



RFP 2024-P15 2025 Appreciation Banquet Catering Service

Service Required:

Clear Hills County is seeking a catering service for the 2025 Clear Hills County Appreciation Banquet that is being held at 6:00 p.m. on Saturday, February 1, 2025, at the Dave Shaw Memorial Complex Hall located in Hines Creek, Alberta.

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:

- The meal must contain two meats, two sides, one cooked vegetable, two salads, dinner buns, cheese and pickle platters, and desserts.
- Beverages; including juice, water and coffee.
- All condiments related to the meal.

3. Serving:

- Two identical rows of serving tables are required, with both rows allowing for individuals to dish up from either side.
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Responsibilities:

Caterer:

- Providing catering services for 200 people.
- Setup of serving tables.
- Manage the buffet, refilling items as required.
- Clean up of 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.



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Clear Hills County:

- Ticket printing, pricing and selling.
 - Provide the catering service access to facility at 11:00 a.m. on the day of the event.
 - Collecting tickets at the main door.
 - Providing plates, cups, napkins and cutlery.
 - Providing tables, chairs, tablecloths, garbage bags, juice jugs, coffee urns, and setup of dining tables.
 - Removal of the tables, chairs, tablecloths in the dining hall and sweeping and mopping of the floor after the banquet.
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Proposal Submission:

Proposals must include the required food handling permit number, proposed menu, and price per plate for 200 people. Submit your proposal no later than 4:00 p.m. on Friday, **December 6, 2024**, in a sealed envelope clearly marked:

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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.

Clear Hills County reserves the right to reject any or all proposals.

Contact Information:

For inquiries, contact:

Natasha Gillett by email at community@clearhillscounty.ab.ca



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Name: _____

Address: _____

Telephone: _____ Email: _____

Food Handling Permit #: _____ Price Per Plate: \$ _____

Proposed Menu:

I have read and understood the requirements outlined in this RFP.

Signature: _____

Print Name: _____ Date: _____

To be Completed upon awarding of RFP 2024-P15

Bidder Acceptance:

Signature: _____

Print Name: _____

Date: _____

Clear Hills County Acceptance:

Signature: _____

Print Name: _____

Date: _____