

REQUEST FOR PROPOSAL

Newton County Recreation Commission

Food and Beverage Concession Services



January 14, 2019

NEWTON COUNTY RECREATION COMMISSION

6185 TURNER LAKE ROAD

COVINGTON, GA 30014

770-786-4373 EXT 1054

ADVERTISEMENT FOR REQUEST OF PROPOSAL

Food and Beverage Concession Services

RFP #19-NCRC1

Separate sealed proposals for food and beverage concession services for Newton County Recreation Commission (hereinafter referred to as the "the Commission") will be received by the Commission at the Newton County Recreation Administration Building located at 6185 Turner Lake Road, Covington, GA 30014 **until 11:00AM, local time, Tuesday, February 5, 2019.**

The PROPOSAL DOCUMENTS may be examined at the following location:
Newton County Recreation Department, 6185 Turner Lake Road, Covington, GA 30014.

INSURANCE: The contractor shall maintain in full force and effect throughout the lease term liability and property damage (casualty) policies. The policy of liability insurance shall cover all of the contractor's operations on the leased premises, including bodily injury and property damage; shall provide a per-occurrence limit of at least \$1,000,000 and at least double that amount in general aggregate; and shall name the Commission as an additional insured. The property damage policy shall cover the replacement value of the structures and equipment the contractor installs on site. The Commission will consider proposals offering reasonable exceptions to the requirements stated above. All policies shall be issued by an insurer of substantial size and financial stability. Upon request, contractor shall deliver to the Commission a certificate or policy of insurance evidencing contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Each proposal will be considered by the Commission, taking into consideration specific evaluation factors, as set forth in the Request for Proposal. The Commission reserves the right to reject any or all Proposals, including without limitation, the right to reject any Proposal that the Commission believes would not be in the best interest of the Project.

Digital copies of the PROPOSAL DOCUMENTS may be obtained at no charge by contacting Dwayne Mask at 770-786-4373 ext 1054 or dmask@co.newton.ga.us. Hard copies of the PROPOSAL DOCUMENTS may be obtained upon a non-refundable payment of \$25.00 for each set. The Commission is not obligated to consider the contractor's proposal if they are not on record with the issuing office as having received complete Proposal Documents.

January 14, 2019

Newton County Recreation commission

INTRODUCTION

Newton County Recreation Commission (the Commission) is requesting sealed proposals for food and beverage concession services. Instructions for preparation and submission of a

proposal are contained in this packet. Proposals must be typed or printed in ink.

The Commission provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veteran's status.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this invitation and all questions arising subsequent to award are to be addressed to the Commission at the following address:

Newton County Recreation Commission, Attn: Dewayne Mask, 6185 Turner Lake Road
Covington, GA 30014 Phone: 770-786-4373 ext 1054 E-mail: dmask@co.newton.ga.us

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

DUE DATE

Sealed proposals will be received at the Newton County Recreation Commission, 6185 Turner Lake Road, Covington, GA 30014 no later than 11:00AM, local time, Tuesday, February 5, 2019. Proposals received after this time will not be accepted.

PROPOSAL COPIES FOR EVALUATION:

Four (4) copies, one (1) original and (1) digital copy on USB drive will be required for review purposes.

ADDENDA

Answers to questions submitted that materially change the conditions and specifications of this RFP will be distributed to all addressees as an addendum. Any discussions or documents will be considered nonbinding unless incorporated and distributed in an addendum. Answers to all questions shall be provided a minimum of 72 hours prior to the time the Proposal is due.

Proposers should check with the Commission frequently during the bidding process to verify that they have received all issued addendums. While every attempt is made to make sure that registered proposers receive notice of addendums, proposers have the responsibility of making sure that they have received all issued addendums. Addenda are required to be signed and returned with the proposal submittal.

PROPRIETARY INFORMATION

Careful consideration should be given before submitting confidential information to the Commission. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. The Commission does not guarantee the confidentiality of any information not clearly marked as a trade secret.

SELECTION PROCESS

The Newton County Recreation Commission Director and Assistant Director along with the Evaluation Committee makes a recommendation for award. The Newton County Recreation Commission will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by Evaluation Committee.

This is a experience/qualifications/price trade-off selection in which competing offerors' experience, qualifications, and price proposals will all be considered. Award will be made to the offeror whose proposal represents the best fit for the Commission after evaluation in accordance with the factors listed below. The Commission may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

The offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The Commission reserves the right to conduct discussions if the Commission later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The Commission intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the Commission taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA

Evaluation criteria to be used in determining the selected firm in order of importance are:

- 1. Concession Experience 40%
- 2. References 30%
- 3. Menu and Pricing 20%
- 4. Staff Qualifications 10%

INSURANCE

With its proposal, each proposer shall indicate whether it meets the insurance requirements stated above, or if not, the coverage types and amounts in its insurance program.

