EXPRESSION OF INTEREST

For Adams Lake Band Community

Catering services required for Saturday December 2, 2017
ALIB Community Christmas lunch @ Adams Lake Recreation Community Centre

Provide lunch for approx. 450 people:
Menu Plan

o A strict schedule will be followed, meals are as scheduled:
o 12:00 pm - lunch menu: Turkey, Ham, mashed potatoes; stuffing; vegetables, salads, buns, dessert
o Certified kitchen must be used;
o Own transportation for food delivery.
o Must have own cooking utensils/ware if not at the gym
o *Responsible for clean-up of kitchen area used including, dishes, utensils, pots/pans, bowls etc.*
o *Responsible for general clean-up of tables/chairs/floor/ used for serving.*
o **Pre-organization** regarding shopping for food.
o **Obtain Pre-authorization** for budget.

Methods of bidding:

o Food, kitchen rental, wages, must be all included in bid.
o Provide actuals for food needed to be purchased and estimates for purchase costs.
o Successful bid will be required to sign a contract.
o 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 17th, 2017 at 10:00 A.M. – **(NO EXCEPTIONS)**

Attention: Daidri Marr, ALIB Elders coordinator/event coordinator

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