Thank you for your interest in providing concession or catering services for public events at public facilities owned by the following public Entities: City of Grand Junction, Mesa County, City of Fruita and the Town of Palisade. These public Entities have joined to establish a cooperative process that allows a qualified food vendor to be pre-qualified to work any public event, private- or Entity-sponsored, at any of the facilities owned by the public Entities. In addition, these Entities work with certain private Main Event sponsors to provide information to food vendors (see page 6) and a list of interested vendors to the sponsors.

With this process, food vendors only need to submit the required qualifying documents listed in this packet once annually and then may apply to event coordinators for as many events held at public facilities as they desire (not limited to Main Events). Qualified food vendors will be listed on the Concessionaire and Caterer Information web page serving all four Entities and maintained by the City of Grand Junction. The web page can be found at:


Private- or Entity-sponsored event coordinators are required to choose from the qualified list on the web page if their event is held at a public facility.

Note: This process is not an application for any event. Application for specific events is a separate process. Contact the event coordinator.

Packet and/or Insurance Requirement Inquiry’s:

Christina Breault (Office location is at the Parks Office – 2529 High Country Court)
christinab@gjcity.org
(970)254-3861

Emily Krause (Office location is at the Parks and Recreation Office - 1340 Gunnison Ave)
emilyk@gjcity.org
(970) 254-3875
Required Documents to Submit

Read this Food Vendor Qualification Packet for Events at Public Facilities in its entirety. See below for agency contact information. USE THIS LIST AS A CHECKLIST!

1. Page 4 of this Packet. Vendor information and check off public Entities for which you wish to qualify.
2. Page 5 of this Packet. Terms and Conditions, sign and date.
3. Page 6 of this Packet, if interested in any Main Events.
4. Current year Mesa County Health Department Vendor Approval (call 970-248-6900)
5. Current year State of Colorado Sales Tax License
6. City of Grand Junction Sales Tax License, if you have chosen on page 4 to qualify for Grand Junction public facilities.
7. Certificate(s) of insurance (COIs) for EACH Entity you chose on page 4 (read page 3)
8. Additional Insured Endorsement page(s) for EACH COI, or if your policy has a Blanket Endorsement, send that with the policy number on it (read page 3).
9. A menu for event coordinators to view on the web page. It can be simple or fancy.
10. Photos of your concession for event coordinators to view on the web page, preferably in operation. (Caterers are exempt although photos of your product are welcome.)
11. Auto Liability Certificate of Insurance (COI) for (1) Food Trucks (truck and concession are one unit), or, (2) haul vehicles that remain parked in the event space/area (read page 3 for limit requirements). Haul vehicles that park in public parking areas do not need any proof of Insurance.
12. For delivery-only licensed retail food establishments (like pizza or box lunch delivery) the following is required: page 4, page 5, Mesa County Health Department Vendor Approval (call 970-248-6900), and menu/photos to post on web page.

NOTE: Once ALL of your required documents have been turned in, allow up to 5 business days for the process to be complete and to be placed on the Approved Vendor List.

Submit required documents to:

MAIL OR DROP OFF: OR EMAIL TO:

Parks Administration 
Attn: Emily Krause 
1340 Gunnison Ave 
Grand Junction, CO 81501

christinab@gjcity.org 
emilyk@gjcity.org

Note: Do not submit any event fee payment(s) with your qualification documents. Event fee payment(s) are only required for the food vendors selected to service an event. Contact the event coordinator for more information about individual event fees. For your convenience, Main Event fees are listed on page 6.

Note: Food vendors selected for City of Grand Junction events (Except JUCO and Hospitality Suite) must complete and submit a Concessionaire Payment Form and the associated fee payment (10% of Gross Sales Excluding Taxes) to the Parks and Recreations Division no later than the end of business, within three (3) business days after the end of the event. The form can be found at http://www.gjcity.org/Concessionaire_Information.aspx.

Contact information:
Mesa County Health Department Vendor Approval Form: Ph. 970-248-6900, press 4
http://health.mesacounty.us/environment/foodsafety then click on Special Events with Food

Colorado State Sales Tax License: http://www.colorado.gov/cs/Satellite/Revenue/REVX/117684266427

City of Fruita Parks and Recreation: 970-858-0360


City of Grand Junction Sales Tax License: 970-244-1521, http://www.gjcity.org/SalesandUseTax.aspx
Insurance Requirements

The selected Concessionaire or Caterer agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Concessionaire or Caterer pursuant to this Section. Failure to procure or maintain insurance as required below could jeopardize participation in this program.

Every policy required shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by Concessionaire or Caterer. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Concessionaire or Caterer shall be solely responsible for any deductible losses under any policy required below.

