

EXPRESSION OF INTEREST

For Adams Lake Band Community

Catering services required for Sunday December 9th, 2018 **ALIB Community Christmas lunch @ Adams Lake Recreation Community Centre**

Provide lunch for approx. 450 people:

Menu Plan

- A strict schedule will be followed, meals are as scheduled:
- 12:00 pm - lunch menu: Turkey, Ham, mashed potatoes; stuffing; vegetables, salads, buns, dessert
- Certified kitchen must be used;
- Own transportation for food delivery.
- Must have own cooking utensils/ware if not at the gym & *provide take out containers.*
- *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.*
- **Pre-organization** regarding shopping for food.
- **Obtain Pre-authorization** for budget.

Methods of bidding:

- Food, kitchen rental, wages, 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 lunch 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: Friday November 30th, 2018 at 10:00 A.M. – **(NO EXCEPTIONS)**

Attention: Daidri Marr, ALIB Elders coordinator/events coordinator

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