



FOOD VENDOR QUALIFICATION PACKET FOR EVENTS AT PUBLIC FACILITIES



Thank you for your interest in providing concession or catering services for public events at public facilities owned by the following public Entities: City of Grand Junction, Mesa County, City of Fruita and the Town of Palisade. These public Entities have joined to establish a cooperative process that allows a qualified food vendor to be *pre-qualified* to work *any* public event, private- or Entity-sponsored, at any of the facilities owned by the public Entities. In addition, these Entities work with certain private Main Event sponsors to provide information to food vendors (see page 6) and a list of interested vendors to the sponsors.

With this process, food vendors only need to submit the required qualifying documents listed in this packet *once* annually and then may apply to event coordinators for as many events held at public facilities as they desire (*not* limited to Main Events). Qualified food vendors will be listed on the Concessionaire and Caterer Information web page serving *all four* Entities and maintained by the City of Grand Junction. The web page can be found at:

<http://bit.ly/FOODGJ>

Private- or Entity-sponsored event coordinators are required to choose from the qualified list on the web page if their event is held at a public facility.

Note: This process is not an application for any event. Application for specific events is a separate process. Contact the event coordinator.

Packet and/or Insurance Requirement Inquiry's:

Vicki Beltran
vickib@gjcity.org
(970) 244-1583

Emily Krause
emilyk@gjcity.org
(970) 254-3875

Required Documents to Submit

Read this **Food Vendor Qualification Packet for Events at Public Facilities** in its entirety. See below for agency contact information. USE THIS LIST AS A CHECKLIST!

- Page 4 of this Packet. Vendor information and check off public Entities for which you wish to qualify.
- Page 5 of this Packet. Terms and Conditions, sign and date.
- Page 6 of this Packet, if interested in any Main Events.
- Current year Mesa County Health Department Vendor Approval (call 970-248-6900)
- Current year State of Colorado Sales Tax License
- City of Grand Junction Sales Tax License, if you have chosen on page 4 to qualify for Grand Junction public facilities.
- General Liability:
 - Certificate(s) of insurance (COIs) for EACH Entity you chose on page 4 (read page 3)
 - Additional Insured Endorsement page(s) for EACH COI, or if your policy has a Blanket Endorsement, send that with the policy number on it (read page 3).
- Auto Liability Certificate of Insurance (COI) for (1) Food Trucks (truck and concession are one unit), or, (2) haul vehicles that **remain parked in the event space/area** (read page 3 for limit requirements). Haul vehicles that park in public parking areas do not need any proof of Insurance.
- A menu for event coordinators to view on the web page. It can be simple or fancy.
- Photos of your concession for event coordinators to view on the web page, preferably in operation. (Caterers are exempt although photos of your product are welcome.)
- *For delivery-only* licensed retail food establishments (like pizza or box lunch delivery) the following is required: page 4, page 5, Mesa County Health Department Vendor Approval (call 970-248-6900), and menu/photos to post on web page.

Submit required documents to:

MAIL OR DROP OFF:

Parks Administration

Attn: Vicki Beltran

1340 Gunnison Ave

Grand Junction, CO 81501

OR

EMAIL TO:

vickib@gjcity.org

Note: Do not submit any event fee payment(s) with your qualification documents. Event fee payment(s) are **only** required for the food vendors selected to service an event. Contact the event coordinator for more information about individual event fees. For your convenience, Main Event fees are listed on page 6.

Note: Food vendors selected for City of Grand Junction events (Except JUCO and Hospitality Suite) must complete and submit a Concessionaire Payment Form and the associated fee payment (10% of Gross Sales Excluding Taxes) to the Parks and Recreation Division no later than the end of business, within three (3) business days after the end of the event. The form can be found at http://www.gjcity.org/Concessionaire_Information.aspx.

Contact information:

Mesa County Health Department Vendor Approval Form: Ph. 970-248-6900, press 4
<http://health.mesacounty.us/environment/foodsafety> then click on [Special Events with Food](#)

Colorado State Sales Tax License: <http://www.colorado.gov/cs/Satellite/Revenue/REVX/1176842266427>

City of Fruita Administration: 970-858-3663, <http://www.fruita.org>

City of Fruita Parks and Recreation: 970-858-0360

Town of Palisade Administration and Parks and Recreation: 970-464-5602, <http://www.townofpalisade.org>

City of Grand Junction Parks & Recreation: 970-254-3866, http://www.gjcity.org/Parks_and_Recreation.aspx

City of Grand Junction Sales Tax License: 970-244-1521, <http://www.gjcity.org/SalesandUseTax.aspx>

Insurance Requirements

The selected Concessionaire or Caterer agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Concessionaire or Caterer pursuant to this Section. Failure to procure or maintain insurance as required below could jeopardize participation in this program.

