

**COLUMBUS CONSOLIDATED GOVERNMENT**  
Georgia's First Consolidated Government



**FINANCE DEPARTMENT**  
**PURCHASING DIVISION**

100 TENTH STREET, COLUMBUS, GEORGIA 31901  
P. O. BOX 1340, COLUMBUS, GEORGIA 31902-1340  
706-225-4087, Fax 706-225-3033  
[www.columbusga.gov](http://www.columbusga.gov)

Date: **April 9, 2021**

<p>REQUEST FOR PROPOSALS:</p> <p><b>RFP No. 20-0025</b></p>	<p>Qualified vendors are invited to submit sealed proposals, subject to conditions and instructions as specified, for the furnishing of:</p> <p align="center"><b>RECREATION MANAGEMENT SYSTEM</b></p>
<p><b>GENERAL SCOPE</b></p>	<p>Columbus Consolidated Government is seeking proposals from qualified vendors to provide software for a Recreation Management System, to include, but not limited to, point-of-sale, inventory management and online registration, for use at multiple facilities within the Department of Parks and Recreation.</p>
<p><b>SUBMISSION REQUIREMENTS</b></p>	<p>Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses until further notice. <b>Effective immediately, responses must be submitted via DemandStar.</b></p> <p><b>See Appendix D for information and instructions on how to register and submit a proposal through DemandStar</b></p>
<p><b>DUE DATE</b></p>	<p align="center"><b>MAY 7, 2021 – 2:30 PM (EASTERN)</b></p> <p><b>Responses must be submitted via DemandStar on or before the due date/time.</b></p>
<p><b>ADDENDA</b></p>	<p align="center"><b><u>IMPORTANT INFORMATION</u></b></p> <p>The Purchasing Division will post addenda (if any) for this project at <a href="https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm">https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm</a>. <b>It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a proposal.</b></p>
<p><b>NO PROPOSAL SUBMISSION</b></p>	<p>If you are not interested in this solicitation, please complete and return page 3.</p>

**Andrea J. McCorvey,**  
**Purchasing Division Manager**



# **IMPORTANT INFORMATION**

## **e-Notification**

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Market Place/Georgia Procurement Registry to receive future procurement notifications via <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>. If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:

**Telephone:** 404-657-6000  
**Fax:** 404-657-8444  
**Email:** [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)

# STATEMENT OF "NO PROPOSAL SUBMISSION"

**Notify the Purchasing Division if you do not intend to submit a Proposal:**

Email [BidOpportunities@ColumbusGA.org](mailto:BidOpportunities@ColumbusGA.org) or return this form, via fax or mail, to:

Fax number 706-225-3033

**Attn: Heather Biddle, Buyer**

Columbus Consolidated Government

Purchasing Division

P. O. Box 1340

Columbus, Georgia 31902-1340

We, the undersigned decline to submit a proposal for **RFP No. 21-0025** for **Recreation Management System**, for the following reason(s):

- Specifications are too "tight", i.e., geared towards one brand or manufacturer (explain below)
- There is insufficient time to respond.
- We do not offer this product and/or service.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Other (specify below)

Comments

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**COMPANY NAME:** \_\_\_\_\_

**AGENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTIONS 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL.**

### **3-110 Competitive Sealed Proposals (Negotiations)**

#### **(1) Conditions for Use**

When the Purchasing Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services, specialized equipment, or supplies.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$25,000, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by Article 3-104, Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

#### **A. Request for Proposals**

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

#### **B. Public Notice**

The public will be given adequate notice of the Request for Proposals, provided that, adequate notice shall mean at least fifteen (15) business days before the due date, which is stated in the Request. *The City reserves the right to seek Request for Proposals in a shorter period, if necessary, as determined by the Purchasing Manager.*

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the City's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the Internet and on the City's government access television channel.

Public Works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for Specialized Equipment/Supplies
- Solicitations for Specialized Services
- Re-bid of Solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the Purchasing Manager.

#### **C. Receipt of Proposals**

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of

any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

**D. Evaluation Factors**

The Request for Proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

**E. Evaluation Process**

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the Request for Proposals. Each voting Committee member shall grade each submitted proposal based upon the evaluation criteria.

**F. Discussion with Responsible Offerors and Revisions to Proposals**

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

**G. Award**

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Manager to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the Purchasing Division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act.

## **DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?**

**COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.**

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

**ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION.** BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION.

**ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.**



# COLUMBUS CONSOLIDATED GOVERNMENT GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

## RECREATION MANAGEMENT SYSTEM RFP No. 21-0025

Columbus Consolidated Government is seeking proposals from qualified vendors to provide software for a Recreation Management System, to include, but not limited to, point-of-sale, inventory management and online registration, for use at multiple facilities within the Department of Parks and Recreation.

