



**DAWSON COUNTY GOVERNMENT
REQUEST FOR PROPOSALS
FOR
PARKS CONCESSIONAIRE**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

FRIDAY, NOVEMBER 1, 2013, AT 10:30AM, EST

**DAWSON COUNTY BOARD OF COMMISSIONERS
ATTENTION: PURCHASING DIRECTOR
25 JUSTICE WAY, SUITE 2223
DAWSONVILLE, GA 30534**

RFP # 227-13

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

ISSUE DATE: OCTOBER 9, 2013

**DAWSON COUNTY, GEORGIA
REQUEST FOR PROPOSAL
FOR
PARKS CONCESSIONAIRE**

SECTION I – GENERAL OVERVIEW

A. PURPOSE

Dawson County Board of Commissioners is issuing this Request for Proposals (RFP) to solicit **sealed** proposals from qualified vendors that specialize in park concessions and all related services for the calendar year of 2014. This contract would have the option additional renewals. The County does not guarantee a minimum value for this contract.

B. INFORMATION TO VENDORS

1. RFP TIMETABLE

The anticipated schedule for the RFP is as follows:

RFP Released	October 9, 2013
Pre-Bid Conference Meeting	None
Deadline for questions to Dawson County to dsimpson@dawsoncounty.org	October 21, 2013 at 1:00PM, EST
Deadline for Addenda posted on www.dawsoncounty.org under Bids & RFPs	October 24, 2013 at 5:00PM, EST
Submittal deadline	Friday, November 1, 2013 at 10:30AM, EST
Interviews (if needed)	TBD
Tentative Award Date	Thursday, December 19, 2013 at 6:00PM

2. BID SUBMISSION

One (1) original and three (3) copies of the complete signed submittal must be received **FRIDAY, NOVEMBER 1, 2013 AT 10:30AM, EASTERN STANDARD TIME**. Proposals must be submitted in a sealed envelope stating on the outside, the vendor's name, address, Bid **#227-13 RFP PARKS CONCESSIONAIRE** to:

Dawson County Board of Commissioners
Attention: Purchasing Director
25 Justice Way, Suite 2223
Dawsonville, GA 30534

Hand delivered copies may be delivered to the above address ONLY between the hours of 8: 00AM and 5:00PM EST, Monday through Friday, excluding holidays

observed by the Dawson County Government. For a complete listing of holidays please visit www.dawsoncounty.org.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. NOTE: *Many express mail and delivery services do not guarantee overnight by noon to Dawson County.*

Submission by US Mail must be sent to the below address:

Dawson County Board of Commissioners
Attention: Purchasing Director
25 Justice Way, Suite 2223
Dawsonville, GA 30534

The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

3. CONTACT PERSON

Vendors are encouraged to contact **David Simpson, Purchasing Director at (706) 344-3501, by fax at (706) 531-2728 or email dsimpson@dawsoncountv.org** to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via facsimile or email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal.

Vendors may not contact any elected official or other county employee to discuss the bid process or bid opportunities except: 1.) through the Purchasing Director named herein, or 2.) as provided by existing work agreement(s). This policy shall be strictly enforced and the County reserves the right to reject the submittal of any vendor violating this provision.

4. ADDITIONAL INFORMATION/ADDENDA

Dawson County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date posted on the county's website under the bid information. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail. Vendors are advised to check the website for addenda before submitting their bids.

Vendors must acknowledge any issued addenda by including Attachment B-Addenda Acknowledgement with the submittal. Proposals which fail to

acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements

5. LATE SUBMITTAL AND LATE MODIFICATIONS
Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Dawson County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.
6. REJECTION OF PROPOSALS/CANCELLATION
Dawson County Government reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of Dawson County. Dawson County reserves the right to cancel this RFP at any time.
7. MINIMUM RFP ACCEPTANCE PERIOD
Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.
8. NON-COLLUSION AFFIDAVIT
By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor.

By submitting a proposal, the vendor represents and warrants that no official or employee of Dawson County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.
9. COST INCURRED BY VENDORS
All expenses involved with the preparation and submission of the RFP to the Dawson County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).
10. RFP OPENING
Only the names of the firms responding to this RFP will be read aloud publicly due to the fact that the proposals will be subject to an evaluation review for accurate qualifications. A list of names of firms responding to the RFP may be obtained from the county's website www.dawsoncounty.org, after the RFP due date and time stated herein.

