

## Local Lunch Bites Food Truck Program Fall 2019 Pilot

<b>When:</b>	Mondays through Fridays from August 26 <sup>th</sup> – November 22 <sup>nd</sup> Service will be advertised from 11:30 a.m. – 2:00 p.m. or when food runs out
<b>Where:</b>	Virginia Tech's Blacksburg campus – see attached map for details
<b>Who:</b>	Any eligible food truck (see requirements below) Estimated number of permits available: 20
<b>Market:</b>	Virginia Tech students, employees, and visitors
<b>Contact:</b>	Kayla Smith, University Food Truck Manager, <a href="mailto:kminnick@vt.edu">kminnick@vt.edu</a> 540-231-7725 or 540-739-4216

### Mobile Food Vendor Eligibility, Rules, and Requirements:

- Timeline for pilot program selection and assignment:
  - Initial application period for Vendors will run from July 18 – August 2, 2019.
  - Assignment of Vendors who have applied and are deemed eligible for the limited number of available slots will be made and announced by August 10, 2019.
    - Effort will be made to provide Vendors with a recurring slot (same day each week or every other week, etc.).
    - Vendors will confirm service dates.
  - Vendors who apply to participate in the program after August 2<sup>nd</sup> will be assigned to any remaining slots and/or offered slots that become available due to cancellations.
- Written permission will be provided by the Food Truck Manager allowing the vendor to operate at specific time(s) and location(s). No vendor will be allowed to set up without express written permission. Vendors will not be allowed to set up at other times or in locations other than those approved as part of this program or as part of a separately-approved university special event. Vendors may not drive or park on sidewalks without specific approval from the Food Truck Manager.
- Vendor parking fees do not apply for the pilot period of fall 2019, but may be implemented in future cycles.
- Vendors shall be operational between the hours of 11:15 a.m. and 3:00 p.m. each day, per a predetermined schedule. Trucks should arrive and depart in the following timeframes to avoid traffic and pedestrian congestion associated with primary class change times:
  - Monday & Wednesday:
    - Arrive before 10:50 a.m. or between 11:20 and 11:30 a.m.
    - Depart before 1:05 p.m. or between 1:30 and 2:10 p.m. or between 2:35 and 3:30 p.m.
  - Tuesday & Thursday:
    - Arrive between 11:05 and 11:30 a.m.

- Depart between 1:30 and 1:40 p.m. or between 2:05 and 3:10 p.m.
- Connecting to university utilities shall not be permitted.
- Vendors shall be positioned on pavement, not soil, with vending surface aligned such that patrons can walk up and queue for service without damaging landscaping or blocking accessible pathways, bus stops, or fire lanes.
- Vendors must provide and deploy portable stanchions or other queue management devices upon request of the Food Truck Manager or the Virginia Tech Police Department to maintain safe operations, pedestrian access, and campus grounds.
- Vendors may only employ free-standing, above-ground signage (A-frames, etc.) and materials mounted to their vehicle. Use of free-standing signage is limited to within a 50-foot radius of the assigned space.
- Virginia Tech is a “Coke Exclusive” campus. Vendors may not sell beverages or other items that compete with Coca-Cola Company products. Permitted exceptions include milk, fresh-brewed tea, and other items made fresh on the premises (smoothies, etc.). Contact the Food Truck Manager to request specific exception approvals.
- Vendors must post that they are not affiliated with the university’s Dining Services program. Vendors cannot participate in (or accept payments through) the Dining Services meal plan.
- Vendors must clearly post the payment methods they will accept (cash, credit card networks, etc.).
- The university offers a discretionary flexible spending debit account (i.e. Hokie Passport Account) to Virginia Tech faculty, staff, students and select affiliates and works with vendors who wish to accept this payment method. Should Vendors desire to enroll as a Hokie Passport Merchant, they will be responsible for addressing security considerations specific to mobile operations and for the cost of this technology. Contact the Food Truck Manager for specific details.
- Vendors must comply with all Federal, State and Local laws, regulations and codes, including but not limited to licensing, inspection, and permitting requirements governing the operation of a food service business.
  - This includes Town of Blacksburg Mobile Food Vendor License and any other applicable federal, state, and/or local licenses and meals tax forms.
  - Mobile food preparation vehicles (e.g. vehicles and enclosed trailers occupied by persons during cooking operations and that use equipment with open flames or that produce smoke or grease laden vapors) must comply with Section 319 of the 2015 Virginia Statewide Fire Prevention Code (SFPC).
- Vendors must comply with University Policies, including those related to environmental health and safety, vehicle use, parking, and sustainability. See <http://www.policies.vt.edu/index.php> for full list.
- Each Vendor must provide a Certificate of Insurance documenting insurance coverage as specified below :
  - **Worker’s Compensation** – Statutory requirements & benefits
  - **Employer’s Liability** - \$100,000
  - **General Liability** - \$1,000,000 - Virginia Tech and the Commonwealth of Virginia shall be named as additional insured with respect to goods and services being