**A. PROPOSAL SUBMITTAL DATE:**

**SEALED PROPOSALS ARE DUE: MAY 7, 2021 NO LATER THAN 2:30 PM (Eastern).**

*Submit one electronic response via DemandStar .*

**After award of Contract by Columbus City Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.**

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

**B. RECEIPT OF PROPOSALS:**

Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

**C. SUBCONTRACTING:**

Should the offeror intend to subcontract all or any part of the work specified, names and address of subcontractors must be provided in proposal response. The offeror shall be responsible for subcontractors' full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.

**IF AWARDED THE CONTRACT, PAYMENTS WILL ONLY BE MADE TO THE OFFERORS SUBMITTING THE PROPOSAL. THE COLUMBUS CONSOLIDATED GOVERNMENT WILL NOT BE RESPONSIBLE FOR PAYMENTS TO SUBCONTRACTORS.**

**D. QUESTIONS ABOUT THE RFP:**

Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Division. See page titled "Do You Have Questions ..." within this proposal package. **Questions and Requests for Clarification will be received until five business days prior to the proposal due date.**

**E. PUBLIC INFORMATION:**

All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.

**F. ADDENDA:**

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

**G. CONTRACT:**

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

**H. NON-COLLUSION:**

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

**I. INDEMNITY:**

The successful respondent agrees, by entering into this contract, to defend, indemnify and hold City harmless from any and all causes of action or claims of damages arising out of or under this contract.

**J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:**

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

**K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:**

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

**L. SPECIFICATION DESCRIPTIONS:**

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such

wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

**M. TAXES:**

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

**N. DRUG-FREE WORKPLACE:**

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

**O. FEDERAL, STATE, LOCAL LAWS:**

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

**P. PROVISIONS OF THE PROCUREMENT ORDINANCE:**

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

**Q. INSURANCE:**

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

**R. HOLD HARMLESS AGREEMENT:**

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

**S. TERMINATION OF CONTRACT:**

- 1. Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather, If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

**T. TIME FOR CONSIDERATION:**

Due to the evaluation process, proposals must remain in effect for at least **120 days** after date of receipt.

**U. CONTRACT AWARD:**

Award of this contract will be made in the best interest of the City.

**V. REQUEST FOR EVALUATION RESULTS:**

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity by appointment only.

**W. GOVERNING LAW:**

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

**X. FINAL CONTRACT DOCUMENTS:**

It is understood that the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendors(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

**Y. PAYMENT DEDUCTIONS:**

The City reserves the right to deduct from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

**Z. PAYMENT TERMS:**

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

**AA. RIGHT TO PROTEST:**

- (1) Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.
- (2) The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.
- (3) A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.
- (4) Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

**NOTICE TO VENDORS**

**Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.**

Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

**Sec. 2-3.06. - Same—By members of boards, authorities, commissions.**

No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

**SPECIFICATIONS  
RECREATION MANAGEMENT SYSTEM  
RFP NO. 21-0025**

**I. SCOPE**

Columbus Consolidated Government is seeking proposals from qualified vendors to provide software for a Recreation Management System, to include, but not limited to, point-of-sale, inventory management and online registration, for use at multiple facilities within the Department of Parks and Recreation.

See *Appendix A* for Technical Specifications & Functional Requirements and *Appendix B* for detailed location information.

**II. INDEMNITY CLAUSE**

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the “City”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor’s intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

**III. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT**

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of \$2,500 or greater, (even if such services will be performed outside of the State of Georgia), DOAS requires a notarized affidavit from the supplier attesting to the following:

(A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;

(B) The user identification number and date of authorization for the affiant;

(C) The affiant will continue to use the federal work authorization program throughout the contract period; and

(D) The affiant 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 same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State’s E-Verify requirements can be found at: <http://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>. **A completed, notarized E-Verify Affidavit (Form 1) must be included with sealed proposal; failure to do so will render the firm’s or individual’s proposal non-responsive and ineligible for award consideration.**

**IV. INSURANCE**

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the

contract. Insurance requirements are listed on the attached **Insurance Checklist (Form 5)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder's ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as, list the applicable project or annual contract name, and/or solicitation name and number.** The Certificate of Insurance will be included with the contract documents prior to signing.

