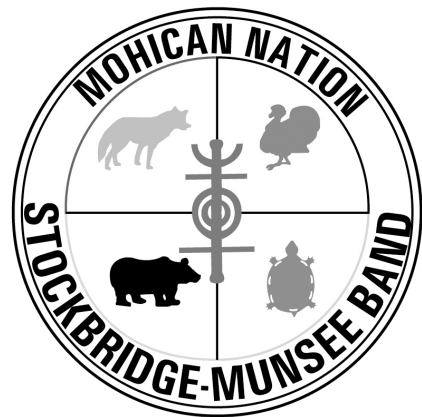


*REQUEST FOR PROPOSALS*

*JULY 25, 2024*



*LANGUAGE CULTURE CAMP MEAL SERVICES*

*STOCKBRIDGE-MUNSEE COMMUNITY*

*N8705 MOH HE CON NUCK ROAD*

*PO BOX 70*

*BOWLER, WI 54416*

## LANGUAGE CULTURE CAMP MEAL SERVICES

### 1. Introduction

The Stockbridge-Munsee Community (Tribe), a federally-recognized Indian tribe, is requesting bids to provide meal services for the 2024 Stockbridge-Munsee Language & Culture Camp, for three days; August 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup>, for 40 people.

### 2. Confidentiality

The party responding to this request for proposal agrees that it shall hold any confidential and/or proprietary information that it receives from the Tribe in confidence. The receiving party further agrees not to use, divulge or otherwise make available such information other than for the purposes of responding to the Tribe's request for proposal and agrees to disclose it only to the directors, officers, agents, employees, members, partners, and professional advisors of such party as is necessary to prepare its response. Each party shall be responsible for the breach of this agreement by itself, its employees, its affiliates and its representatives.

### 3. Project Overview and Requirements

#### A. Meal service shall include:

- a. Setting up meal site
- b. Preparing/cooking meals and beverages; 3 breakfast snack bar meals with beverages and 3 lunch meals with beverages.
- c. Meals to be served buffet style
- d. Breakfast snack bar with beverages to be ready for consumption by 9:45 am, finishing by 10:45 am
- e. Noon meal with beverages to be ready for consumption by 12:00 pm, finishing by 1:30 pm
- f. Menus must consist of locally grown and indigenous foodways are preferred
- g. Menus must be submitted with bids
- h. Cleaning up and hauling away all garbage after each meal
- i. Vendor's cost of the all supplies, including groceries, paper products, cooking supplies and meal service supplies (i.e. napkins, plates, utensils)

#### B. Minimum Required Specifications

- a. Must include menus
- b. Must include a total cost for food services broken down per day, per meal.
- c. Must include documentation of Food Handlers Certification

#### C. Equipment Lease

The vendor/bidder is responsible for the cost of any necessary equipment.

D. Include in your proposal of service timeline.

**5. Documentation**

Attach any brochures and related documentation.

**6. Qualifications**

Provide in your proposal at least three (3) customer references including business name, phone number and contact name.

Provide documentation of current Food Handlers Certificate for all personnel who will be handling food.

List of personnel names.

Provide a company profile, length of time in business and core competencies.

List any terms and conditions you have.

**7. General RFB Process Information**

This RFB does not commit the Tribe to award a contract or pay any costs associated with the preparation and presentation of a bid. The Tribe reserves the right to modify this RFB at any time. In the event it becomes necessary to modify or revise the RFB, the modified portion will be provided to all responding parties.

The Tribe reserves the right to negotiate, conduct interviews, and/or request product demonstrations at our office. You will be notified if this is requested.

The Tribe reserves the right to revise the selection process and, in its sole discretion, to accept or reject any and all proposals submitted. The Tribe may waive informalities or irregularities in a proposal.

The Tribe, being a Federally recognized Indian Tribe, is eligible for GSA contract pricing

The Tribe, through a joint venture with the State of Wisconsin, is eligible for pricing as negotiated by the State and its Procurement Agencies (AKA: State Procurement Contracts)

The Tribe, being a Federally recognized Indian Tribe, is exempt from paying Wisconsin taxes on purchases received on the reservation. (Upon selection a completed tax-exempt form will be submitted)

To schedule an appointment or have questions, please contact Barbara Terrio, Language Program Student Teacher, [Barbara.Terrio@mohican-nsn.gov](mailto:Barbara.Terrio@mohican-nsn.gov), 715-793-3970 OR Monique Tyndall, Director of Cultural Affairs, [Monique.tyndall@mohican-nsn.gov](mailto:Monique.tyndall@mohican-nsn.gov), 715-793-4270 during business hours of Monday-Thursday, 8a.m. to 4:00 pm.

**Submission**

Bids are due no later than 4:30pm CST, Friday, August 5th, 2024. Bids must be submitted via USPS, courier or hand delivered in a sealed envelope. Envelope shall be marked; Ginny Terrio, Fill-In Tribal Secretary, Sealed Bid-Language and Culture Camp Meals written on the outside of the envelope and delivered to N8476 Moh He Con Nuck Road, PO Box 70, Bowler, WI 54416

For additional information on submissions please contact Ginny Terrio, Fill-in Tribal Secretary, at [ginny.terrio@mohican-nsn.gov](mailto:ginny.terrio@mohican-nsn.gov)