



Northern Cheyenne Tribe



-WOHEHIV-
The Morning Star

P.O. Box 128
Lame Deer, Montana 59043

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Request for Proposal
Catering Services
Human Services IV-E Program
March 4, 2020

The Northern Cheyenne Tribe (N.C.T.) is now accepting sealed bids for the Human Services IV-E Program consisting of Catering Services for the upcoming Foster Parent Training on March 18-20, 2020. Meal for 50 people.

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

Wednesday, March 18, 2020

Continental Breakfast: real pastries, variety of bagels/variety cream cheeses, fresh fruit, juice, coffee, Sugar, substitute sugar, variety of coffee creamers and bottled water (3 cases).

Lunch: Chicken Alfredo with penne, steamed broccoli, garlic bread, cake/cupcakes, tea (unsweetened), Soda, and water.

Snack: Variety of fresh fruit, variety of crackers/cheese, juice and variety of sodas.

Thursday, March 19, 2020

Continental Breakfast: pastries, variety of bagels/variety of cream cheeses, fresh fruit, juice, coffee, sugar, sugar substitute, variety of coffee creamers, and bottled water (3 cases).

Lunch: Hamburger Soup & variety of sandwiches, tossed salad with dressing, fruit salad, tea (unsweetened), soda and water.

Snack: Variety of fresh fruit, variety of crackers/cheese, juice and coffee.

Friday, March 20, 2020

Continental Breakfast: Pastries, variety of bagels/variety of cream cheeses, fresh fruit, juice, coffee/sugar, substitute sugar, variety of coffee creamers, and bottled water (3 cases).

Lunch: Indian Tacos w/trimmings (tomatoes, cheese, onions, lettuce, sour cream, hot & mild taco sauces, blueberry pudding, juice, coffee and variety of sodas.

Paper plates, to-go-plates, bowls, cups, plastic ware, napkins, salt & pepper.

Clean up food area & haul garbage. Clean floor where serving food & drinks.

NOTE: Remaining food will be distributed to clients daily.

The work location will be the Lane Deer, MT. The point of contact will be Ariane Rowland, Human Services IV-E.

The Contractor shall include a detailed breakdown of expense. The contractor shall include in their proposal a price for the following.

- Mileage

Information on these services can be picked up at the Procurement Office, Little Wolf Capital Building, 600 Cheyenne Avenue South, Lane Deer, Montana, 59043. Please submit your bid, one bid per contractor to the N.C. Tribe Finance Office before March 13, 2020 at 4:30 p.m. **All bids must be hand delivered or in a sealed envelope and received before the bid deadline and marked, Parenting Training Catering Services and also have the Company name on the sealed envelope. Emailed or faxed proposals will not be allowed and late proposals 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.

Each contractor is required to be certified by the Tribal Employment Rights Office (TERO) **prior** To submitting a bid in accordance with the Northern Cheyenne TERO Ordinance. 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, Lane 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 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.

Published at Lane Deer Montana, on this 4th day of March, 2020.

Renessa Russette, Procurement Planning Officer (1st publication): March 4, 2020
P.O. Box 128
Lane Deer, MT 59043