

STEP ONE: Please complete the following information:

Company Name:
Name of Company Representative/Catering Contact:
Phone Number:
Email Address:
Remit-to Address:

STEP TWO: Please attach the following required documents:

<ul style="list-style-type: none"><input type="checkbox"/> Copy of your current County Health Department License/Permit (See Attachment A for sample)<input type="checkbox"/> Certificate(s) of Liability Insurance:<ul style="list-style-type: none">• Certificate(s) <u>must</u> include coverage as described in Attachment B (See Attachment C for sample)• Certificate(s) <u>must</u> name San José State University as its appropriate affiliations as additional insured with an endorsement from your insurance company (See Attachment D for sample)

STEP THREE: Please answer the following questions:

<ol style="list-style-type: none">1) Is your company willing to accept SJSU Procurement Cards (Visa credit cards with US Bank) as payment for catering services? <input type="checkbox"/> YES <input type="checkbox"/> NO2) Is your company willing to accept SJSU Purchase Orders that will result as payment via ACH or check-by-mail for catering services? <input type="checkbox"/> YES <input type="checkbox"/> NO <p>If “Yes” is selected for Question 2, then a representative from SJSU Contracts & Procurement Services will send you an invitation to onboard as an official supplier for SJSU via PaymentWorks.</p>

STEP FOUR: Please email this application and all required documentation to:

<p>EMAIL: catering@sjsu.edu SJSU Contracts & Procurement Services One Washington Square, San José, CA 95192-0047 Phone: 408-924-1558</p>



ENVIRONMENTAL HEALTH PERMIT

PERMIT HOLDER IS RESPONSIBLE FOR THIS PERMIT: Renew on or before expiration date. If Permit Holder does not receive renewal notice present this Permit to the address below on or before the expiration date. Late payments are assessed penalty.

PERMIT IS NOT TRANSFERABLE & MAY BE REVOKED FOR CAUSE. Permit is void on change of owner. New owner must apply and pay for permit (s) prior to operation or penalties will be assessed.

SANTA CLARA COUNTY-DEPARTMENT OF ENVIRONMENTAL HEALTH
1555 BERGER DR, SUITE 300, SAN JOSE, CA 951122716
408-918-3400

ENVIRONMENTAL HEALTH PERMIT

REGULATED FACILITY :

Facility ID:
Account ID:
Issued:

OWNER NAME :

Permit #

Valid From

Michael Balliet, Director, Department of Environmental Health
DISPLAY IN PUBLIC VIEW

Insurance Coverages for Catering Services

The intent of this communication is to inform you of the standard insurance coverages and limits for doing business with San José State University.

The Certification Holder field at the bottom of the page must be completed indicating that **San José State University** has been added as an additionally insured.

The field indicated as the “Description of Operation/Locations/Vehicles” should state:

“The State of California, their employees, officers and agents, Trustees of the California State University, their employees, officers and agents; San José State University, their employees, officers and agents; the Student Union of San José State University, Inc.; and Spartan Shops, Inc. are added as additionally insured.”

Minimum insurance coverages are designated below.

General Liability:

A minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate is required.

Automobile Liability:

A minimum coverage of \$1,000,000 per occurrence is required*

*Required for Caterers that intend to deliver to the campus; this requirement is waived for orders that will be picked up by a university representative.

Worker’s Compensation:

A minimum coverage of \$1,000,000 per accident for bodily injury or disease, as required by the State of California.

Endorsement:

An endorsement changes the insurance policy to add all parties as listed within the “Description of Operation/Locations/Vehicles” field of the Certificate, and is a separate page from the insurance certificate.

These insurance requirements must be met prior to commencement of work on campus or acceptance of work, service request, or purchase order from any campus entity.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER, CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, NAIC #, INSURED, INSURER A-F

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, Professional Liab, and Pollution Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The State of California, their employees, officers and agents; Trustees of the California State University their employees, officers and agents; San Jose State University, their employees, officers and agents; the Student Union of San Jose State University, Inc.; and Spartan Shops, Inc. are added as additionally insured.

CERTIFICATE HOLDER

CANCELLATION

San Jose State University One Washington Square San José CA 95192-0047. SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

Policy Number:

**COMMERCIAL GENERAL LIABILITY
CG 20 33 04 13**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

However, the insurance afforded to such additional insured:

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
 - a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.