

## APPENDIX G Continued

### *Food Trucks Requirements*

To recap:

1. *License from the Florida DBPR and accompanying current health inspection for mobile kitchen.*
2. *Current Local Business Tax Receipt in Palm Beach County.*
3. *Signed Hold Harmless Agreement for vendors & service.*
4. *Appropriate Insurance- General Liability Policy naming the School Board of Palm Beach County as additional insured.*
5. *Appropriate Insurance- Auto Policy naming the School Board of Palm Beach County as additional insured.*
6. *Meet Jessica Lunsford Requirements for badging.*
7. *Fire Inspection certificate ( if required)*

Explanation:

*The schools are following the same guidelines as presented in the Special Event Guide for Insurance Loss Prevention for Events on School Campuses put out in a Bulletin in August 2013. They are also following the one page document purchasing put together with Tax ID and Health Dept. certifications.*

*The Risk Management concerns are property damage done to the school with a commercial vehicle as well as if someone gets food poisoning from one of the trucks or gets their foot run over on our property by one of the trucks. Our role is to transfer this risk to the food vendor; therefore, we need them to be insured.*

*The School District of Palm Beach County's insurance broker advised that we can accept \$500,000 in automobile liability coverage. We also need commercial general liability, and if they have employees, we need their workers' compensation coverage.*

Excerpt from the Guide for Food Vendors:

1. *Obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement PBSB 2496 (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise the vendor to give a copy of the hold harmless agreement to their insurance broker.*
2. *Call the School Board's Insurance Specialist at [561 434-8634](tel:5614348634) or PX 48634 or your schools Safety technician, with details of the event. A Special Event Questionnaire PBSB Form 2498 (Appendix A) may be required to be completed.*
3. *This activity should not conflict with School Food Service (Policies 6.185 and 6.27) and it should comply with all Department of Health guidelines.*

INSURANCE REQUIREMENTS from the Hold Harmless Agreement:

*Workers' Compensation Insurance required if you have employees engaged in the performance or work under this agreement.*

1. *Commercial General Liability required \$1,000,000/\$2million. This policy shall cover all risks, the contractual liability assumed by vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and include Bodily Injury, Property Damage, Personal Injury. The Palm Beach County School Board shall be endorsed as an additional insured to the policy and a copy of the certificate shall be submitted with the lease or contract.*
2. *Automobile Liability Insurance required only if you are providing transportation (e.g. limousine or bus service) or bringing automobiles onto District property at the event. \$500,000 limit is required. For example food trucks, commercial trucks etc.*

- Consultant Agreement May Be Required - Questions?

**Please Contact:**

Purchasing Department  
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