



City of Philadelphia  
Free Library of Philadelphia  
MICRO PURCHASE - Bid# B2727407  
Catering for Training & Development

**1.1 Specification Information**

**Catering Services – Catering for Training & Development**

**Mandatory Requirement:**

Vendor must operate from licensed commercial facilities only; **no home preparation is permitted.**

**Scope of Services:**

Vendor shall provide continental breakfast catering services in support of Training & Development activities.

**Estimated Usage:**

The number of events is currently undetermined; however, the Library estimates approximately one (1) to two (2) two-day sessions per month, or approximately two (2) to four (4) service days per month. This estimate is for pricing purposes only and does not guarantee a minimum quantity of orders.

**Service Schedule**

- Up to two (2) times per week, Monday through Friday only, between 7:00 AM and 7:00 PM
- Minimum attendance: fifteen (15) people per service date

**Continental Breakfast Base Package**

The base continental breakfast package shall include:

- Coffee and tea setup
- Coffee must be delivered in urns, not boxes
- Urns must be picked up within seventy-two (72) hours
- Bagels with cream cheese, jelly, and butter
- Assorted muffins and Danishes; no donuts
- Whole fruit only: apples and oranges; no fruit salad

## **Separate Line Items / Optional Add-Ons**

The following items shall be quoted as separate line items and may be ordered separately as needed:

- Assorted juices, 8 oz. to 12 oz. bottles
- Assorted individual-size chips
- Assorted cookie tray
- Bottled water, priced per case of twenty-four (24) bottles

## **Quantities**

- Food quantities for the continental breakfast base package shall be based on 1.5 servings per person unless otherwise specified
- Pricing for separately quoted juice, chips, and cookie tray items shall be based on service for a minimum attendance of fifteen (15) people unless otherwise specified
- Cookie tray shall include a minimum of thirty (30) assorted cookies
- Bottled water shall be quoted separately per case of twenty-four (24) bottles

## **Equipment and Supplies**

Vendor shall provide all necessary paper, plastic, and disposable items, including tablecloths, utensils, napkins, cups, plates, and coffee/tea stirrers, when applicable.

## **Delivery and Setup**

Delivery and setup shall be included in pricing.

## **Ordering and Notification**

The awarded vendor will receive a minimum of twenty-four (24) hours' notice for each service date.

Orders will be emailed to the vendor's designated email address and will include:

- Date
- Time
- Location
- Number of attendees

## **Location**

Parkway Central  
1901 Vine Street  
Philadelphia, PA 19103

## **Additional Notes**

The seller is expected to comply with all specifications outlined in this document to be considered for the contract. Failure to meet these requirements may result in disqualification from the bidding process.

## **Contact for Coordination**

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