



DeKalb County
G E O R G I A

Department of Purchasing &
Contracting
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Fax: (404) 371-7006

Date: October 5, 2018

Request for Quotation No. 18-3003651

DeKalb County, Georgia is requesting a quotation for the following:

BASKETBALL OFFICIATING

I. Proposed Term:

December 1, 2018 to April 1, 2019

II. Attachments:

- A. Minimum Specifications
- B. Quote Form
- C. Reference Form and Reference Check Release Statement
- D. Contractor Affidavit
- E. Insurance

III. Payment Terms:

Net 30

IV. Scope of Work:

See Attachment A

V. 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 Contractor Affidavit, Attachment D, be completed with bidder's proposal.

VI. Due Date:

All questions are due to Cynthia W. Ferrell via email at cwferrell@dekalbcountyga.gov on or before 5:00 p.m. EST on October 10, 2018.

Quotes are due on or before 5:00 p.m. EST on October 12, 2018. Bidder must complete and return the quote form, reference form, bidder affidavit and provide a copy of Bidder's valid business license to DeKalb County by email to the attention of Cynthia W. Ferrell or email to cwferrell@dekalbcountyga.gov.

All quotes are to be provided on Attachment B, Quote Form.

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

Sincerely,



Cynthia W. Ferrell
Procurement Technician
Department of Purchasing and Contracting

Attachments

ATTACHMENT A**SCOPE OF WORK 2018-2019****GENERAL BASKETBALL OFFICIATING SPECIFICATIONS**

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.

1. 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.
2. Officials shall be rotated every 2 weeks of calling games at one facility. Successful bidder shall submit an officials schedule to DeKalb Athletics staff person, indicating where officials are placed at facilities.
3. 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 1, 2018 to April 1, 2019** 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 ½ 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 650 youth games scheduled during the season, plus approximately 80 tournament games.
- (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 appropriated by the Program Manager of Athletics or his/her representative.
- (11) Games may be played at any of the nine 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.

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 1, 2018 to April 1, 2019** 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 ½ 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 1, 2018 of the current year through April 1, 2019** 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.
 - (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 appropriated by the Program Manager of Athletics or his/her representative.
 - (11) Games may be played at any of the nine 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	# of Officials per Game	Unit	Estimated # of Games	Unit Price per Game for 2 Officials	Total
Basketball Officials for Youth Basketball Games	2	Pair	650	\$ _____	\$ _____
Basketball Officials for Youth Tournament Basketball Games	2	Pair	80	\$ _____	\$ _____
Basketball Officials for Adult Tournament League	2	Pair	60	\$ _____	\$ _____
Basketball Officials for Adult Tournament League	2	Pair	15	\$ _____	\$ _____
Grand Total					\$ _____

Signed (Authorized Signature of Bidder)

Title

Company Name

Email address

Address

Telephone Number

ATTACHMENT C**Reference Form and Reference Check Release Statement**

List below at least two (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.

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

CONTRACTOR 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
Authorization
(Bidder's Name)

Federal Work
Enrollment Date

Title of Authorized Officer or Agent of Bidder

Identification Number

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: _____

Purchasing & Contracting Form No. 25, 7/28/00
ATTACHMENT E

INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

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- 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 contractor 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:
 - **Statutory Workers Compensation**
 - **Business Auto Liability Insurance** with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
 - **Commercial General Liability Insurance**
 - (1) Each Occurrence - \$1,000,000
 - (2) Fire Damage - \$250,000
 - (3) Medical Expense - \$10,000
 - (4) Personal & Advertising Injury - \$1,000,000
 - (5) General Aggregate - \$2,000,000
 - (6) Products & Completed Operations - \$1,500,000
 - (7) Contractual Liability where applicable
 2. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia.
 3. The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.
 4. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

(Continued)

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5. Certificates to contain the location and operations to which the insurance applies.
6. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
7. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the Certificate of Insurance.
8. Certificates are to be issued, and the successful contractor shall mail insurance documents listed in this form, to:

DeKalb County Department of Purchasing and Contracting
The Maloof Center
2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030
9. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.