

ADAMS LAKE INDIAN BAND

PO Box 588

Chase, BC V0E 1M0

Phone: (250) 679-8841

Fax: (250) 679-8813

EXPRESSION OF INTEREST

Catering Services required for Wed. February 07, 2018 at 5:00pm

- Prepare Dinner for 100 people
Menu of Choice with provision beverage, (coffee, tea, water/juice) before the event begins. Menu sensitive to diabetics and allergies (no spices, peppers, tomatoes).
- Dinner to be served at 5:00pm
- Bid to include estimate for food purchase
- Have own cooking utensils/ware; if using kitchen supplies - no kitchen supplies to leave kitchen
- Own transportation of food to site in a safe & healthy manner
- Responsible to clean up the kitchen/area used to serve and prepare; this includes cleaning dishes, utensils, pots/pans, bowls that the food was delivered in to the site and make arrangements to remove; with no leftover food to be left in the kitchen
- Successful bid will be required to sign a contract with ALIB
- Successful contractor will do the shopping
- **Cancellation Policy:** This does include Acts of God
Refunds are to be total amount of contract
48 hours prior to the event: pay back all funds paid for wages and supplies
Sub-contractors any assignments to this contract requires pre-authorization.
- * Adams Lake Band the serves right to cancel for reasons such as: Funeral, Acts of God

Methods of bidding:

Total Bid Cost to include menu and cost of food purchase, and the preparation of Dinner.
(*no travel costs provided)

To apply for casual catering services:

- 1) Facility used or required for preparing food (ALRCC) – Complete Kitchen Use Forms
- 2) Acquisition of equipment, rental, request of use (complete check list form)
- 3) Proof of transportation and facility availability (must have own reliable vehicle, vehicle insurance, and valid Driver's License, if this event requires mobility to venue)
- 4) Certification – minimum requirement Food Safe (photocopy required)
- 5) Chef training or certification
- 6) Insurance coverage is to be paid for by Caterer.
- 7) Knowledge of Canada Food Guide & Meals for Diabetics, person with allergies
- 8) Menu & Cost submission for event Dinner with provision of coffee/tea and beverage

Deadline: Wednesday, January 31, 2018 by 4:00 pm (**NO Exceptions**)

To: Stacey Berryman, Adams Lake Indian Band
P.O. Box 588, Chase, B.C. V0E 1M0
Fax: 250-679-8813/Email: sberryman@alib.ca