procured. This coverage is to include Premise/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

- ***Automobile Liability*** - \$500,000
- For additional information, contact Virginia Tech's Office of Insurance and Risk Management at 540-231-7439.
- Vendors must employ the highest standards for neatness, cleanliness, and sanitation. See the attached "Health, Safety, and Waste Management Requirements for Food Trucks" for specific details.
- Verification of compliance with Virginia Health Department (VHD) regulations and inspections and liability insurance requirements is required. Each truck must submit copies of the VHD permit and Certificate of Insurance (COI) at least two weeks prior to the Vendor's first scheduled day, as well as updated copies upon expiration of the current permit or COI.
- Virginia Tech is not responsible for any vendor or truck that fails to be compliant with applicable licenses, taxes, and Virginia Health Department regulations.
- Vendor shall indemnify and hold harmless Virginia Tech and its employees, officers, agents, designees, and assigns from any claims of liability or loss from personal injury or property damages resulting from or caused by Vendor's acts or omissions.

**Local Lunch Bites Food Truck Program  
Fall 2019 Pilot  
Vendor Application and Participation Agreement**

Vendor (Food Truck) Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Contact Information (email, phone, mailing address): \_\_\_\_\_

Preferred Service Days (order of preference where 1 = most preferred):

\_\_\_\_\_ Monday      \_\_\_\_\_ Tuesday      \_\_\_\_\_ Wednesday      \_\_\_\_\_ Thursday      \_\_\_\_\_ Friday

Dates Service can NOT be provided:

\_\_\_\_\_  
\_\_\_\_\_

Virginia Tech departments host many special events throughout the year where Food Truck service is desired. For example, more than 3,000 visitors are anticipated to attend each Admissions weekend in October, November, March and April. Are you interested in working with the Food Truck Manager to provide services for special events?

