

SPECIAL CONTRACT TERMS AND CONDITIONS

CONTRACT SCOPE/OVERVIEW: This Contract No. 9985-02 (CN00007944) (identified here and in the other documents as the "Contract") will cover the requirements of the Commonwealth "Catering Services " for Using Commonwealth Agencies. The main use and/or purpose of this Contract is to provide Catering Services to those agencies that are located within a twenty (20) mile radius of the Main Capitol Building.

ORDER OF PRECEDENCE: These Special Contract Terms And Conditions supplement the Standard Contract Terms And Conditions For Statewide Contracts For Services. To the extent that these Special Contract Terms And Conditions conflict with the Standard Contract Terms And Conditions For Statewide Contracts For Services, these Special Contract Terms And Conditions shall prevail.

TERM OF CONTRACT: The Contract shall commence on the Effective Date, which shall be no earlier than August 1, 2004 and expire on July 31, 2006.

EFFECTIVE DATE:

OPTION TO EXTEND: The Department of General Services (DGS) reserves the right, upon notice to the Contractor, to extend the Contract or any part of the Contract for up to three (3) months upon the same terms and conditions. This will be utilized to prevent a lapse in Contract coverage and only for the time necessary, up to three (3) months, to enter into a new contract.

OPTION FOR SEPARATE COMPETITIVE BIDDING PROCEDURE: DGS reserves the right to purchase products or services covered under this Contract through a separate competitive bidding procedure, whenever DGS deems it in the best interest of the Commonwealth. The right will generally be exercised only when a specific need for a large quantity of the product or service exists or when the price offered is significantly lower than the Contract price.

E-CATALOG: DGS may require the awarded bidder(s) to supply its price list/catalog and any updated price lists/catalogs in electronic format. Price lists/catalogs must be provided in one of the following formats: Word document, Excel spreadsheet, or PDF file on 3.5-inch diskette or CD-ROM.

PROVISIONS FOR PIGGYBACKING OFF OF THIS CONTRACT: Act 57 of May 15, 1998 as amended by Act 142 of 2002 permits local public procurement units to participate in those contracts for supplies, services, or construction entered into by DGS that are made available to local public procurement units. A "local public procurement unit" is defined as:

any political subdivision, any public authority, any tax exempt nonprofit educational or public health institution or organization and any nonprofit fire company, any nonprofit rescue company, any nonprofit ambulance company, and to the extent provided by law, any other entity, including a council of

CATERING SERVICES

governments or an area government that expends public funds for the procurement of supplies, services and construction.

Those local public procurement units listed above which issues orders under this Contract are intended beneficiaries under this Contract and are real parties in interest with the right to sue and be sued without joining DGS Pennsylvania as a party.

Local public procurement units that elect to participate in this Contract will order items directly from a contractor and will be responsible for payment directly to the contractor.

Political Subdivisions and Public Authorities:

If your firm is an awarded bidder, does it agree to sell the awarded items at the same prices and/or discounts, in accordance with the contractual terms and conditions, to political subdivisions and public authorities that elect to participate in the Contract?

Please Answer: YES _____ NO _____

Other Local Public Procurement Units:

If your firm is an awarded bidder, does it agree to sell the awarded items at the same prices and/or discounts, and in accordance with the contractual terms and conditions, to all other local public procurement units other than political subdivisions and public authorities which elect to participate in the Contract?

Please Answer: YES _____ NO _____

ADDRESS OF FIELD PURCHASE ORDER: Commonwealth agencies may issue field purchase orders against this Contract for services required by the agencies (using agencies). Please state below where the Field Purchase Orders should be sent (name, address, city, state, zip code).

SPECIAL TERMS AND CONDITIONS CONT'D

CONTRACT SCOPE/OVERVIEW: This Contract is for Catering Services for all agencies of the Commonwealth within the geographic coverage specified on page 1 under Contract Scope/Overview and below under the Geographic Coverage clause.

OPTION TO RENEW: The Contract or any part of the Contract may be renewed for three (3) additional one (1) year terms by mutual agreement between the Department of General Services and the Supplier. If the Contract is renewed, these same Terms And Conditions shall apply.

