

Purchasing Guidelines
Dining and Hospitality Food Service
Last updated February 2021

*COVID update- Supply chain is a challenge during the COVID pandemic. Procurement safety standards are always followed. Some sustainability guidelines may not be possible at this time.

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DHS Purchasing Guidelines

The Dining and Hospitality Services (DHS) purchasing guidelines are followed to ensure the health, safety, quality, and financial stewardship of sourced goods served to the campus population. The DHS department follows all University Procurement Service Center (PSC) and University Risk Management (URM) policies and guidelines. Dining Units will base their purchases on their forecast for menu-driven items and their inventory for par-stocked items.

Vendor Selections

- All suppliers must meet minimum standards for safety, delivery, traceability, and customer service as outlined herein.
- Contracted suppliers for suppliers such as broadline distribution, produce, and milk require a formal request for proposal (RFP) process and follow all University procurement rules.
- Uncontracted suppliers are vetted by DHS with PSC guidance.

Safety Standards

- All suppliers must carry minimum insurance as outlined by the URM in conjunction with the PSC.
- All food suppliers must have a formal food safety policy that follow HACCP standards. Good Agricultural Practices (GAP) audits and Good Handling Practices (GHP) are required for produce suppliers and the farms they work with.
- Produce suppliers are required to hold at least one of the following certifications: Safe Quality Food (SQF) Certification, Global Food Safety Initiative (GFSI) Certification, or Food Safety Systems (FSSC 2200) Certification.
- All food suppliers must deliver in a marked company vehicle that is only used for the transportation of food goods. No Personal Vehicles are permitted.
- Refrigerated goods must be delivered in a refrigerated vehicle and frozen goods must be delivered in a freezer truck. Suppliers must keep temperature logs for refrigerated and freezer trucks.
- Delivery and salespersons must wear either a name badge with the company logo or wear logoed uniform to identify them as a supplier.
- Any supplier associate must schedule an appointment with the DHS procurement manager. Upon arrival to the UCCS campus facilities they must check in with the procurement services manager or DHS manager.
- All parking policies must be followed. Sales vehicles must park in the garage and pay for parking.
- Suppliers should not talk or fraternize with the students.

Delivery

- Delivery schedules must fit the needs of the DHS department and follow a determined schedule.
- Regular deliveries are preferred to be made on Monday, Wednesday, and/or Friday between 7 am and 10 am MST. No deliveries 11 am – 1pm. No deliveries on Friday after 3:00 pm or on Weekends.

- Special deliveries outside of the regular delivery windows will be scheduled with the procurement manager.
- The same delivery driver is preferred.
- All safety standards must be followed by the delivery personnel.
- Once product is received from either internal or external sources, the delivery will be visually inspected for accuracy by comparing the invoice/packing slip to the receiving worksheet, and for quality as per departmental standards and wholesomeness.
- Unacceptable products will be refused. Variations in product, quantity, or cost from expected delivery will be documented.

Traceability

Must have the ability to provide point of origin and traceability information for all products.

Sourcing for a Better Tomorrow

***COVID update- Supply chain is a challenge during the COVID pandemic. Procurement safety standards are always followed. Some sustainability guidelines may not be possible at this time.**

Sourcing for a Better Tomorrow are guidelines set by the UCCS DHS department for conscientious purchasing practices. We are committed to a better tomorrow by sourcing and serving food and food products that: promote sustainability, include Colorado based farms, support the local economy, and promote healthier livestock.

Local Sourcing Standard

Our chefs strive to source at least 20% of their ingredients from small, owner-operated farms, ranches, and/ or producers and manufactures within the state of Colorado.

Colorado Producers and Manufactures Standard

Colorado producers and manufactures are local entrepreneurs who support socially and environmentally responsible practices in the state of Colorado.

Sustainability Standards

For a full list of DHS's sustainability initiatives [click here](#).

Organic salad greens and spinach when available

Antibiotic-free chicken – check on this one

ABF Beef – check on this one

Produce is Sourced from Colorado farms first.

rBGH free Dairy

Local Beer

No Styrofoam

All paper goods must be sourced in priority from compostable, recyclable, trash.
Green chemicals

Receiving Procedures

Inspect food **before** accepting and signing invoice. Check for the following:

- Clean delivery truck
- Separation of frozen, refrigerated, and dry foods from chemicals. USDA Organic foods must be on top of conventional foods.
- Damaged Goods - dented cans, broken seals, torn packaging, or leaking product should be rejected at time of delivery (Sysco items should be given to Food Store drivers for return).
- Proper temperature of potentially hazardous food (frozen: 10°F or below, cold: 41°F or below, hot: 135°F or above)
- Expiration date should be checked to make sure the product is not already expired or too close to expiration (dairy, eggs, and other perishable items).
- On fresh foods (produce, shell eggs, raw meats) ensure there is no mold or spoilage.
- On frozen foods, ensure there are no ice crystals or frozen liquid at bottom indicating evidence of thawing and refreezing.
- After being inspected, all foods should be stored at their proper temperature immediately, and at least 6 inches off the floor.
- All DHS Units must use the FIFO (First In, First Out) method of storing foods where the old product is moved to the front of the shelf and the new product is stored behind the old product.

Customer Service

Excellence in performance can only be achieved by having suppliers who are customer service oriented.

Internal Commissary Requisition Standards

Production of Bakery Items at UCCS does not always occur in the Dining Units. Many items are prepared in the DHS Bakery. When products are regularly produced elsewhere it is referred to as “Commissary Production”.

- Items purchased from the bakery department will be tracked in the CBORD system for residential dining units and in the event services database for catering.
- Bakery orders will be submitted to the bakery department by the Wednesday before the week items are needed by.
- Orders are placed by adding the bakery item and quantity into the service menu of the unit in the CBORD FSS.
- Bakery manager will collect all orders on the Thursday before the week the items are needed for.

Ethics

All personnel are trained and required to follow all University ethical business practices. The UCCS conflict of interest policy must be followed. Annual conflict of interest survey must be filled out by DHS

staff between December 1st and January 31. For more information about the conflict-of-interest policy, [click here](#).

Financial Stewardship

The DHS department is committed to financial stewardship. Purchases will be made with the above standards in mind first if the purchase is financially appropriate and ethical.

For more information on university practice and to sign up as a supplier go to <https://www.cu.edu/psc/> .