



Nooksack Indian Tribe

5016 Deming Rd., P.O. Box 157 Deming, WA 98244

PHONE: (360)592-5176 FAX (360)592-2125

Request for Proposal Cook Services for Tribal Events

SUBMISSION DEADLINE: Wednesday, September 11, 2019 by 2:00pm

REQUEST FOR PROPOSAL CONTACT NAME: Charity Allen, Chief of Staff

INTRODUCTION:

The Nooksack Indian Tribe (NIT) plans several events per year and we would like to create a pool of Tribal Member cooks interested in possibly helping at an event. Events range from 50 people to 500 people. All proposals submitted for consideration must be received by the time as specified above under the "Submission Deadline." Please note that head cooks and helper cooks will be paid according to the honorarium policy detailed in Title 99.

PROJECT AND LOCATION:

The bid proposal is being requested for catering services. The food shall be cooked, prepared and served at the community building.

PROJECT DATE/TIME:

If selected, you will be notified of the date and time at least 30 days prior to the event.

PROJECT OBJECTIVE:

The objective and ultimate goal for this project is to provide catering services to the community members of the Nooksack Indian Tribe. The head cook will also be responsible for the clean-up of the kitchen and the return of all equipment. Should either of these tasks not be completed, money will be deducted from final payment.

PROJECT SCOPE AND SPECIFICATIONS:

The project scope and specifications are:

- **All team members must have and provide proof of their current food handler's permit at the time of the bid submission.**
- Cook/prepare food for guests
- Prepare food for buffet style
- All food must be ready to serve by time specified in contract.
- Attend coordination meetings regarding food serving and timing.
- Clean up after job is complete.
- Coordinate with events' coordinator to purchase food items/cooking supplies for event. (DO NOT include cost of food in your bid.)

PROJECT PROPOSAL EXPECTATIONS:

NIT shall award the contract to the proposal that best accommodates the various project requirements. NIT reserves the right to award any contract prior to the proposal deadline stated within the “Scheduled Timeline” or prior to the receipt of all proposals award the contract to more than on bidder and refuse any proposal or contract without obligation to either Nooksack Indian Tribe or to any bidder offering or submitting a proposal.

DEADLINE TO SUBMIT:

All proposals must be received no later than time specified on page 1 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA:

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposals. In addition, consideration will be given to cost and performance projections.

SUMMARY OF BIDDER BACKGROUND:

- Bidder’s Name
- Bidder’s Address
- Contact Information (and preferred method of communication)
- Previous experience regarding large events
- Total number of people that will be on your team, as well as their names and job titles
- **Proof of current food handler’s permit for all team members**

SAMPLE MENU:

- submit a sample menu of items that you like to cook

Please send all submission materials to:

By Mail:
Nooksack Indian Tribe
Attn: Charity Allen
P.O. Box 157
Deming, WA 98244

Or via email:
callen@nooksack-nsn.gov

Or in person:
5016 Deming Road
Deming, WA 98244