Concessionaire or Caterer shall procure and maintain and, if applicable, shall cause any Subcontractor of the Concessionaire or Caterer to procure and maintain insurance coverage listed below. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Concessionaire or Caterer pursuant to this Section. Submit this page to your insurance agent so they can confirm that you have the required coverage and to obtain the required Certificate of Insurance and Endorsement.

GUIDANCE FOR GENERAL AND AUTO LIABILITY INSURANCE REQUIREMENTS (see below for details):

- Submit General Liability Certificates of Insurance (COI), one for each Entity for which the vendor chooses to qualify as indicated on page 4 (read below for limit requirements).
- General Liability policies include an Additional Insured Endorsement, either individual to each COI’s Certificate Holder or a Blanket Endorsement. Submit which ever one your policy has. Include the policy number on the Endorsement. Endorsements typically have “PLEASE READ CAREFULLY, THIS ENDORSEMENT CHANGES YOUR POLICY” at the top of the page.
- Auto liability insurance COIs are required for (1) food trucks (truck and concession are one unit) and (2) haul vehicles that stay parked in the event space/area with the concession unit. Read below for limit requirements. Proof of insurance is not required for haul vehicles that drop the concession unit in the event area and park in public parking areas.
- Each Entity chosen shall be the CERTIFICATE HOLDER of their certificate. Here are the addresses:
  - City of Grand Junction, 1340 Gunnison Ave, Grand Junction, CO 81501
  - Mesa County, P.O. Box 20,000, Grand Junction, CO 81502
  - City of Fruita, 325 E Aspen, Fruita, CO 81521
  - Town of Palisade, P.O. Box 128, Palisade, CO 81526

For All Concessionaires and Caterers – REQUIRED MINIMUM LIMITS

(a) WORKER COMPENSATION INSURANCE is required by State law and is the responsibility of the Food Vendor to comply. Exemption from Worker Compensation may only be granted directly from the State of Colorado.
(b) GENERAL LIABILITY INSURANCE for your food vending business: minimum combined single limits of

| City of Grand Junction | $1,000,000 each occurrence and $1,000,000 aggregate. |
| Mesa County           | $1,000,000 each occurrence and $1,000,000 aggregate. |
| City of Fruita        | $1,000,000 each occurrence and $1,000,000 aggregate. |
| Town of Palisade      | $1,000,000 each occurrence and $1,000,000 aggregate. |

Provide Certificate(s) of Insurance and the Additional Insured Endorsement(s) for EACH Entity you chose on page 4.
(c) AUTOMOBILE LIABILITY INSURANCE minimum requirements for (1) food truck (concession and truck are one unit) type vehicles that carry inventory where sales are made at the assigned event space from that vehicle directly to the customers and (2) those haul vehicles that remain parked at the assigned event space/area: minimum combined single limits for bodily injury and property damage of not less than $1,000,000 are required. Provide certificate(s) of insurance from for EACH Entity you chose on page 4.
Food Vendor Qualification Information

The information I am submitting is to qualify for events at Entity public facilities owned by (select all that apply):

- City of Grand Junction
- Mesa County (Fairgrounds and Long’s Park)
- City of Fruita
- Town of Palisade

General Information:

Business Name: ________________________________
Name of Main Contact: ____________________________
Mailing Address: ________________________________
City: __________________ State: __________ Zip: ________
Day-Time Telephone: ___________________ Cell Phone: ______________

Phone numbers for web page contact information: _________________________

Email: __________________ Website: __________________

Email for web page contact information: __________________________

Electricity Required? Yes No
If Yes, Specify Volts & Amps Required: _____________________________

Will you be using Propane? Yes No

Is your unit a food truck? (concession & truck are one unit – not a trailer) Yes No

LIST ALL UNITS (Trailer, food truck, cart, booth, tent, etc.)

Type: _______________ Dimensions: Length _______ ft. Width _______ ft.
Type: _______________ Dimensions: Length _______ ft. Width _______ ft.
Type: _______________ Dimensions: Length _______ ft. Width _______ ft.

Personnel:
Provide the names, titles, and responsibilities of all key personnel who will be responsible for the on-site management of your services:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Terms and Conditions

1. The Owner: The Owner consists of the City of Grand Junction and/or Mesa County and/or City of Fruita, and/or the Town of Palisade, Colorado and is referred to throughout this Solicitation. The term Owner includes those stated or its' authorized representatives.

2. Concessionaire is defined as "the owner or operator of a concession; one that operates a refreshment stand at a recreational facility and pays a fixed sum and/or a percentage of revenue to the entity with the ability to assign exclusive rights for an area or facility".