11. OPEN RECORDS

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Dawson County Board of Commissioners. All such materials shall remain the property of Dawson County and will not be returned to the respondent.

12. TAXES

Dawson County Government is tax exempt. No sales tax will be charged on any products or services. Dawson County cannot exempt any other person/vendor from applicable sales taxes that may be required of them in relations to this project. Selected vendor will be provided with Dawson County's Sales and Use Tax Certificate of Exemption number upon request.

13. VENDOR INFORMATION

All submissions shall include a completed vendor information form, current copy of business license and current W-9. Failure to provide this information could result in the disqualification of the vendor from submitting a proposal.

14. INSURANCE

Selected vendor shall provide Dawson County with proof of Liability Insurance in the amount of at least \$500,000.00 per occurrence and shall name Dawson County as an additional insured.

Selected vendor shall have Workman's Compensation and Automobile Insurance as required by law.

15. BONDS

If required, under SECTION II – SCOPE OF WORK of this document any combination of the following bonds may be requested by Dawson County. A five percent (5%) bid bond, a one hundred percent (100%) payment bond, and a one hundred percent (100%) performance bond. All bonds would be payable to Dawson County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

16. ANTI-DISCRIMINATION

Dawson County, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any

contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this Request for Proposal and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

By submitting their bids, all bidders certify to Dawson County that they will conform to the provisions of the Federal Civil Rights Act of 1964.

In every contract of over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

17. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Vendors submitting a Qualification package in response to this RFP must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- A. A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.
- B. By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
 - a. The affiant has registered with and is authorized to use the federal work authorization program;
 - b. The user identification number and date of authorization for the affiant;
 - c. The affiant is using and will continue to use the federal work authorization program throughout the contract period;

- d. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph; and
 - e. Upon contracting with a new subcontractor, a contractor or subcontractor shall notify Dawson County and shall deliver a completed Subcontractor Affidavit to Dawson County within five (5) working days of entering into a contract or agreement of hire with the subcontractor before the new subcontractor begins any work.
- C. Failure to provide the completed and notarized affidavit with the contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

SECTION II – GENERAL CONDITIONS

A. PURPOSE

Dawson County Board of Commissioners is issuing this Request for Proposals (RFP) to solicit **sealed** proposals from qualified vendors that specialize in park concessions and all related services for the calendar year of 2014. This contract has the option of additional renewals. The County does not guarantee a minimum value for this contract.

Note: Dawson County has future plans to contract services for beverage and snack vending machines in a separate Request for Proposal. Vendors should be aware that prices of products should not compete with vending machine prices. Similar language will be in the vending services request for proposal and contract when procured so vendors do not compete with park concessions contract.

B. CONTRACT PERIOD

The initial term of a contract awarded as a result of this RFP shall be from January 1, 2014 through December 31, 2014. The contract may be renewed according to the terms stated herein for two (2) additional one (1) year periods.

The contract shall terminate absolutely and without further obligation at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under this contract. The County does not guarantee a minimum value for this contract.

If, at any time, the County determines it is in its best interest to discontinue use of these services the County reserves the right to cancel this Agreement by giving thirty (30) days advance written notice.

No fees will be due by Dawson County Board of Commissioners or the Dawson County Parks and Recreation Department as a result of this RFP or contract.

C. SCOPE OF WORK

The successful vendor shall operate five (5) concession stands. Generally, no more than three (3) stands are open simultaneously. However, there may be exceptions spanning one or two weeks where sports may overlap as one sports season concludes and one sports season is beginning. In the event this occurs, an additional concession stand must be operational. The Vendor is responsible for the operation of the concession stand at Veterans Memorial Park Pool during the summer.

The Vendor shall supply all equipment and staff necessary to effectively:

- Deliver high quality concession services in accordance with industry standards. Food service will meet all applicable federal, state and local guidelines, laws and regulations.

- Operate the park’s concession services using experienced and professionally trained personnel.
- Operate the park’s concession services in a cost-effective manner.
- Maintain an open, collaborative relationship with the administration and staff of the Dawson County Parks and Recreation Department.

