



ADAMS LAKE INDIAN BAND

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Chief Atahm School
EXPRESSION OF INTEREST

Catering Services for Chief Atahm School Staff Luncheon required for June 18, 2021 @ 12:00 pm

- Prepare Lunch for 30 people (**Set amount**)
Menu of Choice with provision beverage, (coffee, tea, water/juice) before the event begins. Menu sensitive to diabetics and allergies (no spices, peppers, tomatoes).
- 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 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 Chief Atahm School (Adams Lake Indian Band)
- 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 requires pre-authorization.
- * Chief Atahm School (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 Lunch. (no travel costs provided)

To apply for casual catering services – all the following documents must be included in the Bid for approval.

- 1) Facility used or required for preparing food (ALRCC) – Complete Kitchen Use Forms
- 2) 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)
- 3) Certification – minimum requirement Food Safe (photocopy required)
- 4) Chef training or certification (preferred)
- 5) Knowledge of Canada Food Guide & Meals for Diabetics, person with allergies
- 6) Prepare Menu & Cost submission for event Dinner with provision of coffee/tea and beverage

Deadline: Friday, June 11, 2021 by 12:00 pm (NO Exceptions)

To: Kim Dennis, Administrative Assistant, Chief Atahm School

Email: caschool@alib.ca