AWARD OF CONTRACT

The Newton County Recreation Commission Director and Assistant Director along with the Evaluation Committee makes a recommendation for award. The Newton County Recreation Commission will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Evaluation Committee.

CONTRACT TERM

The term of the contract is two (2) years with a possible two (2) year extension pending

Recreation Commission approval.

CONTRACT ADMINISTRATION

The contact for any contract(s) or purchase order(s) arising as a result of this RFP shall be Dewayne Mask, 770-786-4373 ext 1054.

GENERAL INFORMATION

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Newton County Recreation Commission for the premature opening of a proposal not properly addressed and identified.

TENTATIVE BID SCHEDULE

Advertisement	January 13, 2019	
Deadline to Submit Questions	January 28, 2019	10:00 AM
Answer to Questions	January 31, 2019	10:00 AM
RFP 19-NCRC1 Due Date	February 5, 2019	11:00 AM

WITHDRAWAL OF PROPOSAL

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Newton County Recreation Commission.

REJECTION OF PROPOSAL

Newton County Recreation Commission may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Newton County Recreation Commission. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. The Commission shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS

The proposer may be required, upon request, to prove to the satisfaction of the Commission that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT

By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in

a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

NO CONFLICT OF INTEREST

By submitting a proposal, the proposer represents and warrants that a Board Member, Administrator, employee, nor any other person employed by Newton County Recreation Commission 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 therefrom.

DOCUMENTS DEEMED PART OF THE CONTRACT

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Newton County Recreation Commission and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Newton County Recreation Commission. Failure to comply with the written specifications for this proposal may result in disqualification by Newton County Recreation Commission.
3. *Reserved*
4. The following number, **RFP 19-NCRC1 Food and Beverage Concession Services** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be sealed, received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Newton County Recreation Commission accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 90 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Newton County Recreation Commission the first page of your proposal package should be the proposal form listing the price, delivery date, etc., unless the proposal form is requested to be in a separate envelope.
8. Newton County Recreation Commission reserves the right to accept a proposal that is not the lowest price if, in the Commission's judgment, such proposal is in the best interest of the Recreation Commission and the public. The Commission reserves the right to reject any and all proposals.
9. Telephone, Telegraphic or Facsimile proposals will not be accepted.
10. *Reserved*.

11. If applicable, completed questionnaires must be signed manually. Newton County Recreation Commission reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.

14. *Reserved.*

15. *Reserved.*

16. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.

SPECIFIC INSTRUCTIONS

Any Proposer submitting a Proposal in response to the aforesaid Request for Proposal shall comply with the following specific instructions:

- (1) *Reserved.*
- (2) The submission of a Proposal constitutes a representation by the Contractor that it has studied and examined the Proposal Documents, including the scope of work and attached to this RFP.
- (3) Any Proposal may include such documentation and information as the contractor deems appropriate to establish that it is a responsible and responsive Contractor and that its Proposal is the most advantageous to the Owner, taking into consideration the specific evaluation factors, as set forth in the aforesaid Request for Proposals.
- (4) Any changes, additions, interpretations, or corrections, to or concerning the Proposal Documents prior to the date for submission of Proposals will be issued as an Addendum by the Owner. Only such written changes, additions, interpretations, or corrections by Addendum shall be binding. Any changes, additions, interpretations, corrections given by any other method shall not be valid and the Contractor shall not rely upon in any manner whatsoever any verbal statements, instructions, interpretations, corrections, or other information provided by the Owner. Addendum will be sent by email to all the contact and other entities that are registered with the Newton County Recreation Commission as having received Contract Documents for the Project.
- (5) All Proposals must be signed by a duly authorized officer, member, or general partner (as appropriate) and dated. All blanks on the completed Proposal Form shall be filled in where so requested. The completed Proposal shall be without interlineations, alterations or erasures.
- (6) Upon submission, all Proposals shall become and remain the property of the Commission. The Commission shall have no liability arising out of the disclosure, dissemination, or publication of any Proposal or any information contained therein.
- (7) Any Proposal submitted to the Commission shall remain open for acceptance by the Commission, and same shall be honored by the contractor, for a period of ninety (90) days of the date set forth hereinabove for the receipt of Proposals;
- (8) The Commission reserves the right to amend these Instructions, or clarify same by Addendum, within the time provided by Georgia Law. If such revisions or amendments are of such magnitude as to warrant, in the sole discretion of the Commission, the postponement for the date of the submission and receipt of Proposals, written notification shall be issued to any contractor who has notified the Commission in writing of its intent to submit a Proposal pursuant to the Commission's Request for Proposals.
- (9) A Summary Checklist of the items to be included in each proposal is shown below:
 - Exhibit A: Proposal Certification
 - Exhibit B: Non Collusion Affidavit
 - Exhibit C: Price Proposal Form (sealed separately from proposal)
 - Exhibit D: Any addenda received from Commission
 - Exhibit E: Technical Proposal

Exhibit A

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, contractor or person submitting a proposal for the same, 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 damage awards. I agree to abide by all conditions of this Request for **Proposal #19-NCRC1** and certify that I am authorized to sign this proposal for the company.

