



**Mashpee Wampanoag Tribe
Natural Resources Department**

Mailing Address: 483 Great Neck Rd. South Mashpee, MA 02649
Phone (508) 477-0208 Fax (508)477-1218

December 15, 2016

Job Service: Catering – AIHEC AmeriCorps VISTA Meeting

Location: Mashpee Wampanoag Tribe – Government Building

Reports To: Natural Resources Department

Department: Natural Resources Department

Status: Contractual

Bid Range: \$715-\$845 (\$8-\$10 per person for breakfast for 13 people for 2 days; \$13-\$15 per person for lunch for 13 people for 3 days)

Summary: Contracted services are needed for the **AIHEC AmeriCorps VISTA Meeting** hosted by the Natural Resources Department of the Mashpee Wampanoag Tribe. The event will be held January 10th-12th, 2017 at the Mashpee Wampanoag Tribal Council Chambers.

The following **MUST** be included in the bid:

- Estimated invoice based off of 13 attendees for three days. Please include fixed pricing per person.
- Lunch menu (traditional foods & drinks **must be included**)
- Serve Safe Certification
- Insurance information if applicable

In addition bidders will need to:

- Provide their own cooking supplies (i.e. pans, serving utensils and sterno's/burners)
- Be available for a one hour consultation, two weeks prior to the event
- Be available for a one hour follow up meeting within two weeks after the event
- Be responsible for the complete clean up (including floors) at the close of the event.
- Be physically on the premises for the entirety of meal preparation, serving, and cleanup.

BIDS MUST BE SUBMITTED IN WRITING & COMPLETED BY 4PM ON TUESDAY JANUARY 3, 2017

Confirmation of awarded bid will be established by January 6th, 2017. Half of the contracted funds will be paid one week prior to the event. Final payment will be available on Friday January 20th, 2017.

Submit completed bids, **w/subject line 'AIHEC VISTA Meeting'** via email to Director of Natural Resources at Casey.Thornbrugh@mwtribe.com or mail: Casey Thornbrugh, Natural Resources, 483 Great Neck Rd. South, Mashpee, MA 02649. For additional inquiries email Casey.Thornbrugh@mwtribe.com or call (508)477-0208 x 131