



REQUEST FOR PROPOSALS

CONCESSIONS OPERATIONS FOR PARKS AND RECREATION FACILITIES

Issue Date: Thursday, January 27, 2022

**JONES COUNTY BOARD OF COMMISSIONERS
166 INDUSTRIAL BLVD./P.O. BOX 1359
GRAY, GA 31032
PHONE: (478) 986-6405
ATTN: JASON RIZNER, COUNTY ADMINISTRATOR**

PROPOSALS WILL BE RECEIVED UNTIL FEBRUARY 25, 2022 AT 3:00 P.M.

**PROPOSALS ARE TO BE SEALED AND MAILED VIA USPS, FEDEX OR UPS TO THE ABOVE ADDRESS OR HAND
DELIVERED TO THE COUNTY ADMINISTRATOR'S OFFICE LOCATED IN THE JONES COUNTY GOVERNMENT CENTER AT
166 INDUSTRIAL BLVD., GRAY, GA 31032.**



JONES COUNTY, GEORGIA
REQUEST FOR PROPOSALS FOR CONCESSIONS OPERATIONS AT PARKS AND RECREATION FACILITIES

Jones County is requesting and will accept sealed proposals for Concessions Operations at Parks and Recreation Facilities until Friday, February 25, 2022, at 3:00 p.m. local time, by Jason Rizner, County Administrator, at the Jones County Government Center, 166 Industrial Boulevard, Gray, GA 31032. The proposals submitted shall not be subject to public inspection until the contract is awarded. Any contract resulting from a proposal received shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority. The factors to be considered by Jones County in awarding the contract include the following:

- Menu/Services to be provided and the prices to be charged for those items
- Quality of operational approach, including plans for staffing and maintenance of facility and equipment
- Experience, References, and Qualifications
- Percentage of gross sales to be paid to Jones County

Notwithstanding the foregoing, Jones County reserves the right to reject any or all proposals and to waive technicalities and to select the proposal that is in the best interest of Jones County.

MAILING INSTRUCTIONS

1. Bidder shall submit a complete, fully executed RFP document.
2. If mailed, proposal should be forwarded by certified U.S. Postal Service. Please address and mark your bid as shown below.

**JONES COUNTY BOARD OF COMMISSIONERS
ATTN: JASON RIZNER
166 INDUSTRIAL BLVD.
GRAY, GA 31032
"RFP – CONCESSIONS OPERATIONS"**

3. If forwarded other than by U.S. Postal Service, delivery must be made directly to Jones County Administrator Jason Rizner, Jones County Government Center, 166 Industrial Blvd., Gray, GA 31032.

NOTE: IF MAIL OR DELIVERY BY ANY OTHER MEANS IS DELAYED BEYOND THE DATE AND HOUR SET FOR BID OPENING, PROPOSAL THUS DELAYED WILL NOT BE CONSIDERED.



General Information

The Jones County Board of Commissioners is accepting proposals for concession operations for the Jones County Parks and Recreation facilities located at (1) Highway 18 Central Complex, (2) Highway 49 South Complex, and the (3) Highway 11 Government Center Gym. Concession stands located at the Morris Bank Complex, the Highway 49 South Complex and the Government Center gym must be open for the duration of the various seasons that take place at those facilities. Additional detail is provided below.

Concessions are presently located within the parks or gym and are equipped with some equipment necessary for the preparations and dispensing of salable concessions. Equipment owned by Jones County presently located within these concessions can be used by the selected vendor. Any repairs or replacement will be at the expense of the selected vendor. Any equipment needed other than what is currently owned by the Jones County Board of Commissioners will have to be provided / owned by the selected vendor.

Arrangements for equipment presently in place and owned by an outside agency such as Coke machines and nacho cheese machines would have to be negotiated by the selected vendor and with party of owned equipment.

It is anticipated that a vendor will be selected in March and the **contract start date** will be **August 1, 2022**.

Requirements

The selected vendor will provide all food and drink products. No alcohol is permitted to be stored, sold or consumed on the premises. The selected vendor shall also provide all staffing and any other items necessary to perform the services outlined in this RFP.

