

EXPRESSION OF INTEREST

Services required for September 19,2018 Catering Community Conversation on Harm reduction

Provide Dinner for approx. 150 people:

Menu Plan

- A strict schedule will be followed, meal(s) are as scheduled:
- 5:00 pm - dinner menu: \$18.00- \$22.00 per person
- Certified kitchen must be used;
- Own transportation for food delivery.
- Must have own cooking utensils/ware if not at the gym
- *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.*
- *Responsible for paper supplies (beverage cups, paper plates, eating utensils napkins, coffee/tea, cream, sugar, salt & pepper).*
- **Pre-organization** regarding shopping for food & Obtain Pre-Authorization for budget

Methods of bidding:

- Food, kitchen rental, wages, travel 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 dinner 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: September 3,2018 – (NO EXCEPTIONS)

Attention: Jeromy Biron, Sexqeltqin Health Center

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