



Department of Purchasing & Contracting
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Fax: (404) 687-3558

Date: October 25, 2019

Request for Quotation No. 19-3003715

BASKETBALL OFFICIATING

DeKalb County, Georgia is requesting a quotation for qualified basketball officiators.

I. Proposed Term:

Annual Contract with 2 Options to Renew

II. Attachments:

- A. Scope of Work
- B. Quote Form
- C. Reference Form and Reference Check Release Statement
- D. Bidders Affidavit
- E. Insurance Requirements

III. Payment Terms:

The County's official payment terms are Net 30.

IV. Federal Work Authorization Program:

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Quotation to be considered, it is mandatory that the Bidders Affidavit be completed with bidder's quote.

V. Due Date:

All questions are due via email on or before 3:00 p.m. EST on Wednesday October 30, 2019.

Quotes are due on or before **5:00 p.m., EST on Monday, November 4, 2019.**

Responders must complete and return: Quote Form, Reference Form and Reference Check Release Statement, Bidders Affidavit, Officiating Firm Principal resume(s), and provide a copy of the vendor's valid business license via email to the attention of Jenifer Chapital at JChapital@dekalbcountyga.gov.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL QUOTES, TO WAIVE INFORMALITIES, AND/OR TO RE-ADVERTISE.

Thank you for your interest in doing business with the County.

Sincerely,

Jenifer G. Chapital
Procurement Technician
Department of Purchasing and Contracting

Attachments

ATTACHMENT A

SCOPE OF WORK 2019-2021

GENERAL BASKETBALL OFFICIATING SPECIFICATIONS

- 1) Officiating on individual assignments shall commence on time, as scheduled by DeKalb County. The contractor will be responsible for any substitutions that may be required to meet game schedules.
- 2) DeKalb County will provide the arenas, backboards, and nets. Contractor shall provide officials, officiating equipment required such as stop-watches, whistles, transportation to and from events, and uniforms including shoes.
- 3) Officials shall be rotated every 2 weeks of calling games at one facility. Successful bidder shall submit an official schedule to DeKalb Athletics staff person, indicating where officials are placed at facilities.
- 4) There shall be preseason and postseason meetings with the officials' Association representative and Center Directors to discuss upcoming season and ways to avoid conflict.

SPECIFICATIONS FOR YOUTH GAMES

Provide Basketball Officiating Services for **Winter Youth Basketball** program which will run from December 1st of the calendar year to April 1st of the next calendar year. Those services will be provided in accordance with the following specifications.

- 1) All rates are to include tournament games.
- 2) Youth games will be played on either week nights beginning at 6:00 P.M. or on Saturdays. There is a possibility that some tournament games will be played on Sundays. Normally, youth games run from the first of December until the end of March.
- 3) Weeknight schedules average 2-1/2 games per night and the Saturday schedule averages 10 games.
- 4) Games will be governed by the current National Federation of High School Association's Basketball rule book except where they contradict special league rules as is deemed necessary by the DeKalb County Athletics Section Program Manager and the Basketball Recreation advisory Board.
- 5) There will be approximately 1950 youth games scheduled during the season, plus approximately 240 tournament games.

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- 6) Billing procedures must include a clear listing of the date, the location, the number of officials provided, and the length of games for each assignment.
- 7) For each assignment there shall be a combined officiating experience of minimum four (4) years.
- 8) No official may officiate more than four (4) consecutive games.
- 9) For tournament games the following experience is required:
 - (A) County tournament - officials must have at least 6 years of combined experience. The Athletic Section and Center Staff select officials.
 - (i.) Three (3) years combined experience and selected by Center Staff.
 - (ii.) Above average grade on evaluation form.
 - (B) District tournament - both officials must be registered as a high school official and the two assigned officials must have 6 years of combined experience.
 - (C) State tournament - a minimum of two (2) approved Game officials with each Official having a minimum of three years experience calling games with a certified official's association.

County tournament:

- 10) The DeKalb County Athletics Section reserves the right to refuse acceptance of service from any official who receives an unacceptable performance rating. This denial of service may be for all service locations and for any time deemed appropriate by the Program Manager of Athletics or his/her representative.
- 11) Games may be played at any of the eight (8) DeKalb County Recreation Centers that have a gymnasium, plus other locations such as the local school gymnasiums or local church gymnasiums. Vendors must be able to provide service at any of these locations.
- 12) Successful bidder shall charge the County for half game only if an official arrives after the start of a game.

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SPECIFICATIONS FOR ADULT WINTER GAMES

Provide Basketball Officiating Services for the Adult Winter League coordinated through the athletic section, which services are played during the period of December 1st of the calendar year to April 1st of the next calendar year. League coordinated through the recreation centers will have the option of using their own officials or County contracted officiating organization during spring and summer leagues. Those services shall be provided in accordance with the following specifications.

- 1) All rates are to include tournament games.
- 2) Adult games are to be played primarily on week nights with games beginning after 6:00 P.M. There is a possibility that some games may be played on Saturdays or Sundays either during the day or during the evening.
- 3) Weeknight schedules average 2-1/2 games per night and the weekends may include any number of games between 2 and 10.
- 4) Games will be governed by the current National Federation of High School Association's Basketball rule book except where they contradict special league rules as deemed necessary by the DeKalb County Athletics Section Program Manager and the Basketball Recreation advisory Board.
- 5) For each assignment there shall be a combined officiating experience of a minimum of four (4) years.
- 6) There will be approximately 60 league games and 15 tournament games for the Winter Adult Program. The winter program will extend from approximately December 1st of the current year through April 1st of the next year.
- 7) Billing procedures must include a clear listing of the date, the location, the number of officials provided, and the length of games for each assignment.
- 8) No official may officiate more than three (3) consecutive games at one site.
- 9) For tournament games the following experience is required:
 - (A) County tournament - officials must have at least 6 years combined experience officiating games.
 - (B) District tournament - both officials must be registered as a high school official and the two assigned officials must have 6 years of combined experience.

