

**MASTER AGREEMENT USER INSTRUCTIONS
FOR
ONSITE CATERING SACRAMENTO
(LEVERAGED PROCUREMENT)
LPA-MA-SAC2024-02**

These User Instructions are provided by the Judicial Council of California (Judicial Council) to California Judicial Branch Entities for the Onsite Catering Sacramento Services with **Tasty Time Enterprises, DBA Lunch Box Express** (the “Contractor”), pursuant to Master Agreement No. **MA-SAC2024-02** awarded by the Judicial Council under **RFP# LSS-2025-08-DM**. Any Judicial Branch Entity that wishes to use the master agreement will be required to enter into an agreement with the Contractor by executing a **Participating Addendum (Appendix E)** with the Contractor.

Please carefully review these User Instructions.

Judicial Council Staff Contact information:

Judicial Council offices interested in using the master agreement should send an email to **David Glass** at

David.Glass@jud.ca.gov

Name of the Contractor and contact person information:

Tasty Time Enterprises, DBA Lunch Box Express

Contact Person: Alex Hiebert

Email: alex@tastytimeco.com

Phone: 916-628-3636

Services:

Onsite Catering Services in Sacramento

Only the following Judicial Branch Entities are eligible to procure under the Master Agreement:

- Judicial Council of California
- Other Judicial Branch Entities, which include but may not be limited to the Courts of Appeals.

The term of the Master Agreement is from **July 1, 2025 through June 30, 2027**.

- 1. Any 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;
 - (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 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 Judicial Council Catering Menu Order Form (**Attachment 2**) which can be customized by each Participating JBE based on their service needs and send via email to the Contractor contact person. Each Participating Entities is responsible for submission of their own Catering Menu Order Form to place order. The Authorized JBE's personnel will work with the Contractor on each order.

See Master Agreement Appendix A, Section 2 for Scope of Work and Ordering Process.

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 can be reached at 415-865-7848 or David.Glass@jud.ca.gov

6. Compensation Provisions

See Master Agreement Appendix B – Payment Provisions

7. Description of Services

See Master Agreement Appendix A, Section 2 – Services