

**Memo**

To: All Department Procurement Liaisons

From: Brian Genzmann, Director of Business and Fiscal Affairs

Date: March 27, 2019

Re: Food Catering Services

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In light of Centerplate’s decision to terminate its contract with The City College Auxiliary Enterprises Corporation (AEC), departments with catering needs sourced through tax levy dollars will be required to follow the procedure described below, until further notice. As this procedure applies only to tax levy dollars, the Finance Office will process these food service orders through the standard procure-to-pay process.

Department end users will be required to contact designated local food service providers, obtain the necessary quote(s) in accordance with the procedure described below, and enter a requisition into CUNYfirst. Along with the requisition, supporting documentation, including the quote(s) and meeting agenda must be uploaded into CUNYfirst. The requisition will then require department approval and clear budget check. Once these steps have occurred, a purchase order will be issued to the lowest responsive vendor. In accordance with CUNY’s Purchasing Policy Guidelines, **end users must NOT place an order or engage in an agreement that obligates the College for payment in exchange for goods and services without a valid purchase order being issued by the Purchasing Department.**

Departments will be allowed to submit requisitions for their catering events **ONLY** beyond the College’s previously announced requisition submission deadline. The Purchasing Department asks, however, that **departments submit these requisitions at least ten (10) business days prior to their event to ensure sufficient processing time.**

For orders valued at less than $1,500.00, the department is required to submit only one (1) quote from one of the College’s designated vendors. For orders above $1,500.00, departments will be required to obtain three responses. For all orders over $3,000.00, a request with a clear business purpose and the number of anticipated attendees must be provided prior to processing.

If a department requires frequent catering services between now and June 30, 2019, the department is advised to consult with the Purchasing Director about the possibility of having a larger scale, amount-only order with one vendor. In addition to a CUNYfirst requisition submission, supporting documentation such as three vendor responses and meeting agendas are still required.

All food purchases are to be made in accordance with [CUNY’s Guidelines for Meals Served on Premises for Business Meetings](https://www.ccny.cuny.edu/sites/default/files/CUNY-Guidelines-for-On-Site-Business-Meals-033115.pdf). As indicated in the policy, modest meals are not to exceed $15.00 per person, which includes all tips, delivery charges, and incidentals. Breakfast and light refreshments are not to exceed $8.00 per person. Costs for linen and utensils are not to be sourced through tax levy funds.

Departments can obtain quotes from the following vendors:

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| **CUNYfirst Vendor ID** | **Vendor Name** |
| 2000019541 | Z Catering |
| 2000018759 | 1588 Harlem Restaurant Group LLC- DBA Uncle Tony’s |
| 2000018729 | 1600 Amsterdam Harlem Group LLC- DBA Fumo |
| 2000020467 | Clove Indian Restaurant Inc. |
| 2000004115 | Home Sweet Harlem Café |
| 2000003026 | Restaurant Associates Inc. |
| 2000020709 | Whats the Kitch Inc. |
| 2000021106 | PAULFRA Restaurant Inc. DBA Smoke Jazz & Supper Club |

While this list will be updated periodically and posted to the College’s [Finance & Administration webpage](https://www.ccny.cuny.edu/finance/purchasing), departments can research other vendors that may meet their needs. However, vendors must be enrolled in both the State Financial System (SFS) and CUNYfirst. Be advised that if vendors are not enrolled in both systems, the enrollment process can take between seven (7) to ten (10) business days.

In addition, end users must attach the meeting sign-in sheet to the CUNYfirst receipt in order for payment to be processed. Receipts must be submitted within five (5) days of the event date.

College departments are encouraged to reach out to the Purchasing Department, should they have questions about their particular requisition and to the Accounts Payable Department, if they have issues with receipting.

C: Felix Lam, Vice President and Chief Financial Officer

Eva Medina, Director of Budget

 Kisha Greene, Director of Purchasing

 Lucian Pinckney, Finance Manager

Marcy Scott, Director of Accounts Payable

Jason Wallace, Executive Director of AEC