



SCHOOL DISTRICT 70 (PACIFIC RIM)

EXPRESSION OF INTEREST

THE BOARD OF EDUCATION FOR SCHOOL DISTRICT 70 (PACIFIC RIM)
IS TAKING APPLICATIONS FOR QUALIFIED CANDIDATES AVAILABLE TO CONDUCT

CATERING SERVICES FOR INDIGENOUS FOCUSED NON-INSTRUCTIONAL DAY WEST COAST EOI # 2025-03

ISSUE DATE:

14-09-2025

CLOSING DATE/TIME:

06-03-2026

4:00pm (PST)

AWARD DATE:

13-03-2026

LOCATION FOR PROPOSAL SUBMISSION

4690 Roger Street,
Port Alberni, BC V9Y 3Z4
Attention: Michelle Rodinsky, District Secretary
mrodinsky@sd70.bc.ca



SCHOOL DISTRICT 70 (PACIFIC RIM)

EXPRESSION OF INTEREST

CATERING SERVICES FOR INDIGENOUS FOCUSED NON-INSTRUCTIONAL DAY WEST COAST

Monday, September 14, 2025
School District 70 (Pacific Rim)
Michelle Rodinsky, District Secretary

EXPRESSIONS OF INTEREST EOI #: 2025-03

School District 70 (Pacific Rim) is seeking Expressions of Interest (EOI) from qualified candidates for the provisions of services as identified in this request.

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SCHOOL DISTRICT 70 (PACIFIC RIM)

SECTION I

Instructions to Respondent

Responses will be received by hand, courier, mail, or email until 4:00PM (PST) on 06-03-2026.

Please submit one [1] copy of your response marked **"EOI # 2025-03 – Catering Services for Indigenous Focused Non-Instructional Day West Coast"** addressed to:

Michelle Rodinsky, District Secretary
Pacific Rim School District Board Office
4690 Roger Street,
Port Alberni, BC
Tel: 250-720-2771
mrodinsky@sd70.bc.ca

School District 70 (Pacific Rim) will not be responsible for any response that does not indicate the EOI reference number or is delivered to any address other than that provided above. Responses submitted after the closing time or without the required information will not be accepted.

School District 70 (Pacific Rim) is not liable for any costs of response preparation or submission.

Inquiries concerning the EOI may be directed to the Secretary Treasurer, however verbal responses are not binding on either party. All communication including questions and clarifications may also be communicated to other potential Respondents.

School District 70 (Pacific Rim) is not bound to accept any submitted response. If an agency agreement is entered into, it will be awarded to the Respondent[s] that provides the best overall value to the District, at the District's sole discretion.

School District 70 (Pacific Rim) has the right to cancel this EOI at any time without incurring any liability or claim from any Respondent.

Any changes to the EOI made by School District 70 (Pacific Rim) will be issued in writing to all parties who have confirmed receipt of the EOI package.

Respondents may not amend their response after the closing date and time. Respondents may withdraw their response at any time prior to the closing date and time.

An evaluation committee will review each response subject to the evaluation criteria.



Respondents may be asked to provide further clarification with respect to their response. Any costs associated with the development of presentation materials, or any other associated costs will be the responsibility of the respondent.

Responses will be evaluated as soon as possible after the closing date. No detail of any response will be made public except the names of all parties submitting responses. Upon request, unsuccessful respondents may be offered a debriefing, in general terms, of their response's relative strengths and weaknesses.

Additional information may be submitted with the response, such as product brochures. The response and any information submitted by the respondent are the property of School District 70 (Pacific Rim) and will not be returned.

Note, one or more successful respondent(s) may enter into an agency agreement with School District 70 (Pacific Rim) as a result of this EOI.

Any agreement(s) resulting from the EOI will be made directly with the successful candidate and School District 70 (Pacific Rim) and on negotiated terms.

Each respondent, by submitting a response, warrants that to the best of the respondent's knowledge, no current or past corporate, personal or other interests give rise to an actual or potential conflict of interest.



SECTION II

Terms of Reference

Overview:

The Pacific Rim School District is seeking Expressions of Interest from experienced and qualified catering service providers for our Indigenous Focused Non-Instructional Day taking place on Monday, May 11, 2026. This event brings together staff and community members for a day of learning and reflection centered on Indigenous perspectives, knowledge, and ways of knowing.

