

Prequalified Caterer Requirements

The following lists the paperwork that the University requires before it can contract with a food service entity.

- 1) Caterers who provide services (**delivery to and/or serve food at the University**) must maintain liability insurance naming the "Regents of the University of California" an additional insured.

REQUIRED COVERAGE LIMITS

\$1,000,000 Each Occurrence

\$2,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury

\$2,000,000 General Aggregate

\$1,000,000 Business Automobile Liability (Required if Seller Drives on University Property in the Course of Business)

\$2,000,000 Professional Liability Insurance per Occurrence (Required for Professional Services) Workers'

Compensation as required by California state law.

- 2) A copy of your current business license and signed W-9.
- 3) A copy of current environmental health permit from the county your organization is based.
- 4) A copy of food safety training (if your food handlers will serve food on campus).
- 5) Completed vendor Caterer Business Information Form (BIF).

Note: All food handlers must have food handler safety training cards available at all events. Please respect existing UCR franchise agreements by:

- a) Do NOT Offer ANY Sub Sandwiches.
- b) Only offer Pepsi Products (Coca-Cola Products will NOT be allowed).
- c) Do NOT Offer ANY Handcrafted Espresso/Tea Beverages commonly found in a Coffee House.
- d) Do NOT Offer ANY Chinese Foods typical to Panda Express.

Caterer warrants that it is in compliance with applicable federal, state and local working conditions requirements, and that Caterer pays its employees performing the Services (**delivery to and/or serve food at the University**) no less than the UC Fair Wage. Caterer agrees UC may conduct such UC Fair Wage/Fair Work interim compliance audits as UC reasonably requests, as determined in UC's sole discretion. As of Oct 1, 2017, the Fair Wage/Fair Work Plan minimum wage is \$15/hr. Caterer agrees to post UC Fair Wage/Fair Work notices, in the form supplied by UC, in public areas (such as break rooms and lunch rooms) frequented by Caterer employees who perform Services. For information, please visit <https://www.ucop.edu/uc-whistleblower/policies-training/contractor-wages.html>

Please e-mail the requested information to mburke@ucr.edu

Sincerely,



Matthew Burke, CPSM