



Confederated Tribes of the Colville Reservation

P.O. Box 150, Nespelem, WA 99155

Colville Tribes Elders Luncheon June 12, 2024 Request for Quote

Posted Date: April 8, 2024
Closing Date: April 29, 2024 at 4:00 pm
Bid Opening Date: April 29, 2024 at 4:00 pm at the Purchasing Program

Description

The Colville Confederated Tribes is announcing a request for bid (RFQ) for the Colville Tribes Elders Continental Breakfast and Luncheon on Wednesday, June 12, 2024 at the Inchelium Community Center located approximately .5 miles from the School, Inchelium, Washington. Set up day before event.

The Contractor shall provide all personnel, equipment and supplies necessary in the performance of this contract to provide food and beverages for no less than 400 people.

The Continental Breakfast 8:30 a.m. (300 count): Boiled Eggs, Oatmeal "add hot water", String Cheese, Yogurt, Fruit, Coffee, Tea, Water, Juice, Condiments.

The Luncheon Meal 12:00 p.m. (400 count) will include: Chicken Fried Steak, Mashed Potatoes w/Gravy or Baked Potato w/Butter & Sour Cream Packets, Green Salad, Jell-O w/Fruit cup 6 oz., Fresh Fruit Cups 6 oz portion cups, Pies, Cakes, Rolls/Bread, Beverages (Coffee, Tea, Water and Condiments (salt, pepper, butter, coffee creamer, sugar, sweet n low).

** No Purified Bottled Water** Meals to be served Buffet Style.

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. There will be no smoking in the immediate area of food preparation or serving.
4. The Contractor will provide personnel to prepare and serve food; cooking, serving equipment, service ware (paper plates, paper cups, bowls, and napkins), and disposable-eating utensils (sealed in plastic); plastic gloves for food servers and garbage containers.
5. There will be no barehanded contact of food, use barriers such as tongs, papers, spoons or gloves to prepare and serve foods.
6. 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.
7. Keep food safe from cross contamination with careful storage and sanitizing.
8. Keep serving area clean and safe.
9. All remaining food will be sacked up and handed out to the people in attendance.
10. Proposal must be in writing with a total proposal amount.
11. Copy of valid/current food handler's permit must accompany proposal.

Proposals should include a breakdown of expenses, materials used, list of references, and prior experience.

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. Particular care shall be exercised in connection with the operation of vehicle and other equipment on the site.

Clean up and Disposal

All trash and debris shall be removed from the site and disposed of off the Inchelium Community Center Area. 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.

Vacating Work Area

During exercises, natural disaster, national emergencies, or for security reasons, the contractor may be required to vacate a work area.

Smoking

No smoking is allowed in Tribal Government buildings. The contractor and his or her employees can smoke at designated areas outside the building, or in his or her vehicle.

Protection of Property

The contractor shall be responsible to check and determine that all necessary precautions have been taken to protect all property, both Tribal and private, in all areas where this contract is being accomplished. Damage caused from failure by the contractor to exercise care in the performance of work shall be immediately repaired to the satisfaction of the Contracting Officer or designated representative without additional cost to the Colville Confederated Tribes.

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.

Evaluation

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

- X Proposed menu
- X Price
- X Compliance with solicitation requirements
- X Experience and/or past performance
- X Colville Tribal Member preference will be given.

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

Point of Contact and Submission

Dorthey Zacherle, Contract Officer; Colville Confederated Tribes; P.O. Box 150; Nespelem, WA 99155; Phone 509-634-2277, Fax 509-634-2751. Email: Dorthey.zacherle@colvilletribes.com

Inchelium Senior Advisory Menu.

Breakfast: Boiled Eggs, Oatmeal "add hot water", Milk, String Cheese, Yogurt, Fruit, Milk, Coffee, Tea, Bottled Water, Juice, Creamer, Sugar, Sweet n Low

Lunch: Chicken Fried Steak, Mashed Potatoes w/Gravy or Baked Potato w/Butter & Sour Cream Packets, Green Salad, Jell-O w/Fruit cut 6 oz., Fresh Fruit Cups 6 oz portion cups, Pies, Cakes, Rolls/Bread, Beverages (Coffee, Tea, Bottled Water and Condiments (salt, pepper, butter, coffee creamer, sugar, sweet n low).

Total Dollar Amount \$ _____

Contractor Signature and Date _____

Phone number _____