Confederated Tribes of the Colville Reservation

P.O. Box 150, Nespelem, WA 99155

Annual General Membership Meeting 2013
Request for Proposal

General Information

Posted Date:	September 25th, 2013
Closing Date:	October 2nd, 2013 at 2 p.m.
Bid Opening Date:	October 2nd, 2013 at 2 p.m. at the Council Conference Room

Description

The Colville Confederated Tribes is announcing a request for bid (RFP) for the Colville Confederated Tribes Annual General Membership Meeting at the Keller Community Center at 9:00 a.m on Saturday, October 12, 2013 located in Keller, WA. The meal menu should be reflective/reminiscent of the Keller Salmon Days. Colville Confederated Tribes Fish & Wildlife Program will be supplying salmon to the contractor to be cooked in a traditional way. Please note your method in your proposal.

The Contractor shall provide all personnel, equipment and supplies necessary in the performance of this contract to provide a luncheon for no less than 300 people. The bid is for a luncheon themed around the Salmon concept.

Proposal Requirements:

1. The Contractor will provide all personnel, equipment and materials necessary or required, including meal preparation, delivery, set-up, takedown and clean up of the designated eating area.
2. The Contractor will coordinate with the Contracting Officer's Representative regarding location for setting up food preparation, serving, and eating area.
3. The Contractor will provide personnel to prepare and serve food; cooking, serving equipment, service ware (paper plates, paper cups, and napkins), and disposable-eating utensils (sealed in plastic); plastic gloves for food servers and garbage containers.
4. There will be no barehanded contact of food, use barriers such as tongs, papers, spoons or gloves to prepare and serve foods.
5. Store cold foods in a refrigerator, as much as possible, until luncheon is ready to be served. Be sure potentially hazardous hot foods stay hot.
6. Keep food safe from cross contamination with careful storage and sanitizing.
7. Keep serving area clean and safe.
8. All remaining food will be sacked up and handed out to the people in attendance.
9. Proposal must be in writing and signed with a total proposal amount for the luncheon.
10. Copy of valid/current food handler's permit must accompany proposal.

Evaluation

All responsive proposals will be opened, reviewed and rated based upon the following evaluation factors:

- Menu
- Price
- Compliance with solicitation requirements
- Experience and/or past performance
- Preference Order on Selection *(you need to identify which category you are submitting a proposal under)*:
  1. Charitable or nonprofit organization and private individuals using all proceeds to fund a charitable function.
  2. Individual Colville Tribal Member who does not meet the requirements of (1) above.
  3. All other parties.

Late proposals will not be opened and will not be considered.

Safety

All applicable regulations pertaining to safety, including Tribal Occupational Safety and Health Act (TOSHA) standards and regulations shall be strictly adhered to by the contractor.

Clean up and Disposal

All trash and debris shall be removed from the site and disposed of off the Tribal Community Center Building site. The contractor shall remove all rubbish, accumulated materials and trash from the premises, leaving the site in a clean, acceptable condition. Any adjacent areas that are damaged by the contractor shall be repaired or replaced to the satisfaction of the Contracting Officer or the Contracting Officer Representative or their authorized representative.

Availability of Utility Services

All reasonable quantities of utilities will be made available to the contractor without charge. Any temporary lines or connections that may be required will be installed, maintained, and removed by the contractor at their own expense, and in a manner satisfactory to the Contracting Officer, or designated representative.

Point of Contact

Dorthey Zacherle, Administration; P.O. Box 150; Nespelem, WA 99155; Phone 509-634-2277, Fax 509-634-2751, Email dorthey.zacherle@colvilletribes.com

Suggested Foods to consider that pair well with Salmon:
Alfredo Pasta -Rice/ Roasted Potatoes -Assortment of Sautéed Vegetables -Green Salad-Fruit Salad/Fruit Pastries

Juice (Lemonade, Apple, Grape)- Coffee, Tea, Water

All Menus will be considered:
Beverages:

_____
_____
_____

Main Course:

_____
_____
_____
_____

Desert:

_____
_____
_____

Total Dollar Amount _____

_____
Contractor Signature and Date

_____
Phone Number

_____
Email Address

- Be sure to select a preference listed below.

Preference: 1 Charitable____ 2 Individual____ 3 Other____ Charitable Function_____