



# Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

**E-Verify Affidavit Required**

**REQUEST FOR E-QUOTE NUMBER:**

**14CT93013YA**

**PROJECT TITLE: Food and Hospitality Services for Housing and Humans  
Services Department.**

**DUE DATE: May 06, 2014**

**WILL BE RECEIVED UNTIL: 2:00 P.M.**

**LAST DAY FOR QUESTIONS: 04/30/2014**

BIDDERS MAY SUBMIT REQUESTS FOR CLARIFICATION OR QUESTIONS REGARDING THIS E-QUOTE TO THE PURCHASING CONTACT PERON LISTED BELOW. ANY REQUEST SHALL ONLY BE SUBMITTED IN WRITING (FAX OR EMAIL). ALL RESPONSES TO WRITTEN REQUEST(S) WILL BE DISTRIBUTED AS ADDENDA TO THIS E-QUOTE AND POSTED ON THE FULTON COUNTY WEBSITE AT [www.fultoncountyga.gov](http://www.fultoncountyga.gov).

THE COUNTY WILL NOT RESPOND TO REQUESTS RECEIVED AFTER Tuesday, 05/06/2014 AT 2:00 P.M.

E-QUOTE RESPONSES MUST BE SUBMITTED ONLINE AT [www.fultonvendoreselfservice.co.fulton.ga.us](http://www.fultonvendoreselfservice.co.fulton.ga.us). BY THE DATE AND TIME INDICATED. You must be a registered vendor in order to respond to E-QUOTES.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW VIA EMAIL ONLY. NO PHONE CALLS WILL BE ACCEPTED. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME:  
Carolyn Towns

E-MAIL ADDRESS:  
[carolyn.towns@fultoncountyga.gov](mailto:carolyn.towns@fultoncountyga.gov)

FAX NUMBER:  
(404) 893 1727

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

**REQUEST FOR QUOTE  
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote ("E-QUOTE"). Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this e-quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for E-Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for e-quotes on-line via the Vendor Self Service system at <https://fultonvendorselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to e-quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR E-QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **ADDENDUM.** Revision to the Request for E-Quote issued by the County prior to the receipt of bids.
5. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
6. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
7. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for E-Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
8. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
9. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
10. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.
11. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.

12. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
13. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
14. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
15. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
16. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
17. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
18. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
19. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
20. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
21. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.
22. **BINDING AUTHORITY.** The individual submitting this E-QUOTE must have binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws, including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

# REQUEST FOR E-QUOTE SPECIFICATIONS

## *Food and Hospitality Services Housing and Human Services Department*

### 1. DESCRIPTION

The Fulton County Department of Purchasing & Contract Compliance is soliciting e-quotes from qualified vendors to provide food hospitality services for the Housing and Human Services Department.

### 2. CONTACT PERSON

Please contact Carolyn Towns, Procurement Officer by e-mail [carolyn.towns@fultoncountyga.gov](mailto:carolyn.towns@fultoncountyga.gov) or Fax (404) 893-1727 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

### 3. TERM OF AGREEMENT

**From date of purchase order thru twelve months**

### 4.

#### PRODUCT/SERVICE SPECIFICATIONS

Successful vendor shall provide food and hospitality services to the Housing and Humans services Department - Office of Children & Youth Programs. The Office of Children & Youth are requesting that the successful vendor provide food and hospitality services for breakfast, lunch and dinner for children and youth ages 5 – 17 years of age participating in various weekly program meetings. The number of participants shall range between 140-180 on a weekly basis.

Successful vendor shall also provide food and hospitality services to the Office of Children and Youth for Special Events for the, Kinship Care, Youth Leadership Academy-Boys, Youth Leadership Academy Girls, Priceless University, S.T.A.R.T. and Teen Dad's, programs. The special events shall take place periodically, between Aug - 2014 and December-2014. The number of participants shall range form 70-120 participants depending on the event.

