

“Family Movie Night Concession BID”

THE BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS IS SOLICITING BIDS TO purchase, prepare, serve food, and clean up kitchen/equipment at the Family Movie Night Concession held every other week at the Community Center or other designated location in Odanah, WI 54861

All the food, beverages, cleaning materials, and paper products will be provided by the bidder. A popcorn machine will be provided by the Program for use at the Concession. Each Family Movie Night concession must have enough food and beverages to serve up to 50 people. The bid needs to list the price per Family Movie Night Concession and popcorn and a beverage and one additional menu item must be provided each Movie night. Some samples of past Movie Night menus are shown below:

- 1) Hot dog, popcorn, juice box
- 2) Nachos/cheese, juice box
- 3) Ice cream bar, popcorn, juice box
- 4) Fruit snack, popcorn, juice box

Please provide three different examples of a menu that will be served for the concession.

ADDITIONAL INFORMATION

Family Movie Night start times are between 5:00pm and 6:30pm and run approximately 2 hours each night. Family Movie Night is held on Monday nights but is subject to change. The bidder is expected to be at the Community Center, or other designated Movie Night location in Odanah, at least 30 minutes earlier than the advertised movie start time.

Bidder is expected to pop the popcorn and purchase, prepare/serve simple menu items. Bidder must wash up any dishes, pots and pans, or equipment used, and clean the kitchen of any Movie Night items.

Bidder must complete a W-9. Bidder is aware that they are responsible for all employment related taxes as it relates to this project. Bidder will complete independent contractor paperwork prior to start date for a total of eight (8) concession nights. **Upon receipt of an invoice, the Program will attempt to have the per Family Movie Night payment at night of service, but please be prepared to allow up to two weeks past the completion of the services for the payment to be processed and available for pick up -Per Ken Nemec, Accounting Manager.**

For Indian preference, Bidder must submit documentation to verify tribal enrollment by submitting a copy of a Tribal Enrollment ID Card or a Letter from the Tribal Enrollment Office.

All bids shall be sealed and submitted to Sandy Kolodziejski, Child Care Coordinator, at the Bad River Department of Social Services, located in the Bad River Community Center PO Box 55, 72772 Elm St, Odanah, WI 54861 and clearly marked **BID Movie Night Concession**.

Sealed bids will be accepted until 3:00 **pm on November 16, 2016**. Any Bids received after the deadline will not be considered.

The Bad River Tribe reserves the right to reject any and all bids. Indian preference will be followed.

The bidder proposes and agrees, if this bid is accepted, to enter into an Agreement with The Bad River Band of Lake Superior Tribe of Chippewa Indians for the price and within the times indicated in this Bid and in accordance with the other terms and conditions.