PROCUREMENT

PROCEDURE MANUAL

TITLE:
Food Trucks on Campus

NUMBER: PRO-AUX-006
VERSION: 02

ISSUED DATE: 7/8/2015
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Purpose:

The College contracts with a primary food service provider. The primary food service provider is the preferred catering partner. In cases where departments/organizations choose to utilize a mobile food dispensing vehicle (food truck), certain guidelines must be followed. The procedure is designed to reduce the risk of foodborne illness from meals that are improperly prepared, maintained, or served. The requirements identified in this procedure are applicable to faculty, staff, students and anyone using Palm Beach State College facilities.

Definitions:

Business License: License provided by the Florida Department of Business and Professional Recognition indicating that the vendor is licensed to operate a food truck in the state of Florida.

Business Tax Receipt: Formerly Occupational Licenses, required of any business in Palm Beach County selling merchandise or services.

Mobile Food Dispensing Vehicle (Food Truck): vehicle-mounted public food service establishments. Some MFDVs are self-propelled and built to travel on public streets. Other MFDVs are not self-propelled but can be moved from place to place. MFDVs may even be watercraft.

Primary Food Service Provider: The company/companies who have contracted with the College to provide cafeteria and catering services.

Responsibility:

Manager of Auxiliary Services: Upon request, will review the request for hosting a food truck on campus.
**Student or Staff Member:** Completes request to host a food truck and provides all of the necessary documents for verification.

**Procedure Details:**

1. The College department schedules the event through the appropriate scheduling office.

2. The College department contacts the Primary Food Service Provider for a quotation or consultation for the upcoming event.

3. If the department determines that the Primary Food Service Provider will not be utilized for the upcoming event, the department will then contact the food truck operator and complete the Food Truck Request form.

4. The Food Truck Request must be submitted at least two weeks prior to the event to be considered. The Auxiliary Services Manager will determine if the food truck can be utilized for the specified event.

5. The Food Truck operator shall:
   a. Be licensed to operate a mobile food dispensing vehicle in the state of Florida. A copy of the license must be submitted to the Auxiliary Services Office.
   b. Hold a current Business Tax Receipt from Palm Beach County.
   c. Provide proof of insurance
      i. Palm Beach State College and its District Board of Trustees named as additional insured
      ii. General liability coverage minimum of $1,000,000
      iii. Automobile liability coverage minimum of $500,000
   d. Provide a copy of most recent inspection.

6. Food Trucks on campus must be completely self-contained and require no use of electric, water or other utilities or facilities belonging to Palm Beach State College.
7. Vendors must be located on Palm Beach State College property, not on public streets, in a location approved by Facilities and Security.

8. Coke and their entire family of beverages are the exclusive pourer on all College property. Organizations or their contracted catering provider may not serve any competitors’ brand.

9. Groups working with external caterers or local take-out restaurants are responsible for ensuring that all food preparation safety standards are followed. Groups are also responsible for all clean-up and trash/recycling removal. Any charges for excess clean-up or facility damage (stains, broken equipment, etc.) are the financial responsibility of the organization sponsoring the event.

➢ References:

College Board Policies: 6Hx-18-4.06

http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.06.pdf

Florida Department of Business & Professional Regulation:
https://www.myfloridalicense.com/wl11.asp?mode=0&SID=

Florida Department of Business & Professional Regulation Guide to Mobile Food Dispensing Vehicles: http://www.myfloridalicense.com/dbpr/hr/licensing/GT_MDFV.html

Food Truck Request Form: http://www.palmbeachstate.edu/auxiliary-services/documents/Food-Truck-Request-Form-EXT.PDF

Palm Beach County Tax Collector: https://pbctax.com/services/local-business-tax-services/local-business-tax-receipts