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Date: Friday, 5/29/2009 3:39 PM EDT
Subject: New Guidelines for use of ARAMARK

Announcement: Effective July 1, 2009, ARAMARK Educational Services shall provide any and all food, beverages and/or related services that are to be used for Old Dominion University sponsored programs on property owned or leased by the University when costs for same are expected to exceed \$50.00. This requirement also applies to all food, beverages and/or related services whether purchased from off campus vendors and brought back to campus by staff for on campus events, and/or delivered by off campus vendors for on campus events.

If ARAMARK is unable to provide the requested food, beverages and/or related services, ARAMARK and the University's Contract Administrator will provide a written "waiver" granting the department a "one time" approval and authority to contract with another vendor, subject to Materiel Management requirements, as follows;

- a. The department must provide the written "waiver" and support documentation that will verify ARAMARK's inability to provide the requested food, beverages, and/or related services;
- b. All vendors other than ARAMARK that provide on campus food, beverages, and/or related services must have (i) a proper business license, (ii) a current certificate from the Department of Health, and (iii) a current insurance certificate that meets the following insurance coverage and limits:
Worker's Compensation - Statutory requirements and benefits;
Employer's Liability - \$2,000,000 per occurrence;
Commercial General Liability - \$500,000 Combined single limit; and
Automobile Liability - \$500,000 Combined single limit
- c. All Department of Materiel Management purchasing policies and procedures shall apply to all vendors that may provide any and all food, beverages and/or related services, specifically those policies and procedures related to the (i) eVA business plan, (ii) SWaM program, and (iii) SPCC program.

GUIDELINES FOR PAYMENT:

In order to ensure prompt payment by the Accounts Payable Department, the following information must be submitted for processing:

- Food, beverages and/or related services \$50 and under: For example, if the food, beverages and/or related services total \$40.00 and the delivery charge is \$20.00, the total cost will exceed \$50.00 and will not be eligible for payment unless a written waiver from ARAMARK and the Contract Administrator is attached:
 - o If a vendor other than ARAMARK is used, a Receiving Report, Purchase Order, the Business Related Meal form and invoice must be submitted to A/P for prompt payment. If ARAMARK is used, an Authorization to Pay on Contract Form, Catering Form and the Business Meal Form and invoice must be submitted to A/P for prompt payment.
 - o If a vendor other than ARAMARK is used, petty cash funds MAY be used to pay for food, beverages and/or related services \$50 and under using the PC-1 form. Itemized Receipts, Receipts showing method of payment, and Business Related Meal Form must be attached for reimbursement to be considered.
- Food, beverages and/or related services over \$50: All food, beverages and/or related services must be provided by Aramark Educational Services unless a copy of the written waiver from ARAMARK and the Contract Administrator is attached. The waiver must be included with the receiving report and invoice before payment can be made.
 - o If a vendor other than ARAMARK is used, the Receiving Report, Purchase Order, Business Related Meal Form, Written Waiver from ARAMARK and the Contract Administrator and invoice must be submitted to Accounts Payable for prompt payment. If ARAMARK is used, an Authorization to Pay on Contract Form, Catering Form and the Business Meal Form and invoice must be submitted to A/P for prompt payment.
 - o Regardless of the vendor used, petty cash funds MAY NOT be used to pay for food, beverages and/or related services, on campus (property owned or leased by the University) over \$50.00.