



REQUEST FOR PROPOSAL

ONA 2019 Salmon Feast Celebration

Accepting Meal Bids

GENERAL INFORMATION

The Okanagan Nation Alliance will be hosting Salmon Feast Celebration at s̓x̓w̓ə̓x̓w̓ nitk̓w̓ (OK Falls) Provincial Park Friday September 20 to Sunday September 22, 2019. As part of this celebration we are seeking cooks to prepare meals.

Posted date: June 12th, 2019

Closing date: July 12th, 2019 at 12:00 pm

MEALS DESCRIPTION:

Friday September 20, 2019

- a) Dinner at s̓x̓w̓ə̓x̓w̓ nitk̓w̓ (OK Falls) Provincial Park for 150 people to include dessert and coffee/tea to be served at 5:00 pm.

Saturday September 21, 2019

- b) Dinner at s̓x̓w̓ə̓x̓w̓ nitk̓w̓ (OK Falls) Provincial Park for 225 people to include dessert and coffee/tea to be served at 4:30 pm.

Saturday September 21, 2019

- a) Canoe Paddle Lunch at Kaledan Park for 40 people. Must also provide coffee/tea and drinks to be served at 12:00 pm at Kaledan Park.

Sunday September 22, 2019

- a) Salmon Feast at s̓x̓w̓ə̓x̓w̓ nitk̓w̓ (OK Falls) Provincial Park for 600 people to include dessert and coffee/tea to be served at 12:00 pm. ONA provides the salmon for the Salmon Feast meal and will be ready to serve onsite.

Each meal requires a separate bid. The bid should take into consideration all the proposal requirements below. The ONA has secured access to the OK Falls Recreation Kitchen.

MEAL PROPOSAL REQUIREMENTS:

1. The contractor will provide all personnel, equipment and materials necessary or required including meal preparation, delivery, set-up, take down and cleanup of the designated eating area in a timely manner.
2. The contractor shall provide Ziplocs or other appropriate containers to distribute leftover food so that participants can take home.
3. Two serving areas will also be set up, one for lunch/dinner and one for dessert.
4. The bid proposal must be in writing, which includes 2-3 references, a total proposal amount and price per person, proposed menu options, signed and any other special notes.
5. A copy of your valid/current food safe certificate must accompany your bid proposal. Any proposal submitted without this certificate will not be accepted.
6. Must be reliable and punctual
7. Provide your contact information including mailing address

HEALTH AND SAFETY

1. The contractor will provide personnel to prepare and serve food; cooking, serving equipment and plastic gloves for food serves. No barehanded contact of food, use barriers such as tongs, papers, spoons or gloves to prepare and serve food.
 - a. If your buffet service requires servers, it is up to contracted cook to coordinate volunteers if necessary.
2. All applicable regulations pertaining to safety, including Health Food Inspection Safety standards and regulations shall be strictly adhered to by the contractor.
 - a. Store cold foods in a refrigerator, as much as possible until ready to serve. Be sure potentially hazardous hot foods stay hot.
 - b. Keep food safe from cross contamination with careful storage and sanitizing. Keep serving area clean and safe.

CLEAN UP AND DISPOSAL

1. The contractor shall remove all rubbish, accumulated materials and trash from the OK Falls Provincial Park and kitchen premises, leaving the cooking/serving area in a clean, acceptable condition. This includes cleaning the stoves and all other requirements as set out by the s̓x̓w̓ə̓x̓w̓nitk̓w̓ (OK Falls) Provincial Park Facility guidelines.
2. The contractor shall ensure that the serving area at the Park is cleaned up and that no serving ware or food is left, that tables are wiped down and stacked and that all surrounding garbage is put in the garbage disposal bins.
3. The contractor should do their best to recycle and compost at the kitchen site and remove from kitchen premise.

RESPONSIBILITY OF ONA

The Okanagan Nation Alliance will provide the following:

- Kitchen facility: OK Falls Recreation Kitchen which will be shared with O.N.A Events staff. If this is not ideal, it will be up to the contractor to secure another location to prepare and cook the meal.
- Juice jugs, coffee and tea service items
- All the service ware: paper plates, paper cups, napkins, and disposable-eating utensils
- Garbage disposal bin and garbage bags, recycling bins and bags

BID REQUIREMENTS EVALUATION

All bid proposals will be opened, reviewed and rated based on the following factors:

- Time management and Organizational skills
- Proposal
- Price
- Compliance with proposal requirements and meal preparation requirements
- Experience and/or past performance
- Rated based on if they are:
 - Okanagan Nation Charitable group
 - Individual Okanagan Nation Member
 - All other parties

DEADLINE FOR SUBMISSIONS: July 12th, 2019 12:00 pm

Submit all applications to:

Okanagan Nation Alliance

Attn: Dominique Alexis | Events Coordinator

#101-3535 Old Okanagan Hwy Westbank, BC V4T 3L7

Fax: (250) 707-0166 Email: DAlexis@syilx.org