

# COLVILLE TRIBAL POLICE DEPARTMENT

CHIEF OF POLICE-STEVE BROWN  
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NESPELEM, WA 99155  
509-634-2472/ 1-800-551-5800



## Reservation Spay and Neuter Clinic May 6-10, 2024 Request for Proposal

### General information

Posted Date: 4/3/2024

Closing Date: 4/16/2024

Bid Opening date:4/3/24

The Colville Confederated Tribes is announcing a request for bid (RFP) for the Colville Confederated Tribes Spay and Neuter Clinic between the dates of May 6<sup>th</sup> -10<sup>th</sup> at the Keller Community Center located at Keller, Washington 99140.

The Colville Confederated Tribes is looking for a contractor/individual to provide a **vegetarian** lunch and dinner for 65 people.

### Proposal Requirements:

1. The contractor will provide all personnel, equipment, and materials necessary or required, including meal preparation, delivery, and set-up, takedown and clean-up of the designated eating area.
2. The Contractor will coordinate with the Contacting Officer's Representative regarding location for setting up food, preparation, serving and eating area.
- 3.
4. The Contractor will provide personnel to prepare and serve food; cooking, serving equipment, paper plates, paper cups and napkins and disposable-eating utensils (sealed in plastic), plastic gloves for food servers and foods.
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 food stay hot.
7. Keep food safe from cross contamination with careful storage and sanitizing.
8. Keep serving area clean and safe.
9. Proposal must be in writing with a total proposal amount.
10. 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 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 Keller Community Center. 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 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 costs 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 requires 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:

Proposed Menu (50)

Price (25)

Compliance with solicitation requirements (10)

Experience and/or past performance (15)

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

Submit Proposal to:

Dorthey Zacherle Colville Confederated Tribes, P.O. Box 150, Nespelem, WA 99155. Phone: 509-634-2277, Fax: 509-634-2751. Email: [dorthey,zacherle@colvilletribes.com](mailto:dorthey,zacherle@colvilletribes.com)

Questions: Ken Miller 509-978-9792 Animal Control Colville Police Department. PO Box 150 Nespelem, WA 99155