

Phoenix College Food Truck Guidelines

The purpose of this document is to provide guidelines and guidance regarding Food Truck Vendors on the Phoenix College campus.

As with any catering opportunity at Phoenix College, Sodexo always has first right of refusal. Please contact Dina Norris, the Sodexo Catering Manager, at 480.340.9916 or via email at dina.norris@sodexo.com to discuss your catering needs.

If Sodexo is unable to provide service as needed, 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 Sodexo, we are bound to the guidelines within that contract. Sodexo provides a list of pre-approved food truck vendors that have previously been vetted. The list can be accessed at <https://www.foodtruckfeeds.com/trucks/>.

Any food truck vendor not included on Sodexo's pre-approved list and 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. These food truck vendors must provide:

- MCCCD Indemnification & Insurance Agreement Licensed Food Truck Form completed and signed by the contractor.
- Certificate of insurance from the food truck. The certificate must contain the following:

MCCCD/Phoenix College named as certificate holder:

Maricopa County Community College District
Phoenix College
1202 W. Thomas Rd,
Phoenix, AZ 85033

All policies shall contain a waiver of subrogation endorsement in favor of Maricopa County Community College District, its agents, officers, officials, employees, and volunteers.

The certificate must also include, at a minimum, the following insurance coverages:

- General Liability (GL) = \$1,000,000
 - Automobile Liability (AL) = \$1,000,000
 - Workers' Compensation (WC) = statutory limits
- Current Permit to Operate
 - Current Food Handler Cards for everyone working at the event.

All completed and current documentation must be provided to the Event & Fleet Services Office no later than 2 weeks prior to the confirmed event date.

If you have any questions, please contact Priscilla Gonzales at 602.285.7437 or Nancy Yocopis at 602.285.7734.