

ADDENDUM #1
October 10, 2025

This Addendum #1 is issued to the Kansas City Public Library's Request for Information for Catering Services to make the following changes, additions, deletions, and/or clarifications:

Questions/Responses:

The following information is a response to question asked by a firm on October 9, 2025. If you feel that a question has been asked that is not represented/addressed below, please contact Jessica Addo as soon as possible at purchasing@kclibrary.org to address the question. The responses to the questions are indicated in **BOLD**:

1. Would you please clarify one of the requirements listed below?

Have a dedicated staff member responsible for events at the Library who is able to inform & direct all catering staff working these events so they know the locations & rules, such as where the event space & ice machines are located, where to park, how to get in the building, where trash goes, etc

Does this mean that our event coordinator needs to be present at every event, or would a lead caterer be able to serve as this on-site contact instead?

- Either one is fine with the Library, what we are looking for is consistent coverage of events and not needing to retrain and reexplain for each event as staff vary.
- On a related note, we would also prefer to have a single contact for invoicing.