BILLING REQUIREMENTS: Suppliers are required to establish separate billing accounts with each Using Agency. Invoices are to be sent directly to the agency Comptroller or as directed by the agency for payment. Invoices shall be itemized with adequate detail as required by agencies to verify charges. In no instance shall any payment be made for services that are not in accordance with the prices on the Suppliers quote provided to the requesting agency.

AGENCY PURCHASE ORDER: Commonwealth agencies may issue Purchase Orders against this Contract for services required by the agencies (using agencies). Such orders may cover all anticipated requirements for a set period of time (i.e. a month, quarter, or remainder of the fiscal year).

These orders constitute the Suppliers authority to perform the services described in the Purchase Order. **All Purchase Orders received by the Supplier up to and including the expiration date of the Contract are acceptable and must be performed in accordance with the order and the Contract.** The period of performance under any Purchase Order can extend beyond the expiration date of the Contract but cannot exceed the performance time periods specified in the Contract. No new Purchase Orders can be issued under the Contract after the expiration date of the Contract. Purchase Orders must be performed within One Year of issue date, but no Purchase Order can be performed after One year of the contracts expiration. Each Purchase Order will be deemed to incorporate the terms and conditions set forth in the Contract

STATEMENT OF WORK/SPECIFICATIONS: The Supplier shall cater Commonwealth functions on an "as needed" basis. Using agencies may contact any Supplier on this Contract and request a quote for needed services for their specific functions. Using agencies will provide the Supplier with all the details of the function. **The Using Agency shall retain the right to negotiate lower prices than those provide on the Suppliers Menu.**

GEOGRAPHIC COVERAGE: Service shall be provided, as needed and as ordered, to all Commonwealth agencies within a twenty (20) mile radius of the Main Capitol Building.

CONTRACT NO. 9985-02

Catering Services

(CN000007944)

ZONE PRICING: Zone pricing is acceptable. The Supplier may include a service charge to Using Agencies located outside of the twenty (20) mile radius of the Main Capitol. The service charge must be listed on the Suppliers Menu.

PROVISION FOR DONATION OF EXCESS PREPARED FOOD: As a further condition for receiving Field Purchase Orders, Contractors must agree to make a good faith effort to donate to a nonprofit organization for ultimate free distribution to needy individuals any apparently wholesome food or grocery products apparently fit for human consumption which are not consumed at the Commonwealth function. A good faith effort includes, but is not limited to, contacting one or more of the entities appearing on the referral listing maintained by the Department of Agriculture. Contractor is hereby put on notice that liability will not attach if the Contractor complies with 42 PA. C.S. 8338. **Agencies are to include this provision (which is required by Management Directive No. 215.13) on all Field Purchase Orders issued under this Contract.**

MENU PRICE LISTS: The Menu price list shall include all prices, fees, and rates that apply to the services. When requested by an agency, a Supplier shall provide a written quote for all services including food items at the amounts listed on the price lists submitted with its bid or through the Update option. Contractors may not bill for any services/prices that are not included on their Menu Price list and written quote to the Using agency.

Menu pricing must apply to all agencies of the Commonwealth and shall definitely be a factor in the agency's final selection of a Caterer.

Any Terms And Conditions that may appear on the price list, including but not limited to, prices subject to change and price to be determined at time of order will not be part of the Contract and will have no force or effect on the Contract.

Within ten (10) days after a request from a Commonwealth agency, the Supplier shall furnish the requesting agency a Menu price list that was provided to DGS Bureau of Purchases with their bid or DGS approved updated menu.

UPDATE OPTION AND APPLICATION: Suppliers may update their Menu price lists one time every six (6) months during the Contract period and any renewal to reflect new prices and to add/delete service within the scope of the Contract. For all updates, the percentage bid must remain the same for the term of the Contract and any renewal.

It is the responsibility of the Supplier to distribute new Menu's to Commonwealth agencies.

CONTRACT NO. 9985-02
Catering Services
(CN000007944)

At no time will Suppliers be allowed to unilaterally change the prices on their Menus. Approval must be granted by the Buyer. Orders will be monitored to ensure compliance. Failure to comply shall result in termination of the Contract.

