



**Fashion Institute
of Technology**

Seventh Avenue at 27 Street
New York City 10001-5992
www.fitnyc.edu

**Purchasing Department
227 West 27th Street
New York, NY 10001
Purchasing Dept. Tel. 212-217-3630
Purchasingbids@fitnyc.edu**

NOTICE TO ALL FIRMS

Date: January 22, 2025

To: All Prospective Bidders

From: Maria De Los Angeles Lopez
Purchasing Agent

Re: Addendum Number 1
RFP C1661 – Undergraduate Commencement Catering Services

Bid Due date: January 31, 2025 at 12:00 pm

**Attention firms please note below are answers to questions received from firms pertaining to this project.

Questions:

Q1. Is FIT paying for all food and beverage including the beverages, snacks and ice cream at the concessions?

A1. Yes.

Q2. Are the guests provided tickets for the above mentioned items or are they distributed freely to those who ask for them?

A2. The items are distributed freely but limited to two items, give or take, to prevent waste or abuse.

Q3. Please explain the 2% deposit, once the contract is granted, is it refunded to us?

A3. RFP Terms and Conditions, Section F - Does not apply to this project. (N/A - Not Applicable)

Q4. How is the platform served? Buffet Style or individual boxes?

A4. We prefer buffet or a combination, where possible, so as to avoid waste when there are unwanted items in a box, and to prevent those from being discarded.

Q5. Who is responsible for the removal of the garbage?

A5. The caterer is to clear and clean up the food distribution locations and notify the venue services staff if additional pick-up of trash is needed. Otherwise they will pick-up at the end of the day.

Q6. Do the Concession stands have a DOH permit?

A6. The caterer is to get the DOH permit. Central Park just provides the container. The following link are the regulations and permit requirements was sent:

https://www.health.ny.gov/environmental/indoors/food_safety/regs.htm

Q7. Can you please clarify the “pre-filled” water bottles? Are these water bottles that need to be filled with water, flavored water or iced tea by the caterer or are these purchased items?

A7. Pre-filled by caterer. Guests are not to purchase anything since all food and beverages are being provided by FIT.

YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPROPRIATE ADJUSTMENTS IN YOUR PROPOSAL AND CALCULATIONS.

Signature _____

Print Name and Title of Authorized Representative

Print Name of Company/Partnership/Individual

Date _____