



**-WOHEHIV-
The Morning Star**

Northern Cheyenne Tribe

**P.O. Box 128
Lame Deer, Montana 59043**



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**Invitation for Bid
Catering Services
THPO
June 5, 2018**

The Northern Cheyenne Tribe (N.C.T.) is now accepting sealed bids for the THPO consisting of Catering Services which is located within the exterior boundaries of the Northern Cheyenne Indian Reservation.

The contractor shall furnish all labor and materials needed for the Catering Services. This bid should include (but is not limited to) the following:

The contractor shall bid for Catering Services for the Commemoration of the Buffalo Calf Road Woman Events, for 250 people. The catering services for THPO will be held within the exterior boundaries of the Northern Cheyenne Reservation, Montana.

Week of June 17, 2018 – Buffalo Calf Road Woman Commemoration Meal

Set up in Busby, MT, at the Busby Powwow Grounds. This meal must comfortably serve 250 people.

The menu will consist of the following:

BBQ items- Hamburgers, Hot Dogs, Potato Salad, Macaroni Salad, Chips, BBQ Beans, Cheese Slices, Watermelon, Fresh Mixed Fruit, Sheet Cake for Dessert, Juice, Water

The Contractor will be responsible for serving and cleaning up after meal. The Caterer will also be responsible for all the paper products to include cups, plates, plastic ware, serving utensils, napkins, condiments, (such as BBQ sauce, ketchup, margarine, salt and pepper, etc.).

- **Contact Person: Teanna Limpy, THPO Director, 406-477-4839/4838**
- **Selected Contractor will need to coordinate-work schedule with Liaison in order to address the logistics of performing work.**

Detailed Breakdown of expenses for the following:

- **TERO certification must be current and submitted with bid.**
- **Caterer will also be required to provide their own equipment for the completion of the contract.**
- **Caterer will be required to provide garbage bags and haul garbage away.**

The Contractor shall include in their proposal a price for the following:

Mileage

Delivery

Information on this project can be picked up at the Procurement Office, Little Wolf Capital Building, 600 Cheyenne Avenue South, Lame Deer, Montana, 59043. Please submit your bid, one bid per contractor to the N.C. Tribe Finance Office before June 13, 2018 at 10:30 am. **All bids must be hand delivered or in a sealed envelope and received before the bid deadline and marked, Catering Services and also have the Company name on the sealed envelope. Emailed or faxed bids will not be allowed and late bids will not be considered. All required documents must be in the sealed bid prior to the bid opening.** No bids may be withdrawn after the scheduled time for the public opening of bids. If you have any questions please contact Renessa Russette at the Procurement Office, 406-477-4810.

REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

INDIAN PREFERENCE. The owner will factor Indian preference into the bid analysis process however it will in no case be the sole deciding factor in awarding the work. Evidence of eligibility for Indian preference must be submitted with the proposal. Responsible bids will be accepted from Non-Indian owned contractors. In evaluation of bids, the Tribe may, within funding limitations, give preference in the amount of 5% above the lowest total bid, to qualified Indian owned firms.

TERO. Each contractor is required to be certified by the Tribal Employment Rights Office (TERO) prior to the bid opening. The contractor is required to comply with the requirements of the Northern Cheyenne Tribal Employment Rights Office. To receive an application for certification and information on TERO, please write to: Director, Tribal Employment Rights Office, P.O. Box 308, Lame Deer, MT 59043, or phone 406-477-6505. The contractor is responsible for payment of all TERO fees.

This Advertisement for Bids does not commit the N.C. Tribe to award a contract. Nor to pay any costs incurred in the preparation of the bid(s) or to procure supplies.

The N.C. Tribe reserves the right to reject any and all bids and to re-advertise according to the best interests of the N.C. Tribe. The N.C. Tribe reserves the right to waive any irregularities or informalities in regard to the bids and the bid process.

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Renessa Russette, Procurement Planning Officer
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Lame Deer, MT 59043