## V. PROPOSAL PREPARATION AND SUBMISSION

**Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective Immediately, responses must be submitted via DemandStar.** Refer to [Appendix D](#) for *Submission Checklist and DemandStar Submission Requirements*.**

**Firms should submit proposals that address each of the sections specified below. *With the exception of the E-Verify Affidavit, Communication Concerning This Solicitation Form and Cost Proposal*, the City reserves the right to request any omitted information. Firms shall be notified, in writing, and shall have two (2) days after notification to submit the omitted information. If the omitted information is not received within two (2) days, the firm shall be deemed non-responsive and the proposal will not receive further consideration.**

### Section 1: Transmittal Letter

Transmittal letter shall introduce the applicant/business, describe the ownership, include complete address, phone and fax numbers (if applicable), and **include the name and email address of contact person(s) during this proposal process.** Include a statement to the effect that the proposal is binding for at least 120 days from the proposal date. **An authorized agent of the business must sign the transmittal letter.**

### Section 2: Affidavit for E-Verify/Georgia Security and Immigration Compliance Act (*Form 1*)

**A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.** To access your E-Verify Company Identification Number, see <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES>.

### Section 3: Addenda Acknowledgement

Acknowledge receipt for all addenda (if any). Addenda will be posted at: [https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm). It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and before submitting a proposal.

### Section 4: Communication Concerning This Solicitation (*Form 2*)

Complete the form titled *Communication Concerning This Solicitation*.

### Section 5: Exceptions to the RFP

**A. List ANY AND ALL exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor's submission will not be considered. All exceptions will be vetted during the RFP process, and if found**

unacceptable, the vendor's proposal will be rejected and no longer considered for award. Exceptions shall be considered by the Evaluation Committee. The vendor's proposal may not receive further consideration if exceptions are not acceptable and/or cannot be clarified to the Committee's satisfaction. Vendor's shall be notified in writing if exceptions are not acceptable. **PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.**

- B. **VENDOR AGREEMENT/CONTRACT FORM:** Exceptions also include the terms of any contract or other agreements which the vendor or any subcontractors will require to be executed by the City.
- C. **If there are no exceptions, vendor must include a statement for this Section stating the following: No Exceptions.**

**Section 6: Qualifications/Experience**

- A. Address in detail the Offeror's ability and experience in providing the systems and services described in the specifications.
- B. Provide résumés of key personnel who will be assigned to the contract.

**Section 7: Client Work History (Form 3)**

Use provided form to list the last three (3) entities for which similar systems and services have been provided within the last five (5) years.

**Section 8: Proposed Software and Hardware**

- A. Provide descriptive literature that fully describes how the proposed Point of Sale System meets the specified technical specifications and functional requirements identified in **Appendix A**.
- B. Provide copy of Software License Agreement the City would be required to sign. See Section 5, Item B (above).

**Section 9: Service Plan**

- A. Provide an itemized service plan for accomplishing the services described in *Appendix A*.
- B. Include a project schedule from receipt of purchase order/contract to final acceptance; do *not* include actual dates in the timeline, rather days, weeks and months.
- C. Describe training plan.
- D. Identify any additional responsibilities or tasks that the Parks and Recreation Department will be required to perform.

**Section 10: Cost Proposal**

- A. Provide an itemized cost proposal inclusive of system cost, training, implementation, yearly licensing fees (if applicable), maintenance fees for up to five (5) years and any other associated costs.
- B. Delineate all costs related to Credit Card processing/Gateway services.
- C. Provide a detailed breakdown of workstation, software, and maintenance costs for each budget year with a timeline for completion. Refer to page 19, section III. Components.

**As cost proposals remain confidential until after contract award, Columbus Consolidated Government will not consider proposed costs, fees, revenue, etc., that are entered directly into DemandStar. In the event DemandStar requests a dollar value for the submittal, vendors**

are instructed to enter “\$0.00”. If no proposed cost, fee, revenue, etc., is located within the vendor response file, the proposal shall be deemed “non-responsive” and ineligible for further consideration.

**Section 11: Contract Signature Page (Form 4)**

City officials will sign the original contract pages after Columbus City Council approves the contract award with the successful firm (*See Note below*). Per the General Provisions, Page 12, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendors(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

*Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.*

**Section 12: Business Requirements**

1. Provide Insurance Checklist (**Form 5**) or Certificate of Insurance
2. **Page 1** of form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
3. Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact Yvonne Ivey, Revenue Division Manager, at telephone 706-225-3091.

