



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: December 4, 2023

Request for Quotation No. 23- 3003818

CONCESSION BANQUET SERVICES AT SUGAR CREEK CLUBHOUSE

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

I. Proposed Term:

Annual With 2 Options to Renew

II. Attachments:

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

III. Payment Terms:

Net 30

IV. Scope of Work:

See Attachment A – Quote Form

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 Bidders Affidavit, Attachment E, be completed with bidder's proposal.

VI. Due Date:

All questions are due to the technician via email at jmholley@dekalbcountyga.gov on or before 5:00 p.m. EST on December 7th, 2023.

Quotes are due on or before 5:00 p.m. EST on December 11th, 2023. 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 technician or email to jmholley@dekalbcountyga.gov.

Additional Information/Addenda

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in 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 any 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/informal bids>. Bidder should regularly check the County's website for addenda.

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

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 DeKalb County.

Sincerely,

Joydan M. Holley

Procurement Technician
Department of Purchasing and Contracting

ATTACHMENT A

Scope Of Work

DeKalb County, Georgia (hereinafter referred to as the “County”) is seeking a well-qualified individual, firm, or joint venture (hereinafter referred to as the “Bidder”) to submit a quotation to provide Concession/Banquet Services at Sugar Creek Golf and Tennis located at 2706 Bouldercrest Road, S.E. Atlanta, GA 30316, and Mystery Valley Golf Course, located at 6094 Shadow Rock Dr., Lithonia, Ga 30056

I. BACKGROUND

The County operates two 18-hole golf courses, each has a club house with kitchen facilities.

Sugar Creek Golf and Tennis Facility

In addition to the 18 Hole Golf Course, Sugar Creek also has 14 lighted tennis courts as well as a lighted golf Driving Range. Food and beverage services is operated out of a 3,000 square-foot wood frame clubhouse which has a full-service kitchen area as well as a large counter customer service area. The clubhouse contains several seating areas, a conference room, staff offices, restrooms, lounge area and the golf and tennis pro shop. The course is open seven days a week from 7:00 am to 9:00 pm and is closed only on Christmas.

Mystery Valley Golf Course

There are no tennis facilities at Mystery Valley. The club house has a seating area along with a smaller kitchen with a customer counter/service area. The course is open seven days a week from 7:00 am to Dusk and is closed only on Christmas.

Club House Food and Beverage Service - Hours of Operation:

Food and Beverage Service: Both Club Houses

- Regardless of weather conditions, food and beverage service must be available daily during hours of operation.
- Vendor may promote and market their food and beverage service for general public dining during daily operational hours.

Mobile Beverage/Snack Cart

- Both facilities provide a mobile beverage and snack cart for vendor’s use. The beverage cart must be operational throughout the day, 10 am to dusk, Wednesday through Sunday. Beverage cart operations on Monday’s and Tuesday’s is optional. Any changes in this schedule must be pre-approved by the Golf/Tennis Manager.
- Any damage to the beverage cart due to misuse or carelessness and any associated repair costs will be the responsibility of the Food and Beverage vendor

Hours of Operation:

Sugar Creek Golf and Tennis Facility
Monday through Sunday
7:00 AM to 9:00 PM

Mystery Valley Golf Course
Monday through Sunday
7:00 AM to Dusk

Parties and Banquet Services.

The Concessionaire may coordinate and host both parties and banquet services at both facilities during daily operating hours as long as food and beverage service (including seating) is still available for golfers at Mystery Valley and golfers and tennis players at Sugar Creek. All parties and banquets must be coordinated with the Golf and Tennis Operations Managers to avoid any facility use conflicts such as community meetings and tennis or golf tournaments that may require food and beverage service.

· Vendor will have established menus along with a set pricing scale for participants.

(I.E., 50 and under, 50-100)

· Vendor is responsible for all set up, break down and clean up relating to parties, banquets, and tournaments. Facilities must be set up and ready for next day's operations.

Sugar Creek Tennis

With the 14 outdoor tennis courts, it is permissible for tennis players to bring food and beverages to the courts when participating in tennis activities and events. Food and beverages can be brought to the courts or can be purchased from the Club house vendor. However, any food and beverages brought to the tennis courts cannot be brought into the club house and consumed. All golf and tennis tournaments where food and beverage services are provided as part of the tournament package must be coordinated with, and provided by, the club house Food and Beverage Concessionaire.

Mystery Valley and Sugar Creek Golf

No food or beverages can be brought to the golf course by golf participants. All food and beverages must be purchased through the Club house Concessionaire. All golf tournaments where food and beverage services are provided as part of the tournament package must be coordinated with, and provided by, the club house Food and Beverage Concessionaire.

