

ADAMS LAKE INDIAN BAND

PO Box 588

Chase, BC V0E 1M0

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EXPRESSION OF INTEREST

Catering Services required for June 14, 2018 @ 5:00 pm

- Prepare dinner for 250 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 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 – **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) 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 (preferred)
- 6) Knowledge of Canada Food Guide & Meals for Diabetics, person with allergies
- 7) Prepare Menu & Cost submission for event Dinner with provision of coffee/tea and beverage

Deadline: **Friday, June 6, 2018 by 4:00 pm (NO Exceptions)**

To: Diane Anthony, Education Coordinator, Adams Lake Indian Band
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