**VI. RFP EVALUATION**

Each submittal will be evaluated to determine the ability of each proposer to provide the required services. The following weighted criteria will be used to evaluate proposals:

Criteria	Weight
A. Qualifications and Experience	30%
B. Client Work History	20%
C. Proposed Software and Hardware	25%
D. Service Plan	20%
E. Cost Proposal ( <i>Subject to negotiation</i> )	5%
Total	100%

Each of the above criteria (A – C) will be given a rating, of 1 through 100, by each member of the Evaluation Committee. The ratings are as follows:

RATING	DESCRIPTION
1-20	Poor
21-40	Fair

41-60	Good
61-80	Excellent
81-100	Superior

After the review and rating of proposal(s) by the evaluation committee, individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

## TECHNICAL SPECIFICATIONS & FUNCTIONAL REQUIREMENTS RECREATION MANAGEMENT SYSTEM RFP NO. 21-0025

### I. Scope:

Columbus Consolidated Government (the City) is seeking proposals from qualified vendors to provide software for a Recreation Management System, to include, but not limited to, point-of-sale, inventory management and online registration, for use at multiple facilities within the Department of Parks and Recreation.

The contractor will also provide training, and any necessary hardware, for the facilities.

The system will need to be accessed at the following locations:

- Columbus Aquatic Center (C.A.C.)
- Double Churches Pool
- Rigdon Pool
- Lake Oliver Marina
- Admin. Management/Rentals
- Britt David Pottery Studio
- Athletics Division
- Cooper Creek Tennis Center

Refer to **Appendix B** for detailed information pertaining to each location.

The City prefers a single source vendor, if possible. If not, both software and hardware must be compatible with all aspects of the project. However, the City will enter into contract with only one vendor.

### II. Requirements:

#### A. **The successful vendor shall meet the following requirements:**

- Provide and install Recreation Management System
- Provide all necessary equipment, services, training, material, and other elements to address the following needs and issues.
- Provide a detailed breakdown of workstation, software, and maintenance costs for each budget year with a timeline for completion. Refer to page 19, section III. Components.

#### B. **The desired system shall have the ability to perform, at a minimum, the following functions:**

- Point of Sale Activity
- Inventory Management (Marina, Pools, Britt David Pottery Studio, Cooper Creek Tennis Center)
- Support Bar Code Scanning/Cash Drawers/Receipt Printers
- A retail system for handling drop-ins, facility passes, merchandise, food/beverage, and inventory

- Tennis Court reservation
- Fuel inventory
- Class Scheduling
- Keep revenue reporting and end of day reports separate throughout facilities
- Rental Reservations
- Different user access for multiple employees/management
- League Scheduling/Rules/Play for various leagues and play to include various adult and youth activities.
- Swim Lesson Registration
- Email Marketing Tools
- Reporting

**C. Secure Credit Card Processing**

The proposed solution shall be an all-encompassing system that includes secure credit card processing and gateway services, if needed. Awarded vendor may sub-contract with a third-party to provide these services, however any fees must be included in the submitted cost proposal. The City will not make payments to, nor do business with, any third-party vendor(s).

**III. Components:**

**1. Workstations:**

- 1.1. Provide all peripheral hardware for identified workstations at the facilities listed above.
- 1.2. Coordinate with the City’s Information Technology (IT) Department when needed. IT shall inspect, prior to installation, all software installed onto City computers.

**2. Software license:**

- 2.1. The City requires a cloud-based, Software as a Service solution.

**3. Software Maintenance:**

- 3.1. The contractor shall perform all system upgrades and required maintenance of the SaaS system.
- 3.2. All updates should occur without significant interference with system operations.
- 3.3. The vendor shall provide means for generating new displays and editing existing displays.

**4. Manuals:**

- 4.1. Owner and service/maintenance and parts manuals – provide two (2) copies of each.

**5. Warranty:**

- 5.1. All equipment fully warrantied against any defective materials and workmanship for twelve (12) months from delivery date.

**6. Repairs:**

- 6.1. Must be manufacturer authorized repair provider for equipment offered and installed.

**7. Hardware Maintenance:**

- 7.1. Must provide planned system for maintenance on installed equipment or outsourced to a reliable source manufacture trained in all aspects of the equipment provided. Be willing to conduct a site visit and inspect equipment if necessary.
- 7.2. Provide technical assistance and support as needed.
- 7.3. Include the cost for additional parts and labor.
- 7.4. Include all reoccurring costs for providing service.
- 7.5. Include all necessary components to implement.
- 7.6. The proposer shall identify in the proposal any additional responsibilities or tasks that the Parks and Recreation Department will be required to perform.

**8. Training:**

- 8.1. Provide on-going training, if needed to designated Parks and Recreation personnel. Depending on the complexity of the system, virtual training may be substituted for in-person training. Also, if needed, provide individualized training for staff that may require more training than others.

