

## INSTRUCTIONS

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Please note that, to qualify as a caterer for purposes of appearing on our list of approved caterers, you must meet the following definition:

A **CATERED EVENT** is one at which the caterer provides **full food and/or beverage service**, including preparation, delivery, set-up **and** removal of food and serve-ware. The caterer may or may not leave an employee on-site for the duration of the event. The event may or may not occur on campus.

If you do NOT provide delivery, set-up **and** removal of food and serve-ware you do not qualify as a caterer. This does not exclude you from doing business with the university; it simply means you do not qualify as a caterer as defined above and that you instead provide what we have defined as a “drop-and-go” service.

If you provide catering service as defined above, fill out the Master Agreement for Catering Services in duplicate, sign the Agreement, and attached the required insurance certificate(s). Please note that if you do not calendar annual reminders to send in your updated insurance then you will be contacted in a set month each year for updated insurance, regardless of the month in which your insurance expires.

### Insurance Requirements

- Commercial General Liability insurance with minimum limits of **ONE MILLION DOLLARS** (\$1,000,000) each occurrence, **TWO MILLION DOLLARS** (\$2,000,000) aggregate.
  - If Caterer’s scope of service includes service of alcohol, the Commercial General Liability policy reference above must be endorsed to add insurance coverage for service of alcohol. **The University of Arizona Foundation maintains a list of approved bartenders and must be contacted separately in order to gain admittance to that list.**
- Commercial Automobile Liability insurance with minimum limits of **ONE MILLION DOLLARS** (\$1,000,000) each occurrence, **TWO MILLION DOLLARS** (\$2,000,000) aggregate.

*The insurance policies required in the two statements above shall be endorsed to name the **State of Arizona, Arizona Board of Regents on behalf of the University of Arizona, and the University of Arizona Foundation as additional insured** and shall stipulate that the Caterer’s insurance shall be primary insurance and that any insurance carried by the State of Arizona, the University of Arizona Foundation, the Arizona Board of Regents and the University of Arizona, their agents, officials or employees shall be excess and not contributory insurance to that provided by Caterer.*

- If applicable, Worker’s Compensation insurance to cover requirements imposed by Federal and State statutes having jurisdiction of its employees engaged in the performance of Agreement, and Employer’s Liability insurance with a minimum limit of **ONE HUNDRED THOUSAND DOLLARS** (\$100,000).

If Caterer believes that it is exempt from Worker’s Compensation statutes as a Sole Proprietor or Independent Contractor, a completed waiver form must be submitted in lieu of evidence of a Worker’s Compensation insurance policy. The waiver can be found at <http://risk.az.gov/default.asp>

Send the Agreement and Insurance to the Contracting Office for signature. Note that we cannot process the Agreement without the required insurance certificate(s).

The University of Arizona

Contracting Office

University Services Annex, 6<sup>th</sup> Floor

Box 210300 A

Tucson, AZ 85721-0300

OR

fax: (520) 621-9847

OR

email: [contracting@fso.arizona.edu](mailto:contracting@fso.arizona.edu)

After the agreement has been signed by the Contracting Office, an original agreement will be returned to you for your files.

Once the Master Agreement for Catering Services is in place, **NO OTHER TERMS OR CONDITIONS MAY BE ADDED TO ANY CATERING ORDER WITH THE UNIVERSITY OF ARIZONA.**