



## Pacific Region International Summer Music Academy FESTIVAL

### ***Request for Proposals: Catering Services***

#### **About PRISMA:**

PRISMA is a classical music festival and summer academy for pre-professional orchestra students that runs for two weeks, every June, in Powell River, BC. With a dedicated team of staff, volunteers and a professional board, PRISMA promotes inclusivity, diversity, creativity and opportunity for all through the universal language of music.

#### **Purpose of Request:**

The purpose of this Request for Proposal (RFP) is to invite proposals for the provision of catering services for the PRISMA Festival. Approximately 90 students and guest artists will require ten weekday lunches and ten weekday dinners over the course of the two week festival, which begins June 15, 2020. Kitchen facilities are available at the Powell River Recreation Centre, where the meals are served. PRISMA may consider splitting the contract between two caterers if there is interest.

#### **Scope of Work:**

PRISMA wishes to enter into contract/s to provide catering services for the two week period.

- Candidates should have the legal capacity to enter into a contract.
- Catering service shall maintain the insurance necessary to cover its obligations and responsibilities under an agreement.
- Candidates should be in possession of appropriate food service certification.
- Candidates should be prepared to cater for a variety of dietary preferences.
- It will be important to ensure meal service is prompt, as students and guest artists are on a rigid schedule. Lunch and dinner service will be required Monday, June 15<sup>th</sup>, through Friday, June 19<sup>th</sup>, and from Monday, June 22<sup>nd</sup>, through Friday, June 26<sup>th</sup>.
- Catering service shall include food and coffee and tea preparation and service, menus, staffing, dishwashing, cleanup and other necessary items.
- The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations.
- Candidates should provide adequate catering equipment. Cutlery, dishes, mugs and glasses are provided by PRISMA.
- Sample menus will become part of contract.

The proposal should include a variety of lunch menus including:

- Vegetable and fruit selection with every luncheon
- A variety of salads
- One or two mains with a vegetarian option

and a variety of dinner menus including:

- A variety of salads
- A variety of vegetables
- One or two mains with a vegetarian option
- Dessert

Please quote on cost-per-person per meal, and preferably a per-lunch cost and a per-dinner cost.

**Other Details:**

Other catering opportunities may exist during the Festival, and contracts for these events will be awarded separately.

Responses to this Request for Proposals are due no later than 5:00 p.m. on Friday, January 24<sup>th</sup>, 2020. Please email proposals to [operationsmanager@prismafestival.com](mailto:operationsmanager@prismafestival.com).

If you have any questions, please email [operationsmanager@prismafestival.com](mailto:operationsmanager@prismafestival.com) or phone 604-483-8382.

*Thank you for your interest in PRISMA.*

*December 18, 2019*