D. SPECIFICATIONS

Concession Stands

- Concession stand(s) shall be open for all regularly scheduled practices, regular season games, including make-up games, play-off games and tournaments scheduled by the Dawson County Parks and Recreation Department.
- Concessions may be open for make-up practices at concessionaire’s discretion.
- The Vendor may not open concession stand(s) for any park or charity related fundraisers, unless requested by Dawson County Parks and Recreation Department.
- The Vendor is responsible for the operation of the concession stand at Veterans Memorial Park Pool during the summer.

Locations

The Dawson County Parks and Recreation Department has two separate locations for concessions; Rock Creek Park and Veterans Memorial Park. Both are located within Dawson County.

Rock Creek Park is located at 445 Martin Road, Dawsonville, Georgia, 30534

Location of Concession Stand	Hours of Operation
Rec Center	Monday, Tuesday, Thursday: 6pm-10pm Saturday: 9am-4pm
2 Story	
T-Ball Fields	

Veterans Memorial Park is located at 186 Recreation Road, Dawsonville, Georgia, 30534.

Location of Concession Stand	Hours of Operation
Gymnasium	Monday, Tuesday, Thursday: 6pm-10pm Saturday: 9am-4pm
Pool	Memorial Day – Labor Day 7 days a week from 12pm-5pm

The Vendor hereby agrees to abide by all rules, regulations, and ordinances regarding the use of Park property and the concession stands, including the prohibition of alcoholic beverages and tobacco products.

Product Specifications

The County seeks a variety of products to be sold by concessionaire to meet the expectations of our staff and citizenry. Products sold should be of a high customer preference. Dated products must be replenished to maintain freshness.

Note: Sunflower seeds, bubblegum and peanuts are not to be sold during basketball season.

In an effort to promote healthy lifestyle choices, the Dawson County Parks and Recreation Department encourages proposers to provide several healthy food and drink options.

Routine Maintenance & Cleaning of Premises

- The Vendor shall be responsible for routine cleaning and housekeeping of food service preparation, service and storage areas.
- The Vendor must maintain standards of sanitation required by state and/or local regulations.
- The Vendor shall provide all cleaning supplies for the concession areas and equipment.
- The Vendor shall be responsible for properly removing trash after each day of use.
- The Vendor is responsible for turning out all lights before leaving the area at both parks.
- Dawson County shall perform facility inspections when deemed necessary, with or without advance notice to the successful vendor, and such inspections shall not interfere with operations.

Equipment & Damage

- The Vendor shall have the sole responsibility to maintain all equipment in all concession stands.
- The Vendor assumes full risk and responsibility for any loss, destruction or damages to the County's equipment.
- The Vendor shall be responsible for all damages and the cost of all repairs in the concession area if Vendor or agent is found negligent.
- Dawson County shall not be liable or responsible for damage or loss of equipment, food or beverage products incurred by the Vendor or the agent/contractor/supplier of Vendor.
- The County shall take such measures as is possible within existing policy for protection against loss by pilferage or destruction.

The County Shall Provide

- The County shall provide extermination services.
- The County shall provide general maintenance to the building structure including, but not limited to, the maintenance of gas, water, sewer, ventilation, lighting, air

conditioning, refrigeration, duct work, floor coverings, and wall and ceiling surfaces.

- The County shall be responsible for providing the proper utilities (electricity) to concession stands. The Vendor shall be responsible for installing and connecting any necessary equipment to the utilities.
- The County shall not guarantee an uninterrupted supply of electricity except that it shall be diligent in restoring service following an interruption.
- The County shall not be liable for any losses which may result from the interruptions or failure of any utility service.

Permits & Licensing

- Concessionaire is no longer required to hold a valid Georgia Food Service Permit but for the purposes of maintaining the facilities, vendor must adhere to the standards set forth in permit guidelines. Visit www.georgiaeh.us under Food Service for more information.
- Successful vendor must hold a valid Business License at time of proposal and a copy must be filed as a part of proposal. This license does not have to be a Dawson County Business License at time of submittal.
- If, and only if, the successful bidder holds an out-of-county business license they will be directed to register their out-of-county business license with the Planning and Development Department. This is a \$25.00 fee. Successful vendor must register with Dawson County Planning and Development by January 6, 2014.