MINIMUM ORDER: The minimum order under this contract shall be \$200.00 Orders amounts under the minimum are optional for both the agencies and the contractors.

INQUIRIES: Direct all questions concerning this Contract to Norman Kee, Telephone No. (717) 787-7675 or e-mail: nkee@state.pa.us

ATTACHMENT A

Please respond in writing to each of the following questions/requests for information and submit your written response with your bid. Failure to submit your complete written response with you bid or within two (2) business days after notification from the Department of General Services shall result in the rejection of your bid.

Service Capabilities

Please list the guest count you have the capability of serving on the following:

- BREAKFAST SEATED/SERVED
- BREAKFAST BUFFET
- BRUNCH
- LUNCHEON SEATED/SERVED
- LUNCHEON BUFFET
- DINNER SEATED/SERVED
- DINNER BUFFET
- RECEPTION

Wait Staff

- Attire - Can you provide the following?
 - FULL TUXEDO
 - WHITE GLOVE SERVICE
 - TUXEDO SHIRTS, BOW TIES, CUMMERBUNDS
 - INFORMAL (please describe)
- How many permanent employees and/or temporary employees do you employ?
- Do you utilize employees from a temp agency?

Linens

Do you OWN or RENT the following?:

- QUALITY OF FABRIC (cotton, linen, poly, blend, other)
- SELECTION OF FABRIC
- 120" ROUNDS
- 108" ROUNDS
- 96" ROUNDS
- OVERLAYS
- BAR/BUFFET DRAPES LINENS
- MATCHING NAPKINS
- TRADITIONAL SKIRTING

ATTACHMENT A
Continued

Glassware

Do you OWN or RENT the following?:

- STEMMED GOBLETS, WATER AND WINE
- CHAMPAGNE GLASSES
- ROCKS GLASSES
- HIGHBALL GLASSES
- PILSNER GLASSES
- LIQUEUR GLASSES
- JUICE GLASSES
- ICED TEA GLASSES

On the above, how many guests can you serve?

China

Do you OWN or RENT the following?:

- DINNER PLATES (what size, what color, describe pattern, if any)
- CHARGERS (what size, describe)
- LUNCHEON PLATES (what color, describe pattern, if any)
- SALAD PLATES (what color, describe pattern, if any)
- BREAD & BUTTER PLATES (what color, describe pattern, if any)
- CUP & SAUCER (what color, describe pattern, if any)
- SOUP CUP W/ HANDLES (what color, describe pattern, if any)
- SOUP BOWL W/ RIM (what color, describe pattern, if any)

On the above, how many place settings do you have available?

Silverware

Do you OWN or RENT the following?:

- Silver, Silver-plated, Stainless
- Service for how many

Table & Chairs

Do you OWN or RENT the following?:

Please give counts available for the following

60" rounds

48" rounds

36" rounds

36" standups

8' rectangles

6' rectangles

while folding chairs

ATTACHMENT A
Continued

Accessories

Do you OWN or RENT the following?:

- Silver: sugar/creamers on trays
- Glass: sugar/creamers on trays
- Other: sugar/creamers on trays
- Silver: salt/pepper shakers
- Other: salt/pepper shakers
- Silver: water pitchers
- Glass: water pitchers
- Silver: coffee serving pitchers
- Other: coffee serving pitchers
- Silver: tea serving pots
- Other: tea serving pots
- Silver trays
- Tray Jacks
- Menu cards (describe size, holder, etc.)
- Table Number Signs (describe)
- Reserved Signs (describe)
- Votive Candles (describe)
- Clear Vases w/ clear marbles
- Silver Coffee Urns (capacity)
- Coffee Pumps
- Mirrored Discs (sizes)
- Candlesticks (describe, sizes, count)

Miscellaneous

- Please list how staffing numbers are assigned for various events.
- Please include a brief statement on how catering managers would handle a problem with an employee during an event.
- Please list your policy on cancellation of events due to inclement weather (i.e. snow/ice storm).
- Please list how many years you have been in business, if you have a specialty, maximum numbers of guests you can serve, and if you have any limitations.
- Please list three references.