Event Overview:

- Event Name: Indigenous Focused Non-Instructional Day
- Date: Monday, May 11, 2026
- Location: Wickaninnish Community School
- Expected Attendance: 90
- Duration: 9:00 A.M. – 2:00 P.M.
- Meal Requirements: Morning Snacks, Lunch and Refreshments

Scope of Work:

The selected catering provider will be responsible for:

- Providing culturally respectful, healthy, and nourishing meals
- Offering options to accommodate dietary needs (vegetarian, gluten-free, allergies, etc.)
- Providing all good preparation, delivery, setup, serving and clean-up
- Using environmentally responsible packaging and utensils (where applicable)
- Coordination logistics with event organizers
- Ensuring compliance with local health and safety regulations

Submission Requirements

Interested caterers are asked to submit the following:

1. Company Profile – Brief overview including years of experience, location, and relevant background
2. Sample Menu – Proposed menu items for morning snacks and lunch, noting how dietary restrictions are addressed
3. Budget Estimate – Itemized estimated cost for service, including taxes and any additional fees
4. Staffing Plan – Number of staff, their roles, and level of experience



5. References – Contact details of at least two previous clients for whom similar service were provided.
6. Insurance and Certifications – Proof of insurance, food handling certifications, etc.

Approval and Acceptance:

- The school district leadership team will review all submissions according to the points set out in the Terms of Reference prior to engaging a third-party to conduct the review.
- Once a successful party has been identified, a contract of services will be signed by both parties.

SECTION III

Response Evaluation

Opening Of EOI Submissions

EOIs will be opened in private, and total prices will not be made public until after the contract is signed.

The lowest or any other EOI will not necessarily be accepted. The District reserves the right to:

- reject all EOIs;
- reject an EOI which in the sole opinion of the District is too low to provide the Respondent with adequate resources to perform the work;
- refuse award of the contract to a Respondent the District judges to be fully or over committed on other projects;
- accept EOIs for the whole of the work or may delete any part at its discretion;
- limit the number of District contracts held at one time by any Respondent; and
- without limiting the District's rights to disqualify a non-compliant EOI, disqualify a Respondent for any of the reasons specifically identified in this EOI.

If a Total Bid Price is incomplete, contains an omission, does not fairly represent proper compensation for an item of work to be done, or fails to provide an accurate total price, the District may disqualify the EOI.



Obligations of Preferred Respondent

Upon receiving a notification of contract award from the District, the preferred Respondent must sign the contract and return it to the District and provide any additional information required in the notification of contract award.

No work shall commence, regardless of the contract term date, until the contract is signed by the District and the obligations set out in the notification of contract award are fulfilled.

If the preferred Respondent does not comply with the requirements of the notification of contract award within the time specified by the District, the District may, by written notice cancel the contract award and award the contract to another Respondent, and:

- if there is a Bid Security, make a demand on the Bid Security, which will be either:
 - a) the difference between the preferred Respondent's Total Bid Price or and the Total Bid Price of the next qualified Respondent; or
- if there is a Bid Security, make a demand on the Bid Security, which will be either:
 - a) the difference between the preferred Respondent's Total Bid Price or and the Total Bid Price of the next qualified Respondent; or
 - b) the amount of the Bid Security, whichever is less; or
- if no Bid Security was required, the District may pursue any remedy available to it at law or in equity; and

the District may give written notice to the preferred Respondent that its eligibility to bid on District contracts is pending suspension. If the preferred Respondent fails to satisfactorily execute two additional District contracts within the same calendar year, the District reserves the right to disqualify that Respondent from bidding on future contracts for a period of two years from the date of the last contract award.

In the event that the District agrees that the preferred Respondent may start the work before the contract is fully executed, and the District discovers that the preferred Respondent is in default, the District may cancel the Contract award and terminate the relationship with the preferred Respondent, at no cost to the District, and the preferred Respondent must reimburse the District for all costs, expenses, damages and losses arising out of the preferred Respondent's default.



Evaluation Of Submissions Matrix

	Factors	Total Points Available	Vendor 1	Vendor 2	Vendor 3	Vendor 4
1	Relevant Experience/Capacity	30				
2	Menu Quality/Cultural Appropriateness	20				
3	Budget and Value for Money	20				
4	Ability to Accommodate Dietary Needs	15				
5	References and Past Performance	10				
6	Certifications and Insurance	5				