

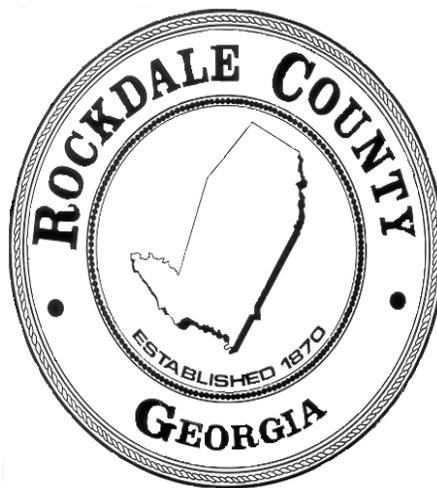
# **REQUEST FOR PROPOSALS**

**No. 17-49**

## **ROCKDALE COUNTY, GEORGIA**

**November 29, 2017**

### **Catered Beverage Service**



**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT OFFICE  
958 Milstead Avenue  
CONYERS, GA 30012  
770-278-7552**

**INTRODUCTION:**

Rockdale County is requesting Competitive Sealed Proposals for **Catered Alcoholic Beverage Service**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County 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 veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

**PURCHASING CONTACT FOR THIS REQUEST:**

All questions concerning this RFP and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Meagan Porch, Buyer, at [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov) or the following address:

Rockdale County Finance Department  
Purchasing Division  
Attn: Meagan Porch  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7557, Fax: (770) 278-8910  
E-mail: [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov)

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.

**PROPOSAL COPIES FOR EVALUATION:**

Five (5) hard copies and one (1) original hard copy and one (1) CD or Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked "Original" and the Copies clearly marked "Copies."*) . CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material on it before submitting.

**CONTRACT TERM:**

One (1) year with option to renew for two (2) years, renewal each year.

**DUE DATE:**

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, December 21, 2017.** Proposals received after this time will not be accepted.

**PRE-PROPOSAL CONFERENCE:**

A Pre-Proposal Conference will not be held for this RFP.

**QUESTIONS AND CLARIFICATIONS:**

All questions and requests for clarifications concerning this RFP must be submitted to the Purchasing Division via email to [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov) or at the above address no later than **2:00 p.m., local time, on Thursday, December 14, 2017.** It shall be the proposers responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), under Bid Opportunities. Questions or requests for clarifications received

after this deadline will not receive a response.

**ADDENDA:**

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov) Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

**It is the proposer's responsibility to check the Rockdale County website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), Bid Opportunities for any addenda that may be issued, prior to submitting a proposal for this RFP.**

**QUALIFICATIONS OF OFFERORS:**

Proposers must have a current business license from their home based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

In evaluating Proposals, the County may seek additional information from any company concerning such company's proposal or its qualifications to construct the Project.

Proposers are to submit at least **three (3) references** from projects with similar experience.

**PROPRIETARY INFORMATION**

Careful consideration should be given before submitting confidential information to Rockdale County. 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. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

**FINANCIAL STABILITY**

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

**SELECTION PROCESS:**

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners 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 Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest. Rockdale County reserves the right to make multiple awards.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

**EVALUATION CRITERIA:**

Offerors will be evaluated based on the following criteria and may be called in for an interview.

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services for Rockdale County. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability.

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- Staffing and Availability – Evaluation of the list of personnel specifically assigned to the RFP proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. Organization and Staffing, evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County. **(35%)**
- Experience/Performance – Review of personnel qualifications and experience. Management approach to projects, past performance on projects of similar nature and complexity as the proposed project. Evaluation of client references including but not limited to references submitted in qualification response; overall responsiveness to County's needs. Provider financial capability, qualifications and experience. **(45%)**
- Proposed Revenue to the County. **(20%)**

**INTERVIEWS**

Interviews may be scheduled. Interviews will be informal, and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

**PERMITS:**

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

**AWARD OF CONTRACT**

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners 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 Procurement Office and/or Evaluation Committee.

**ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011**

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.**

**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 Rockdale County for the premature opening of a proposal not properly addressed and identified.

**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 Rockdale County Procurement Office.

**REJECTION OF PROPOSAL:**

Rockdale County 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 Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County 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 Rockdale County 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.

**INTEREST OF:**

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County 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.

**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 Rockdale County 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 Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, RFP No. **17-49** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be 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. Rockdale County 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 120 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 Rockdale County 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. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Telegraphic or Facsimile proposals will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
  - i. Federal I.D. #58-6000882
  - ii. Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.

