



REQUEST FOR MEAL-PREPARATION CATERER QUOTES

Gun Lake Tribe (Tribe) is seeking a catering service for Jijak Youth Camp (hereinafter JYC), which is scheduled to occur June 23-27, 2025 and is located at Jijak property, 2558 20th St, Hopkins, MI 49328.

1. **General Scope of Services.** The selected caterer shall provide the Tribe with catering services including purchasing and providing all food at JYC as outlined.
 - A. June 23, 2025: morning snack, lunch and afternoon snack.
 - B. June 24, 2025: morning snack, lunch and afternoon snack.
 - C. June 25, 2025: morning snack, lunch and afternoon snack.
 - D. June 26, 2025: morning snack, lunch, afternoon snack, dinner and evening snack.
 - E. June 27, 2025: breakfast, lunch and afternoon snack.
 - F. Vegetarian options shall be included as main menu, not special request.
 - G. Accommodate reasonable food allergy modifications; allergens will be communicated at least two weeks prior to JYC.
 - H. Accommodate box/to go lunch requests for camper groups made at least 2 weeks prior to camp.
 - I. Provide and have available for self serve ice water and 2% milk at all meals.
 - J. Refill Gatorade jugs with provided drink mix.
 - K. Serve meals buffet style in the Jijak Dining Hall; prepare all snacks, except Friday evening, to be delivered by JYC staff to groups throughout Jijak property.
 - L. The exact menu to bid is Appendix A; modifications to menu may be negotiated after selection.
 - M. Serve approximately 80 campers and 30 staff at each lunch and snack; 80 total for breakfast and 50 total for dinner.
 - a. Camper breakdown is expected to be approximately 40 elementary age campers, 40 middle/high school age campers.
 - N. Lunch will be served in two waves with approximate numbers and times for each lunch communicated at least two weeks prior to camp.
 - a. It is the caterer's responsibility to regulate serving sizes to ensure that campers in the second wave have similar offerings to the campers in the first wave.
 - O. Use locally produced foods when feasible.
 - P. Clean and sanitize all items at the JYC property kitchen after all meals are served (including camper dishes).
 - Q. The caterer will have access to the JYC kitchen before and after camp hours to prepare meals.
2. **Compensation.** The Tribe shall compensate the caterer for services as follows:
 - A. Upon selection, the Tribe shall pay the contractor an amount equal to one-half of the total contract amount and shall receive the remainder upon completion of the services no later than 30 days after the conclusion of the event.
3. **Independent Contractor.** It is expressly understood and agreed that the caterer is an independent contractor. The caterer shall in no way be deemed, nor hold himself out to be, an employee, servant or agent of the Tribe and shall not be entitled to any fringe benefits of the Tribe, such as, but not limited to, health and accident insurance, life insurance, paid sick or vacation leave or longevity pay. The caterer shall be responsible for withholding and payment of all applicable taxes, including income and social security and unemployment taxes,



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to the proper Federal, State and local governments, in connection with services rendered by its employees pursuant to this selection.

4. Insurance Coverage and Certifications. The caterer shall carry at its own expense liability insurance coverage for the services and activities being carried out. The caterer shall maintain current ServSafe Manager Certification throughout the contract period.
5. Native American Preference. Reasonable preference shall be given to certified Native American owned enterprises. Any bidder seeking Indian Preference, must be at least 51% Indian-owned verified by the Indian Preference Committee. Contact the Chairperson of the Indian Preference Committee, Amanda Sprague Amanda.Sprague@glt-nsn.gov or 269.397.1630 to receive a prequalification packet.
6. Qualifications. To submit a quote for the Tribe's consideration, you must be:
 - A. At least 18 years of age;
 - B. Willing to complete an application identifying any criminal history;
 - C. Have sufficient experience, education or knowledge necessary to carry out the duties described in the scope of services above;
 - D. Willing to adhere to the policies and procedures of JYC.
7. Submission. All quotes for the 2025 JYC Catering Service must be submitted via email or hard copy by **March 31, 2025**. All quotes should be sent to:

Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians
Liz Binoniemi-Smith
2872 Mission Drive
Shelbyville, MI 49344
Email: elizabeth.binoniemi-smith@glt-nsn.gov

JYC kitchen tours can be requested to assist with quotes. Please contact Liz Binoniemi-Smith at 269.397.1780 or elizabeth.binoniemi-smith@glt-nsn.gov.