

Welcome to Culinary Arts Catering's Preferred Vendor Program



Culinary Arts Catering (CAC), a division of the Culinary Academy of Las Vegas, is seeking vendors to support catering operations in the following categories: decorators, florists, musicians/DJs, lighting, wedding coordinators, wedding cakes, transportation, AV equipment, stylists, entertainment, photographers, and videographers. CAC is looking for vendors who are committed to quality, integrity, reliability and excellence in customer service. These vendors must be willing to be measured by their excellent service, on-time delivery, high quality products/services and competitive pricing. CAC is the exclusive caterer for The Smith Center for the Performing Arts and the Springs Preserve. CAC also provides catering services at the Culinary Academy's Lake Mead event center. We invite all vendors to complete our Preferred Vendor Application and Agreement Form.

CAC recognizes the importance of Minority or Women Owned Business Enterprises (MWBE) and Veteran & Service-Disabled-Veteran Owned Business to the economics of the Las Vegas and its communities; therefore, CAC encourages all diverse suppliers to become certified by a third party certification agency. Additionally, CAC encourages participation and support of supplier diversity by major suppliers to CAC who are not minority-owned or women-owned businesses.

Certifications can be obtained from any national, state or local third party certifying agency, or at the following agencies:

- National Minority Supplier Development Council (NMSDC): www.nmsdcus.org
- Women's Business Enterprise National Council (WBENC): www.wbenc.org
- National Gay and Lesbian Chamber of Commerce (NGLCC): www.nglcc.org
- U.S. Department of Veteran Affairs: www.va.gov
- Small Business Association: www.sba.gov

CAC also encourages local businesses to submit applications. Prior to registering, please be prepared to provide the following information. You will not be able to complete the registration process without this information. If you are registering by mail, please include copies of all noted documents.

- Company information, including year and state of establishment, number of employees, mailing address, etc.
- Primary contact information
- Federal Tax ID Number, SSN or EIN
- Annual sales for the prior three years
- Produce/service keywords, SIC and/or NAICS codes
- Minority, Women or Disabled Enterprise(s) certifications, if any
- Business license(s)
- Client references
- How you heard about us
- Business insurance information, including provider, limits, and expiration date(s).

Criteria utilized by CAC to determine whether a Vendor will be accepted as a CAC Preferred Vendor include:

- References; internal and external
- On-time delivery
- Quality of services/products
- Excellence in customer service, follow-up and follow-through
- Examples of "green" practices
- Ethical business practices
- Familiarity of venues
- Competitive pricing for CAC clients; consistency, fairness and discounts
- Event experience: number of events in past 12 months, type of events, and number of attendees per event.
- Application and document completed in full and all requirements met (insurance, permits, licensing, etc.)

Please submit your complete application for consideration. If you have any questions, or require assistance in completing the application, please contact at: (702) 924-2100 or llomax@theculinaryacademy.org.



Preferred Vendor Application and Agreement

Please respond to ALL questions. Once complete:

*Save the document as "PVPA **your** company name.doc" (i.e. "PVPA TheCulinaryAcademy.doc")

*E-mail the completed document to preferredvendor@theculinaryacademy.org, or
mail it to: Culinary Arts Catering at 710 W. Lake Mead Blvd., North Las Vegas, NV 89030

Should you have any questions, or would like assistance in completing this form, please call us at (702) 924-2100.

Company Name:

Did your company have a name change in the past 12 months? Yes No

If yes, previous company name:

Company Mailing Address:

City, State & Zip:

Phone #: Fax #:

Web Site Address:

Contact Name: Title:

Phone: E-Mail:

Secondary Contact Name:

Phone: E-Mail:

How did you hear of our Preferred Vendor Program?

Does your company accept credit cards? Yes No

Do you consent to have your company name listed on our website? Yes No

Vendor Services Categories (Please select up to 3 categories for your service listing)

- Florist Decorator Entertainment Musician/DJ Coordinator Transportation
 Baker Lighting AV Equipment Officiant Stylist Photographer/Videographer

What is the average # of attendees at events you have provided services to?:

What type of Event do you provide services to most often?:

Company Type (i.e., Partnership, Corp., LLC, Trust, etc.):

Tax I.D.: Years In Business: # of Employees:

Primary Standard Industrial Code (SIC):

Additional SICs:

Primary North American Industry Classification System Code (NAICS):

Additional NAICS:

Minority or Women-Owned Business Enterprises (MWBE)

By definition of the Small Business Association, a MWBE is a for profit enterprise, regardless of size, physically located in the United States or its trust territories, which is at least 51% owned, operated and controlled by minority group members.

Are you certified as a: Small Business? Minority-Owned Business? Women-Owned Business?

SMALL DISADVANTAGED BUSINESS CONCERN

A Small Disadvantaged Business Concern that has received certification as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B and is listed on the register of small disadvantaged business concerns maintained by the Small Business Association (SBA).

Are you certified as a: Small Disadvantaged Business Concern?