This _____ day of _____ 20__.

Company Name (Please Type or Print)

Person Authorized to Sign:

Name: _____

Name: _____

Street: _____

Title: _____

City: _____

Telephone Number: () _____

State: _____ Zip: _____

Signature: _____

Email: _____

Exhibit B
Non-Collusion Affidavit of Prime Bidder/Subcontractor

State of Georgia
Newton County, Georgia

_____, being the first duly sworn, deposes and says that:

1. He/she is _____ of _____
(Owner, partner, etc.) (Company)

the Bidder that has submitted the attached Bid;

2. He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

3. Such Bid is genuine and is not a collusive or sham Bid;

4. Neither the said Bidder nor any of its officers, partners, owners, subcontractors, agents, representatives, employees or parties in interest including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix price or prices in the attached Bid or of any other Bidder, or to fix overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement and advantage against Newton County Recreation Commission or any person interested in the proposed contract;

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest including this affiant;

Signature: _____

Date: _____

Name & Title: _____

Notary: _____

My Commission Expires _____

Proposal Received From:

Company _____

Address _____

Phone _____

Contact # _____

Authorized Representative (Print or Type)

Authorized Representative (Signature)

Exhibit D

ANY ADDENDA ISSUED BY NEWTON COUNTY RECREATION COMMISSION FOR THIS
PROJECT

Exhibit E

Insert technical proposal. The proposal should contain information about:

1. The proposing company's qualifications/experience
2. The proposed references. Please provide three (3)
3. The proposed menu and pricing. Give a proposed menu listing the prices and options as it would be presented to the public.
4. The proposed staff qualifications.
5. The Proposing Company's business license.
6. All employees of the company working at any of the locations listed above must sign a consent form for release of criminal record information and be cleared by the Newton County Sheriff's Office before performing under this contract. Consent form must be completed by all applicable employees and submitted within your proposal submittal.

Scope of Work

The purpose of this RFP is to establish a contract with a qualified organization or company to provide concession services to the NCRC.

The Commission allows Parks and Recreation to authorize the sale of food, beverages, goods and other articles within the County parks. The intent of this RFP is to establish a concession company "Concessionaire" to provide, operate and manage concession services in six (6) lots of County-managed Parks and Recreation locations.

The Concessionaire shall pay Newton County Recreation commission \$1000 a month. The \$1000 a month shall be paid on the first Monday of the month by 12:00 PM (noon).

The selected proposer will be required to satisfactorily service the following concession lots: Please note that concessionaire should be ready to open 30 minutes prior to first game. The below times and days are subject to change.

Lot 1:

City Pond Complex, Concession Operations 13501 City Pond Rd, Covington, GA 30014

Monday thru Friday 5:30 PM till 9:30 PM

Saturday 8:30 AM till 6:00 PM

Lot 2:

Stone Road Complex, Concession Operations 50 Stone Rd, Oxford, GA 30054

Monday thru Thursday 6:30 PM till 9:30 PM

Friday 6:30 PM till Midnight (if 1 pitch tournament)

Saturday 7:30 AM till Midnight (if tournament)

Lot 3:

Turner Lake Recreation Center, Concession Operations 6185 Turner Lake Rd, Covington, GA 30014

Basketball:

December thru February with a few spring tournaments

Monday thru Friday 5:30 PM till 10:30 PM

Saturday 8:30 AM till 4:00 PM

Lot 4:

Turner Lake Softball Complex, Concession Operations 6185 Turner Lake Rd, Covington, GA 30014

Monday thru Thursday 5:30 PM till 9:30 PM

Saturday 7:30 AM till Midnight (Fast pitch tournaments)

Sunday If Tournaments

Lot 5:

Wolverine Field, Concession Operations 8134 Geiger Street, Covington, GA 30014

Football

September thru October

Monday thru Thursday

5:30 PM till 9:30 PM

Saturday

8:30 AM till 4:00 PM (depends on number of teams)

Lot 6:

Miracle League Baseball Complex, Concession Operations 14126 City Pond Rd, Covington, GA
30014

Saturday only

8:30 AM till 2:00 PM

Sample Lease
See attachment