



Contact Information

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Request for Quotes: Security Service For the Medicine Hat & District Chamber of Commerce

Background

The Medicine Hat & District Chamber of Commerce is a member driven, volunteer led organization working to stimulate a strengthened and vibrant economy in our region through our connections, support and influence. Our vision is to be the most unified, valued and influential business network in our community.

Each year the Chamber invests time and resources into creating quality trade shows for our community, and we are proud to host not only the longest-running, but the largest home, garden and leisure trade shows in Medicine Hat. With thousands of consumers visiting the shows over the course of three days these trade shows give an incredible opportunity for businesses to gain exposure, demonstrate and sell products, and showcase services. The Chamber produces two shows each year, the Great West Home & Leisure Show in the fall and the Sunshine Home & Garden Show in the spring.

The Medicine Hat & District Chamber of Commerce is inviting quotes from interested parties who are qualified to provide security service at our trade shows with the terms of this proposal.

It is the intention of the Chamber to award a contract to one who is a member in good standing with the Medicine Hat & District Chamber of Commerce.

Security Service Requirements

The Medicine Hat & District Chamber of Commerce requires the following overnight security service for each of our trade shows for our 2020-2021 fiscal year:

- 2020 Great West Home & Leisure Show
 - 9:00pm Thursday, October 22 – 9:00am Friday, October 23
 - 9:00pm Friday, October 23 – 8:30am Saturday, October 24
 - 6:00pm Saturday, October 24 – 9:00am Sunday, October 25

- 2021 Sunshine Home & Garden Show
 - 9:00pm Thursday, March 4 – 9:00am Friday, March 5
 - 9:00pm Friday, March 5 – 8:30am Saturday, March 6
 - 6:00pm Saturday, March 6 – 9:00am Sunday, March 7

The Chamber of Commerce also requires an update and incident report of any security issues noted during shifts.

Security personnel are required to check in with Trade Show Manager upon arrival, and prior to end of each shift.

Other Proposal Requirements

- Please provide a per show or flat rate annual fee for the above services.
- Please provide any proposal for in-kind or contra service arrangements.
- Please provide a minimum of three references.

Bid Acceptance, Rejection or Selection of Quotation

The Chamber expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Chamber.

The following criteria will be considered in the selection of the successful proposal:

1. Member in good standing with the Medicine Hat & District Chamber of Commerce
2. Evidence in proposal that the candidate understands the scope of the services to be performed.
3. Experience of the firm.
4. Quality of portfolio.
5. Costs quoted to perform the specified services, including in-kind opportunities

Duration

The contract will be for a period of one (1) year effective September 1, 2020 to August 31, 2021 and prices bid must be held firm for the duration of the contract.

Incurred Proposal Costs

The Chamber is not liable for any cost incurred by bidding companies prior to the issuance of an agreement or contract.

Unacceptable Work

If the Firm fails to comply with any of the terms of this proposal, the Chamber may terminate the contract.

Response Date for Proposals: Friday, March 6, 2020 at 4:00 pm

In order to be considered for selection, proposals for services must be received in a sealed envelope clearly marked "Security Service" at the Chamber of Commerce office, 413 6th Avenue SE, Medicine Hat or emailed to accounts@medicinehatchamber.com no later than 4:00 PM on Friday, March 6, 2020.

Questions and communications regarding this Request for Quotes may be submitted in writing by email up to seventy-two (72) hours prior to the closing time and date to:

Chantelle Legault, Trade Show Manager, Medicine Hat & District Chamber of Commerce
tradeshows@medicinehatchamber.com.

No other representative of the Chamber is to be contacted regarding this Request for Proposal. The Chamber accepts no responsibility for, and the Bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the Chamber.