Management Agent/Employees

- The Vendor shall appoint a main point of contact, or agent, who will routinely review and inspect operations and consult with the County on current and future services.
- The Vendor's agent shall be thoroughly familiar with all aspects of the contract and shall have full authority on the Vendor's behalf in any and all matters pertaining to the contract.
- All Vendors' employees must present a neat and clean appearance while performing under this contract.
- The Vendor and their employees and/or agents shall park motor vehicles only in a place(s) designated and/or approved by the contract administrator.
- Only authorized personnel shall be allowed to enter the concession stand(s). The Vendor shall limit access to those persons in their employ.
- The Vendor shall display signage in a conspicuous location at each concession stand showing naming the business which provides the concession services and contact information for complaints, questions or concerns.

Free Services

- The Vendor will not furnish free or discounted products to any individual(s) who utilizes the park concessions except for promotional purposes as approved in advance, in writing, by the County.

Revenue

- The Vendor is required to provide as part of their response to this RFP the statement format that will be used to document monthly revenue. The ideal statement will itemize sales activity on a per stand basis detailing period of report, location, weekly and year-to-date revenue. Percentage paid should be based and reflected in this report.
- The report shall be arranged that the total revenue and commission due is clearly indicated.
- The Vendor shall make weekly payments to Dawson County by Friday of each week.
- The Vendor is responsible for maintaining audit requirements in its financial records.
- The Vendor shall agree to bear any and all loses sustained due to theft of monies and/or damage to its equipment while housed within County facilities.
- The Vendor is responsible for any and all taxes on property owned by the Vendor.
- Dawson County makes no warranty, either expressed or implied, of the annual sales potential to be realized from this contract.

Fundraisers

Concessions for fundraising events may not apply to this contract.

Pricing

- The Vendor shall include pricing for all beverage and food categories and should also include assumptions and recommendations regarding pricing options.
- The retail price of all products shall be determined by the Vendor. However, prices charged must be comparable to like items in the local market area.

Commissions

Proposals shall consist of a percentage of the gross sales, payable to Dawson County Parks and Recreation for facility use and utilities.

Current Provider

- The current Parks Concessionaire contract was awarded in 2013 to Deep South BBQ out of Cumming, Georgia for a contract term of one (1) year, beginning in 2013, with the option of two (2) one (1) year options.
- Gross sales history:

YEAR	Gross Sales
2010	\$26,481.00
2011	\$21,788.00
2012	\$12,229.00
January 2013-October 1, 2013	\$19,106.67

- For FY2014, no other agreements are in place at this time regarding vending or other food service providers in relation to Dawson County Parks and Recreation. The previous contract with Coca-Cola has expired.

Subleasing

- The Vendor shall not sub-lease the facilities without written approval from Dawson County.
- Any party who sub-leases any concession facility shall abide by all terms set forth herein.

E. STATEMENT OF QUALIFICATIONS

This section identifies all information which must be submitted in each proposal.

Company background and Structure

The Proposer will provide a general history and description of its company including, but not limited to the number of years in business and number of employees. Include the legal form of the business organization, the state in which incorporated (if corporation), the types of business ventures in which the organization is involved, and the office location that will be the point of contact during the term of any resulting contract.

Company Experience and Staff

Proposers are encouraged to list years of experience as either a parks concessionaire or in the food service business; and, if possible, show a proven effectiveness in administering contracts with County governments. Proposers must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements.

Approach to Scope of Work

Referencing the Scope of Work listed under Section C and Specifications listed under Section D, provide a detailed approach to fulfill the requirements of this RFP.

References

Proposers must submit at least three (3) references on the Bidder's Reference Form provided within this RFP. Any and all contract with County Governments should be included.

Additionally, Proposers must also list ALL County Government accounts lost within the last three (3) years. Disclose any services terminated and the reason(s) for termination of contract, either voluntary or other.

Financial Stability

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- If a public company, include a recap of the most recent audited financial report.
- If a private company, provide a recap of the most recent internal financial statement and a letter, on the financial institution’s letterhead, stating financial stability.

Business Litigation

Disclose any involvement by the organization or any officer or principle in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition of the case.

Financial Proposal

Proposers are to use the Financial Proposal Forms provided within this RFP to report commission sales percentage and product pricing.

F. EVALUATION PROCESS

Proposals will be reviewed by the Review Committee for quality and completeness. These proposals will then be scored in each of the following categories using the maximum point values listed below.

