

**PENINSULA CATERING AND EVENTS, INC.
ONSITE CATERING SAN FRANCISCO MASTER AGREEMENT
(LEVERAGED PROCUREMENT)**

LPA-MA-SF2023-01

MASTER AGREEMENT USER INSTRUCTIONS

Please carefully review these User Instructions.

<p>Judicial Council Staff Contact Information:</p> <p><i>David Glass: David.Glass@jud.ca.gov</i></p>
<p>Name of the Contractor(s) and contact person information:</p> <p><i>Peninsula Catering and Events Inc. Project Manager: Eddie Pereznegron Email: eddie@peninsulacatering.net</i></p>
<p>Services: (650) 368-3137</p> <p><i>Onsite Catering Services in San Francisco</i></p>
<p>Only the following Judicial Branch Entities are eligible to procure under the Master Agreement:</p> <ul style="list-style-type: none">▪ <i>Judicial Council of California</i>▪ <i>Supreme Court, County of San Francisco</i>▪ <i>First District Court of Appeal</i>▪ <i>Commission on Judicial Performance (CJP)</i> <p><i>The term of the Master Agreement is from October 1, 2023 through September 30, 2025.</i></p>

1. Process

Any of the four eligible Judicial Branch Entities that orders services under this Master Agreement:

- (i) should first carefully review the Master Agreement and determine whether procuring under the Master Agreement is consistent with the entity’s requirements; and place orders for the Services using a JCC Catering Menu Order Form which can be customized by each Participating JBE based on their service needs and send via email or fax to Contractor’s contact person. Each JBE is responsible for submission of their own Catering Menu Order form to place order. The Authorized JBEs personnel will work with the Contactor on each order. Appendix A of the Master Agreement, section 3.2 A discusses the order process.
- (ii) must first enter into a Participating Addendum (Appendix E to the Master Agreement) with the Contractor;
- (iii) is solely responsible for the acceptance of and payment for goods/services; and

- (iv) is subject to the terms and conditions of the Master Agreement; and is solely responsible for its obligations and any breach of its obligations.

2. Participating Addendum

Each Participating Addendum is a separate, independent contract between the Contractor and the entity entering into the Participating Addendum, subject to the following:

- (i) Each Participating Addendum is governed by the Master Agreement, and the terms of the Master Agreement are incorporated into each Participating Addendum;
- (ii) a Participating Addendum may not alter or conflict with the terms of the Master Agreement, or exceed the scope of the services provided for in the Master Agreement; and
- (iii) the term of a Participating Addendum may not extend beyond the expiration date of the Agreement.

3. Create Work Order Request

After the Participating Addendum (Appendix E of the Master Agreement) has been signed by the Participating Entities and the Contractor, the Participating Entities should use a JCC Catering Menu Order Form which can be customized by each Participating JBE based on their service needs and send via email to Contractor's contact person.

4. Miscellaneous Information

- (i) A copy of the master agreement is available at <http://www.courts.ca.gov/procurementservices.htm>.
- (ii) The JBEs will be notified when the master agreement is modified or amended. All amendments will be posted on the procurement website with the master agreement.

5. Contract Terms and Conditions

The Judicial Branch Entities should review the entire contract and contact David Glass if there are any questions. David Glass can be reached at 415-865-7848 or david.glass@jud.ca.gov.

6. Compensation Provisions

See Appendix B – Payment Provisions

7. Description of Services

See Appendix A – Services, Section 3., Services.