

**BRONX COMMUNITY COLLEGE
CATERING AND FOOD SERVICE GUIDELINES**

How to Obtain Catering/Food Services from University Healthy Choice

HOW TO CONTACT UNIVERSITY HEALTHY CHOICE

Manager: Kayla Iacono
Email: UHCCatering@healthychoice.net
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Fax #: 718-289-6023

HOURS OF OPERATION (for Fall and Spring semesters; summer hours vary)

Monday through Thursday, 7 AM to 8 PM, Friday 8 AM to 5 PM and Saturday 8 AM to 2 PM

ACCEPTABLE METHODS OF PAYMENT

Purchase order, cash, credit and debit cards are the current acceptable methods of payment.

MINIMUM ORDER AMOUNT

The minimum order amount accepted by University Healthy Choice for catering service is \$25.

DIRECTIVE 6 – APPROPRIATE MEETING SITUATIONS

For your convenience, a full description of meeting situations and agency functions where expenditures for light refreshments and/or modest meals are allowed may be found on the website of the NYC Office of the Comptroller by clicking on <https://comptroller.nyc.gov/wp-content/uploads/documents/Directive-6-Travel-Meals-etc..pdf> if you are unable to open this link, cut and paste the address into your browser.

You may also find Directive 6 on the Bronx Community College website by clicking on Administration & Finance, then Business Office and then the Accounts Payable page. Once you access the Accounts Payable page, look for **Directive 6, Part III section 8.1.2 – Appropriate Meeting Situations.**

TAX LEVY ORDERING PROCESS - If your department requires food/catering services and the funding is from the Tax Levy budget (Ledger 2):

1. Obtain a quote from University Healthy Choice **a minimum of 14 days** before the event or meeting is to take place.
2. Place a purchase requisition into the CUNYfirst system. The purchase requisition must contain a full description of the required food/catering service, plus the name of the event, date, time and location.

3. Attach a copy of University Healthy Choice's quote to the purchase requisition in the CUNYfirst purchasing system or fax the price quote to Purchasing at extension 6466 or 6027.
4. Purchasing will issue a purchase order to University Healthy Choice before your event takes place only if a purchase requisition has been entered into the CUNYfirst purchasing system and it has received all of the necessary approvals.

AUXILIARY OR BCC, INC. ORDERING PROCESS - If your department requires food/catering services and the funding source is Auxiliary or BCC, Inc. (Non-Tax Levy/Ledger 7):

Follow steps 1 through 4 above. However, the requisition must be entered into a Ledger 7 account in eProcurement, not CUNYfirst.

CLUBS ORDERING PROCESS - If your club requires food/catering services:

1. Obtain a quote from University Healthy Choice **a minimum of 14 days** before the event or meeting is to take place.
2. Bring the quote to Gregory Rosenberg or Yelena Smolyanitskaya in the Accounting Department, Colston Hall Room 810, to check budget availability and for approval.
3. If funding is available and your quote is approved, take the approved quote to the Office of Student Life for processing into the eProcurement system.
4. Student Life will enter into eProcurement the information from the quote along with a full description of the required food/catering services, plus the name of the event, date, time and location.
5. Purchasing will produce a purchase order and fax it to University Healthy Choice once the requisition receives all necessary approvals.

RESEARCH FOUNDATION ORDERING PROCESS - If your department requires food/catering services and the funding source is Research Foundation:

1. Before placing an order for food/catering services through the Research Foundation, you must first confirm that funding for such services has been approved as part of your grant allocation. To do this, contact Rolly Wiltshire at rolly.wiltshire@bcc.cuny.edu. After confirmation of food/catering services funding grant allocation, obtain a quote from University Healthy Choice **a minimum of 14 days** before the event or meeting is to take place.
2. Use the information on the quote to write out a Research Foundation small order form with a full description of the food/catering services needed, plus the name of the event, date, time and location.
3. Submit the vendor's copy of the small order form to University Healthy Choice with a full description of food/catering services, plus the name of the event, date, time and location.
4. Once the food/catering services are carried out, forward all required paperwork to Rolly Wiltshire, Institutional Advancement, Philosophy Hall Room 26B, for submission to the Research Foundation.

SELF PAY ORDERING PROCESS - If you or your department requires food/catering services and the services will be paid for by you:

1. Obtain a quote from University Healthy Choice at least 14 days before the event or meeting is to take place.

2. Set the date, time and location with staff of University Healthy Choice **a minimum of 14 days** before the event or meeting, and be prepared to pay for all requested food/catering services before or at the time of service.

FIRST RIGHT OF REFUSAL POLICY ON FOOD/CATERING ORDERS

1. University Healthy Choice must have first right of refusal regarding all campus food/catering services. The refusal from University Healthy Choice must be written and submitted to Purchasing, either separately, or along with your purchase requisition. Verbal refusals will not be accepted.
2. If University Healthy Choice refuses the food/catering request, the next vendor's prices must be a minimum of 10% less than the prices of University Healthy Choice.
3. All Tax Levy, Auxiliary, BCC, Inc. and Student Life Club orders require entry of a purchase requisition into the proper purchasing system (i.e., CUNYfirst or eProcurement).
4. If food/catering services cost more than \$5,000 and University Healthy Choice has refused the order, the requesting department must also supply Purchasing with a detailed specification for bidding to 5 or more vendors.
5. If catering/food services are less than \$5,000 and University Healthy Choice has refused the order, it is the responsibility of the requesting department to obtain a first right of refusal letter from University Healthy Choice, along with a minimum of three quotes from other food vendors. These quotes must be submitted to Purchasing for price comparison and evaluation before a purchase order for services will be issued.
6. All food/catering service vendors contracted must possess a valid business license and said license must be supplied to Purchasing before a purchase order can be issued.
7. All food/catering service vendors contracted must possess a valid and current Health Department Certificate and supply said certificate to Purchasing before a purchase order can be issued.
8. All food/catering service vendors contracted must supply a completed Substitute W-9 (this form can be obtained at https://comptroller.nyc.gov/wp-content/uploads/2014/12/SUBSTITUTE-FORM-W-9_NYC_December-2014.pdf.) All vendors must be registered in the CUNY Vendor Databases and The New York City's Payee Information Portal before a purchase order can be issued. Non-registered food/catering service vendors must use the following URL to register in The New York City's Payee Information Portal: <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>.
9. The requesting department must place a purchase requisition into the proper purchasing system. The requisition must receive all necessary approvals before a purchase order will be issued to the successful vendor. **The food/catering service vendor cannot perform any service – and will not be paid – until a purchase order has been issued.**

CHANGE OR CANCELLATION OF FOOD/CATERING SERVICE

If you need to change or cancel a food/catering order, contact University Healthy Choice at 718-289-5199, or by email at UHCCatering@healthychoice.net, at least 48 hours before the event or meeting is to take place. The Purchasing Department or Research Foundation Office must also be contacted *via email only* so that the issued purchase order may be modified or cancelled.

- For Tax Levy, email changes and cancellations to:
Anjanette.Antonio@bcc.cuny.edu or Nelda.Alvarez@bcc.cuny.edu.
- For Auxiliary, email changes and cancellations to:
Anjanette.Antonio@bcc.cuny.edu or Nelda.Alvarez@bcc.cuny.edu.

- For Student Life Clubs, email changes and cancellations to:
Gregory.Rosenberg@bcc.cuny.edu or Donovan.Miller@bcc.cuny.edu
- For Research Foundation, email changes and cancellations to:
Rolly.Wiltshire@bcc.cuny.edu.