Company Experience & Staff	15
Approach to Scope of Work	25
References	10
Financial Stability & Business Litigation	15
Financial Proposal	25
Menu Options	10
TOTAL POINTS	100

Proposals will be reviewed and evaluated by the review committee to determine whether the Respondent has met the experience and staff qualifications described in this RFP. The short list will consist of no more than two (2) firms with the highest ranking scores after the initial scores are tabulated.

Presentations:

The top ranking two (2) firms may be invited to conduct oral interviews. If required, these presentations will be scheduled in advance and limited in time. Presentations will be conducted in Dawson County at a location to be determined.

Dawson County shall be the sole judge of the provider’s ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Dawson County reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive treatment provider.

G. ADMINISTRATION

The project will be administered by the Dawson County Board of Commissioners with the Dawson County Parks and Recreation Department being the main point of contact for all questions during the term of the contract.

H. BIDDER'S CHECKLIST – REQUIRED FORMS

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the submittal is the sole responsibility of the respondent. The following documents are also required to be included in your proposal packet:

REQUIRED FORMS

Documentation that is **required** for a complete proposal includes:

1. Documentation listed under Section E: Statement of Qualifications
2. Vendor's Information Form
3. Vendor's Financial Proposal Form
4. Execution of Proposal Form
5. Vendor's Reference Form
6. Addenda Acknowledgment Form
7. Drug-Free Workplace Affidavit
8. Proposer's Certification and Non-Collusion Affidavit
9. Georgia Security and Immigration Compliance Act Affidavit
 - i. Contractor Affidavit
 - ii. Subcontractor Affidavit (if applicable)
10. SAVE Affidavit
11. Local Small Business Initiative Affidavit (if applicable)
12. Proof of Insurance
13. Completed W-9
14. Copy of current business license

G. PROCEDURES AND MISCELLANEOUS ITEMS

1. All questions shall be submitted in writing (e-mail is acceptable) and shall be communicated in the form of an addenda if the scope specifications are to be affected and posted on the County's website under the bid information, all firms responding to this RFP should check the website before responding to this RFP.

2. All respondents to this RFP shall indemnify and hold harmless the Dawson County Board of Commissioners, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The Dawson County Board of Commissioners reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Dawson County Board of Commissioners also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without

cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the Dawson County Board of Commissioners shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.

3. The RFP is subject to the provisions of the Dawson County Purchasing Policy and any revisions thereto, which are hereby incorporated into this RFP in their entirety except as amended or superseded herein.

4. Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, Dawson County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.

5. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however.

6. In case of failure to deliver goods in accordance with the contract terms and conditions, Dawson County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Dawson County may have.

7. By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia.

8. Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with applicable federal, state, and local laws and regulations.

9. It is understood and agreed between the parties herein that Dawson County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

H. BONDS

- Bid Bond – not required
- Payment Bond – not required
- Performance Bond – not required

I. FINAL SELECTION

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to the Dawson County Board of Commissioners by the project representative. Following Commission approval, the County will complete contract negotiations.

The Dawson County Board of Commissioners reserves the right to accept the response that is determined to be in the best interest of the County. The County reserves the right to reject any and or all proposals.

Every vendor submitting a proposal must complete the forms showing compliance with the **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA §13-10-90**. The forms are provided with this RFP package.

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**RFP #227-13 PARKS CONCESSIONAIRE
VENDOR'S INFORMATION FORM**

1. Legal Business Name _____

2. Street Address _____

3. City, State & Zip _____

4. Type of Business: _____ State of Registration: _____
(Association, Corporation, Partnership, Limited Liability Company, etc)

5. Name & Title of Authorized Signer: _____

6. Primary Contact _____

7. Phone _____ Fax _____

8. E-mail _____

9. Company Website _____

10. Has your company ever been debarred from doing business with any federal, state or local agency?
Yes ____ No ____ If Yes, please state the agency name, dates and reason for debarment.

ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM
THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL



**RFP #227-13 PARKS CONCESSIONAIRE
VENDOR'S FINANCIAL PROPOSAL FORM – PAGE 1**

Company Name: _____

The undersigned agrees, if awarded the contract, to pay Dawson County _____% (percent) of gross for Dawson County Parks and Recreation concession stand(s).

Authorized Signature

Title

Print Name

Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



**RFP #227-13 PARKS CONCESSIONAIRE
VENDOR'S REFERENCE FORM**

All references must be from customers for whom your company has completed work similar to the specifications of this bid. Attach additional page if necessary.

