



**Clear Hills County
313 Alberta Ave
Box 240
Worsley, AB
T0H 3W0**

Proposal

DESCRIPTION:

Farmers' Appreciation Event Banquet

REFERENCE #: 2023-P01

Proposal Closing Time:
February 6, 2023
4:00 p.m. Local Time

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1. Invitation to Submit Proposals

Vendors are invited to submit a sealed Proposal for the banquet at the Farmers' Appreciation Event:

1.1 Inquires

Refer all Proposal inquires to Crystal Dei, Community Services Coordinator:

Email: csc@clearhillscounty.ab.ca

1.2 Proposal Return

Request for Proposals will be received at Clear Hills County office no later than 4:00 p.m., local time, on February 6, 2023. Proposals must be sealed and enclosed in envelopes clearly marked with the Proposal number and addressed to:

Clear Hills County
313 Alberta Ave
PO Box 240
Worsley, Alberta
T0H 3W0

Faxed or electronic Proposals will not be accepted. Clear Hills County does not recommend sending Proposals by Courier due to limited Courier Services. Each Proposal must be addressed to Clear Hills County in a sealed envelope clearly marked with the Vendor's name, address, and Proposal number.

2. Instruction to Bidders

2.1 Information

Any required information should be obtained from the Community Services Coordinator, Crystal Dei. The information can be obtained by email. The bidder is responsible to gather all necessary information for a full comprehension of the project.

2.2 Price

The submitted price shall include all costs and expense including applicable taxes.

2.3 Evaluation of the Proposal

The Proposal will be awarded based on the following order of preference:

1. For profit businesses/individuals (local)
2. For profit businesses/individuals (outside county)

and the following criteria (in no particular order)

- Proposed menu
- Price
- References/experience

2.4 Reception of a Proposal

A proposal may be rejected if:

- The document contains any conditions, comments or modifications that are not part of the original proposal documents.
- The document is not received before the set date and time.
- The document is not signed by the authorized individual.

2.5 Acceptance of the Proposal

The County does not bind itself to accept the lowest or any of the Proposals and this without any compensation to the bidders.

3. Banquet Supper

3.1 Date and Time

Saturday, March 4, 2023 at 6:00 p.m.

3.2 Location

David Thompson Hall, Hines Creek, Alberta

3.3 Services

To provide catering service for the Farmers' Appreciation Event Banquet at 6:00 p.m. on Saturday, March 4, 2023 for 200 people.

3.4 Setup

Bidders will have access to the kitchen area Saturday, March 4, 2023 at 11:00 a.m.

Note: Electrical appliance cooking is restricted to the kitchen area only.

3.5 Clear Hills County responsibilities

- Ticket printing, pricing and selling the costs thereof
- Collecting tickets at the main door
- Providing plates, cups, napkins and cutlery
- Providing tables, chairs, tablecloths, garbage bags, juice jugs, coffee urns, and the floor plan for table setup
- Setting tables – including spreading tablecloths
- Removal of the tables, chairs, tablecloths in the dining hall and sweeping and mopping of the floor after the banquet
- Providing the bar service. **Note: the bar area will be open during the banquet and the servers will need access to the bar to setup**

3.6 The bidder responsibilities

- Providing beverages, including juice and coffee
- Setup of serving tables and beverages
- Cleaning the kitchen, serving tables and beverage dispensers
- Clearing the tables, collecting the garbage in the hall after the banquet, including plates, cutlery, and napkins
- Abiding by Food Regulation requirements and maintaining excellent food safety

3.7 Price

The bid shall be based on a price per plate. Compensation will be based 200 plates.

3.8 Information

All proposals should include the following minimum information:

- Name, address, and phone number of main contact
- Proposed menu (one meat menu)
- Price per plate
- Reference and related experience

3.9 Notification Requirements

As per Food Regulation the successful bidder is required to notify the regional health authority regarding the operation of their food services at the Farmers' Appreciation Event. Peace Country Health contact phone number: 780-835-4951 Toll Free: 310-0000-780-835-4951 Fax: 780-835-3879.