The selected vendor will remit to the County on a **monthly** basis a percentage of the gross sales received at all events taking place at the facilities specified above (to include "travel ball" tournaments). Reported gross sales for 2021 were \$100,145.82.

Selected vendor will follow all Health Department rules and regulations for concession operations. Vendor will also comply with all regulations concerning licensing, sales tax and other applicable local, state and federal requirements.

Selected vendor shall accept credit cards as form of payment at all facilities.

Concession operations will be available for all events to include Recreational Leagues as well as Travel / Competitive Sport tournaments. This will include opening on Saturday and Sunday for these events if there are three (3) or more teams present. This is to include scheduled practices as well as games. Concession operations must be open prior to starting hours and remain open for the duration of the scheduled event.

Selected vendor cannot change or alter the structure layout of the concessions area without written permission from the County Administrator.

Selected vendor is responsible for responding to the alarm company for an activated alarm within the concession area.



Selected vendor and staff of selected vendor must obey all Parks and Recreation rules such as, but not limited to, smoking area, vehicles traveling within park, and appropriate language.

The selected vendor shall also be responsible for providing and stocking drink machines in their current quantity and location.

Insurance and Indemnification

Selected Vendor must provide proof of insurance in accordance with the attached “Contractors Insurance Requirements” document, and the selected contractor must agree to indemnify, defend, and hold the County and County personnel harmless from and against any and all actions, suits, claims, demands, judgments, attorney’s fees, costs, damages to persons or property, losses, penalties, obligations, expenses or liabilities that may be asserted or claimed by any person or entity arising out of the willful or negligent acts, errors or omissions of the selected vendor, its employees, agents, representatives or subcontractors in the performance of any task or service performed on behalf of the County whether or not there is concurrent active or passive negligence on the part of the County and/or County personnel, but excluding such claims or liabilities arising from the sole active negligence or willful misconduct of the County or County personnel.

Candidates must provide affidavit verifying status for County Public Benefits and Contractors E-Verify Affidavit with the submittal of the bid (see attached).

Candidates will be submitting proposal for all concession areas listed here and willing to accept all if they become selected vendor.

1. Morris Bank Complex Upper and Lower Concession areas.
2. Highway 49 South Complex
3. Highway 11 Government Center Gym

Candidates will provide information regarding any convictions, guilty pleas, or no contest to a felony prior to contract negotiations.

Proposal will need to provide work history and experience in vending and concession sales and references on separate paper.

Interpretations and Clarifications:

Requests for information or clarification of this RFP must be made in writing and directed to Leslie Faulk at leslie.faulk@jonescountyga.org. Please reference the RFP page and topic. **Interested vendors are responsible for monitoring the County’s Vendor Registry site for any addenda that may be issued.** Site visits are also welcomed and may be arranged by contacting Parks and Recreation at jonesparks&rec@jonescountyga.org.

Submission of RFP:

One (1) original hard copy and one (1) electronic copy of the proposal shall be submitted on or before February 25 at 3:00 p.m. to:



**JONES COUNTY BOARD OF COMMISSIONERS
ATTN: JASON RIZNER
166 INDUSTRIAL BLVD./P.O. Box 1359
GRAY, GA 31032
“RFP – CONCESSIONS OPERATIONS”**

Sealed proposals should be clearly marked “RFP – CONCESSIONS OPERATIONS”.

When received, all proposals and supporting materials, as well as correspondence relating to the RFP, shall become the property of the County. **Proposals sent by fax or email will not be accepted.**

In submitting a proposal, it is understood by the vendor that Jones County reserves the right to accept any proposal, to reject any and all proposals as non-responsive and to waive any irregularities or informalities in proposals when to do so is in the best interest of Jones County.

Any proposal may be withdrawn or modified by written request of the vendor, provided such request is received by the County at the designated address prior to the date and time set for receipt of proposals.

If a proposal includes any proprietary data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will remain confidential to the extent allowed by Georgia law and will be used by Jones County personnel solely for the purposes of evaluating proposals and conducting contract negotiations.

The cost of preparing a response to the RFP will not be reimbursed by the County.