**IV. Demonstration**

After the evaluation of proposals has been completed, short-listed vendors will be required to perform a virtual demonstration of their system. Vendor(s) will be notified in writing once a date and time has been determined by the Evaluation Committee. Each demonstration shall include a brief overview of the proposed software/system and its ability to perform the functions listed in section **II. Requirements**.

Vendors are required to present via Microsoft Teams. Further, vendors will be required to record the presentation/demonstration and provide to the City after the presentation.

# APPENDIX B

## DETAILED FACILITY INFORMATION RECREATION MANAGEMENT SYSTEM RFP NO. 21-0025

Location Name	Address	No. of Work-Stations	Current System	Revenue
Columbus Aquatic Center (C.A.C.)	1603 Midtown Dr.	4	Civic Rec	<b>July 2020 – Feb 2021</b> Gate: \$3,723.00 Concessions: \$0.00 Swim Store: \$99.16 Rentals: \$15,623.91 Programs: \$11,112.50
<b>Outdoor Pools</b>				
Double Churches	2300 Double Churches Rd.	6	Lotus Notes/ I.T. built software	<b>2019</b> Gate: \$44,140.30 Concessions: \$30,375.95 Swim Store: N/A Rentals: N/A Programs: \$1,912.50
Rigdon Pool	1600 Howe Ave.			
Lake Oliver Marina	5501 River Rd.	2	Civic Rec	<b>July 2020 – Feb 2021</b> Concessions: \$33,289.44 Fees: \$8,699.62 Gasoline: \$10,999.85
Admin Management/Rentals	3111 Citizens Way	5	No System Currently	<b>2019</b> Outdoor Pavilion Rentals: \$26,078.48 Indoor Facilities Rentals: \$25,239.50
Britt David Pottery Studio	2700 West Britt David Rd.	2	Lotus Notes/ I.T. built software	<b>2019</b> Cultural Arts Fees: \$47,911.73
Athletics Division	3720 5 <sup>th</sup> Ave.	2	No System Currently	<b>2019</b> Program Fees: 33,125.00 South Commons Rental: \$3,873.95 Softball Sales: \$3,050.91 Memorial Stadium Rental: \$700.00 Memorial Stadium Concessions: \$615.00
Cooper Creek Tennis Center	5089 Cooper Creek Pkwy	2	Lotus Notes/ I.T. built software	<b>July 2020 – Feb 2021</b> Tennis Fees: \$103,437.09 Tennis Concessions: \$4,950.64

### Columbus Aquatic Center (C.A.C.)

Currently, due to COVID-19, numbers are extremely low. The City is only allowing a maximum of fifty (50) swimmers in both pools (warming pool and competition pool).

Hours of operation:

Monday – Friday, 6:00 AM – 8:00 PM  
Saturday, 10:00 AM – 3:00 PM  
Sunday, Closed

### **Outdoor Pools**

The outdoor pools did not open for the Summer 2020 season. A decision has not yet been made regarding opening these pools for the Summer 2021 season. Should the pools be opened, the season will operate from May 31 through mid-August.

Hours of Operation:

Monday/Tuesday, Closed  
Wednesday – Friday, 12:00 PM – 6:00 PM  
Saturday/Sunday, 11:00 AM – 7:00 PM

### **Lake Oliver Marina**

The marina is currently operating curbside-only. The facility is comprised of a bait store, a restaurant/grill, and one boat dock. The marina is open daily from 8:00 AM – 6:00 PM (winter hours). Normal summer hours are 7:00 AM – 8:00 PM. However, due to COVID-19, the marina will continue operating on the winter schedule.

### **Admin Management/Rentals**

Housed at the main Parks and Recreation Office in the City Services Center. The Deputy Director and Finance Manager are both at this location and would need software to see the operations of all facilities. The Deputy Director is in charge of the staff that handles rentals for the facilities, as well as operations for all park facilities.

Hours of operation

Monday - Friday, 8:00 AM – 5:00 PM

### **Britt David Pottery Studio**

The studio normally holds programs for the arts but has been closed since March 2020 due to COVID-19. The studio has resumed operations as of March 15, 2021; however, this will be on a very limited basis.

Hours of operation:

Monday, 9:00 AM – 6:00 PM  
Tuesday, 9:00 AM – 9:00 PM  
Wednesday, 10:00 AM – 4:00 PM  
Thursday, 9:00 AM – 9:00 PM  
Friday – Sunday, Closed

## APPENDIX C

### VENDOR INFORMATION REGARDING GEORGIA SECURITY AND IMMIGRATION COMPLIANCE *and*

House Bill 87, also known as, The Illegal Immigration Reform and Enforcement Act of 2011

Section 3 of House Bill 87 amends O.C.G.A. §13-10-91.