Every policy required shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by Concessionaire or Caterer. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Concessionaire or Caterer shall be solely responsible for any deductible losses under any policy required below.

Concessionaire or Caterer shall procure and maintain and, if applicable, shall cause any Subcontractor of the Concessionaire or Caterer to procure and maintain insurance coverage listed below. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Concessionaire or Caterer pursuant to this Section. **Submit this page to your insurance agent so they can confirm that you have the required coverage and to obtain the required Certificate of Insurance and Endorsement.**

GUIDANCE FOR GENERAL AND AUTO LIABILITY INSURANCE REQUIREMENTS (see below for details):

- Submit General Liability Certificates of Insurance (COI), one for each Entity for which the vendor chooses to qualify as indicated on page 4 (read below for limit requirements).
- General Liability policies include an ***Additional Insured Endorsement***, either individual to each COI's Certificate Holder or a Blanket Endorsement. **Submit which ever one your policy has.** Include the policy number on the Endorsement. Endorsements typically have "PLEASE READ CAREFULLY, THIS ENDORSEMENT CHANGES YOUR POLICY" at the top of the page.
- Auto liability insurance COIs are required for (1) food trucks (truck and concession are one unit) and (2) haul vehicles that stay parked in the event space/area with the concession unit. Read below for limit requirements. Proof of insurance is not required for haul vehicles that drop the concession unit in the event area and park in public parking areas.
- Each Entity chosen shall be the CERTIFICATE HOLDER of their certificate. Here are the addresses:
 - City of Grand Junction, 1340 Gunnison Ave, Grand Junction, CO 81501
 - Mesa County, P.O. Box 20,000, Grand Junction, CO 81502
 - City of Fruita, 325 E Aspen, Fruita, CO 81521
 - Town of Palisade, P.O. Box 128, Palisade, CO 81526

For All Concessionaires and Caterers – REQUIRED MINIMUM LIMITS

(a) WORKER COMPENSATION INSURANCE is required by State law and is the responsibility of the Food Vendor to comply. Exemption from Worker Compensation may only be granted directly from the State of Colorado.

(b) GENERAL LIABILITY INSURANCE for your food vending business: minimum combined single limits of

City of Grand Junction	\$1,000,000 each occurrence and \$1,000,000 aggregate.
Mesa County	\$1,000,000 each occurrence and \$1,000,000 aggregate
City of Fruita	\$1,000,000 each occurrence and \$1,000,000 aggregate
Town of Palisade	\$1,000,000 each occurrence and \$1,000,000 aggregate.

Provide Certificate(s) of Insurance and the Additional Insured Endorsement(s) for EACH Entity you chose on page 4.

(c) AUTOMOBILE LIABILITY INSURANCE minimum requirements for (1) food truck (concession and truck are one unit) type vehicles that carry inventory where sales are made at the assigned event space from that vehicle directly to the customers **and** (2) those haul vehicles that remain *parked at the assigned event space/area*: minimum combined single limits for bodily injury and property damage of not less than \$1,000,000 are required. *Provide certificate(s) of insurance from for EACH Entity you chose on page 4.*

Food Vendor Qualification Information

The information I am submitting is to qualify for events at Entity public facilities owned by (select all that apply):

City of Grand Junction

Mesa County (Fairgrounds and Long's Park)

City of Fruita

Town of Palisade

General Information:

Business Name: _____

Name of Main Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day-Time Telephone: _____ Cell Phone: _____

Phone numbers for web page contact information: _____

Email: _____ Website: _____

Email for web page contact information: _____

Electricity Required? Yes No

If Yes, Specify Volts & Amps Required: _____

Will you be using Propane? Yes No

Is your unit a food truck? (concession & truck are one unit – not a trailer) Yes No

LIST ALL UNITS (*Trailer, food truck, cart, booth, tent, etc.*)

Type: _____ Dimensions: Length _____ ft. Width _____ ft.

Type: _____ Dimensions: Length _____ ft. Width _____ ft.

Type: _____ Dimensions: Length _____ ft. Width _____ ft.