References for: _____

(Company Name)

1. Company _____ Street Address _____ City, State & Zip _____ Contact Person Name _____ Title _____ Phone _____ FAX _____ Email _____ Describe Scope of Work and dates of project/service: _____ _____ _____
2. Company _____ Street Address _____ City, State & Zip _____ Contact Person Name _____ Title _____ Phone _____ FAX _____ Email _____ Describe Scope of Work and dates of project/service: _____ _____ _____
3. Company _____ Street Address _____ City, State & Zip _____ Contact Person Name _____ Title _____ Phone _____ FAX _____ Email _____ Describe Scope of Work and dates of project/service: _____ _____ _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



**RFP #227-13 PARKS CONCESSIONAIRE
EXECUTION OF PROPOSAL**

DATE: _____

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- ___ That this proposal was signed by an authorized representative of the firm.
- ___ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- ___ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- ___ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposals**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

Business Name

Authorized Signature

Date

Typed Name & Title

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



**RFP #227-13 PARKS CONCESSIONAIRE
ADDENDA ACKNOWLEDGEMENT**

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No _____

Addendum No. _____

Addendum No. _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



**RFP #227-13 PARKS CONCESSIONAIRE
DRUG FREE WORKPLACE**

I hereby certify that I am a principle and duly authorized representative of:

Whose address is:

And it is also that:

1. The provisions of Section § 50.24.1 through § 50.24.6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,

2. A drug free workplace will be provided for the CONTRACTOR'S employees during the performance of the contract; and,

3. Each subcontractor hired by the CONTRACTOR shall be required to ensure that the subcontractor's employees are provided a drug free workplace. The CONTRACTOR shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with _____

_____ certifies to the CONTRACTOR that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section § 50.24.3"; and,

4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

_____ Date

_____ Signature

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



**RFP #227-13 PARKS CONCESSIONAIRE
PROPOSER'S CERTIFICATION AND STATEMENT OF NON-COLLUSION**

I _____ certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the proposer or the proposer's associates with any County staff, or elected officials since the date this **RFP #227-13 PARKS CONCESSIONAIRE** was issued except: 1) through the Purchasing Department 2) at the Pre-Proposal Conference (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any proposer violating this provision.**

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

Georgia Security & Immigration Compliance (GSIC) Act Affidavit

As per the Georgia Senate Bill 529 and Senate Bill 447, the Georgia Department of Labor has promulgated new rules for the implementation of Section 2. O.C.G.A. §13-10-91 and Chapter 300-10-01-.02 state that no Georgia Public Employer shall enter into a contract for *the physical performance of services within the State of Georgia* unless the Contractor registers and participates in a federal work authorization program to verify the work eligibility information of all of its new employees.

The Employment Eligibility Verification “E-Verify” site operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security is the electronic federal work authorization program to be utilized for these purposes.

The website is <https://e-verify.uscis.gov/enroll/>

By executing the attached Contractor Affidavit, Contractor verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm or corporation which is contracting with the Dawson County Board of Commissioners has registered and is participating in this federal work authorization program in accordance with the applicability provisions and deadlines established in this Statute.

Contractor further agrees that should it employ or contract with any Sub-Contractor(s) for the physical performance of services pursuant to the contract with the Dawson County Board of Commissioners, Contractor will secure from the Sub-Contractor(s) verification of compliance with O.C.G.A. §13-10-91 on a Sub-Contractor Affidavit and shall provide a copy of each such verification to the Dawson County Board of Commissioners at the time the Sub-Contractor(s) is retained to perform such services.

PLEASE COMPLETE THE ATTACHED AFFIDAVIT AND RETURN IT TO:

Davida Simpson
Dawson County Purchasing Director
25 Justice Way, Suite 2223
Dawsonville, GA 30534

Fax: (706) 531-2728
Email: dsimpson@dawsoncounty.org



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
County Solicitation/ Contract No.:	

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the County, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____ 20__

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
County Solicitation/ Contract No.:	

ADDITIONAL INSTRUCTIONS TO CONTRACTOR: Identify all subcontractors used to perform under the county contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the County within five (5) days of the addition of any new subcontractor used to perform under the identified County contract.