8 (a) PROGRAM

The Minority Small Business and Capital Ownership Development Program, better known as the 8(a) Program, is intended to provide federal government contracts and other assistance to small businesses owned and operated by *socially* and *economically* disadvantaged individuals.

Are you certified as a: 8 (a)?

VETERAN DISABLED-OWNED BUSINESS

A Veteran-Owned Small Business means a small business that: (i) is at least 51% unconditionally owned by one or more veterans (as defined at 38 U.S.C. 101(2)); or in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more veterans; and (ii) whose management and daily business operations are controlled by one or more veterans.

Are you certified as a: Veteran Disabled-Owned Business?

HUB ZONE SMALL BUSINESS

The Historically Underutilized Business Zones (HUBZone) program helps small businesses in urban and rural communities gain preferential access to federal procurement opportunities. These preferences go to small businesses that obtain HUBZone certification in part by employing staff who live in a HUBZone. The company must also maintain a "principal office" in one of these specially designated areas.

Are you certified as a: HUB Zone Small Business Concern?

REFERENCES (Please provide three professional references within the Las Vegas, and surrounding communities, who have utilized your business)

1. Name: Title:
 Phone: Nature of Business:
 Business Web Address:

2. Name: Title:
 Phone: Nature of Business:
 Business Web Address:

3. Name: Title:
 Phone: Nature of Business:
 Business Web Address:

Insurance (See terms and conditions on reverse side)

1. Liability Insurance Company:			
Policy #:	Expiration Date:	Deductible: \$	
Agent Name:	Aggregate Policy Limit:		
Agent Phone:	Agent Fax:	Policy Limit By Occurrence:	
2. Workers Compensation Insurance Company:			
Policy #:	Expiration Date:	Deductible: \$	
Agent Name:	Aggregate Policy Limit:		
Agent Phone:	Agent Fax:	Policy Limit By	

Terms and Conditions

1. The Vendor is seeking to become a Preferred Vendor of Culinary Arts Catering (CAC) for the purpose of providing goods and services to CAC's Clients.
2. The Vendor certifies that all information submitted to CAC is valid and correct and the Vendor understands and agrees that CAC may rely on all such information when considering the selection of the Vendor as a "Preferred Vendor."
3. The Vendor understands that CAC may contact references, confirm information and investigate any information relating to the Vendor at the sole discretion of CAC and that the results of such references, confirmations and investigations may be shared freely and without restriction to CAC and its Clients.
4. The Vendor understands that the CAC Preferred Vendor Program does not ask for an annual membership fee to participate in the Preferred Vendor Program; however, does encourage a referral fee to be calculated as ten percent (10%) of the net value of goods or services sold by the Vendor to CAC's client as a direct result of a referral. Net value shall exclude value added tax, postage and packaging, insurance, refunds and payments not honored by a financial institution. Subsequent sales of goods or services to the referred CAC client shall not be subject to a referral fee except where such subsequent purchase is the direct result of a repeat referral. All payments shall be made in U.S. currency and payable to CAC.
5. Upon reconciliation of referral fees due, CAC shall issue an invoice to the Vendor and payment shall be effected within thirty (30) days of submission of said invoice by the Vendor.
6. The Vendor understands that should CAC accept the Vendor as a Preferred Vendor such approval will remain in full force, effective for one year from their enrollment date, after which time the Preferred Vendor is required to re-apply to the program.
7. Acceptance by CAC to the Preferred Vendor allows the Vendor the following advantages: Vendors will receive CAC's highest recommendation to CAC clients. CAC clients will be referred to the Vendor for professional services and/or products; CAC will place a link on CAC's website to the Vendor's website. Vendor will receive the opportunity to grow their customer base by working with CAC's clientele. Vendors accepted to the CAC Preferred Vendor Program agree that: a) All CAC clients will receive services that shall be performed to the highest quality and in a professional manner, and all goods supplied shall be of the highest quality; b) CAC clients will benefit from the CAC Preferred Vendor Program by saving money based upon the relationships CAC has built with Vendors who are members of the CAC Preferred Vendor Program; c) CAC clients will benefit from the added value they will receive from our vendors. d) CAC client expectations will be met enabling the Client to relax and enjoy their event. e) If notified of any deficiency, whether orally or in writing, Vendor will immediately take whatever steps are necessary to rectify such deficiency to the standard required at its own cost.

goods supplied including: Workman's Compensation Insurance, to the statutory limit required; Comprehensive General Liability and Property Damage Insurance in an amount of One Million Dollars or greater; Automobile Insurance in an amount which shall not be less than One Million Dollars; and Such other insurance coverage in such amount as is customary for the industry in which the Preferred Vendor operates;

9. Upon request by CAC it will cause a Certificate of Insurance to be issued in the name of CAC. Such certificate shall specifically state the risks covered and amounts thereof as well as the fact that such insurance may not be cancelled or amended without the prior written consent of the certificate holder;

10. Vendor shall at all times comply with all applicable laws, ordinances, regulations and all lawful orders and guidelines of any duly constituted authority, and shall provide CAC with proof of current licensing as a business within Nevada;

11. CAC shall be entitled to rely on the representations and warranties given by any person or persons named in the application for Preferred Vendor status;

12. Acceptance by CAC as a Preferred Vendor shall indemnify and forever hold CAC harmless from or against any claims asserted by, or any liability to, any person or entity resulting from or arising out of the Preferred Vendor's negligent acts or omissions in connection with the performance of its services or the provision of goods.