After the RFP issue date, all communications between Jones County and prospective Proposers shall be in writing. Only emailed questions will be accepted. Any inquiries, requests for information, technical questions, clarifications, or additional information shall be directed to Leslie Faulk at leslie.faulk@jonescountyga.org.

Interested vendors are responsible for examining the sites prior to submitting a proposal and notifying the County of any issues prior to submitting their proposal.

The proposal must include the following:

1. A menu and list of services to be provided and the prices to be charged for those menu items/services
2. A description of the vendor’s operational approach, including plans for staffing and maintenance of the facilities and equipment
3. A qualifications summary containing a description of the firm’s qualifications and a brief list and description of similar projects successfully completed.



4. References – minimum of three (3) references where the vendor managed a similar operation within the past ten years.
5. Concession Operations Proposal Worksheet
6. Drug Free Workplace Certification
7. Affidavit Verifying Status for Public Benefit
8. Contract E-Verify Affidavit (including any sub-contractors)

Proposal Review:

All proposals that meet the procurement requirements will be turned over to a proposal review committee. Each committee member will score each proposal based on the criteria provided in this document. Vendors may be selected to provide an oral presentation as part of the selection process.

Proposal Scoring:

The objective of this RFP is to provide dependable quality service to the residents of Jones County with a reasonable percentage paid to the County. Each proposal will be evaluated using the following criteria and point values:

- Menu/Services to be provided and the prices to be charged for those items: 25%
- Quality of operational approach, including plans for staffing and maintenance of facility and equipment: 10%
- Experience/References/Qualifications: 25%
- Percentage of gross sales to be paid to Jones County: 40%



CONCESSION OPERATIONS PROPOSAL WORKSHEET

The following proposal is made on behalf of _____

For the project described herein and identified as **CONCESSION OPERATIONS** in the County of Jones, State of Georgia. I certify that I have legal authority to bind the company referenced above. I certify that I have carefully examined the requirements for this project and the standard specifications, and supplemental specifications and special provisions included in and made a part of this proposal, and have also personally examined the site of the work.

On the basis of the said specifications, I propose to furnish all necessary personnel, food items, maintenance equipment, food service equipment (other than that provided by Jones County), point of sale equipment and other items necessary to perform the services contemplated by the Request for Proposals.

I further propose to execute a contract consistent with the scope of work outlined in the RFP as soon as the work is awarded to me, normal time for mobilization excepted.

The following is my itemized proposal for the concession services at the location listed in the specs.

Morris Bank Recreation Complex (both concession areas) Concession Operations
_____ % (County Percentage of GROSS proceeds)

Highway 49 Recreation Complex Concession Operations
_____ % (County Percentage of GROSS proceeds)

Highway 11 Gov. Center Gym Concession Operations
_____ % (County Percentage of GROSS proceeds)

[Company] _____

[Address] _____

[Telephone No.] _____

Authorized Representative:

Name [print or type] _____

Signature: _____

Date: _____

The Jones County Board of Commissioners reserves the right to accept or reject all proposals, to waive minor irregularities and to accept the proposal that is in the best interest of the Jones county Board of Commissioners.



References

Government/Company:

Contact Person:

Title:

Phone Number:

Concession Project Description:

Date of Project:

Government/Company:

Contact Person:

Title:

Phone Number:

Concession Project Description:

Date of Project:

Government/Company:

Contact Person:

Title:

Phone Number:

Concession Project Description:

Date of Project:



Contractor Insurance Requirements

Contractor's Insurance Provisions: During the life of the contract and for such additional time as may be required, the contractor will provide, pay for, and maintain in full force and effect the insurance outlined here for coverages at not less than the prescribed minimum limits of liability, covering the contractor's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

Certificate of Insurance: Before starting work, the contractor will give the owner a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverages required here are in effect and specifying that the liability coverages are written on an occurrence form and that the coverages will not be canceled, nonrenewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without 60 days advance written notice to:

Jones County Board of Commissioners
P. O. Box 1359
Gray, Ga. 31032

Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the owner to identify a deficiency from evidence provided will not be construed as a waiver of the contractor's obligation to maintain such insurance.