O.C.G.A. §13-10-91(b)(1) states, in part, “A public employer shall not enter into a contract ... for the physical performance of services unless the contractor registers and participates in the federal work authorization program.”

Accordingly, the affidavits on the pages that follow relate to documentation you must provide the City.

All contractors must complete the attached “CONTRACTOR AFFIDAVIT”\*\*\*\*. Additionally, if you utilize subcontractors, they must complete the “SUBCONTRACTOR AFFIDAVIT” and or the “SUB-SUBCONTRACTOR AFFIDAVIT.”

\*\*\*In lieu of the affidavit required by this subsection, a contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the original contract with the public employer shall instead provide a copy of the state issued driver's license or state issued identification card of such contracting party and a copy of the state issued driver's license or identification card of each independent contractor utilized in the satisfaction of part or all of the original contract with a public employer. A driver's license or identification card shall only be accepted in lieu of an affidavit if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card.

See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.

Information is available at: [http://www.dol.state.ga.us/spotlight/sp\\_sb\\_529\\_new\\_rules.htm](http://www.dol.state.ga.us/spotlight/sp_sb_529_new_rules.htm)

**FORM 1**

**CONTRACTOR AFFIDAVIT  
E-VERIFY / GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT**

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 **Columbus Consolidated Government** 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:

\_\_\_\_\_  
Company ID Number (*numerical, 4-7 digits*)

\_\_\_\_\_  
Date of Authorization

**\*\*See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

\_\_\_\_\_  
Name of Contractor

**Recreation Management System; RFP No. 21-0025**

\_\_\_\_\_  
Name of Project

**Columbus Consolidated Government**

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

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

*Subscribed and sworn before me on this the \_\_ day of \_\_\_\_\_, 20\_\_.*

\_\_\_\_\_  
*NOTARY PUBLIC*

*My Commission Expires:*  
\_\_\_\_\_

**A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm’s proposal non-responsive and ineligible for further consideration.**

**COMMUNICATION CONCERNING THIS SOLICITATION**

**THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.**

.....  
ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

**ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION.** BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

-----  
**I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.**

**Vendor Name:** \_\_\_\_\_

**Print Name of Authorized Agent:** \_\_\_\_\_

**Signature of Authorized Agent:** \_\_\_\_\_

**CLIENT WORK HISTORY  
RECREATION MANAGEMENT SYSTEM  
RFP No. 21-0025**

Provide at least three (3) clients for whom the firm has provided same, or similar, system. Include entity name, contact name, address, phone number, email address, date contract began and length of contract.

Client:	Contract Amount:	
	Start Date:	End Date:
Address:	Contact:	
	Telephone:	
	Email:	
Description of services:		
<hr/>		
Client:	Contract Amount:	
	Start Date:	End Date:
Address:	Contact:	
	Telephone:	
	Email:	
Description of services:		
<hr/>		
Client:	Contract Amount:	
	Start Date:	End Date:
Address:	Contact:	
	Telephone:	
	Email:	
Description of services:		

---

**Company Name                      Authorized Signature                      Print Name of Signatory                      Date**

**CONTRACT SIGNATURE PAGE  
RECREATION MANAGEMENT SYSTEM  
RFP No. 21-0025**

**THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.**

\_\_\_\_\_  
Witness as to the signing of the contract

By: \_\_\_\_\_  
Signature of Authorized Representative      Date

\_\_\_\_\_  
Witness as to the signing of the contract

\_\_\_\_\_  
Print Name and Title of Signatory

(Corporate seal, if applicable)

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

*Company Ordering Address*

*Company Payment Address*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

**CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA**

Accepted this \_\_\_ day of \_\_\_\_\_ 20\_\_

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
**Isaiah Hugley, City Manager**

\_\_\_\_\_  
**Clifton C. Fay, City Attorney**

**ATTEST:**

\_\_\_\_\_  
**Sandra T. Davis, Clerk of Council**

**INSURANCE CHECKLIST**

**RECREATION MANAGEMENT SYSTEM  
RFP No. 21-0025**

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE  
AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
<b>X</b>	1. Worker’s Compensation and Employer’s Liability	<b>STATUTORY REQUIREMENTS</b>	
	<b>Comprehensive General Liability</b>		
<b>X</b>	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
<b>X</b>	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	<b>Automobile Liability</b>		
<b>X</b>	7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	<b>Others</b>		
<b>X</b>	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	
	15. Medical Professional Liability	\$1 Million per occurrence/claim	
	16. Dishonesty Bond		
	17. Builder’s Risk	Provide Coverage in the full amount of contract	

