

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

**Date: November 4, 2022**

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## **Request for Quotation No. 22-3003790**

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### **YOUTH BASKETBALL OFFICIATING**

**I. Proposed Term:**

Annual Contract with 2 Options to Renew

**II. Attachments:**

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

**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 Quote Form – Attachment B, Reference Form – Attachment D, and Bidders Affidavit E be completed with bidders proposal.

**VI. Due Date:**

All questions are due to Monique C. McCrear via email at [mcmccrear@dekalbcountyga.gov](mailto:mcmccrear@dekalbcountyga.gov) on or before 5:00 p.m. EST on November 9, 2022.

**Additional Information/Addenda**

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in a written addenda issued prior to the due date. Bidders should not rely on any representations, statements or explanations other than those made in this RFQ or in an addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the DeKalb County Department of Purchasing and Contracting as requested. Bidders may contact the above listed contact person to verify the number of addenda prior to submission. Addenda issued for this RFQ will be posted on DeKalb County's website, <https://www.dekalbcountyga.gov/informalbids>. Bidder should regularly check the County's website for addenda.

**Quotes are due on or before 3:00 p.m. EST on November 14, 2022.** 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 **Monique C. McCrear** or email to [mcmccrear@dekalbcountyga.gov](mailto:mcmccrear@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,

*Monique C. McCrear*

Monique C. McCrear  
Procurement Technician  
Department of Purchasing and Contracting

## ATTACHMENT A

### SCOPE OF WORK 2022-2023

#### GENERAL BASKETBALL OFFICIATING SPECIFICATIONS FOR DEKALB COUNTY

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's 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 ITEMS NO. 1 THROUGH 10

Provide Basketball Officiating Services for Winter Youth Basketball program which will run from December 1<sup>st</sup> of the calendar year to March 30<sup>th</sup> 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 weeknight 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 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.
10. The Athletic Section and Center Staff select officials.
  - a. Three (3) years combined experience and selected by Center Staff.
  - b. Above average grade on evaluation form.
  - c. District tournament: Both officials must be registered as a high school official, and the two assigned officials must have 6 years of combined experience.
  - d. 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.

- e. County tournament: The DeKalb County Athletics Section reserves the right to refuse acceptance of service from any official who receives an unacceptable performance rating.
  - i. 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.
  - ii. 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.
  - iii. Vendors must be able to provide service at any of these locations.
  - iv. Successful bidder shall charge the County for half game only if an official arrives after the start of a game.

**End of Specifications**

**ATTACHMENT B**  
**Quote Form**

<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>Estimated # of Officials Per Game</b>	<b>Estimated # of Games for One Year</b>	<b>TOTAL</b>
1	Basketball Officials for Youth Basketball Games	2	650	\$
2	Basketball Officials for Youth Tournament Basketball Games	2	80	\$

**ATTACHMENT C**

**BIDDER CONTACT INFORMATION**

1. Are you a DeKalb County Firm? Yes  No

2. Has your firm been in Chapter 7 during the last ten (10) years? Yes  No

Signed, sealed, and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Name of Business

By: \_\_\_\_\_  
(Signature of Business Representative)

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Responder's Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

**Attachment D**

**Reference Form and Reference Check Release Statement**

List below at least three (3) 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 service listed in the solicitation.

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

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

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

**REFERENCE CHECK RELEASE STATEMENT**

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

Signed \_\_\_\_\_ Title \_\_\_\_\_

(Authorized Signature of Proposer)

Company Name \_\_\_\_\_ Date \_\_\_\_\_

**Attachment E**

**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

\_\_\_\_\_  
Federal Work Authorization  
Identification Number

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
Enrollment Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Bidder

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Company 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 F

### INSURANCE REQUIREMENTS

#### IMPORTANT NOTICE

**IMPORTANT – PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN**

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**Insurance must meet the County’s requirements and will be furnished by the successful Bidder(s) upon award.**

1. Successful Bidder(s) will advise their insurance agent of the County’s requirements as listed below and that they may not proceed with any work until insurance is provided that is in compliance with these requirements.
  
2. Contractor’s insurance company or agent must mail, email, or bring an Original certificate of insurance and applicable declarations or endorsements to the DeKalb County address listed within this Insurance provision. Insurance must be from companies able to do business in Georgia and acceptable to the County as follows:
  - a. Certificates must cover:
    - i. Statutory Workers Compensation
    - ii. Employer’s liability insurance by accident, each accident **\$1,000,000**
    - iii. Employer’s liability insurance by disease, policy limit **\$1,000,000**
    - iv. Employer’s liability insurance by disease, each employee **\$1,000,000**
    - v. Business Auto Liability Insurance with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
    - vi. 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
  
  - b. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia. 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.

- a. This insurance for the County as the additional insured shall be as broad as the coverage provided for the named-insured Contractor. It shall apply as primary insurance before any other insurance or self-insurance, including any deductible,
- b. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its elected officials, officers, employees or agents, and shall cause each Subcontractor to waive all rights of subrogation for all coverages.
- c. 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.
- d. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
- e. The insurance carrier must have a minimum A.M. Best's rating of not less than "A" (Excellent) with a Financial Size Category of VII or better.
- f. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
- g. Certificates to contain the location and operations to which the insurance applies.
- h. 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.
- i. 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.
- j. Certificates shall be issued and delivered to the County and must identify the "Certificate Holder" as follows:
- k. 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.

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