



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

Proposal

DESCRIPTION:

Food Services

REFERENCE #: 2023-P02

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

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1. Invitation to Submit Proposals

1. Vendors are invited to submit a sealed Proposal for supplying food services by use of Outdoor Concession Booth or Food Truck at the Annual Clear Hills County Agricultural Trade Show:

1.1 Inquires

Refer all Proposal inquires to Greg Coon, Agricultural Fieldman:

Email: greg@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 March 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 Agricultural Fieldman, Greg Coon. 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 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)

2.3 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.

2.4 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. Outdoor Concession Booths and Food Tucks – Outside North Parking Lot

3.1 Date and Time

Saturday, April 15th, 2023– 10:00 a.m. to at least 7:00 p.m.

3.2 Location

Dave Shaw Memorial Complex, Hines Creek, Alberta

3.3 Service

The bidder is expected to provide food services from 10:00 a.m. to at least 7:00 p.m. on Saturday, April 15th, 2023 and clean up all garbage and spills in and around the food booth and eating area throughout the day.

3.4 Supplies

The bidder will provide everything required to prepare and sell the proposed menu as well as all food, drinks, condiments, utensils, napkins, etc.

3.5 Setup

The bidder will have access to set up on Friday, April 14, 2023 from 1:00 p.m. to 9:00 p.m. and the morning of Saturday, April 15th, 2023 from 7:00 a.m. to 8:30 a.m.

3.6 Booth information

The successful bidder will be provided with a free outdoor space.

3.7 Information

All proposals should include the following minimum information:

- Name
- Proposed menu
- Size of unit

3.8 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 Trade Show. Peace Country Health contact phone number: 780-835-4951 Toll Free: 310-0000-780-835-4951 Fax: 780-835-3879.

Show Schedule

	Friday	Location
Spring Fair Entries accepted by the Hines Creek Agricultural Society	11:00 a.m.—2:00 p.m.	Community Hall
Exhibitor Booth Setup	1:00 p.m.—9:00 p.m.	
	Saturday	
Exhibitor Booth Setup	7:00 a.m.—9:00 a.m.	
Toonie Breakfast	8:00 a.m.—10:00 a.m.	Main Entrance
Trade Show	10:00 a.m.—6:00 p.m.	Curling Rink, Arena & Outside
Wagon Rides	10:00 a.m.—5:00 p.m.	
Hines Creek Spring Fair Exhibits	10:00 a.m.—3:00 p.m.	Community Hall
Hines Creek Arts & Crafts Club display & lunch	11:00 a.m.—5:00 p.m.	Upstairs above lobby
Kids Talent Show	1:30 p.m.—2:30 p.m.	Arena
Presentation of Spring Fair Prizes	3:00 p.m.	Community Hall
Trade Show Closes & Exhibitor Clean-up	6:00 p.m.—7:00 p.m.	

Clear Hills County Agricultural Trade Show 2023

Dave Shaw Memorial Complex Hines Creek, AB

