

**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](#). 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:

<b>CUNYfirst Vendor ID</b>	<b>Vendor Name</b>
2000018759	1588 Harlem Restaurant Group LLC dba Uncle Tony's
2000018729	1600 Amsterdam Harlem Group LLC dba Fumo
2000021147	42 Bway Bake LLC dba Flavors Café
2000021203	ABP Columbia, Inc. dba Au Bon Pain
2000000521	ABP Corp dba Au Bon Pain
2000021503	Caffe BN Associates
2000018498	City Catering
2000020467	Clove Indian Restaurant, Inc.
2000021429	Cosi Inc.
2000021545	Diane Gordon Catering
2000004115	Home Sweet Harlem Café
2000003423	MBJ Cafeteria Corp
2000003026	Restaurant Associates
2000020783	Sugarkiss Bakeshop
2000021192	Tsion Enterprises dba Tsion Café & Bakery
2000019032	Unkyung Yang (Cafe One)
2000019541	Z Catering

While this list will be updated periodically and posted to the College's [Finance & Administration webpage](#), 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  
 Lucian Pinckney, Finance Manager  
 Marcy Scott, Director of Accounts Payable  
 Jason Wallace, Executive Director of AEC