Outside Ice Machine

Ice in the outside ice machine is available at no charge for all visitors to Sugar Creek.

The following items are available for concession use:

Tabletop Conveyor Impinger
Gas Range
Deep Fryer
French Fry Warmer
Worktable
Sandwich/Salad Unit
Exhaust hood with Fire Suppression
Bar Boss Professional Blender
Fountain Soda Guns and Rach
Dish table
Dish table with pre-rinse unit
Dishwasher
Wall-Mount Hand sink with backsplash and Splashguards
Coffee Maker
Iced Tea Maker
Refrigerator
Freezer
Mop Sink
Under bar sink Work board
Ice Chest with bottle rack
Drop-in sink
Storage Cabinet
Draft beer cooler
Under counter Icemaker
Air-cooled ice machine
Stainless steel prep table
Convection Oven
3-compartment sink
Cash Drawer
Water Filtration System

II. SCOPE OF WORK

The general scope of services required for concession services at Sugar Creek includes, but is not necessarily limited to, the following:

A. FOOD PREPARATION

The following are the guidelines for food preparation:

All foods shall be prepared and/or cooked on site in the kitchen/concession area.

1. Food items may not be prepared in private homes, except for baked goods such as cookies, cupcakes, brownies, etc.

2. Ready to eat foods shall not be touched by bare hands. Gloves, tongs, spatulas, deli tissue, aluminum foil, or other utensils are to be used. Ready to eat foods include foods that are unpackaged and edible without washing, cooking or additional preparation.
3. Food thermometers must be available and used appropriately.
4. Hand washing facilities shall be easily accessible for use by food handlers.
5. Person(s) with a cold or flu-like symptoms or who have cuts or sores on their hands may not handle food items.
6. Eating and smoking are not allowed in the club house. All smokers must exit the club house (building) and engage in smoking 100 feet from all entrances.
7. Food items may be safely held at 45°F and below or at 140°F and above, in accordance with the DeKalb County Board of Health.
8. Disposable forks, knives, spoons, cups, plates, and napkins are to be provided to patrons.
9. Drinking water shall be obtained from a portable source.
10. Food shall be stored at the appropriate temperature, and in appropriate containers safely off the ground.
11. The food and beverage service may be required to cease operation if found to be operated in an unsafe manner.
12. All food/beverage employees shall be 16 years of age or older.
13. Vendors must have a current business license, and a food service permit from the DeKalb County Board of Health.
14. Vendor must provide a daily menu with price listing of all food/beverage items for sale.
15. The Concessionaire is responsible for the removal and disposal of all trash that is generated from the concession stand, in a legal manner.
16. Concessionaire is responsible for cleaning all surfaces multiple times daily including the service counter and all dining tables and chairs.
17. The kitchen floor and dining floor area must be spot mopped daily with a cleaning agent. Mop, bucket, and water source is provided.
18. Outside food and drink is permitted during tennis matches or tennis tournaments.
19. Outside alcohol is not permitted on the premises unless the concession has been rented for a special event.

20. The concessionaire may will have access to a golf beverage cart (beer cart) to serve food and beverage to golf patrons during daily play. Any damage and repair costs due to misuse of the beverage cart by concessionaire staff will be the responsibility of the concessionaire.

The successful bidder will be subject to random inspections by the DeKalb County Board of Health.

List of suggested items to be sold include, but are not limited to, the following:

- Assorted Chips/Crackers/Candy
- Hot Dogs/Hamburgers/French Fries
- Breakfast Sandwiches, Eggs, Pancakes
- Assorted Pastries
- Assorted Lunch or Dinner Sandwiches/Wraps
- Wings/Chicken Tenders
- Nachos (with cheese and/or chili)
- Water/Soda/Fruit Juice/Sports Drinks
- Wine and Beer
- Ice Cream
- Pizza by the Slice
- Coffee/Tea
- Other items as approved by the Department.

A sample catering menu needs to be provided for parties, banquet services and golf tournaments.

List of suggested items to be sold include, but are not limited to, the following:

- Boxed lunches
- Party platters, fruit, sandwiches, wraps, cheese, etc.
- Wings platters
- Breakfast assortment
- Sides serving 1-25 persons or 25- 50 persons, such as casseroles, potatoes, vegetable medley, etc
- Meat options are served 1-25 persons or 25-50 persons, such as chicken tenders, meatballs, etc.
- Bartender services, including wine and beer
- Desserts

B. PRICING

The successful bidder may only charge prices that have been approved by the Director of DeKalb County's Department of Recreation, Parks and Cultural Affairs or his designee, in advance. Anytime during the term of the agreement, the successful bidder must submit any and all proposed price changes for approval.

