Catering Purchasing

# Guide to Buyers

Please be advised that America To Go (ATG) has been designated as Emory University's preferred and approved vendor to manage Emory’s catering. This ensures that proper governance is conducted (i.e., ensuring licenses and insurance are in place, food inspections are satisfactory, Emory’s sustainability requirements are followed, etc.). Selecting a vendor not in the America To Go program may result in individual responsibility for contractual terms, agreements, and any associated risks. Payments to ATG-registered caterers must be processed through the ATG punchout.

For on-campus events at the Atlanta or Oxford campuses, users may also use Emory Catering (Bon Appetit), also available through Emory Express.

For off-campus events, some venues require the use of their on-premises catering, or a specified caterer.

For questions, please contact Rick Kapela at rkapela@emory.edu.

# FAQ

## To register a caterer with ATG, or for customer support, contact:

ATG Customer Service:

customerservice@americatogo.com

866.ATG.TOGO (866.284.8646)

Vivian D. Bordon – Senior Project Manager

America To Go

Cell: 917.344.9056

vivian.bordon@americatogo.com

To request a caterer to be set up in the America To Go program, you will need to provide the name, phone and email address of the caterer.

## What is the on-boarding process for new caterers?

* + America To Go reviews the program and Emory requirements with the requested caterer.
	+ Caterer completes all required materials (e.g., agreement, vendor information form, insurance requirements, health score, W-9, etc.).
	+ America To Go creates a draft version of the new vendor’s information and menu for the vendor to review.
	+ Caterer confirms all information is correct and receives test order.
	+ Caterer goes live on the America To Go punchout in Emory Express, and you receive notification.

Note that it can take 2-4 weeks to completely on-board a new caterer; it depends upon the responsiveness of the vendor.

## What if we wish to use a non-registered ATG caterer?

If the supplier is not currently in Emory Express, they will need to complete a Supplier Information Form (SIF). You will then need to submit a Supplier Request in Emory Express.

The following is required for each instance of using a non-registered ATG caterer:

* + Confirm health score is current and passing. The vendor should be able to provide a copy upon demand. You may also search here: <https://ga.healthinspections.us/stateofgeorgia/>. This may be helpful for guidance: <https://dph.georgia.gov/lifting-lid-environmental-healths-restaurant-rankings>
	+ Obtain a certificate of insurance (COI) coverage. (Questions regarding these requirements should be directed to the Office of Risk Management and Insurance Services, not Central Procurement).
		- Required for all caterers:
			* **Commercial General Liability** Policy covering the Caterer, and employees and agents, including: 1) Premises /operations, 2) products/completed operations liability, 3) property damage, 4) broad form contractual, and 5) personal injury and advertising injury, with limits of not less than:

a) $1,000,000 each occurrence

b) $2,000,000 general aggregate

c) $2,000,000 products /completed operations aggregate and

d) $2,000,000 personal injury, bodily injury, advertising injury liability per occurrence

* + - * **Worker’s Compensation and Employer’s Liability** **Insurance** covering Caterer’s employees with the following limits:
				+ Worker’s Compensation: statutory limits
				+ Employer’s Liability: $1,000,000 each accident, $1,000,000 disease policy limit and $1,000,000 disease each employee.
		- If there will be liquor (including beer/wine), then also: **Liquor Liability** **Insurance** with $1,000,000 and $2,000,000 aggregate coverage.
		- For food trucks, or if the vendor will have a vehicle on campus, then also: **Automobile Liability Insurance** with a combined single limit of not less than $1,000,000 (including an extension of hired and non-owned coverage);
		- **“Emory University”** must be named as an **additional insured.**
	+ Obtain CBO approval in writing. A copy of an email is sufficient.
	+ Ensure that the vendor complies with Emory’s Sustainability guidelines regarding packaging and utensils.
		- Packaging **must be** Styrofoam-free.
		- Emory Sustainability strongly encourages that packaging and serviceware are 100% compostable. This includes paper and plant-based products.

## Can off-campus events be catered using a caterer not registered with ATG?

Yes. However, you still must verify the points above. For caterers that are mandated by a venue, you may not be able to confirm all of the above. Use of a caterer in that situation, with the associated risks, is a business decision.