13. Vendor will have access to the location for no less than two hours before an Event starts to set up, and up to two hours after the Event has concluded to dismantle and remove all items brought to the Event by Vendor. DJ and/or Entertainment Vendors understand that if they are providing services at The Smith Center for the Performing Arts venue, the sound equipment will be provided by the venue and Vendor will be responsible to verify that equipment needed is available prior to an Event.

14. Vendor shall leave the location free from trash and in similar condition that it was in before the Vendor was there. The Vendor shall not paint, paper, use confetti or otherwise redecorate or make alterations to the Premises without the prior written consent of CAC. The Vendor shall be solely responsible for all damages, personal injuries and deaths occurring at the Premises caused directly or indirectly by the Vendor, its employees and agents.

15. Non-Discriminatory Employment Practices; Equal Opportunity. No person in the United States shall, on the grounds of race, color, religion, national origin, sex or sexual preference, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Agreement.

- a) Supplier will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual preference, national origin, ancestry, or physical or mental handicap. Supplier shall ensure that applicants are employed, and Supplier's employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, or physical or mental handicap with regard to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Supplier agrees to post in conspicuous places, available to Supplier's employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.
- b) Supplier and any subcontractor working under the authority of Supplier, who is responsible for the selection, referral, hiring, or assignment, of workers to the CAC pursuant to this Agreement, is required to comply with all applicable provisions of Title VII of the Civil Rights Act of 1964. This requirement includes compliance with Equal Employment Opportunity Commission regulations that prohibit discrimination based upon race, color, religion, sex, and national origin. Furthermore, CALV shall in all relevant manners comply with the Age Discrimination in Employment Act; the Civil Rights Act of 1991; the Equal Pay Act; and Title I of the Americans with Disabilities Act.
- c) Supplier shall make all legally necessary documentation immediately available --as required to comply with the Acts referred above --to the CAC upon the CAC's request. Supplier is solely liable for failure to comply with this provision.

16. Environmental, Safety and Industrial Hygiene Matters. Supplier understands that CAC utilizes green practices and operates at LEED certified facilities, therefore CAC requests that Vendors agree to use commercially reasonable efforts to implement a policy of environmental responsibility concerning its products and processes, including where applicable, pollution prevention

federal, state and local authorities; (ii) inform CAC promptly of any significant adverse event (e.g., fires, explosions, accidental discharges) that have the potential of affecting the quality of the goods and/or services to be delivered; (iii) inform CAC promptly of any allegations or findings of violations of applicable laws or regulations that have the potential of affecting the quality of the goods and/or services to be delivered; (iv) allow CAC's representatives to inspect Supplier's facilities, such inspections to be at reasonable times and upon reasonable notice; and (v) implement promptly any corrective action which may be reasonably requested by CAC, including (without limitation) adhering to reasonable and significant elements of the environmental, safety and industrial hygiene program adhered to by CAC in its own operations. Non-Exclusive; No Minimums.

17. The parties hereto agree that nothing contained in this Application shall be construed as creating an exclusive relationship between the parties.

18. Either party may terminate this referral agreement at any time by giving the other party ten (10) days prior written notice. Upon termination by either party all outstanding referral fees due to the Agent at that time shall be settled in full within thirty (30) days.

Applicant

Applicant Name (print): Title:
 Applicant Signature: Date:

Applicant Attachments Checklist

Please attach the following items, and return to CAC via mail (710 W. Lake Mead Blvd., N. Las Vegas, NV 89030) or e-mail (llomax@theculinaryacademy.org)

- Copy of current business license and applicable permits,
- Proof of insurances (see Terms and Conditions, Section 8): Workman's Compensation, General Liability, Automobile
- Copy of current certification(s): (MWBE, Veterans Disabled Owned, HUD Zone or 8a Program),
- Examples of 'green practices', if applicable,
- This completed application, signed and dated,
- Any additional documents/items which may be helpful in assessing this application.

CAC INTERNAL USE ONLY

Date Received: _____ CAC Receiving Staff: _____
 Date References Checked: 1) _____ 2) _____ 3) _____

Approved by: _____ Date: _____
 -Vendor notification date: _____ Contact name: _____
 -Vendor added to CAC website on (date): _____
 -Vendor added to the CAC Preferred Vendor Program listing on (date): _____
 -Vendor Set-up in referral fee tracking software
 -CAC Staff notified of Vendor addition

Denied by: _____ Date: _____
 Reason Denied: _____

