

# EXPRESSION OF INTEREST

For Adams Lake Band Community

## Catering services required for June 19, Addictions Workshop @ To Be Confirmed

### Provide Meals for approx. 50 people:

#### Menu Plan

- A strict schedule will be followed, meal(s) are as scheduled:  
Light Breakfast, AM Snack, Lunch, PM Snack (times will be confirmed)
- Own transportation for food delivery.
- Must have own cooking utensils/ware if not at the gym
- *Responsible for clean-up of kitchen area used including, dishes, utensils, pots/pans, bowls etc.*
- *Responsible for general clean-up of tables/chairs/floor/ used for serving.*
- *Responsible for paper supplies (beverage cups, paper plates, eating utensils napkins, coffee/tea, cream, sugar, salt & pepper).*
- **Pre-organization** regarding shopping for food & Obtain Pre-Authorization for budget
- **Be mindful of food allergies and keep healthy as possible!**

### Methods of bidding:

- Food, wages, travel must be all included in bid.
- Provide actuals for food needed to be purchased and estimates for purchase costs.
- Successful bid will be required to sign a contract.
- Successful contractor will do the shopping.

### Cancellation Policy;

- Includes Acts of God, circumstances beyond our control
- Refunds are to be total amount of contract
- 48 hours Prior to Event:
  - Pay back all funds paid for wages, supplies
  - Sub-contractors- any assignments to this contract requires pre-authorization.

### To apply for catering services:

- 1) Present dinner menu and budget
- 2) Facilities used or required for preparing food <may be cost>
- 3) Acquisition of equipment; or gym and equipment request
- 4) Other requirements: proof of transportation and facility availability
- 5) Certification – minimum requirement Food Safe (copy required)
- 6) Chef training or certification
- 7) Knowledge of Canada Food Guide

**Deadline:** May 3, 2019 – **(NO EXCEPTIONS)**

**Attention:** Jolene Anderson, Sexqeltqin Health Center

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