Required Coverage(s)	Limits (Figures denote minimums)	Bidders Limits/Response
18. XCU (Explosive, Collapse, Underground) Coverage		
19. USL&H (Long Shore Harbor Worker's Compensation Act)		
20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
<input checked="" type="checkbox"/> 22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
<input checked="" type="checkbox"/> 23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
<input checked="" type="checkbox"/> 24. The City shall be named Additional Insured on all policies		
<input checked="" type="checkbox"/> 25. Certificate of Insurance shall show Bid Number and Bid Title		
26. Pollution:	\$2 Million per occurrence/claim	

\*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

**BIDDER'S STATEMENT:**

If awarded the contract, I will comply with contract insurance requirements.

BIDDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

# DEMANDSTAR SUBMISSION INFORMATION

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar. See Appendices B, C & D for Submission Requirements Checklist, Registering for DemandStar and Responding to an Electronic Bid in DemandStar.**

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select "Columbus Consolidated Government" as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at

[https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm)

. Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at

[https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid\\_tabulations.htm](https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid_tabulations.htm).

**Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.**

The Purchasing Division sincerely appreciates your cooperation during these unprecedented times.

**ELECTRONIC PROPOSAL SUBMISSION CHECKLIST**  
**RECREATION MANAGEMENT SYSTEM**  
**RFP No. 21-0025**

**Please submit your electronic response as indicated below:**

**IMPORTANT NOTICE:**

1. Vendors shall submit **only** the required documents listed using the “**Bidder Response ALL Documents**” function.
2. **Zip files with multiple files are not acceptable**; vendors shall submit one PDF file of their submittal.
3. Due to file size limitations, please **do not resend the City’s full specifications** as this information is already on file.
4. **In the event DemandStar requires a dollar value for your submittal, enter “0”.**

- 1. TRANSMITTAL LETTER
- 2. AFFIDAVIT FOR E-VERIFY/GSICA (FORM 1)
- 3. ADDENDA ACKNOWLEDGEMENT
- 4. COMMUNICATION CONCERNING THIS SOLICITATION (FORM 2)
- 5. EXCEPTIONS TO RFP
- 6. QUALIFICATIONS/EXPERIENCE
- 7. CLIENT WORK HISTORY (FORM 3)
- 8. PROPOSED SOFTWARE AND HARDWARE
- 9. SERVICE PLAN
- 10. COST PROPOSAL
- 11. CONTRACT SIGNATURE PAGE (FORM 4)
- 12. INSURANCE CHECKLIST (FORM 5)
- 13. BUSINESS LICENSE
- 14. **PAGE 1 OF FORM W-9** (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

*Please note: After award of contract by Columbus City Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.*

# Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to your inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

**It's EASY!** Get started with these 3 easy steps!

## 1 REGISTER

Go to:

<https://www.demandstar.com/registration>

### Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use and Privacy Policy](#)

Next



2019 DemandStar® Corporation. All Rights Reserved.  
206.940.0305

## 2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

## 3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

### ← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

**State**  **County**

City of Metropolis – Board of Commisioners

City of Metropolis Purchasing

Metropolis Technical College

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# Responding to an Electronic Bid

5 Step Instructions

# Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web application interface for managing bids. At the top, there is a navigation bar with tabs: 'Board', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the navigation bar is a header area with a blue gradient and a yellow arrow pointing right labeled 'Bids'. To the right of the arrow is a 'Sort By' dropdown menu set to 'Due Date'. Below this is a list of bid items. A red arrow points to the first item, 'TSEBIDVINO24JAN01'. The list items are as follows:

Solicitation Name	Status
TSEBIDVINO24JAN01 City of Fort Pierce - Purchasing Department, Fort Pierce, AZ ID: BID-TSEBIDVINO24JAN01-C- Broadcast: 1/24/2020 Due: 3/1/2020 Planholders: 3 Watch 2020/al	Active
AA-BB-CC-DD-EE agency2.0, Texas, FL ID: EBID-001-946-00-0-2020/A0 Broadcast: 2/4/2020 Due: 2/29/2020 Planholders: 0 Watch	Active
TESTBID agency2.0, Texas, FL	Active

## Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID Active

---

**Bid Details**

Agency Name agency00  
Bid Number agency00  
Bid ID E80-123456-000000  
Bid Type E80 - E80  
Broadcast Date 12/01/2022 2:45 AM Eastern  
Fiscal Year 2022  
Due 12/28/2022 11:00 PM Eastern  
Bid Status Test BID STATUS

---

**Scope of Work**

scopeofwork

---

**Documents**

Filename	Type	Date Modified	Status
file	Attachment	12/01/2022	Complete

---

**Distribution Info**

Bid Bond None  
Plan (Assignment) None  
E-Bidding Submit  
Distributed By administrator  
Distribution Method Download and Print  
Distribution Options Bid has no files/info associated with it  
Project Estimated Budget 1,000,000.00  
Distribution Notes None

---

**Publications**

View Legal No

---

**Pre-Bid Conference**

No Pre Bid Conference Data Found

---

**Commodity Code**

[001-945-00] MUNICIPAL SERVICES

[Submit E-Bid Proposal](#)

# Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

If there is not a total bid amount in your submission, please put “0”

Example: a request for qualifications opportunity may not require a bid amount so vendors will input “0” under “Bid Amount”

DEMANDSTAR Dashboard Bids Quotes Coming Soon Activities Coming Soon Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

### Bid Details

Agency Name agency2.0  
Bid Number EBID-123456-0-2020|AD  
Bid Due Date 02/29/2020 (PST)  
Bid Opening 23 days, 04 hours, 23 minutes, 54 seconds Remaining  
Bid Name TESTBID

### E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

### E-Bid Response

#### Contact Information

Company Name  
Calgon Carbon Corporation

Address 1  
P. O. Box 717

Address 2  
Address 2 (optional)

City  
Pittsburgh

Country  
United States of Ame...  
State/Province  
Pennsylvania

County  
Select...  
Postal Code  
15230-0717

Phone Number  
4127876810  
Extension  
Extension (optional)

Bid Amount  
127,000 Invalid  
Alternate Bid Amount  
Alternate Bid Amount (optional)

Notes  
For the full 6 month contract  
Notes (optional)

Next

## Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing **only** the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

**NOTE: Do not enter information using the "Supplemental Documents" function.**

*Due to file size limitations, please do not include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.*

**BEST PRACTICE TIP:** In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page: [https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm).

The screenshot displays the DEMANDSTAT E-Bid Response interface. On the left, the 'Bid Details' section shows information such as Agency Name, Bid Number, Bid Due Date, Bid Opening, and Bid Name. Below this is the 'E-Bid Progress' section with steps for User Information, Documents Upload, and Review Bid. The main area is titled 'E-Bid Response' and contains a 'Required Documents' section with instructions on document submission. Below that is a table of 'Agency Accepted File Formats' with columns for Required Document, Submission Option, and Uploaded Document. A 'Supplemental Documents' section is also present, with a warning not to use it. A green arrow labeled 'UPLOAD COMPLETE FILE' points to the 'Upload Complete File' button, and a red arrow labeled 'DO NOT USE SUPPLEMENTAL DOCUMENTS' points to the 'Supplemental Documents' section.

# Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The main content area is titled 'Review Your E-Bid Response' and is divided into several sections:

- Bid Details:** Agency Name: agency2.0, Bid Number: EBD-123456-0-02020AD, Bid Due Date: 02/05/2025 (PST), Bid Opening: 23 days, 04 hours, 33 minutes, 47 seconds Remaining, Bid Name: TESTBD.
- E-Bid Progress:** A progress indicator showing 'Contact Information' as the current step, with 'Documents Upload' and 'Review Bid' as previous steps.
- Contact Info:** Company Name: Calgon Carbon Corporation, Address 1: R. O. Box 717, Address 2: Pittsburgh, State: Pennsylvania, Country: United States of America, Postal Code: 15230-0717, Phone Number: 4127878810, Fax: , Bid Amount: 3127,000.00, Alternate Bid Amount: , Notes: For the full 6 month contract.
- Agency Required Documents:** Service Doc agency2.0(Electronic/Online).
- Supplemental Documents:** Reference(Electronic/Online).

At the bottom of the page, there is a 'Previous' button and a 'Submit Response' button. A red arrow points to the 'Submit Response' button. Below the 'Submit Response' button, there is a text box with instructions: 'After clicking "Submit Response" the following process will begin: 1. We will verify that your response is complete as entered. 2. You will see a confirmation page with your confirmation number and date/time stamp of your upload. 3. You will receive a confirmation e-mail indicating a successful response submittal. 4. You may track your response submission under the Responses page. If you do not receive any of the above, please call Supplier Services at (202) 940-3305.'