Personnel:

Provide the names, titles, and responsibilities of all key personnel who will be responsible for the on-site management of your services:

Terms and Conditions

1. The Owner: The Owner consists of the City of Grand Junction and/or Mesa County and/or City of Fruita, and/or the Town of Palisade, Colorado and is referred to throughout this Solicitation. The term Owner includes those stated or its' authorized representatives.
2. Concessionaire is defined as "the owner or operator of a concession; one that operates a refreshment stand at a recreational center and pays a fixed sum and/or a percentage of revenue to the entity with the ability to assign exclusive rights for an area or facility".
3. Caterer is defined as "a person who, as a profession, provides food, supplies, and service at social gatherings or events".
4. Alcohol: Alcohol shall not be sold or supplied by any Concessionaires/Caterers to any of their patrons or employees. Concessionaires/Caterers and their employees shall not have any alcohol on site and shall not consume any alcohol on site and/or while providing services during events. Concessionaires/Caterers and their employees shall not have any alcohol consumption at least 8 hours prior to providing services for an event.
5. Unruly or threatening behavior or verbal abuse will not be tolerated.
6. Tobacco use is strictly prohibited on park grounds.
7. Intoxication is strictly prohibited while working as a Concessionaire/Caterer within the Owner's boundaries.
8. Appropriate dress attire is required from each concessionaire and their employees.
9. The aforementioned Owners assume no responsibility for the security of items on display or personal items. Security service will be provided at the event location to look after the event grounds as a whole. No special consideration will be given to any individual Concessionaire or Caterer.
10. Concessionaires/Caterers are responsible for the delivery, handling, take down and removal of their booth, mobile unit, displays, advertising material and the like from the grounds.
11. Concessionaires and Caterers shall only provide their services at official events for which they are selected by either the sponsoring entity or event promoter, within Mesa County. Concessionaires and Caterers shall not be authorized to provide services at any City, County, or Town - owned properties that they are not officially invited to by the sponsoring entity or event promoter, within Mesa County. Example: If there are no official events taking place at Lincoln Park, then no Concessionaires and/or Caterers shall be authorized to provide their services at that location.
12. Food Regulations: Concessionaires and Caterers shall ensure that all food products meet Food and Drug Administration, Department of Agriculture, and Mesa County Department of Health rules and regulations.
13. Food Quality: Foods and products provided shall be of the highest quality, freshest stock. Where applicable, items shall be of top grade quality unless otherwise specified or an agreed upon substitution.
14. Equipment: Equipment provided with specific brands of products such as freezers, nacho cheese dispenser, hot dog roaster, funnel cake machine, deep fryer, display warmers, etc. shall be owned by the Concessionaire.
15. **Fee Payment, City of Grand Junction: Concessionaires or Caterers shall submit fee payments (10% of Gross Sales Excluding Taxes) to the City of Grand Junction Parks and Recreation Division no later than the end of business, 3 business days after end of event (Except JUCO and Hospitality Suite).** Payment can be made via cash, check, or credit card, for which a receipt will be provided.
16. Tax payment: For City of Grand Junction, Concessionaires or Caterers shall pay taxes through regular City of Grand Junction tax payment methods. For all other Owners: Concessionaires or Caterers shall pay taxes through regular State of Colorado tax payment methods.
17. Right to Audit: The Concessionaires or Caterers shall maintain such financial records and other records as may be prescribed by the Owner or by applicable federal and state laws, rules, and regulations. The concessionaire or caterer shall retain these records for a period of five years after final payment, or until they are audited by the Owner, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent five-year period for examination, transcription, and audit by the Owner, its designees, or other authorized bodies.
18. MSDS (OSHA Form 20): In compliance with the Occupational Safety and Health Act (OSHA) Hazardous-Material Amendment, OSHA 1910.1200. The Owner requires material safety data sheets on all potentially hazardous materials utilized within Owner operations. Therefore, delivery of products subject to the aforementioned laws and regulations will not be accepted unless accompanied by a satisfactorily completed OSHA-20 Materials Safety Data Sheet, or approved equivalent.
19. ANY VIOLATION(S) OF THESE "Terms and Conditions" MAY SUBJECT THE CONCESSIONAIRE TO IMMEDIATE TERMINATION OF APPROVAL AND IMMEDIATE DISMISSAL FROM THE EVENT BEING SERVICED. CONCESSIONAIRE/CATERER MAY ALSO BE PROHIBITED FROM APPLYING FOR FUTURE EVENTS.
20. Concessionaires/Caterers shall accept complete responsibility for their booth space, property, and employees while concession vending or catering at any event under the management of the Owner. Concessionaires/Caterers are responsible to leave the space they have occupied in good condition, and as they found it.
21. Concessionaire shall obtain and keep in force all required insurance coverage as outlined in this Packet.

The under signee agrees to have thoroughly examined the entire *Food Vendor Qualification Packet for Events at Public Facilities*. If selected and/or approved, the under signee agrees to provide services and products in accordance with the terms and conditions contained herein.

