VIP hour from 6:00-7:00PM

Q3. Does the caterer maintain the dessert & coffee area?

A3. No the vendor providing these items maintains the area.

Q4. What is provided for the bars?

A4. The main bar is four sided and typically a 12 x 12 footprint. Alcohol is provided by the Foundation and is delivered to the library on Friday. The caterer is responsible for stocking the bar with the items. Garnishes are provided and caterer is responsible for cutting the items. The caterer is also responsible for providing the ice.

Q5. Do you want a themed drink?

A5. If you would like to offer a themed drink please include it in the proposal.

Q6. Are tables and bars provided?

A6. Yes, the Foundation rents the bars and caterer will let us know what tables are needed.

Q7. What is your plan for the cabanas?

A7. The cabanas will be built out of the rolling bookcases and contain furniture. Guests can purchase a cabana prior to the event. There will be approximately twenty cabanas available. The caterer will provide staff to serve the cabanas. Guests will have the option of purchasing bottle service from an alcohol menu. Guests will use their bidder number to pay for the purchase, so the server is not handling money. The caterer is responsible for bussing the cabanas, but is not responsible for serving food. Once the caterer is selected, they can discuss the cabana set up in more detail with the Foundation Director.



Q8. When are hors d'oeuvres served?

A8. They are only served during the VIP event and the first thirty minutes to an hour for the regular guests.

Q9. Do you want all china and bar glassware?

A9. Yes. We would like to keep it eco-conscious with no plastic serving wear and no plastic cups. To be more sustainable the Foundation would like water stations in place of bottled water. These stations need to be plentiful and glassware must be provided for each station.

Q10. Does floor in work area need covered?

A10. No, the area does not need to be covered.

Q11. Does the walkway near the refrigerated truck and tent need to be clear for other vendors?

A11. No. Most items are delivered on Friday or early Saturday. The library is closed Friday – Sunday. Glassware can be delivered on Friday and picked up Sunday or Monday.

Q12. What vendor provides the front tent for guest arrival?

A12. Party Party Event Rentals

Q13. Do you provide dumpsters?

A13. A dumpster and recycle dumpster is provided on side of building near kitchen.

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