



City of Philadelphia
Free Library of Philadelphia
MICRO PURCHASE - B2727396

LEAP C2L Summer TLA's Summer Employment Program YSP

1.1 Specification Information

Catering Services – Central Parkway 4th Floor Skyline Room 1901 Vine St., Phila., PA 19103

Requirements:

- Vendor must operate from licensed commercial facilities (no home preparation).

Estimated Attendance: Approx. 100 people are expected to attend.

Location:

Parkway Central Library, 1901 Vine St. Skyline Rm. 4th FL Philadelphia PA 19103

Dates & Time:

- (5) FRIDAYS(ONLY) - July 17, 24, 31, August 7, 14
- Delivery by 11:45am for all the days.

Scope of Services:

Provide catering for an estimated 100 teens. Vendor shall:

- Delivery and set-up all food no later than 45 minutes prior to the event.
- Ensure all food is hot and ready for service.
- The unit price must include all delivery costs.
- Vendor is responsible for providing all necessary service items, including but not limited to plates, cups, eating utensils, napkins, condiments, racks and heating fuel.

Menu & Service Requirements:

Main Menu:

Menu: Pizza-25 large pizzas: 10 boxes Cheese, 8 boxes Beef Pepperoni, 3boxes Grilled Chicken, 2 boxes Veggies, and 2 boxes Vegan.

- No pork or pork by-products may be used in any food items, seasonings, or ingredients. **(Quantities for 1.5 servings per person).**

(2) Two Large Garden Salads: with side dressings: Creamy Italian, Ranch, Italian, Thousand Island.

- **(Quantities for 1.5 servings per person).**

1.2 Delivery Contact & Address

Katrina Whitaker

Parkway Central

1901 Vine Street, 4th Floor (Skyline Room)

Phila., PA 19103

(215) 686-5372

whittakerk@freelibrary.org