*****END OF QUESTIONS*****

CATERING SERVICES
Contact Supplier List

Supplier Name and Address	ACT 57	Contact, Phone, Fax, e-mail
ACCOMAC CATERING P.O. BOX 127 WRIGHTSVILLE, PA. 17368	YES	KRISTIE SCHWEBEL Phone: 800-422-2662 - 717-252-4058 Fax: 717-252-5711 e-mail: nancy@accomac.com

ITEM NO.	VENDOR #	MENU PRICE LIST AND DATE	% DISCOUNT FROM MENU PRICE LIST	COMPANY NAME AND ADDRESS	PURCH DOC #
1	120550	Attached Date: April 2004 See Attached Menu & Prices	SPECIAL Government Menu and Pricing	Accomac Catering PO Box 127 Wrightsville PA 17368	4600005836

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...and event design

Government Menus and Pricing

Accomac Catering

...and event design

(800) 422-2662 • (717) 252-4058 • FAX (717) 252-5711

e-mail: nancy@accomac.com

www.accomaccatering.com

Please give us 48 hours so that we may accommodate your request. If your order is needed in less than 48 hours, please order directly through your account manager.

Policies:

All prices are plus 6% sales tax and 20% service charge.
All buffets include china and buffet linens.

Minimum order for buffets 25 persons or \$200.00;
minimum service charge \$75.00.

Minimum order for boxed meals 15 persons or \$200.00;
specialty boxes 25 persons.

Client will provide serving area, table or counter.
Please notify your account manager if a table is needed.

We request that all serving equipment remain in service area.
Client is responsible for all items not returned at time of pick up.
Those items will be added to the event invoice.

Cancellation policy:

Cancellation of any booked function must be received
72 hours prior to the event.

Increases or decreases to the guaranteed count of any booked
function must be made 48 hours prior to the event.

Terms:

Net 14 days with approved credit
Visa and MasterCard accepted

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Breakfast Offerings

Rise and Shine Breakfast

Seasonal Fruit Salad
Soft Scrambled Eggs with Cheddar Cheese and Fresh Chives
Hickory-Smoked Sausage
Assorted Breakfast Pastries
Brabant Potatoes
~\$9.50 per person~

Rise and Shine Breakfast with Omelettes made to Order

~\$13.50 per person~

Tuscan Breakfast

Accomac's Country Frittata
Sweet Peppers and Onions with Farm Fresh Eggs and Fresh Tomato Coulis
Confettied Potatoes
Seasonal Fruit Salad
Maple-Cured Bacon
~\$9.00 per person~

Mini Breakfast

Orange and Cranberry Fruit Juices
Seasonal Fruit Platter with Honey Yogurt Dipping Sauce
Monte Cristo Breakfast Ham Sandwich (or)
Accomac's Classic Quiche Lorraine with Bacon and Gruyere Cheese
~\$7.00 per person~

Accomac's Classic Continental Breakfast

Orange and Cranberry Fruit Juices
Assorted Breakfast Pastries
including Pecan Caramel Buns,
Iced Cinnamon Sticks, Muffins, or Bagels
*accompanied by whipped cream cheese, sweet whipped butter,
and a selection of fruit preserves and marmalades*
Seasonal Fruit Display
accompanied by your choice of dipping sauce
Orange-Poppyseed, Raspberry Yogurt, or Honey Yogurt
~\$5.95 per person~

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The Boxed Breakfast

Orange or V-8 Juice

Fresh Fruit Salad

Breakfast Pastries of the Day,

includes a muffin or bagel and a sweet pastry

~\$5.25 per person~

Add any of the following to your breakfast buffet:

House Made Granola with 2% Milk

~\$2.00 per person~

Bowl of Fresh Seasonal Berries with Honey Mint Yogurt

~\$2.50 per person~

Brabant or Confettied Potatoes

~\$1.75 per person~

Maple-Cured Bacon (4 pieces per person)

