

## Catering Proposal 2024-P11

### Clear Hills County

#### Service Required:

Clear Hills County is seeking a catering service to provide lunches and coffee breaks for regularly scheduled Council, Agricultural Service Board (ASB), and other county meetings.

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#### Contract Details:

**Start Date:** January 1, 2025

**Term:** 3 years, ending December 31, 2027

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#### Requirements:

1. **Compliance with Food Handling Guidelines:**
    - Caterers must adhere to Alberta Food Handling guidelines.
    - A valid Food Handling Permit number must be included with your proposal.
  2. **Meal Delivery:**
    - Lunches for Council and ASB meetings must be delivered to the designated meeting location in Worsley, ready to serve.
    - Meals for Clear Creek Fire Commission meetings must be delivered at a specified time, which will be provided with each order.
    - All meals are to be presented as a self-serve buffet.
    - The caterer is responsible for supplying all necessary serving items, including utensils, plates, bowls, and napkins.
  3. **Cancellation Policy:**
    - Meetings may be canceled or rescheduled.
    - Please include in your proposal the required notice period for meal cancellations to avoid penalties.
  4. **Invoicing and Payment:**
    - Monthly invoices must include a detailed breakdown of meal options (A and B) provided.
    - Payments will be processed after the following Council meeting upon invoice submission.
  5. **Meal Options:**
    - **Option A:** Hot meal, salad bar (build-your-own with protein option), and dessert.
    - **Option B:** Coffee break with muffins/sweet breads and a seasonal fruit platter.
  6. **Delivery Times:**
    - Coffee break: 8:20 a.m.
    - Lunch: 11:45 a.m.
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Clear Hills County reserves the right to reject any or all proposals.

**Meeting Information:**

Meeting Type	Average Frequency	Average Plates	Approximate Meetings per Year
Council Meetings	2 per month	15	24
ASB Meetings	1 per month	15	12
Other Meetings/Lunches	1-3 per month	15	15

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**Responsibilities:**

**Caterer:**

- Provide all serving utensils, plates, bowls, napkins, etc.
- Ensure timely meal delivery as per the meeting schedule.
- Collect serving items the next business day.

**Clear Hills County:**

- Provide a monthly schedule of meeting dates and meal selections via email.
  - Inform the caterer of any changes or cancellations as soon as possible.
  - Clean up after meals and have serving items ready for pick-up.
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**Proposal Submission:**

Proposals must include the required food handling permit number and pricing for both Meal Options A and B. Submit your proposal no later than **December 1, 2024**, in a sealed envelope clearly marked:

**Proposal Number 2024-P11: Catering Proposal**

**Submit Proposals to:**

**Mail:** Clear Hills County, Box 240, Worsley, Alberta, T0H 3W0

**Drop off:** 313 Alberta Avenue, Worsley, Alberta

**Office Hours:** 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:30 p.m., Monday to Friday

Please note: Faxed or emailed proposals will not be accepted. Avoid using courier services due to limited availability in the area.

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**Contact Information:**

For inquiries or to submit your proposal, contact:

**Bonnie Morgan Email:** [bonnie@clearhillscounty.ab.ca](mailto:bonnie@clearhillscounty.ab.ca)

**Phone:** 780-685-3925 ext. 120

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