Printed Name: _____

Signature: _____ Date: _____

MAIN EVENT INFORMATION

Event coordinators will make selections of concessionaires based upon the needs and best interest of the sponsor and the specific event. Your chances for selection greatly improve if you meet the deadline date. Once the qualification deadline passes for one of the Main Events (held at a public facility) listed below, your business's name and contact information will be sent to the event coordinator as a qualified food vendor interested in their event. **This is not an application or guarantee of selection. Mark events you may be interested in, if any.**

If selected for an event, the Concessionaire shall submit all fee payments to the appropriate event person. *[Note: Food vendors selected for **City of Grand Junction events** (Except JUCO and Hospitality Suite) must complete and submit a Concessionaire Payment Form and the associated fee payment (10% of Gross Sales Excluding Taxes) to the Parks and Recreation Department no later than the end of business, **within three (3) business days after the end of the event.** The form can be found at http://www.gjcity.org/Concessionaire_Information.aspx.]*

CHECK IF INTEREST	EVENT AND CONTACT	2017 QUALIFICATION DEADLINE	2017 EVENT DATES	FEE (DUE UPON SELECTION)
	International Honeybee Festival (Wine Country Inn, Palisade) Jean Tally, 970-464-5777	None	Apr (DATE TO BE DETERMINED)	\$55: EARLY \$65: AFTER A DATE TO BE DETERMINED
	Southwest Arbor Fest (City of Grand Junction) Emily Krause, 970-254-3875	Feb 17	Apr 22	\$100
	Brews & Cruise Festival (Palisade Chamber) Juliann Adams, 970-464-7458	Apr 1	May 6	10 x 10 \$100 10 x 12 \$125 Electric \$35
	Mike the Headless Chicken (City of Fruita) Tom Casal, 970-858-0360, ext. 6405	Mar 6	Jun 2-3	12 x 12 \$150 \$45 per outlet
	GJ Off-Road & Downtown Music Festival (Downtown Grand Junction) Caitlyn Love, 970-255-4921 or 970-852-7915	April 20	May 19-21	FOOD: \$350 SNACK: \$200 \$150 deposit Balance by May1
	JUCO (City of GJ) Emily Krause, 254-3875	Feb 10	May 27-Jun 3	\$1,000
	Palisade Bluegrass and Roots (Town of Palisade) Ron Quarles and Lindsey Chitwood, 970-464-5602	Mar 31	Jun 9-11	10 x 10 \$300
	Palisade Sunday Market (Town of Palisade) Michelle Gossage, 970-464-5602	Apr 22	Jun 12-Sep 25	10 x 10 \$200 Water & power: \$10
	Downtown Farmers Market (Downtown Grand Junction) Caitlyn Love, 970-255-4921 or 970-852-7915	May 22	Jun 22-Sep 14 Thursdays	FOOD: week \$75, half season \$450, full \$825 SNACK: week \$50, half season \$300, full \$550 Website has more info
	4th of July (City of Grand Junction) Emily Krause, 970-254-3875	May 12	Jul 4	\$100
	Lavender Festival (Lavender Association of Western Colorado, Palisade) Diana Wegh, 970-858-3138	May 1	Jul 8	Prior to Mar 20: 10 x 10: \$175; 10 x 20: \$225; 10 x 30: \$300 After Mar 20: \$200, \$250, \$350
	Mesa County Fair (Mesa County) Donna Redd, 970-255-7107	Jun 1	Jul 25-29	Food 15 x 35 \$600 Food 10 x 10 \$450 Beverage 10 x 10 \$400
	Palisade Peach Festival (Palisade Chamber) Juliann Adams, 970-464-7458	Jul 1	Aug 18-19	10 x 10 \$270 10 x 20 \$450 110V \$35, 220V \$60
	Pork and Hops (City of Grand Junction) Larry Manchester, 970-254-3844	May 1	Sep 8-9	\$150 + 10%
	Colorado Mountain Wine Festival (C.A.V.E., Palisade, CO) Melinda Tredway, 970-464-0111	Apr 28	Sep 16	Fees vary- call for fee information
	Fruita Fall Festival (Fruita Area Chamber) Jen Keck, 970-858-3894	Jun 1	Sep 22-24	\$300 - \$700 Call for breakdown
	Downtown Parade of Lights (Downtown Grand Junction) Caitlyn Love, 970-255-4921 or 970-852-7915	Nov 15	Dec 2	\$50 Pay upon selection
	Olde Fashioned Christmas (Palisade Chamber) Juliann Adams, 970-464-7458	Oct 25	Dec 2	\$85 Inside \$65 Outside Electric \$35