~\$1.75 per person~

Hickory-Smoked Sausage Links (2 pieces per person)

~\$1.50 per person~

Honey-Baked Ham

~\$2.25 per person~

Orange, Grapefruit, Cranberry, and V*8 Juices

~\$1.50 per person~

Freshly Brewed Coffee and Tea

~\$2.00 per person~

Special Additions to your Breakfast:

Stuffed French Toast with Berry Mélange or Banana

~\$3.75 per person~

Belgian Waffles with Maple Syrup and Hot Apple Compote

~\$4.75 per person~

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Box Lunches

Traditional Box Lunch *(15 persons minimum)*

Your choice of Virginia Baked Ham, Smoked Turkey Breast,
Roast Beef, Marinated Grilled Vegetables,
Tuna or Chicken Salad
offered on Accomac bakery's assorted rolls or croissants
Deli Salad of the Day
Seasonal Fruit Salad
Dessert of the Day

Ask your account manager for the daily offerings
~\$9.50 per person~

Specialty Box Lunches *(25 persons minimum)*

The New Yorker

Corn Beef and Aged Swiss with Spicy Dijon Dressing on Rye
Creamy Coleslaw
Fresh Apple
New York Style Cheesecake

~\$11.50 per person~

Delivery Charge minimum \$15.00 or \$.75 per box
All boxes include Assorted Sodas and Bottled Water



...and event design

Specialty Box Lunches...continued

Our Chicken Box

Baked Sesame Chicken with Corn Bread Square
Sweet Potato Salad
Seasonal Fruit Salad
Tuxedo Brownie
~\$11.00 per person~

Our Vegetarian

Grilled Vegetables and Fresh Mozzarella on Focaccia
with Balsamic Vinaigrette
Pesto Pasta with Pine Nuts
Seasonal Fruit Salad
Carrot Cake
~\$11.25 per person~

A Little Mediterranean

Pesto Smothered Chicken Breast with Roasted Peppers on Focaccia
Chopped Greek Salad with Feta
Seasonal Fruit Salad
Chocolate Amaretto Cheesecake
~\$12.75 per person~

Beef...it's what's for Lunch!

Sliced Beef Tenderloin on French Baguette
with Horseradish Cream and Crispy Onions
Dill Potato Salad
Seasonal Fruit Salad
The Best Devil's Food Cake
~\$13.75 per person~

Delivery Charge minimum \$15.00 or \$.75 per box
All boxes include Assorted Sodas and Bottled Water

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Luncheon Buffets (full service with china, flatware and buffet linens)

Cold Buffet

Your choice of two Salads (mixed greens, deli, or fruit)
Your choice of two pre-made Sandwiches
Our bakery's Dessert of the Day
~\$10.50 per person~

Cold Buffet with Soup

Your choice of Soup
Your choice of two Salads (mixed greens, deli, or fruit)
Your choice of two pre-made Sandwiches
Our bakery's Dessert of the Day
~\$12.75 per person~

Soups:

Old Fashioned Chicken Noodle, Hearty Minestrone,
Creamy Potato Leek, and Fresh Tomato Basil

Buffet Salads:

Our Famous Caesar, Seasonal Greens with Balsamic Vinaigrette,
Roasted Red Potato, New Red Potato, Garden Pasta Salad,
Sweet and Sour Carolina Coleslaw, and Creamy Coleslaw

Sandwich Choices:

Virginia Baked Ham, Smoked Turkey Breast, Roast Beef,
Tuna or Chicken Salad, or Grilled Vegetables

Soup and Hot Sandwich Combos

Vegetable Chowder
Monte Cristo with Ham or Turkey
Spinach and Romaine Salad with Sweet Croutons and Horseradish Dressing
Chocolate Éclair
~\$12.50 per person~

Tomato Basil Soup
Chicken Gyro with Lettuce, Tomato and Tzaziki Sauce
Marinated Vegetable Salad
Lemon Cheesecake
~\$12.25 per person~



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Hot Luncheon Buffets

Baked Sesame Chicken
Pasta Primavera with Grilled Vegetables
Caesar Salad
Chocolate Éclair or Seasonal Fruit Salad
~\$13.95 per person~

