



Request for Proposal

The Ware County Board of Commissioners is now accepting sealed proposals for the provision of **complete youth uniform packages** for the Ware County Recreation Department.

The Ware County Board of Commissioners reserves the right to reject any or all proposals, with or without cause. Sealed proposals will be accepted until **Thursday, May 4, 2017 at 11:30 a.m.** at the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, Georgia. No late proposals will be accepted. Awarding of the contract will be based on the best proposal.

If you have any questions concerning this request, you may call Elizabeth Hope at (912) 287-4300.

Should your firm be interested in submitting a proposal, please complete the attached forms, submit the sealed documents, marked **Rec Uniforms** and mail or deliver to:

Ware County Commission
Elizabeth Hope
800 Church Street, Suite 223
Waycross, GA 31501

Ware County
Opportunity in every direction.

Background and Objective

Throughout the year, the Ware County Recreation Department requires uniforms for a variety of youth sports including, but not limited to, Baseball, Softball, Basketball, Cheerleading, Football, and Soccer. In an effort to assure participants receive quality uniforms, Ware County is soliciting proposals for complete uniform packages. Uniform packages, at minimum, should include the following:

Football

Mesh Jersey
Dazzle Jersey
Mesh/Dazzle Jersey
Dazzle/Mesh Lycra Jersey
Integrated Padded Pants

LaCrosse

Boys/Girls Reversible Jersey
Shorts
Boys/Girls Reversible Vest
Custom Logo Socks

Baseball

2 Button, Moisture Wicking Jersey
Socks
Belt
MLB Replica Cap
Moisture Wicking Loop Pants-Open Bottom
Moisture Wicking Loop Pants-Closed Bottom

Cheerleading

Shell
Skirt
Ladies Brief
Pom Poms-Set of 2
Cheer Socks

Softball

Multi-color Moisture Wicking Jersey
Socks
Belt
Visor
Pants-Women's with Loop

Track and Field

Shirt
Shorts
Knapsack

Basketball

Reversible Moisture Wicking Jersey
Long Shorts-9" Inseam
Reversible Long Shorts
Moisture Wicking Top & Shorts

Proposal Format

Cover Letter – Must include the name, address, and telephone number of the company, and be signed by the person or persons authorized to represent the Vendor. Vendor shall provide one original proposal and one copy. Proposals must include the following information.

- Detailed description of the products being offered
- Detailed explanation of rate structure, including a sample invoice
- The vendor is requested to include within their proposal any other typical costs or items they may be aware of, which is not included in this Request for Proposals
- Include information on any discounts offered to Ware County on retail purchases
- Ordering process
- How uniforms will be delivered and packaged and any additional fees
- Process for handling returns and exchanges
- Provide at least three (3) verifiable references
- Lead time needed to meet deadlines

Proposals that do not contain the above information may be disqualified.

Basis of Award

Proposals will be evaluated according to the following criteria:

- Proposer's qualifications/experience
- Proposer's ability to provide services
- The ability of Proposer's product to meet the needs of Ware County
- Proposed Cost/Fee(s) including any discount offered on non-contract items

Prior to the final selection, proposers may be required to submit additional information that Ware County deems necessary to further evaluate the proposer's qualifications.

Secondary Vendor

Ware County reserves the right to choose a secondary vendor to fulfill orders that cannot be fulfilled by the primary vendor.

Right to Reject Lowest Fee Proposal

Ware County is under no obligation to award this contract to the proposer offering the lowest fee. Evaluation criteria included in this document shall be used in evaluating the proposals.

Right of Negotiation

Ware County reserves the right to negotiate the exact terms and conditions of the contract with the selected proposer.

Rights to Submitted Materials

All responses, inquiries and correspondence in reference to this RFP submitted by proposers shall become property of Ware County when received.

Questions regarding RFP

If you have any questions concerning this submission of this proposal, you may call Elizabeth Hope at (912) 287-4300.

Questions regarding the scope of the proposal should be directed to the Ware County Recreation Department Director, Rod Mitchell, at 912-287-4488.

Contract Period:

- The contract will be for a three (3) year period, with an annual option to renew. The first contract period will run from July 1, 2017-June 30, 2018. At any time during this period, there is a breach of contract by the vendor, the vendor will be notified in writing of contract termination. Rebidding will then be necessary.
- Vendor must notify Rod Mitchell, 912-287-4488, of any changes that occur during the contract period.

Termination of Contract

Ware County may cancel the contract at any time for breach of contractual obligations.

Compliance with Laws

Vendor must comply with all applicable State and Federal Laws.

Invoicing/Payment

- The amount due shall be paid within thirty (30) days of receipt of a correct invoice and invoices should be submitted to:
*Ware Recreation Department
Attn: Rod Mitchell
2110 Cecil Brown Drive
Waycross, GA 31503*

ADDITIONAL INFORMATION

Is any owner or officer of the proposer an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

YES _____ NO _____

Local Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.

Local Vendor: YES _____ NO _____

City License #: _____

County License #: _____

Date of Issue: _____

Any proposal not containing this information will NOT be considered

E-Verify Form

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical Performance of services on behalf of **Ware County Board of Commissioners** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical Performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Ware County Board of Commissioners
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ (month, day, year)

in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON _____ (month, day, year)

NOTARY PUBLIC

My Commission Expires: _____ (month, day, year)