

Food Trucks on Campus

The purpose of this document is to provide guidelines and guidance regarding Food Trucks on the PVCC campus. It is possible to acquire food trucks for the purpose of providing food options for events, however, because the Maricopa County Community Colleges District (MCCCD) has a food service contract with Chartwells, we are bound to the guidelines within that contract. In addition, entities wishing to enter into contracts with MCCCD should furnish proof that their insurance coverage will protect MCCCD should a problem arise with the goods or services they furnish. Proof that the entity's insurance covers MCCCD consists of a certificate of insurance (COI) showing both that the entity has specific insurance coverage and that MCCCD has been added to the certificate as a named additional insured.

The contract with Chartwells includes several subcontracted food truck vendors where the Certificate of Insurance requirement and additional requirements have already been met. If the desire is to have a non Chartwells approved food truck, the following requirements must be met for each food truck vendor.

- Each vendor is required to provide its own certificate of insurance that meets the MCCCD insurance requirements and submit to the PVCC Business Office.
- All vendors must show proof of a Maricopa County Environmental Services Permit and provide a copy to the PVCC Business Office.
- All vendors and their staff will have a current Food Handler's Card issued by Maricopa County.
- All vendors are required to have a complete and thorough understanding of the laws, ordinances, and regulations established by the Maricopa County Environmental Health Services and all respective cities.

All requests for Food Trucks on campus must follow the steps below:

1. If the food truck is one of those listed below, under *Chartwells*, contact the Director of Business Services. He/She will contact Chartwell's upper management with the request.
2. If the food truck is not on the list, PVCC must receive a certificate of insurance with the requirements below prior to the truck's presence on campus. A copy of the certificate of insurance must be sent to the PVC Business Office to verify required coverage prior to scheduling the truck.

Chartwells	Non Chartwells
<p>1. Must use approved Food Trucks</p> <ul style="list-style-type: none"> • Best Dressed Dog • BuzznBees Good Food • Emerson Fry Bread • Frosted Frenzy Cupcakes • Creative Hands Cuisine • The Grilled Cheese Truck • Waffle Love • Queso Good • Ralph's Snack Bar <p>2. Certificate of Insurance included with Chartwells contract, do not need to obtain.</p> <p>3. There is a \$500 guarantee per truck order. What this means is that if a truck does not make at least \$500, the club (organizer) has to pay Chartwells the difference between actual sales and \$500. The college would require that the club (or department) requesting a food truck to create a Purchase Order for at least \$500 to cover any shortage.</p> <p>4. The campus will receive 5% of the sales back as long as the trucks sell at least \$500.</p> <p>5. Send an email to Director of Business Services containing the event date, time, location for the truck, and which truck you would like at <i>least</i> 2-3 weeks prior to event.</p>	<p>1. Can use any food truck.</p> <p>2. Must obtain certificate of insurance from food truck vendor at least two weeks prior to truck on campus.</p> <p>3. The certificate must contain the following:</p> <ul style="list-style-type: none"> • MCCCD named as certificate holder: <i>Maricopa County Community College District 2411 W. 14th Street Tempe, AZ 85281 ATTN: Risk Management</i> • MCCCD named as an additional insured: <i>Maricopa County Community College District, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interests may appear.</i> <p>The certificate must also include, at a minimum, the following insurance coverages:</p> <ul style="list-style-type: none"> • General Liability (GL) = \$1,000,000 • Automobile Liability (AL) = \$1,000,000 • Workers' Compensation (WC) = statutory limits <p>4. Send an email to Jeanette Cernetic containing the event date, time, location for the truck, and which truck you would like at <i>least</i> 2-3 weeks prior to event.</p>