



**LUMMI NATURAL RESOURCES DEPARTMENT**  
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LUMMI NATURAL RESOURCES DEPARTMENT  
Request for Proposal  
Catering Services

**SUBMISSION DEADLINE:** 4:00 p.m. on April 03, 2019

**REQUEST FOR PROPOSAL CONTACT NAME:** Loretta / Karly

**TELEPHONE NUMBER:** 360-312-2319 / 360-384-7119

**CONTACT ADDRESS:** 2665 Kwina Road  
Bellingham, WA 98226

**INTRODUCTION**

The Lummi Natural Resources Department (LNR) is planning the First Salmon Ceremony, held on May 16<sup>th</sup>, 2019 at the Lummi Nation School (LNS). LNR is in need of a team to cook and prepare food for approximately 600 guests. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "Submission Deadline."

**PROJECT AND LOCATION**

The bid proposal is being requested for catering services. The food shall be cooked and prepared at the Wexli'em, 2100 Lummi View Dr. Bellingham, WA 98226, and served at the Lummi Nation School, 2334 Lummi View Dr. Bellingham, WA 98226.

**PROJECT DATE/TIME**

Lunch should be ready to serve no later than 11:30 a.m. on May 16<sup>th</sup> at LNS.

The Wexli'em is reserved from May 14<sup>th</sup>-May 16<sup>th</sup> for your use to cook, prepare, and store items pertaining to this project.

\*If you need any additional days to prepare at the Wexli'em, please state the extra days needed in your bid.

**PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to provide catering services to the community members of the Lummi Nation and guests for the First Salmon Ceremony.

## **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 approx. 600 guests using the Wexli'em facilities.
- Prepare food for buffet style serving at the Lummi Nation School.
- All food must be ready for transportation and ready to serve by 11:00 a.m. on May 16<sup>th</sup>.
- Provide the food for servers and tables.
- Attend coordination meetings with Lummi Commods regarding food serving and timing.
- Clean up Wexli'em after job is complete.
- Coordinate with LNR to purchase food items/cooking supplies for event. (DO NOT include cost of food in your bid.)

Menu Items:

- Meats: Elk,
- Seafood: Halibut, Shrimp, Crab, Clams, and Oysters.
- Salads: Green, Potato, and fruit.
- Other: Rice, Rolls or Fry Bread, and Potatoes.
- Beverages: Water (Provided) Coffee, and Juice.

## **PROJECT PROPOSAL EXPECTATIONS**

Lummi Natural Resources shall award the contract to the proposal that best accommodates the various project requirements. Lummi Natural Resources 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 one bidder and refuse any proposal or contract without obligation to either Lummi Natural Resources or to any bidder offering or submitting a proposal.

## **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Lummi Natural Resources Department no later than **4:00 p.m. April 03, 2019** 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 proposal. 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 job titles
- **Proof of current food handler's permit for all team members**

## **COST PROPOSAL SUMMARY AND BREAKDOWN**

- A detailed list of any and all expected costs or expenses related to the proposed project
- Summary and explanation of any other contributing expenses to the total cost
- Brief summary of the total cost of the proposal