\_\_\_\_\_ Yes      **OR**      \_\_\_\_\_ No

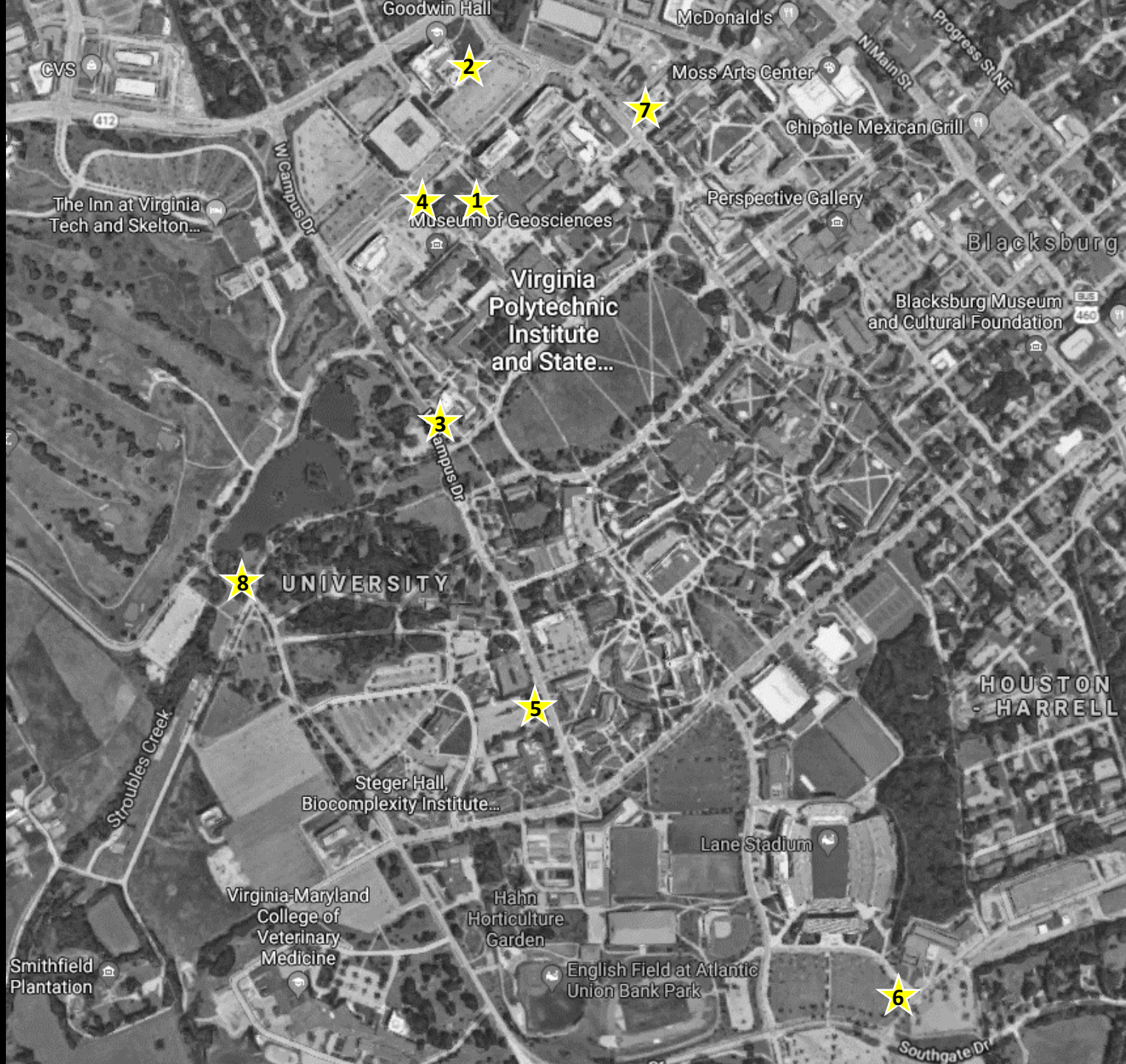
By reading the above Food Truck Program details, including the referenced resources, I understand and agree to follow the guidelines provided by Virginia Tech. Vendor indemnifies and holds harmless Virginia Tech and its employees, officers, agents, designees, and assigns from any claims of liability or loss from personal injury or property damages resulting from or caused by Vendor's acts or omissions. I will set up and participate in the program on dates assigned by the Food Truck Manager or notify the Food Truck Manager three (3) business days in advance of any date that I am not able to be present.

Authorized Vendor Signatory: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_





## Potential External Vendor Food Truck Locations - Fall 2019

1. Cowgill
2. Goodwin (1 or 2 trucks)
3. Davidson/Hahn/Solitude (1 or 2 trucks)
4. Bishop-Favrao
5. Litton-Reaves
6. Lane/Southgate/Public Safety Building/Sterrett (1 or 2 trucks)
7. Barger Street
8. Duck Pond Loop (1 or 2 trucks)

### Notes:

1. Service sites and order of precedence are subject to change.
2. Specific truck and line placement at each site will be communicated to the vendor by the Food Truck Manager and may be modified to address community concerns.
3. Service may not be provided/assigned to all sites or in order of precedence on each service date. Assignments will be made by the Food Truck Manager based on anticipated campus demand. Effort will be made to provide vendors with a recurring time slot and location.