Contractor's Name:	
Subcontractors:	



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
Subcontractor's (Your) Name:	
County Solicitation/ Contract No.:	

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the County identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____ 20__

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



**DAWSON COUNTY BOARD OF COMMISSIONERS
SAVE Affidavit**

(Systematic Alien Verification for Entitlements)

Affidavit for a Public Benefit as required by the Georgia Immigration Reform and Enforcement Act of 2011

By executing this affidavit under oath, as an applicant for a public benefit as referenced in the Georgia Illegal Immigration Reform and Enforcement Act of 2011 [O.C.G.A. § 50-36-1(e)(2)], I am stating the following:

_____ **I am a United States citizen; or**

_____ **I am a legal permanent resident of the United States*; or**

_____ **I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.***

*Alien registration number for non-citizens issued by the Department of Homeland Security or other federal immigration agency is: _____

At least one secure and verifiable document for identification purposes must be provided as required by O.C.G.A. § 50-36-1 (e) (1). See list on page 2 of this document.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia and face criminal penalties as allowed by such criminal statute.

Applying on behalf/Name of associated business

Signature of Applicant

Date

Printed Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____ 20__

Notary Public

[NOTARY SEAL]

My Commission Expires:

*NOTE: O.C.G.A. 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. [Page 1 of 2]



SECURE AND VERIFIABLE DOCUMENTS UNDER O.C.G.A. §50-36-2

[Issued August 1, 2011 by the Office of the Attorney General, Georgia]

The following list of secure and verifiable documents, published under the authority of O.C.G.A. §50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

INDICATE AND ATTACH A COPY OF THE DOCUMENT (front and back).

- United States passport or passport card
- United States military identification card
- Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- Driver's license issued by one of the United States, the District of Columbia, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- Identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- Tribal identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth gender, height, eye color, and address to enable the identification of the bearer.
- Passport issued by a foreign government
- Free and Secure Trade (FAST) card
- NEXUS card
- United States Permanent Resident Card or Alien Registration Receipt Card
- Employment Authorization Document that contains a photograph of the bearer.
- Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) [Form N-560 or Form N-561]

Dawson County Board of Commissioners *Local Small Business Initiative*

Purpose & Scope:

Giving preference to local suppliers, even if it means spending a little more, can actually benefit a county's finances. Dollars spent locally generate additional economic activity even beyond the value of the initial contract as the local supplier in turn sources goods and services locally. Each additional dollar that circulates locally boosts economic activity, employment, and ultimately tax revenue. A study in Arizona found that using local independent suppliers for state contracts results in three times the economic benefit of bids fulfilled through national chains.

Local Small Business Initiative (LSBI) is a Dawson County program designed to promote opportunities to Local Small Businesses located in Dawson County.

The **LSBI** program is designed to return as much taxpayer money to the local economy, in a relatively short time span, as possible while at the same time foster inclusiveness with the County's procurement activities and a goal to provide more opportunities for Dawson County businesses.

Definition of Local Small Business:

- Local Small Business shall mean a business which has its principal office located in and having a street address within Dawson County for at least six months immediately prior to the issuance of the quote/bid/proposal. Post Office boxes (to include mailing/shipping center addresses) are not eligible and shall not be used for the purpose of establishing a physical address.
- Must hold a valid business license required by the County and have no outstanding or unresolved fees, fines or penalties due to Dawson County.
- Not have more than twenty-five (25) employees, and of which at least 33% of those employees have their primary residence in Dawson County, or, if the business has no employees, the business shall be at least fifty-one (51%) percent owned by one or more persons whose primary residence in Dawson County.
- Have a banking relationship with a bank located in Dawson County.
- Average annual gross receipts of five million dollars (\$5,000,000.00) or less over the previous three years.
- Must certify under oath to the above criteria upon submission for any bid, solicitation, or proposal to Dawson County.

The LSBI Policy will not be applicable for the following types of purchases, bids, or solicitations:

- Goods or services provided under a cooperative purchasing agreement or inter-local agreement;

- Purchases or contracts which are funded in whole or part by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of preference;
- Purchases made or contracts let under emergency or non-competitive situations or for legal services;
- Projects over \$100,000.00.