3. Caterer is defined as "a person who, as a profession, provides food, supplies, and service at social gatherings or events".

4. Alcohol: Alcohol shall not be sold or supplied by any Concessionaires/Caterers to any of their patrons or employees. Concessionaires/Caterers and their employees shall not have any alcohol on site and shall not consume any alcohol on site and/or while providing services during events. Concessionaires/Caterers and their employees shall not have any alcohol consumption at least 8 hours prior to providing services for an event.

5. Tobacco use is strictly prohibited on park grounds.

6. Intoxication is strictly prohibited while working as a Concessionaire/Caterer within the Owner’s boundaries.

7. Appropriate dress attire is required from each concessionaire and their employees.

8. The aforementioned Owners assume no responsibility for the security of items on display or personal items. Security service will be provided at the event location to look after the event grounds as a whole. No special consideration will be given to any individual Concessionaire or Caterer.

9. Concessionaires/Caterers are responsible for the delivery, handling, take down and removal of their booth, mobile unit, displays, advertising material and the like from the grounds.

10. Concessionaires/Caterers shall only provide their services at official events for which they are selected by either the sponsoring entity or event promoter, within Mesa County. Concessionaires and Caterers shall not be authorized to provide services at any City, County, or Town -owned properties that they are not officially invited to by the sponsoring entity or event promoter, within Mesa County. Example: If there are no official events taking place at Lincoln Park, then no Concessionaires and/or Caterers shall be authorized to provide their services at that location.

11. Food Regulations: Concessionaires and Caterers shall ensure that all food products meet Food and Drug Administration, Department of Agriculture, and Mesa County Department of Health rules and regulations.

12. Food Quality: Foods and products provided shall be of the highest quality, freshest stock. Where applicable, items shall be of top grade quality unless otherwise specified or an agreed upon substitution.

13. Equipment: Equipment provided with specific brands of products such as freezers, nacho cheese dispenser, hot dog roaster, funnel cake machine, deep fryer, display warmers, etc. shall be owned by the Concessionaire.

14. Fee Payment, City of Grand Junction: Concessionaires or Caterers shall submit fee payments (10% of Gross Sales Excluding Taxes) to the City of Grand Junction Parks and Recreation Division no later than the end of business, 3 business days after end of event (Except JUCO and Hospitality Suite). Payment can be made via cash, check, or credit card, for which a receipt will be provided.

15. Right to Audit: The Concessionaires or Caterers shall maintain such financial records and other records as may be prescribed by the Owner or by applicable federal and state laws, rules, and regulations. The concessionaire or caterer shall retain these records for a period of five years after final payment, or until they are audited by the Owner, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent five-year period for examination, transcription, and audit by the Owner, its designees, or other authorized bodies.

The under signee agrees to have thoroughly examined the entire Food Vendor Qualification Packet for Events at Public Facilities. If selected and/or approved, the under signee agrees to provide services and products in accordance with the terms and conditions contained herein.

Printed Name: ____________________________________________

Signature: ____________________________________________ Date: __________

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FOOD VENDOR QUALIFICATION PACKET FOR EVENTS AT PUBLIC FACILITIES
MAIN EVENT INFORMATION

Event coordinators will make selections of concessionaires based upon the needs and best interest of the sponsor and the specific event. Your chances for selection greatly improve if you meet the deadline date.

If selected for an event, the Concessionaire shall submit all fee payments to the appropriate event person. [Note: Food vendors selected for City of Grand Junction events (Except JUCO and Hospitality Suite) must complete and submit a Concessionaire Payment Form and the associated fee payment (10% of Gross Sales Excluding Taxes) to the Parks and Recreation Department no later than the end of business, within three (3) business days after the end of the event. The form can be found at http://www.gjcity.org/Concessionaire_Information.aspx.]

City of Grand Junction
Southwest Arbor Fest, JUCO, 4th of July Fireworks, and Pork and Hops
Emily Krause, 970-254-3875

Downtown Grand Junction
GJ Off-Road & Downtown Music Festival, Downtown Farmers Market, Parade of Lights and 4th of July Parade,
Caitlyn Love, 970-255-4921 or 970-852-7915

City of Fruita
Mike the Headless Chicken
Tom Casal, 970-858-0360, ext. 6405

Town of Palisade
Palisade Bluegrass and Roots, Palisade Sunday Market
970-464-5602

Mesa County
Mesa County Fair
255-7107

Fruita Area Chamber
Fruita Fall Festival
Mindy Rigsby, 970-858-3894

Palisade Chamber
Brews & Cruise Festival, Palisade Peach Festival, Olde Fashioned Christmas
Julia Durmai, 970-464-7458