## **CATERED ALCOHOLIC BEVERAGE SERVICE**

Rockdale County will receive sealed Proposals until 2:00 P.M., local time on **December 21, 2017**, for the following “Catered Alcoholic Beverage Service” contract:

1. Successful vendor to be granted an exclusive contract to provide catered bar service, including beer, various alcoholic beverages, wines, soft drinks, juices, mineral water and other spirits/beverages, at Rockdale County Facilities. Service to include all bartenders, servers, runners, aides and other labor needed to provide full-service, alcoholic beverage catering to all Rockdale County events requiring said service.
2. Vendor to provide all beverages, all labor required, all specific bartending utensils, drink cups and glasses, and other items not provided by the County.
3. Vendor will pay a commission of at least 35% of gross alcoholic beverage sales to Rockdale County.

Proposals must be in a sealed envelope with the bid number and the title “Catered Alcoholic Beverage Service Proposal” clearly marked and be submitted to Rockdale County Finance Department, Purchasing Division located at 958 Milstead Avenue, Conyers, GA 30012 on or before the above-stated date and time.

The County reserves the right to reject any or all Proposals and to waive any informalities or technicalities in the Request for Proposal process.

## **I. GENERAL**

The following specifications, including the attached exhibits, and the specifications and exhibits proposed by the vendor shall constitute the minimum acceptable specifications for the service agreement for which proposals are requested.

## **II. CONDITIONS FOR DELIVERY/SET-UP**

Specific instructions regarding facility access, time of day and day of the week delivery, temporary storage, and other delivery/set-up information shall be provided by the County as required and as circumstances dictate.

**No onsite storage will be available unless the events will be consecutive and permission is given in advance.** In any case, the County shall not be held responsible for theft, breakage and/or vandalism of vendor's product left at any of the Rockdale County Facilities.

## **III. ELIGIBLE VENDORS**

All, but only, those establishments holding an on-sale intoxicating liquor license issued by Rockdale County may submit proposal and price quotes for this contract. Successful bidder shall maintain his/her license status, including licensure to serve until 2:00 a.m., for the term of the contract. If in the case the successful bidder surrenders, fails to renew, transfers, or loses his/her liquor license, this contract will immediately terminate and the County will engage in a solicitation process to secure a new Alcoholic Beverage Caterer. A Vendor that is also a licensed food caterer shall maintain strict separation of the two contracts and not use alcoholic beverage service to solicit food catering contracts.

## **IV. LIABILITY INSURANCE/DRAM SHOP INSURANCE**

Vendor shall secure a Certificate of Insurance demonstrating a comprehensive liability policy for the duration of the contract period, including public liability and property damage covering their operation and products in the following amounts:

- A. Public Liability insurance for Bodily Injury and Property Damage: \$2,000,000 single limit coverage; \$2,000,000 aggregate.
- B. Liquor Liability insurance (a.k.a. Dram Shop Insurance); \$2,000,000 for each common cause; \$2,000,000 aggregate.
- C. The Certificate of Insurance shall name Rockdale County as an additional certificate holder and as an additional insured premise.
- D. The County shall be notified not less than 30 days prior to the effective cancellation date if for any reason insurance has been cancelled.

### **The Vendor shall provide:**

- A. All alcoholic product, juices and special mixes, drink condiments, drink containers, stir sticks and other related drink accessories.
- B. Cash registers, including the capability to accept credit and debit cards.
- C. Drink tickets or wrist tickets (when required).
- D. All necessary personnel including bartenders, wait staff, additional security (when required), drink ticket/wrist ticket sales personnel (when required), set-up and tear down staff and appointed on-site supervisor(s) who will also serve as liaison to Rockdale County.

## V. DETAILED SPECIFICATIONS

Any vendor submitting a Proposal shall become thoroughly familiar with the scope of beverage outlets, their layouts, capacities and general capabilities. Vendor shall also become familiar with the Rockdale County's intended uses of the Catered Alcoholic Beverage Service Contract.

**A. COMMISSION FEE CALCULATION:** If in the case a pre-sold, "drink ticket" method is used to purchase beverage, the percentage commission due the County shall be based on gross ticket sales. If a direct, "cash bar" method of sales is employed (customer pays vendor for beverage), vendor shall reimburse the County per the commission rate bid, based on actual cash sales.

Each transaction, whether it is a "drink ticket" sale or "cash bar" shall be run through a cash register with an internal and external tape that may be audited by the County at its discretion. Cash register tape summaries for each event shall be retained by the vendor and be made available for County review when requested. In all cases, vendor shall be responsible for character, honesty and integrity of its employees and the County shall not suffer any financial loss due to vendor employee dishonesty.

**B. ON-SITE STORAGE:** Vendor shall be solely responsible for delivery and handling of all alcoholic service product. Vendor shall also be responsible for the set-up, take-down and clean-up of any service locations in the Rockdale County Facilities. Direction and specifications for each event shall be provided by Rockdale County via Event Work Orders and other official communication. No onsite storage will be available unless the events will be consecutive and permission in given in advance.

