

# ADAMS LAKE INDIAN BAND

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FEB 07 2018

ADAMS LAKE BAND

## EXPRESSION OF INTEREST

Catering Services required for Monday, February 26, 2018 at 5 p.m.

- Prepare Lunch 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 5:00 p.m.
- 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) Knowledge of Canada Food Guide & Meals for Diabetics, person with allergies
- 7) Menu & Cost submission for event Dinner with provision of coffee/tea and beverage

**Deadline:** Monday, February 19<sup>th</sup>, 2018 by 4:00 pm (**NO Exceptions**)

To: Stacey Berryman, Adams Lake Indian Band  
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