

Dear Caterer:

The University of California policy 5402 on contracting out affects how UCR conducts business with outside caterers. For any events in which you are estimating labor (e.g. set up, preparation, serving, tear down, etc.), you will be required to quote wage parity rates to ensure that your staff will be paid equivalent pay to our UCR Dining staff *when servicing the campus*.

Below are the current wage rates that you must incorporate into your estimates when labor is used on the campus. When quoting, please include the title of your employee (senior cook, cook, foodservice worker, etc.) and the amount of time estimated to be worked multiplied by the parity rate.

For example: Foodservice Worker 3.5 hrs x \$26.63 = \$79.89

CURRENT WAGE PARITY RATES

BAKER SENIOR	\$27.16
BAKER	\$26.73
COOK SENIOR	\$27.16
COOK	\$26.73
FOOD SVC WORKER SENIOR	\$26.63

PLEASE NOTE: The Wage Parity Rate is not to be used as your billing rate, it has to be what you are actually paying your employees when they are servicing the campus as described above.

If you wish to provide catering services to UCR, please complete and sign the statement below:

I, _____, hereby state that I will abide by University of California Policy 5402 by quoting and paying my employees the applicable parity wage as stated above. I understand that this policy does NOT apply to deliveries (drop and go, without setups or tear downs), or customer pickups.

Name

Signature

Date

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

- 1) All Caterers and Outside Food Sources that 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 *catered* events. Please respect existing UCR franchise agreements by:

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

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

Sincerely,



Matthew Burke, CPSM
Senior Buyer