



# Mid Klamath Watershed Council

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## **Request for Bids**

**School Field Trip Caterer**

*Sue-Meg State Park, May 15-17*

**Summary:** This position will entail preparing meals for students and chaperones from Happy Camp, Seiad Valley, and Klamath River Elementary Schools during a 3-day field trip to Sue-Meg State Park. Some ingredients for breakfasts and lunches will be purchased and provided by the Schools. The Field Trip Caterer will be responsible for preparing meals using the provided ingredients; setting up a kitchen in the campground cook shelter at Sue-Meg State Park; planning, purchasing ingredients for, and preparing two dinners; and dealing with meal waste. We are looking for a caterer that is willing to be flexible with the meal plan and budget depending on what the schools can provide. The work will be conducted at the Red Alder Group Campsite at Sue-Meg State Park, in a covered cook shelter with water and power hook-ups. Meals should be prepared for ~55 people, including 45 youth (grades 6-8), and 10 adults. Exact numbers will be provided in advance of the field trip.

### **Job Duties**

- Prepare two breakfasts and two lunches using provided ingredients for ~55 people
- Plan, purchase ingredients for, and prepare two healthy, well-balanced dinners for ~55 people
- Set up and clean kitchen spaces after meals
- Dispose of food waste

### **Wednesday, May 15**

Dinner - Ingredients purchased and prepared by Caterer

### **Thursday, May 16**

Breakfast\* - Ingredients purchased by Schools, prepared by Caterer

Lunch\* (sack lunch) - Ingredients purchased by Schools, prepared by Caterer

Dinner - Ingredients purchased and prepared by Caterer

### **Friday, May 17**

Breakfast\* - Ingredients purchased by Schools, prepared by Caterer

Lunch\* - Ingredients purchased by Schools, prepared by Caterer

\*additional ingredients for breakfast and lunch may need to be purchased by caterer and will be communicated in advance of the trip. If this is the case, MKWC and the contractor will amend the contract to reflect the change in meal cost.

### **Skills/Experience Required**

- Meal planning and cooking meals for large groups, especially youth
- Ability to create a healthy, well-balanced meal

## **Qualifications**

- Food Handler's License
- Additionally insured certificate
- Proof of worker's comp insurance or a sole proprietor letter
- Ability to pass a criminal background check

Interested bidders must provide a budget for services for each meal and a sample dinner menu. The sample dinner menu must include at least 1 fruit, 2 vegetables, a protein, a grain, 1 beverage option (other than water). Please provide dishware, napkins, and cutlery. The budget should include time spent shopping, prepping, cooking, and cleaning, mileage to pick up ingredients, and the cost of ingredients. Please estimate a total number for all services and cost for each meal.

**Bids will be reviewed April 12, 2024. If interested, submit a bid for contract that includes the sample menu and cost per meal to MKWC at [youth-programs@mkwc.org](mailto:youth-programs@mkwc.org) or hardcopy to: MKWC PO Box 409 Orleans, CA 95556.**

MKWC gives preference to Economically Disadvantaged business enterprise, Service Disabled Veteran Business Enterprise, Minority Business Enterprise, Women Owned Business Enterprise, Native American Tribally Owned Business.