C. HOURS OF OPERATION

The successful bidder is required to conduct business during the hours of operations of Sugar Creek Golf and Tennis Facility and Mystery Valley Golf Course. The Concession must be opened 15 minutes prior to the facility opening and must provide uninterrupted service while the facility is opened.

D. CUSTOMER SERVICE

The successful bidder must provide the highest quality of service to all customers. A sufficient quantity of inventory must be carried to ensure that the premises will be fully stocked at all times. All inventories must be top quality, new and fresh. The successful bidder shall maintain adequate staff on duty that uses the utmost skill and diligence in the conduct of the successful bidder's business on the premises. All employees of the successful bidder shall be courteous and helpful to the public. The Director of Recreation, Parks and Cultural Affairs, or his designee, must approve of any proposed changes to the terms of Operations.

E. PROHIBITED USES

The proposed agreement shall prohibit the successful bidder from selling or providing drugs and/or tobacco products and accessories on the premises.

F. LICENSES, PERMITS & TAXES

The successful bidder shall obtain all required licenses, permits, or other requirements to fully perform the scope of work in this solicitation, which includes a food service permit from the DeKalb County Board of Health and a privilege permit to sell alcohol.

G. EQUIPMENT MAINTENANCE AND REPAIR

The successful bidder shall safeguard and maintain DeKalb County owned equipment. If a bidder damages equipment due to negligence, the successful bidder is required to pay the full amount of the repair cost. If the facility is rented for private functions, and the concession stand is not being utilized, the concession stand shall be secured/locked before concessionaire leaves the premises.

H. WASTE AND TRASH REMOVAL

Removal of the successful bidder's waste and trash from the concession area and transfer to designated waste receptacles will be the sole responsibility of the successful bidder. Should it become necessary for the County to remove waste or trash, the successful bidder will be billed for all costs associated with trash removal. The County's method of removal shall be at the County's discretion.

I. THE PREMISES

- A. Concessionaire shall maintain the premises in reasonable tenantable, first class and safe condition throughout the term of this agreement, in the manner outlined.
- B. No alterations shall be made or undertaken to the premises without written approval from the Department of Recreation, Parks and Cultural Affairs.
- C. Contractor agrees to accept the premises and all buildings, improvements, and equipment thereon in their current, as-is condition without any representation, or warranty of any kind by County.
- D. Contractor shall not use or permit the use of any portion of the premises for the storage, treatment, use, production or disposal of any hazardous substances or hazardous waste other than those which are store or used in accordance with all applicable laws, rules, and regulations.
- E. Contractor agrees not to abandon or vacate the Premises without cause.

ATTACHMENT B

Quote Form

RFQ NO. 23-3003818

CONCESSION SERVICES AT SUGAR CREEK GOLF AND TENNIS CLUBHOUSE

BIDDER'S NAME: _____

TYPE OF PRODUCT		UNIT OR SIZE	PRICE
1.	Candy (various)		
2.	Chips (various)		
3.	Fresh Fruit		
4.	Hamburgers		
5.	Sandwiches/Wraps		
6.	Chicken Tenders		
7.	Fries		
8.	Wine and Beer		
9.	Fruit Juice		
10.	Fruit Snacks		
11.	Soda		
12.	Hot Dogs		
13.	Ice Cream		
14.	Nachos (with cheese and chili)		
15.	Nachos (with cheese or chili)		
16.	Peanuts		
17.	Sports Drinks		
18.	Water		
ALTERNATE ITEMS (PLEASE SPECIFY BELOW.)			
1.			
2.			
3.			
4.			
5.			

Attachment B (con't)

QUOTE FORM

RFQ NO. 23-3003818

BANQUET SERVICES FOR AT SUGAR CREEK GOLF AND TENNIS

CLUBHOUSE BIDDER'S NAME: _____

	TYPE OF PRODUCT	UNIT OR SIZE	PRICE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

Along with the \$1,000 monthly lease payment for Sugar Creek and the \$500 monthly lease payment for Mystery Valley, state below, your Proposed Percentage of Annual Gross Earnings to be paid monthly to the County.

Note: Minimum proposed percentage to be paid annually cannot be less than 5% in year one (1) and must increase at least two (2) percent each year thereafter.

Sugar Creek		Mystery Valley	
Year 1	%	Year 1	%
Year 2	%	Year 2	%
Year 3	%	Year 3	%
Year 4	%	Year 4	%
Year 5	%	Year 5	%

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 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 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	

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: _____

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 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)

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.