Affidavit:

The County will accept an affidavit that a business meets the County's standards to be considered a Local Small Business. The County, in its sole discretion, may request additional information from the business to support its claim of being a Local Small Business. The Purchasing Department will be required to review the affidavit and request additional information as necessary to ensure the LSBI criteria are satisfied. The County will notify a business of acceptance of LSBI certification.

How Incentive Works:

Under any applicable solicitation or bid, vendors desiring to receive local preference under the LSBI Policy will be required to affirmatively demonstrate via affidavit that they satisfy all pertinent requirements. Any vendor who fails to submit the required affidavit shall be automatically excluded from LSBI consideration. Vendors shall submit the affidavit with each solicitation or bid proposal. The affidavit contemplated under this Policy is valid only for the submitted solicitation or bid, and must be reaffirmed and resubmitted for each subsequent solicitation of bid.

For any solicitation that is under \$100,000.00 the Local Small Business (as demonstrated via affidavit) that submits a responsive, responsible price, a local preference credit of 3%.

Waiver:

The application of local preference to a particular purchase, contract, bid, solicitation or category of contracts may be waived by the Dawson County Board of County Commissioners in its sole discretion. The promulgation of this Policy is not intended nor should it be construed as created a right or property interest in local preference or in the local preference credit.



**DAWSON COUNTY BOARD OF COMMISSIONERS
LOCAL SMALL BUSINESS
AFFIDAVIT OF ELIGIBILITY**

Complete form and submit with your bid. Incomplete forms may be rejected.

1. Legal Name of Firm _____
2. Mailing Address: _____ Physical Address (if different) _____

3. Year business was established in Dawson County: _____
4. Business License Number issued by Dawson County: _____
5. Number of Employees: _____
6. Average annual gross receipts for past three years: _____
7. Business Type (circle one): Corporation, Partnership, Sole Proprietorship
8. Does your business have more than one location in Dawson County? Yes No
 If yes, specify the location(s): _____
 Is your businesses' principal base of operations in Dawson County? Yes No
 Does your business have any locations outside Dawson County? Yes No
9. If yes, please specify the location(s): _____

CERTIFICATION: I hereby certify under penalty of perjury that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above, and if requested by the County will provide, within 10 days of notice, the necessary documents to substantiate the information on this form.

Attest: _____
 Sworn to and subscribed before me this _____
 _____ day of _____, 20____

 Authorized Signature

 Print Name

 Title

Notary Public
Commission Expires: _____
 (SEAL)



Dawson County Board of Commissioners

“VOLUNTARY”

Title VI Statistical Data Form

Used For Government Monitoring Purposes

Dawson County Board of Commissioners is committed to board-based competition on all bids. We are gathering the following information for recordkeeping in compliance with federal regulations. All information will be considered strictly private and confidential and will be used for Title VI of the Civil Rights Act of 1964 purposes only. Your responses are strictly voluntary and will help in developing and monitoring nondiscrimination enforcement programs. This form is not part of the bid document and has no emphasis on decision of award, if you prefer not to reply that is acceptable. **Failure to complete this form will not affect your chances of award.** Your cooperation is appreciated.

Instruction for submission: DO NOT INCLUDE WITH BID PROPOSAL. Form should be submitted separately in a non-identifying envelope addressed to the Dawson County Purchasing Department, 25 Justice Way, Suite 2223, Dawsonville, GA 30534. Please write in bid name and number for project tracking purposes.

BID NAME & BID #227-13 RFP PARKS CONCESSIONAIRE

Please place an “X” on the line that apply

Owner Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Owner Race/Ethnicity:	<input type="checkbox"/> White/Caucasian	<input type="checkbox"/> Hispanic or Latino
	<input type="checkbox"/> Black or African American	<input type="checkbox"/> American Indian or Alaska Native
	<input type="checkbox"/> Native Hawaiian or	<input type="checkbox"/> Asian
	<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> Two or More Races
Disability:	Any person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment.	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Minority Owned Business:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Disadvantaged Business Enterprise (DBE) Company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Employees:	_____	
Staff Race/Ethnicity make-up: (Provide % on line)	<input type="checkbox"/> White/Caucasian	<input type="checkbox"/> Hispanic or Latino
	<input type="checkbox"/> Black or African American	<input type="checkbox"/> American Indian or Alaska Native
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Two or More Races

Dawson County Government is committed to serve the public efficiently, preserve our heritage, safeguard the environment, protect citizens and improve the quality of life.