



REQUEST FOR PROPOSALS - #COMM2020-1

CATERING SERVICES

QUESTIONS & ANSWERS

1. Is there a list of the locations where service will be provided?

The majority of the seminars will be held at Grace E. Simons Lodge, although we may have events at other locations throughout the Los Angeles.

Grace E Simons Lodge
1025 Elysian Park Dr.
Los Angeles, CA 90012

The caterer is provided with a six-month schedule of events. We will also consult with the caterer on their availability for any other events that may occur.

2. Will the Count of attendees change pre event of will it be a set amount? And if there is a change how much time in advance will we be given?

We will provide the estimate count of attendees at least one week prior to the event. Then, we will provide a final count three days prior to the event or the caterer can designate a cutoff date for any changes to this count.

3. If there is not a kitchen available on site can we cater with boxed lunches or breakfast and if so, are there any restrictions? Meaning Can it be all cold foods?

Yes, boxed lunches and breakfasts are allowed if there is no kitchen available on site. We ask that there are vegetarian options available or part of the boxed lunch (i.e. a boxed lunch can have a side salad, sandwich, and chips). Cold foods are acceptable as long the food is stored properly and at the appropriate temperature prior to the event.

4. RFP mentions Grace Simons Lodge, is this the main location where the majority of the events will be held?

Yes, Grace E. Simons Lodge is the main location of the event.