



Request for Proposals (RFP)
Exclusive Foodservice Provider
Reference #: NGC15-002
Buy and Sell Reference #: PW-15-00712329
January 28, 2016

ADDENDA # 4

Addenda: NGC strongly suggests that you *immediately* enter this information in Appendix B – Addenda in the document you plan to use for your response to this RFP. Please use the date shown above as the date of the Addenda. Failure to identify addenda issued by the NGC **will (M)** result in the immediate disqualification of your proposal.

1. Please provide a list of events, including pricing and all services and menus which have been booked after May 1st that the successful contractor will be required to honor.
 - Please refer to Addenda 2 Question 18.
2. Does this service include the cost of labor, breakage etc. to support this requirement? Is this mandatory?

“The Exclusive Foodservice Provider will be expected to provide free of charge smallwares, glass wares and linens to internal Gallery events and Gallery Partnered⁵ events of up to 400 people”

 - Yes, this is mandatory and will include the cost of labour, breakage and all other expenses.
3. Please clarify what the expectation is

“The partner will support NGC’s Partnerships and Community Engagement Department by providing logistical services to private rental clients before, during and after their events.”

 - Ideally, the Exclusive Foodservice Provider will attend the initial meeting with prospective clients and conduct the site tour. The Exclusive Foodservice Provider will work closely with the Partnerships and Community Engagement Department, potentially in weekly catering/space rental meetings. The Exclusive Foodservice Provider would ideally be responsible for overall management of all private client event logistics and all onsite set up, operation and tear down.
4. Will a new provider be required to completely restock a complete inventory of china, glassware and cutlery, or does the Gallery own the existing inventory?
 - Yes, this will be the responsibility of the Exclusive Foodservice Provider. Please refer to Addenda 2 Question 22.



5. Can a new provider use the Gallery facility to support other off premise catering events which are not part of the Gallery business?
 - Off-site catering could be negotiated with the successful Proponent.