



Contracting Guide for Vendors

Why are Contracts Needed?

Contracts are required by the University of Denver in order to provide a written service agreement between a vendor and the Purchaser that specifies the complete details and obligations of both involved parties. Moreover, contracts are promises that the law will enforce. The law provides remedies if a promise is breached or recognizes the performance of a promise as a duty. Contracts arise when a duty does or may come into existence, because of a promise made by one of the parties.

The Contracting Process:

The contract review process involves a number of offices and steps. Student organizations work concurrently with Student Activities and the vendor to negotiate the details of the contract as it pertains to their event. From there, a Student Activities staff member reviews the contract for basic concerns. Here are some items to keep in mind for contracting:

- **Payment Process:** DU's payment terms are '*net 30*' which means that we pay the full amount within 30 days of the goods and/or services being rendered. Our standard practice is 'no deposits.' If vendor would like a deposit, we can set up an appointment with a Student Activities Staff member to discuss the matter.
- **Contract Relationships:** Contracts are always between the vendor and "**Colorado Seminary, which owns and operates the University of Denver**", not between the vendor and a student or a student organization.
- **Signing Contracts:** All Contracts must be signed by an authorized signer of DU, therefore the designated contact for signing should be Colorado Seminary, which owns and operates the University of Denver

Required Documents:

When we submit the contract to a Student Activities staff member, it is helpful to include the following documents, in order to help the various offices fully understand the event:

1. A memo/proposal providing an overall description of your event (DUPB's responsibility)
2. Contract (Vendor's Responsibility)
3. Proof of Insurance/Certificate of Insurance (Vendor's Responsibility)
 - a. The University requires all vendors to show proof of insurance for the following categories – general liability and worker's compensation. In addition, the COI must list the "**Colorado Seminary which owns and operates the University of Denver**" as an "additional insured;" please refer to [this document](#) for the specific language.
4. (Optional) If a vendor is providing a service where a license is required (i.e. massage therapy, animal care), please submit those as well.



Contracting Guide for Mobile Food Vendors

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2. Proof of Insurance/Certificate of Insurance (Vendor's Responsibility)
 - a. The University requires all vendors to show proof of insurance for the following categories – general liability and worker's compensation. In addition, the COI must list the "***Colorado Seminary which owns and operates the University of Denver***" as an "additional insured;" please refer to [this document](#) for the specific language.
3. Food License: The vendor(s) must be licensed to serve food in the city and county of Denver.
4. Automobile Insurance: If the vendor operates out of a vehicle, then proof of automobile insurance must be provided.
5. License Plate Number: The vendor must provide the license plate number of their truck.
6. Weight of the Truck and Photo of the Vendor: Student Activities and Campus Operations must evaluate whether there could be possible damage based on the weight, and a visual is helpful in making this evaluation.