Pepper-Crusted London Broil
Roasted Garlic Herb Mashed Potatoes
Seasonal Vegetable Medley
Garden Salad with Mustard Vinaigrette
Carrot Cake or Seasonal Fruit Salad
~\$14.95 per person~

Chicken Mediterranean
Garlic Butter Pasta
Garden Salad with Balsamic Vinaigrette
Tiramisu or Seasonal Fruit Salad
~\$13.95 per person~

Cheese Ravioli in Traditional Red Sauce
Italian Veal Meatballs
Caesar Salad
Tuscan Vegetable Medley
Cheesecake with Fruit Coulis or Seasonal Fruit Salad
~\$12.95 per person~

Grilled Vegetable Polenta Lasagna
Caesar Salad with Asagio Fricos
Chocolate Amaretto Cheesecake or Seasonal Fruit Salad
~\$13.95 per person~

**All hot buffets served with a selection of freshly baked rolls and butter.
Check our Menu of the Month for additional selections!**



...and event design

AM Beverage Breaks

Coffee and Hot Tea Service
\$2.00 per person

Coffee, Hot Tea, Assorted Juices
\$3.50 per person

Assorted Canned Sodas
\$1.50 per person

Bottled Spring or Sparkling Waters
\$1.50 per person

PM Beverage Breaks

Torani Soda Bar
\$3.50 per person

Ice Tea and Lemonade
\$1.50 per person

Assorted Canned Sodas
\$1.50 per person

Bottled Spring or Sparkling Waters
\$1.50 per person

Coffee and Hot Tea Service
\$2.00 per person

Beverage Refreshers

½ the price of Beverage Service

Water Service Only
\$25.00

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e-mail: nancy@accomac.com
www.accomaccatering.com

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BUFFET DINNER MENU

Tender Mixed Greens

offered with balsamic vinaigrette

London Broil

marinated and grilled to a perfect medium-rare;
pre-carved and offered with hunter sauce

Red Onion-Boursin Glazed Chicken

boneless breast of chicken with a red onion marmalade glaze;
topped with boursin cheese, and served with a mild red pepper coulis

Garlic Mashed Potatoes

Tuscan Vegetable Medley

yellow and green squash, red onions, plum tomatoes, and baby carrots
roasted with olive oil, garlic, and fresh basil

Assorted Dinner Rolls

offered with sweet whipped butter

Dessert

New York Style Cheesecake

served with fruit coulis

Coffee and Hot Tea

offered with cream, sweeteners and lemon wedges

\$23.00 Per Person

(based on 100 guests)

Price includes; china, flatware and linen napkins

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COCKTAIL RECEPTION MENU

Hors d'Oeuvres Station One

Vegetable Artwork by Accomac

an array of crisp garden vegetables
accompanied by a bleu cheese and caramelized shallot dipping sauce

Succulent Fresh Fruit

assorted seasonal fruit, including melons and berries;
accompanied by a minted honey-yogurt dip

Almond-Encrusted Brie

baked until golden brown and topped with fresh cranberry chutney

Coconut Chicken Skewers

tender breast of chicken encased in sweet coconut and fried until golden;
served with sweet 'n sour pineapple sauce

Hors d'Oeuvres Station Two

Spinach-Artichoke Dip

creamy parmesan cheese dip with spinach and artichokes;
served with french bread rounds

Jack Daniels Meatballs

savory meatballs simmered in a tangy jack daniels barbecue sauce

Assorted Wraps

miniature wrap sandwiches to include italian ham club,
chicken caesar, california tuna, and roast beef and cheddar

Dessert Station

Elegant Miniature Pastries

Coffee and Hot Tea

offered with cream, sweeteners, and lemon wedges

\$24.00 Per Persons

(based on 100 guests)

Price includes; china, flatware and linen napkins

P.O. Box 127 Wrightsville, Pennsylvania 17368
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DUAL ENTRÉE SERVED DINNER MENU

