Meal and Refreshment Commodity Awards and Protocol

Effective through August 31, 2015

This document shall serve to clarify the procedure to be followed when there is a need to purchase meals or refreshments, as well as to provide the names of several vendors that were selected after competitive quoting in order to make the purchasing process for various commodities less cumbersome for the purchaser.

When meals or refreshments are needed to meet the needs of the College, the following steps shall be taken:

- Complete a “Request for Meal or Refreshment Expenses Form”, which is located on the Portal, and have it signed by the appropriate people. Once approved...

- If the event is on campus, an email shall be sent to Jason at Lessing’s (jason_liebergot@sunyulster.edu) offering him the option of providing the food in accordance with the exclusive right provided for in their contract with the College.

- Assuming Jason opts out of catering the event, the food can be purchased elsewhere. For your convenience, the College has clearly defined certain food commodity categories, analyzed College-wide anticipated usage, and quoted those expected to exceed the policy thresholds. You may use the following vendors, or purchase the following categories, without quoting:

**Pizza** – Stone Ridge Campus: Antonio’s Pizza (business check accepted at pick-up/delivery)
BRC-Kingston: Savona’s Plaza Pizza (business check accepted at pick-up/delivery)

**Baked Goods** (fresh or pre-packaged) – Under threshold, any vendor permitted

**Coffee** – Under threshold, any vendor permitted.

**Catering/Grocery Commodities** (i.e: sandwiches, refreshments, grocery items) –
Stone Ridge Campus: Emmanuel’s
BRC-Kingston: Hannaford

More elaborate catering must be quoted, as each event is unique.

**Bulk items** (i.e.: large quantities of paper products, giveaway items, etc.) –
Sam’s Club

Please also note that the College has an agreement with Pepsi which requires all cold drinks purchased to be Pepsi products, including water (Dowser or Aquafina).