



20/20 Catering is committed to giving the UWM community and its guests the best quality product and service. We acknowledge that we are unable to provide some foods that require certain Kosher preparations and we are happy to assist eligible caterers who can provide the foods that you like prepared the way that you need it.

University organizations and departments may use off-campus catering services provided all requirements and time constraints are met. Non-university organizations must use 20/20 Catering.

To be eligible to cater on campus, off-campus caterers must follow the protocols established by University Administration. UWM Purchasing has been assigned to assure that caterers comply with University requirements.

The off-campus caterer must supply a valid copy of their operating license and a certificate of insurance with the required coverage and limits of insurance issued by an insurance company that has an AM Best Rating of A-or better, is licensed to do business in the State of Wisconsin, and signed by an authorized agent. Coverage requirements and additional information may be obtained through the UWM Purchasing Office in Engelman188C (James Skorlinski).

If an event is scheduled in either the UWM Union or Sandburg Halls, and an off-campus caterer is requested, the sponsoring UWM organization must work through 20/20 Catering for all arrangements.

A 25% surcharge on all catering charges will be assessed to the sponsoring organization for the services of 20/20 Catering. Non-university organizations desiring to rent space in the UWM Union or Sandburg Halls must use 20/20 Catering. For additional requirements and procedures, please contact 20/20 Catering, Union 303 (Jackie Sciuti, Catering Director).

Approval may not be available if request is submitted less than 2 weeks prior to event.

## CATERING IN UWM UNION & SANDBURG HALLS

UWM Restaurant Operations is the contract food service provider for the UWM Union and Sandburg Residence Halls. An exception to this policy will be made for recognized student organizations or campus departments if the following conditions are met:

1. The organization reserves space for the event through normal procedures.
2. The organization works through 20/20 Catering for all arrangements.

A 25% surcharge on all catering charges will be assessed to the sponsoring organization for the services of 20/20 Catering. Non-university organizations desiring to rent space in the UWM Union or Sandburg Halls must use 20/20 Catering.

**Procedure:** The organization's representative should contact 20/20 Catering a minimum of two (2) weeks prior to an event at which they wish to use an external caterer. Upon the receipt of the caterer's name from the sponsor and completion of event details, 20/20 Catering will contact the requested caterer and work with them to assure successful delivery of the event. These arrangements will include menu guidelines, licensing, insurance, requisitions, delivery arrangements and event management. A pre-event walk through will be scheduled with the caterer to assure that the caterer has a thorough understanding of the requirements of the facility and is in position to provide the best quality service. The caterer will be responsible for providing all equipment and support necessary to provide the meal as specified by the purchase agreement. 20/20 Catering space, equipment, serving pieces, ice and other equipment are not available for rent or use by outside caterers. 20/20 Catering personnel are not available to serve catered food. The caterer will be responsible for event clean-up and proper disposal of waste.

20/20 Catering will handle all the financial arrangements with the outside caterer selected. Accordingly, the sponsoring organization will be responsible for making payments to 20/20 Catering in accordance with its normal accounts receivable practices.

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## CATERING REQUIREMENTS

Caterer must be licensed by the State of Wisconsin and/or its local units of government in accordance with Chapter 254. Subchapter VII. Wisconsin Statutes and HSS 196 Restaurants, Wisconsin Administrative Code. Caterer must provide furnish proof of licensing with their response.

The caterer must meet the following insurance requirements and provide a certificate of insurance with their response:

<u>Coverage Type</u>	<u>Minimum Limit</u>
Worker's Compensation	REQ'D NO EXCEPTIONS
Commercial General Liability Gen. Aggr. Incl: Prdts/CO	\$1,000,000
Each Occurrence	\$1,000,000
Fire Legal	\$100,000
Liquor Liability (When Applicable)	\$1,000,000
Automobile Liability Combined Single Limit	\$1,000,000

Additional Insured Provision:

The contractor shall add the, "Board of Regents of the University of Wisconsin System, its officers, employees, and agents" as an additional insured under the commercial general liability policy.

Delivery charge must be itemized and charged separately.

Meals served at events attended by non-governmental attendees are not subject to caps on individual meal costs. Meals primarily served to state (including UW), municipal and federal employees must not exceed the following maximums per person including 15% gratuity. Menus provided with the caterer's response must include meals and breaks with selections at these prices.

Breaks \$5.00      Breakfast \$8.00      Lunch \$10.00      Dinner \$20.00

We are not requesting fixed pricing at this time as we are not committing to any volume. Caterer should submit current pricing and send price updates to us as they go into effect.

The caterer shall do everything possible to protect individuals' and employee's health and safety by operating clean safe and sanitary premises. Procedures to meet this standard will include, but not limited to, the following:

- 1 Sanitizing the tables after each meal.
- 2 Whiting and spot washing chairs as necessary.
- 3 Removing trash from dining room trash receptacles and depositing it in the dumpsters.
- 4 Cleaning all kitchen and serving area equipment after its use.
- 5 Prompt clean up of spilled food products in all service, production and dining areas.

Clean up costs shall be folded into the cost per serving quoted.

Kitchen facilities are generally not available and food will need to be transported, maintained and served from caterer's equipment.

Caterer must provide all food service utensils, disposables, linens and tableware for events. Caterer must provide two or more references to include name and telephone number of business accounts for which it has provided catering services for business functions.

Permits for campus parking during a catered event may be provided by the event director or purchased from our Parking and Transit Office (414) 229-5644 and the cost may be added to the invoice.

Caterer must be willing to invoice against purchase orders with terms of payment of net 30 days.

Caterers must indicate limitations on size of event handled and deadlines for meal counts, and include any other policies with their response.