Field Greens

tossed in balsamic vinaigrette

Freshly-Baked Dinner Rolls

offered with sweet butter rosettes

Dual Entrée

of

Pan-Seared Halibut Provençal

served atop arugula with a sauce of fresh tomatoes, calamata olives, basil, and capers with a balsamic reduction

and

Filet Mignon

with zinfandel jus

Parsleyed New Red Potatoes

Bâtonnet of Vegetables

yellow squash, zucchini, tomatoes, carrots, and onions
sautéed with fresh herbs

Iced Tea

offered with sweeteners and lemon wedges

Dessert

Carrot Cake

with cream cheese icing

Coffee and Hot Tea

offered with cream, sweeteners and lemon wedges

\$37.50 Per Person

(based on 100 guests)

price includes; china, flatware and linen napkins



SERVED DINNER MENU

Tender Mixed Greens

offered with your guest choice of
balsamic vinaigrette or creamy ranch dressing

Assorted Dinner Rolls

with sweet butter rosettes

French Country Chicken

boneless breast of chicken sautéed with green onions,
fresh mushrooms, and white wine; finished with heavy cream,
torn parsley, and pommery and dijon mustards

New Red Potatoes

roasted with garlic and chives

French Cut Green Beans Almondine

Freshly Brewed Iced Tea

Dessert

Triple Chocolate Cake

Coffee and Hot Tea

served with cream, sweeteners and lemon wedges

\$21.50 Per Person

(based on 100 guests)

price includes; china, flatware and linen napkins

Service Capabilities

Breakfast Seated/Served – 500
Breakfast Buffet – 1,200
Brunch Seated/Served – 500
Brunch Buffet – 1,200
Luncheon Seated/Served – 500
Luncheon Buffet – 1,200
Dinner Seated/Served – 500
Dinner Buffet – 1,200
Reception – 2,000

Wait Staff

We Can Provide The Following:

- Full Tuxedo
- White Glove Service
- Tuxedo Shirts, Bowties, Cumberbuns
- Informal Attire - Black Pants and White Accomac Polo Shirt
- We Employ 10 Permanent Employees And 70 Part-Time/Seasonal Employees
- We Occasionally Utilize Employees From A Temporary Employment Agency

Linens

We Own A Varied Inventory Of Linens. Our fabrics range from cotton, cotton-poly blends, shantung and damasks.

- 120" Rounds – Varied Colors and Fabrics
- 108" Rounds – Varied Colors and Fabrics
- 96" Rounds – We Do Not Carry
- Overlays – Variety Of Colors And Sizes
- Bar/Buffer Drapes Linens – Varied Colors and Fabrics
- Matching Napkins – White And Ivory Only
- Traditional Skirting – White

In addition to the linens listed we can rent linens to suite your needs.

Glassware

We Own The Following Glassware:

- Stemmed Goblets, Water And Wine - 500
- Champagne Glasses - 500
- Rocks Glasses - 250
- Juice Glasses - 250
- Ice Tea Glasses - 250
- Highball Glasses – Rent
- Pilsner Glasses – Rent
- Liqueur Glasses – Rent

China

- Dinner Plates – 10 & 10.5 "In A Traditional Ivory Pattern (600)
- Dinner Plates -10" & 11" In Contemporary White Square (400)
- Chargers – Gold & Silver With A Beaded Edge (200)
- Luncheon Plates - Ivory Traditional (600) White Contemporary (200)
- Salad Plates – Ivory Traditional (600) White Contemporary (200)
- Bread & Butter Plates- Ivory Traditional (600) White Contemporary (200)
- Cup & Saucer - Ivory Traditional (600) White Contemporary (200)
- Soup Cup With Handle (We Do Not Own)
- Soup Bowl W/Rim - Ivory Traditional (600) And White Contemporary (200)

Additional china patterns and quantities can be rented.