The acceptance of delivery by the owner of any certificate of insurance evidencing the required coverages and limits does not constitute approval or agreement by the owner that the insurance requirements have been met or that the insurance policies shown in the certificates of insurance are in compliance with the requirements.

If the contractor fails to maintain the insurance as set forth here, the owner will have the right, but not the obligation, to purchase said insurance at the contractor's expense. Alternately, the contractor's failure to maintain the required insurance may result in termination of this contract at owner's option.

Insurance Primary: All coverage required of the contractor will be primary over any insurance or self-insurance program carried by the owner.

No Reduction or Limit of Obligation: By requiring insurance, the owner does not represent that coverage and limits will necessarily be adequate to protect the contractor. Insurance affected or procured by the contractor will not reduce or limit the contractor's contractual obligation to indemnify and defend the owner for claims or suits which result from or are connected with the performance of this contract.

Duration of Coverage: All required coverage will be maintained without interruption during the entire term of this contract and following final acceptance of the property by the owner.

Subcontractor's Insurance: The contractor will cause each sub-contractor employed by contractor to purchase and maintain insurance of the types specified below. When requested by the owner, the contractor will furnish copies of certificates of insurance evidencing coverage for each subcontractor.



Insurance Limits and Coverage: To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions, and coverages of Insurance Service Office (ISO) policies, forms, and endorsements.

If the contractor has any self-insured retentions, or deductible under any of the following minimum required coverages, the contractor must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductible and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductible will be the contractor's sole responsibility.

Commercial General Liability: The contractor will maintain commercial general liability insurance covering all operations by or on behalf of the contractor on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits and coverage:

Minimum limits: \$1,000,000 each occurrence
 \$2,000,000 general aggregate with dedicated limits per project site
 \$2,000,000 products and completed operations aggregate

Worker's Compensation: The contractor will maintain workers' compensation and employer's liability insurance.

Minimum limits: Workers' compensation – statutory limit
 Employer's liability:
 \$1,000,000 bodily injury for each accident
 \$1,000,000 bodily injury by disease for each employee
 \$1,000,000 bodily injury disease aggregate



Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (Jones County) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 202__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 202__.

NOTARY PUBLIC

My Commission Expires:



Affidavit Verifying Status County Public Benefit Application Jones County Board of Commissioners

By executing this affidavit under oath, as an applicant for a Jones County Georgia Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Jones County Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older 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.*

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.

Signature of Applicant: _____

Date _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

*

_____ Alien Registration number for non-citizens

Notary Public _____

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. Qualified aliens that do not have an alien registration number may supply another identifying number below:



OPTIONAL — FOR NON-BIDDERS ONLY

**JONES COUNTY BOARD OF COMMISSIONERS – PURCHASING DEPARTMENT
NO BID STATEMENT**

In an effort to make the procurement of goods and services for the County as competitive as possible, we are soliciting information from contractors and/or vendors who cannot bid. Your responsiveness and constructive comments will be appreciated. Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues that you feel needs to be addressed.

- Specifications - Restrictive, too light", unclear, specialty item, geared toward one (1) brand or manufacturer only. *(Please explain in detail below).*
- Manufacturing - Unique item, production time for model has expired, etc.
- Bid Time - Insufficient time to properly respond to bid or proposal.
- Delivery Time - Specified delivery time cannot be met.
- Payment - Payment terms unacceptable. *(Please be specific)*
- Bonding - We are unable to meet bonding requirements.
- Insurance - We are unable to meet insurance requirements.
- Removal - Remove our firm from your bidders list for the particular commodity or service.
- Keep - Please keep our company on your bidders list for future reference.
- Project is: _____ / Too Large _____ / Too Small _____ / Site or Location is Too Distant
- Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract clauses are unacceptable, etc. *(Please be specific)*
- Our company would only be interested in this project as a subcontractor or supplier.

VENDOR STATEMENT:

Bid Description: _____

Company Name: _____

Company Official Name: _____

Company Official Signature: _____

Telephone Number: _____

Email Address: _____

JONES COUNTY BOARD OF COMMISSIONERS – PURCHASING DEPARTMENT
(478) 986-6405 x 161
leslie.faulk@jonescountyga.org