# Health, Safety, & Waste Management Requirements for Food Trucks operating on Virginia Tech's Blacksburg Campus

1. Each Food Truck must comply with and/or exceed applicable health codes and the highest standards/best practices for neatness, cleanliness and sanitation.
  - a. The Food Truck must carry and display a current and valid Health Permit issued by a local Health Department for the jurisdiction in which they normally operate.
  - b. The Food Truck must carry and display or have available for verification the most recent health department inspection for the jurisdiction in which they normally operate.
  - c. The Food Truck must comply with the Rules Governing Sanitation of Restaurants and Other Food Handling Establishments in the Commonwealth of Virginia (as published in the Code of Virginia 12VAC5-421 and by the Virginia Department of Health: <https://law.lis.virginia.gov/admincode/title12/agency5/chapter421/> and <http://www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/food-guidance-documents/>).
2. An authorized representative capable of driving the Food Truck must be with the truck at all times in case of an emergency.
3. Trucks must be self-contained, able to provide necessary power and running water.
  - a. Food Truck generators must be quiet (i.e. not disturb near-by building or outdoor space operations) and no generators may be placed on the ground.
4. Food Trucks may not use amplified sound, unless an exception has been granted by the Vice President for Operations through the Student Engagement and Campus Life Event Planning Office, during the following hours:
  - a. Between 10 p.m. and 10 a.m. any day,
  - b. Before 5 p.m. Monday through Friday, and
  - c. Before noon on Sunday.
5. Each Food Truck must manage waste disposal in compliance with Virginia Tech's Climate Action Commitment goals, including:
  - a. Food Trucks must provide clearly labeled bins for each: landfill/trash, recyclables, and compostable material.
  - b. No expanded polystyrene/Styrofoam containers are to be distributed.
  - c. Minimize use of plastic bags.
  - d. Maximize use of recyclable or compostable containers, service ware, and packaging.
6. All Food Trucks, other than University Food Trucks, must remove all garbage, compostable and recyclable receptacles, as well as all litter, garbage, recyclables and compostables, at the end of each shift. Only University Food Trucks may use any on-campus waste management

# Health, Safety, & Waste Management Requirements for Food Trucks operating on Virginia Tech's Blacksburg Campus

- collection site. No litter or waste may be disposed of by non-University Food Trucks on campus, even if trash bins are available.
7. Food Trucks may not publicly advertise service to campus locations/events (i.e. on their own websites or social media).
  8. Food Trucks must predominantly sell food and beverages; other wares should not present competition to Virginia Tech Services, Inc. (i.e. minimal selling of self-promotional items such as T-shirts or hats featuring the vendor logo is allowed; but selling of Virginia Tech branded items is not allowed).
  9. Other than University Food Trucks, no vehicle or equipment cleaning is to be performed on site.
  10. Food Trucks must prevent the disposal of any materials, including rinse or wash waters, any spilled materials or any waste, into streets, gutters, storm drains, or creeks.
    - a. Each truck should carry an oil spill containment kit.
  11. Vehicles and equipment must be free of leaking fluids. Any leaking equipment must be immediately removed from campus. The burden and cost of remediating any leak is the sole responsibility of the Food Truck owner/operator.
  12. Food Trucks must label, use, store and dispose of all hazardous waste in compliance with all Federal, State and local laws.
  13. Food Trucks, other than University Food Trucks, may not refuel trucks or generators on university property. University Food Trucks may refuel only at Fleet Services or other locations approved by Environmental Health and Safety.
  14. Food trucks must comply with Section 319 of the 2015 Virginia Statewide Fire Prevention Code (SFPC) as applicable. All food trucks operating on the Virginia Tech campus are subject to inspection by the University Fire Safety Officer or designee. Food Trucks found not in compliance with the SFPC may be asked to cease operations and/or may be asked to leave campus property until the identified deficiencies are corrected.
  15. Food trucks may only operate at locations approved in advance by Virginia Tech.
  16. Food Trucks will not disturb building or hardscape materials and shall stop work and report any inadvertent disturbance of such materials immediately to Environmental Health and Safety.
  17. Food Trucks will not enter an area that is posted with warning signs or labels indicating the presence of chemical, biohazardous or radioactive materials or equipment or areas that may have residual contamination from such materials.