**C. DRESS CODE:** Vendor is required to propose a uniform/dress code for his/her agents and employees that will be utilized at all times while catering beverage at the Rockdale County Facilities.

**D. DRINK VESSELS:** Vendor shall provide all drink vessels. Excepting the glassware/stemware utilized for wine service during banquets and similar settings, all drink vessels shall be a plastic or paper throw-away style. Vendor shall provide all glassware required for wine service. The brand name and style of the vendor's typical drink vessel proposed for this contract shall be included on the attached questionnaire. Vendor is expected to make diligent efforts to accommodate special requests by clients, at additional charge if necessary.

**E. BEVERAGE BRAND NAMES:** Vendor is required to provide the brand names for the alcoholic beverages proposed for use in bar drinks (speed rail liquor); the brand name for typical bottle beer and tap beer vending; the brand name for typical table wine service (when served at banquets).

**F. PERSONNEL/STAFFING:** Vendor shall also indicate the number of employees (by specific job function i.e. bartender, wait staff, etc.) at their immediate disposal as well as the maximum number of employees that can be recruited for catering at the Rockdale County Facilities. If the maximum number exceeds the number of current employees, vendor shall explain how he/she intends to provide sufficient personnel.

The follow-up interview will consider:

- A. Vendors' ability to provide the sufficient quantity of properly trained personnel for Rockdale County catering.
- B. The length of service and applicable experience of the vendor's bartenders, security and supervisors.
- C. Whether bartenders, wait staff, security and supervisors have received Alcohol Awareness Training and/or other insurance company provided training.

**A Personnel Recruitment Plan considered inadequate by the County will be grounds for rejecting said Proposal. Below you will find Staffing Guidelines on a per room basis. The Guidelines assume typical uses. Potential maximums:**

Room	Capacity	# of Bars	Bartenders	Wait Staff
Costley Mill Banquet Hall	250	1-2	2-4	2-4
Costley Mill Pavillion	200	1	2-3	2-3
Auditorium	600	1-2	4-5	4-5
Black Shoals Retreat House	100-250 Including Outside	1-2	2-4	2-4

Additionally, Security, Runners and Event Supervisors/Coordinators are needed. Theoretically, the range of personnel required under maximum circumstances are:

**G. ALCOHOLIC AWARENESS TRAINING:** All bartenders and servers must have completed a certified Liquor Training Program approved by the City of Conyers called RASS before being eligible to serve or sell alcoholic beverages.

**H. COMPLIANCE TO SPECIFICATIONS:** The service methods and beverage types employed by vendor for the duration of this contract shall conform to or exceed the specifications proposed by the vendor here-in-below.

**I. BID FORM:** Questionnaire and Bid Form are provided here-in and must be completed in full.

## **VI. CONSIDERATION OF PROPOSALS**

The County reserves the right to evaluate all Proposals received on the basis of general conformance with these specifications, including, but not limited to: the potential marketability and salability of product, suitability of vendor-proposed uniforms/dress code, ability of the vendor to provide a sufficient number of experienced employees to service the Rockdale County Facilities, ability of the vendor to fulfill the contract and specification requirements, prior experience and performance of the vendor and other criteria affecting the suitability of the service proposed for the uses intended by the County and other relevant factors impacting the best interests of the County and to consider such evaluation in awarding contracts for the furnishing of the Proposal items specified.

The attached Bid Form and Questionnaire as well as follow-up vendor interview shall be used to select successful vendor.

**VII. CONTRACT LENGTH**

One (1) year with option to renew for two (2) additional years, each year.

**VIII. SETTLEMENT/PAYMENT**

Each month, vendor shall submit to the County a summary, in electronic format, detailing sales activity for the past month. The summary shall include: Date of events; Name of events; Gross Receipts for each event; County's share from each event; any other notes or information relevant to the past month's activity. The summary shall be submitted no later than 15 days after the end of the month. Payment due the County for its share of said month's alcoholic service shall be attached. Summary and payment shall be made directly to the Rockdale County Parks & Recreation Department.

**IX. ESCALATOR CLAUSE**

The retail prices submitted to the County as part of this proposal shall be firm for the first 12 month period (exception may be made for excise tax, sales tax and other taxes that are created or significantly increased in the first 12-month period). Vendor may exercise the option to charge a higher amount for customized beverage product or specialized service. After 12 months, vendor may request an increase in the standard retail cost of beverage to the customer. Said request shall be supported by an explanation detailing reasons for retail price increase and/or substantiating other circumstances impacting the vendors cost of goods sold and delivered to Rockdale County Facility customers. No increases shall take effect until approved, in writing, by Rockdale County. Any consideration regarding retail price increases may include negotiations over percentage split to Rockdale County.

