APPROVED FOOD PROVIDER APPLICATION

Instructions

Provide Vendor requirements:

- Signed Food Provider Application / Insurance Requirements (this form)
- Certificate of Insurance
- Sole Proprietor or W-9 Form
- Copy of current Privilege Tax License
- Copy of current Permit to Operate/Business License
- Completed Checklist of Environmental/Recycling issues (attached)
- Three References (including name, position, telephone and fax numbers)

General

The Food Provider Company shall conduct its operations and food service programs at all times in a professional and reputable manner, utilizing the highest health safety standards. Vendor shall furnish all food, beverage, supplies, management and labor necessary for efficient catering services. Vendor shall take all actions deemed reasonable as requested by a University representative in order to comply with all appropriate University guidelines. Whenever possible, vendor will use recyclable supplies.

Insurance Requirements:

Each vendor providing food service must provide evidence of the following:

- Current insurance listing the following: Named as Additional Insured: Arizona State University, the State of Arizona, and the Arizona Board of Regents for Insured’s activity or event by or at Arizona State University of any location leased by, licensed by, or within the control of ASU.

- Insurance Endorsement Page listing the correct policy number for each policy on which we are additional insured. The Endorsement page must also state the following: Named as Additional Insured: Arizona State University, the State of Arizona, and the Arizona Board of Regents for Insured’s activity or event by or at Arizona State University.

- Commercial general liability insurance to include liquor liability (ISO Form Number CL 104 or its equivalent), personal injury liability, broad form property damage liability, blanket covering the activities of vendor with a minimum combined single limit of one million dollars ($1,000,000) per occurrence, which insurance shall provide “occurrence”.

- Worker’s Compensation in such amounts as required by law and employer’s liability insurance in an amount of not less than One Million Dollars ($1,000,000).

- Automobile liability insurance in an amount of not less than one million dollars ($1,000,000) combined single limit for each accident or occurrence.

Signature of Authorized Co. Representative __________________________ Date __________
**Administrative Fee**

As an approved Food Provider Company, you shall submit an administrative fee of eight (8) percent of the cost of services for every catering event on Arizona State University campuses. A copy of the invoice(s) must accompany your check payment. Services include charges for food, rental fees and service fees. It does not include tax or delivery fee.

The University reserves the right to restrict vendor participation for on campus catering service in the event that a vendor does not comply with the requirements noted in this document.

Company_______________________________________________

Address________________________________________________

Contact(s)______________________ Telephone _______________

Cell Phone ________________ Fax __________________

Email ____________________________

I have read, understand and agree to provide service in accordance with these guidelines.

Company Representative (print) ________________________________

Signature_____________________________________________________

Date___________________________________

Company Representative (print) ________________________________

Signature_____________________________________________________

Date___________________________________

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Return Completed Approved Food Provider Application and Required paperwork to:

ASU Memorial Union  
**Attn: Maria Bellamy**  
PO Box 870901  
Tempe, AZ 85287-0901  
Phone: 480-965-5819

**Make checks payable to:**  
Arizona State University  
Memorial Union Administration

**Send All Payments to:**  
ASU Memorial Union  
**Attn: Accounting Office**  
PO Box 870901
CATERER ENVIRONMENTAL/RECYCLING QUESTIONNAIRE

Instructions

Please complete this short questionnaire about your sustainability practices.

FOOD

1) Do you offer vegan or vegetarian options in your meal selection? □ Yes □ No

2) Do you provide locally sourced food, if so, what amount of the food that you serve is local? (within 250 miles) □ More than half □ Less than half □ None

3) Do you provide organic options? □ Yes □ No

4) Do you vary your menu by season? □ Yes □ No

5) Do you provide any Fair Trade products? □ Yes □ No

6) Do you serve meat, poultry, or dairy that is produced sustainably? (cage-free, grass fed, free-range, etc.) □ Yes □ No

WASTE

7) Do you recycle during events? (cans, paper, plastic, packaging, and glass) □ Yes □ No

8) Do you use products that are made out of recycled materials or are recyclable? □ More than half □ Less than half □ None

9) Do you provide water in cambros or large containers rather than in disposable water bottles? □ Yes □ No

10) Do you have alternative options in place of Styrofoam products? (recyclable or compostable) □ Yes □ No
OTHER

11) Can you provide table accents or decorations that are environmentally friendly and reusable? □ Yes □ No

12) Does your company have a Green Transportation Plan? □ Yes □ No

13) Does your company have an environmental policy statement? □ Yes □ No

14) Has your company documented its “Green Initiatives?”

□ Yes, viewable on the web □ Yes □ No

15) Do you use non-toxic, biodegradable cleaning products? □ Yes □ No

Please provide any additional information that you would like for ASU to know about your company’s sustainability practices.