Silverware

- Stainless Steel With Service For 600

Tables & Chairs

We Own The Following Tables And Chairs:

- 60" Round – 22
- 48" Round – 6
- 36" Round – 10
- 36" Stand-Ups – 10
- 8' Rectangular – 23
- 6' Rectangular – 10
- White Resin Folding Chairs - 200
- White Wooden Folding Chairs – 300

Accessories

We Own The Following:

- Silver: Sugar/Creamers On Trays
- Glass: Sugar/Creamers On Trays
- Other: Salt/Pepper Shakers
- Silver: Water Pitchers
- Silver: Coffee Serving Pitchers
- Silver: Tea Serving Pots
- Silver Trays
- Tray Jacks
- Menu Cards – 3.5 X 5 Or 8x 10 Silver Framed Menu Cards
- Table Numbers - 3.5 X 5 Or 8x 10 Silver Framed Table Numbers
- Reserved Signs – On Silver Stands Or In Silver Frames
- Votive Candles – Small Clear Glass Holders
- Clear Vases – A Selection Of Glass Vases With Or Without Marbles
- Silver Coffee Urns - 25, 50 Or 100 Cup Capacity
- Coffee Pump – Stainless Steel And Black
- Mirrored Discs – Can be rented
- Candlesticks – a selection of silver and glass candlesticks in varied sizes

Miscellaneous

- Staffing numbers are determined by guest count and type of service.
Seated/Served – 1 staff person per 15 guests
Buffet/Reception – 1 staff person per 25 guests
These are standard guidelines. The actual staff may be more or less based on the complexity of your event.
- When dealing with a staff problem the catering manager (event supervisor) would pull the person aside making sure they are out of guests range and quietly speak to them.
- If an event were cancelled due to inclement weather the client would be responsible for any the expenses that have been occurred.
- Accomac Catering has been in business for over 16 years. Our specialty is our high level of service, exceptional food and fabulous presentation.

References

Ms. Cindy Smyser, Governor's Residence, (717) 787-1192

Accomac Catering is proud to be involved with the wide variety of events at the Governor's Residence. We have served state dinners in the executive dining room, cocktail and hors d'oeuvre parties in the library, a planning meeting breakfast; and the biggest event, a served dinner under a tent on the west lawn.

Ms. Lorelee Isbell, Dixon University Center, (717) 720-4091

"Accomac Catering has been the exclusive caterer of the Dixon University Center since September 2002. They were chosen out of a pool of seven caterers. Since coming on board, Accomac has provided excellent customer service, superior food quality and elegant presentations."

Mr. Carl Dickson, The Friends of Fort Hunter, (717-599-5751)

"Thank you for helping to make our special event, *Candlelight, Carriages, and Caviar*, a huge success! Working with Accomac Catering has been a pleasure. Every detail that we discussed prior to the event was attended to with the greatest of ease. From the sparkling reception in the barn, to the candle lit glow of the stables, set in it's finest for dinner, to the precise timing of the bagpiper's fanfare announcing the dessert - all went off like clockwork!"

Contract Reference Number: 9985-02
Collective Number: CN00007944
Change Number: 2
Change Effective Date: June 24, 2005

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

For: ALL USING COMMONWEALTH AGENCIES
Subject: CATERING SERVICES
Contract Period: Effective date of August 1, 2004 and Expiration date of July 31, 2006
Commodity Specialist: XH1 Georgina Baltimore, 717-783-5368 or Gbaltimore@state.pa.us

CHANGE SUMMARY: Please change the contact person name to, Georgina Baltimore, phone 717-783-5368, e-mail Gbaltimore@state.pa.us

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Contract Reference Number: 9985-02
Collective Numbers: CN00007944, CN00009298, CN00010479, CN00012559
Change Number: 4
Change Effective Date: June 6, 2006

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

For: All using Agencies of the Commonwealth
Subject: Catering Services
Contract Period: Effective date of August 1, 2004 and Ending July 31, 2006
Buyer Name: XH5 Georgina Baltimore/717-783-5368

CHANGE SUMMARY: Pursuant to and agreed upon option to extend, this contract is hereby extended for an additional three (3) months for the period August 1, 2006 through October 31, 2006 or until a new contract is in place.

SAP NUMBERS 4600005836, 4600007369, 4600007370, 4600007371, 4600007372, 4600007372, 4600007373, 4600007683, 4600008165, 4600008168, 4600008169, and 4600008170

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.