It is understood that all sales licensed under this agreement are subject to any and all existing sales and use taxes effective at the time. Payment of said taxes are the sole responsibility of the vendor.

**X. DAMAGES**

If either party to this Contract should suffer damage in any manner other than fire or extended coverage perils, or vandalism or malicious mischief, or other insured perils, because of any wrongful act of neglect of the other party or of anyone employed by him, then he shall be reimbursed by the other party for such damage, provided the Owner shall be responsible for and at his option insure against loss of use of any of his existing property, due to fire or otherwise, however caused.

**XI. COMPLIANCE WITH LAWS**

Vendor is to obtain any permits that may be required and to insure that all sales activity, behavior and product conform to local, state or federal code or other legal requirements and must be displayed at the time of the event. Vendor shall maintain current knowledge about Rockdale County and City of Conyers ordinances, including the special provisions about mixed age events. Vendor and/or staff is to check all ID's to ensure that all parties being served is 21 years of age or older. All staff must be of legal serving age as required by law. If the event falls on a Sunday, alcohol may not be served before 12:30 p.m., local time.

**XII. SAFETY**

Vendor must comply with all existing and applicable OSHA regulations in the performance of the contract for goods and services.

**XIII. MODIFICATIONS TO BID SPECIFICATIONS**

In the event that a vendor wishes to modify, qualify or in any way change the provisions or conditions of these specifications and conditions, these proposed modifications must be in writing, and submitted as a part of this proposal. The owner reserves the right to accept or reject these modifications as submitted.

## **CATERED ALCOHOLIC BEVERAGE SERVICE BID FORM AND QUESTIONNAIRE**

### **GENERAL**

**CONDITIONS:** The data attached and these specifications here-in-below apply to this item.

**DESCRIPTION:** This item includes those labor, material, equipment, product and related services described here-in and necessary to provide a full-line, catered alcoholic beverage service to the Rockdale County Facilities.

### **PRODUCTS/SERVICES**

**PROVIDE:** All necessary labor; all bartending equipment and apparatus; all alcoholic and non-alcoholic beverage, product, condiments and mix (other than pre-mix soft drink); all paper, plastic and glassware drinking vessels and napkins; and other related items in the quantities, sizes and flavors required to provide the services listed here-in at the retail prices established by the County and subject to the commission percentage proposed by the vendor.

1. All retail prices established by the County shall be firm but shall be subject to the exceptions noted under ITEM X. ESCALATOR CLAUSE.
2. Successful vendor shall cater all Rockdale County Facility events requiring alcoholic beverage service.
3. Retail beverage prices shall include: applicable sales taxes within Rockdale County and the City of Conyers.
4. When the term "rail/bar drink" is used, it is referencing a basic, one shot, non-call liquor, mixed drink, i.e. brandy & water, gin & tonic, etc. It should be generally considered the vendor's low-end pour liquor.
5. The term "bottle beer" refers to non-premium, domestic beer whether it is served in bottle or can.
6. All shot sizes shall be one (1) ounce.

#### ***I. COMMISSION RATE:***

As part of the specifications and terms included in the Catered Alcoholic Beverage Service Request for Proposal, the following commission rate, calculated on gross alcoholic beverage sales, shall be payable to the Rockdale County Board of Commissioners.

**PERCENTAGE COMMISSION RATE: 35%**

#### ***II. DRESS CODE:***

Describe the uniform/dress code that will be employed during catering service:

WAITSTAFF: Male:

Female:

BARTENDERS: Male:

Female:

*(If additional space is required, attach separate page)*

**III. DRINK VESSELS:**

Describe by brand name and style the typical drink vessels that will be used:

**THROW-AWAY COCKTAIL:**

**STEMWARE (for wine service):**

**IV. PRODUCT DESCRIPTION:**

List below (or on an attached sheet) the proposed brand name(s) and retail price(s) for the pour liquors, wine(s) and beer that would be served:

**POUR LIQUOR (bar drink products):**

Vodka:

Gin:

Scotch:

Brandy:

Whiskey:

TABLE WINES:

BOTTLE BEER:

**V. CATERING SERVICE EMPLOYEES:**

List the number of experienced employees currently employed by vendor:

WAITSTAFF:

BARTENDERS:

The number of experienced employees that can be recruited for a Rockdale County event:

Explain how additional, experience employees would be recruited (if necessary):

Who will manage/supervise bar operations:

\*\*\*\*\*

**COMPANY NAME:**

**PHONE:**

**ADDRESS:**

**SIGNATURE:**

**DATE:**

**TITLE:**

# PROPOSAL FORM

Instructions: Complete all THREE parts of this bid form.

## PART I: Proposal Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Proposal Form.

1.	<b>Remit to Rockdale County – 35% of Gross Sales</b>	\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$

## PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

## PART III: Vendor Information:

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	