(Continued)

- (C) State tournament - a minimum of two (2) approved game officials with each official having a minimum of three years experience officiating games with a certified official's association.
- 10) The DeKalb County Athletics Section reserves the right to refuse acceptance of service from any official who receives an unacceptable performance rating. This denial of service may be for all service locations and for any time deemed appropriate by the Program Manager of Athletics or his/her representative.
 - 11) Games may be played at any of the eight (8) DeKalb County Recreation Centers that have a gymnasium, plus other locations such as the local school gymnasiums or local church gymnasiums. Vendors must be able to provide service at any of these locations.
 - 12) Successful bidder shall charge the County for a half game only if an official arrives after the start of a game.

ATTACHMENT B

QUOTE FORM

Item Description	Estimated # of Officials Per Game	Unit	Estimated # of Games	Unit Price Per Game for 2 Officials	Total
Basketball Officials for Youth Basketball Games	2	Pair	1950	\$ _____	\$ _____
Basketball Officials for Youth Tournament Basketball Games	2	Pair	240	\$ _____	\$ _____
Basketball Officials for Adult League	2	Pair	60	\$ _____	\$ _____
Basketball Officials for Adult Tournament Basketball Games	2	Pair	15	\$ _____	\$ _____
Grand Total					\$ _____

ATTACHMENT C

REFERENCE FORM AND REFERENCE CHECK RELEASE STATEMENT

List below at least three (2) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of services listed in the solicitation within the last five years.

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed _____ Title _____

(Authorized Signature of Bidder)

Company Name _____ Date _____

ATTACHMENT D
BIDDER AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [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, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

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, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

BY: Authorized Officer or Agent (Bidder's Name)	Federal Work Authorization Enrollment Date
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Title of Authorized Officer or Agent of Bidder	Identification Number
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Printed Name of Authorized Officer or Agent

Company Name & Address (do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

ATTACHMENT E

INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT – PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

- I. If the County sends to you notice of Award on this bid, take this form to your insurance agent as this form contains requirements that may be non-standard in the insurance industry.
- II. Instruct your insurance agent that the County's requirements are listed in Section III and that you must comply with these requirements before you may proceed with the work.
- III. Before the starting of any work, the successful contract must furnish to DeKalb County certificates of insurance from companies doing business in Georgia and acceptable to the County as follows:
 1. Certificates must cover:
 - (a) **Statutory Workers' Compensation Insurance**, or proof that Contractor is not required to provide such coverage under State law;
 - (1) Employer's liability insurance by accident, each accident \$1,000,000
 - (2) Employer's liability insurance by disease, policy limit \$1,000,000
 - (3) Employer's liability insurance by disease, each employee \$1,000,000
 - (b) **Professional Liability Insurance** on the Contractor's services in this Agreement with limit of \$1,000,000;
 - (c) **Commercial General Liability Insurance** covering all operations with combined single limit of \$1,000,000;
 - (d) **Comprehensive Automobile Liability Insurance** with form coverage for all owned, non-owned and hired vehicles with combined single limit of \$1,000,000.
 - (e) **Umbrella or Excess Insurance**. Umbrella or excess insurance is to be provided with General Liability, Auto Liability and Employers Liability scheduled as underlying policies with limits not less than the following:
\$5,000,000 per occurrence
\$5,000,000 aggregate
 2. Additional Insured Requirement:
 - (a) The County, its elected officials, officers, employees and agents, hereinafter referred to in this article and in the article entitled "Certificates of Insurance" as "the County and its officers" are to be named as additional insured on all policies of insurance except worker's compensation insurance with no cross suits exclusion. The County and its officers shall be included as additional insureds under commercial general liability and commercial umbrella insurance, for liabilities

arising out of both the ongoing and completed operations of Contractor. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products-completed operations), or form(s) providing equivalent coverage.

- (b) All coverages required of the Contractor will be primary over any insurance or self-insurance program carried by the County.
 - (c) If the Contractor is a joint venture involving two (2) or more entities, then each independent entity will satisfy the limits and coverages specified here or the joint venture will be a named insured under each respective policy specified.
3. Fidelity Bond coverage shall be provided. Coverage limits shall not be less than the amount scheduled in the contract.
4. Certificates of Insurance must be executed in accordance with the following provisions:
- (a) Certificates to contain policy number, policy limits, and policy expiration date of all policies issued in accordance with this Agreement;
 - (b) Certificates to contain the location and operations to which the insurance applies;
 - (c) Certificates to contain Contractor's protective coverage for any subcontractor's operations;
 - (d) Certificates to contain Contractor's contractual liability insurance coverage;
 - (e) Certificates are to be **issued** to:

**DeKalb County, Georgia
Director of Purchasing & Contracting
The Maloof Center, 2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030**

5. The Contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.
6. The Contractor agrees to carry statutory Workers' Compensation Insurance and to have all subcontractors likewise carry statutory Workers' Compensation Insurance.
7. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its officers and shall cause each Subcontractor to waive all rights of subrogation for all coverage, excluding Professional E&O.
8. Failure of the County to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the County to identify a deficiency from evidence provided will not be construed as a waiver of the Contractor's obligation to maintain such coverage. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
9. Certificates shall state that the policy or policies shall not expire, be cancelled or altered

without at least sixty (60) days prior written notice to the County. Policies and Certificates of Insurance listing the County and its officers as additional insureds (except for workers' compensation insurance) shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in this Contract.

10. If the County shall so request, the Contractor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies. Contractor shall be responsible and have the financial wherewithal to cover any deductibles or retentions included on the certificate of insurance.