**NOTE: Menus 1 through 14 is to be priced for 180 participants, regardless of which meal is selected. All amenities for serving the meal must be included in the price bid.**

<b>BREAKFAST</b>
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## Menu 1

- Chicken Sausage
- Scrambled Eggs
- Wheat Toast
- 100% fruit juice / orange or Apple (individual 8oz. boxes)
- 8 oz. bottled water
- Seasonal Fruit (apple orange or banana)

**Total Cost for Menu #1**

## Menu 2

- Turkey Sausage
- Scrambled Eggs
- Biscuit
- 100% fruit juice / orange or Apple (individual 8oz. boxes)
- 8 oz. bottled water
- Seasonal Fruit (apple orange or banana)

**Total Cost for Menu #2**

## Menu 3

- Individual cereal boxes (variety)
- Individual Milk (2% Milk)/(Skim)/(Almond)
- Fruit (strawberries)
- 100% fruit juice / orange or Apple (8oz. boxes)
- 8 oz. bottled water
- Seasonal Fruit (apple orange or banana)

**Total Cost for Menu #3**

## Menu 4

- Individual Yogurt (variety)
- Bagel
- Crème cheese (Individual Variety Packs)
- 100% fruit juice / orange or Apple (individual 8oz. box)
- 8 oz. bottled water
- Seasonal Fruit (apple orange or banana)

**Total Cost for Menu #4**

<b>Lunch</b>
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## Menu 5

- Grilled Chicken Sandwich on wheat bun
- Potato Chips
- Pickle (Individually Wrapped)
- Lettuce
- Cheese Slices
- Individual 8oz bottled water
- Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)

**Total Cost for Menu #5**

Menu 6

- Grilled Fish Sandwich on wheat bun
- Potato Chips
- Pickle (Individually Wrapped)
- Lettuce
- Cheese Slices
- Individual 8oz bottled water
- Seasonal Fruit (apple orange or banana) or Cookie(oatmeal or chocolate chip)

**Total Cost for Menu #7**

Menu 7

- BBQ pulled chicken on wheat bun
- Potato Chips
- Pickle (Individually Wrapped)
- Lettuce
- Individual 8oz bottled water
- Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)

**Total Cost for Menu #8**

Menu 8

- Fried Chicken breast on wheat bun
- Potato Chips
- Pickle (Individually Wrapped)
- Lettuce
- Cheese Slices
- Individual 8oz bottled water
- Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)

**Total Cost for Menu #9**

#### Menu 9

- Baked Chicken breast on wheat roll bun
- Potato Chips
- Pickle (Individually Wrapped)
- Lettuce
- Cheese Slices
- Individual 8oz bottled water
- Seasonal Fruit (apple, orange or banana) or Cookie (oatmeal or chocolate chip)

#### **Total Cost for Menu #10**

#### Menu 10

- Fried Chicken Sandwich on wheat bun
- Potato Chips
- Pickle (Individually Wrapped)
- Lettuce
- Cheese Slices
- Individual 8oz bottled water
- Seasonal Fruit (apple, oranges or banana) or Cookie (oatmeal or chocolate chip)

#### **Total Cost for Menu #11**

#### Menu 11

- Fried Fish Sandwich on wheat bun
- Potato Chips
- Pickle (Individually Wrapped)
- Lettuce
- Cheese Slices
- Individual 8oz bottled water
- Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)

#### **Total Cost for Menu #12**

#### Menu 12

#### **Vegetarian Accommodations**

- Vegetarian Sandwich on wheat bun
- Vegetable Tray with Ranch Dressing

#### **Total Cost of Menu #13**

<b>Dinner</b>
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Menu 13

- Grilled Turkey Patty on wheat bun
- Potato chips
- Pickle (individually wrapped)
- Lettuce
- Cheese sticks
- Individual 8 oz. bottled water
- Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)

**Cost for Menu #14**

Menu 14

- Spaghetti with Turkey meat
- Salad (No Iceberg Lettuce)
- Wheat Roll
- Individual 8oz bottled water
- Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)

**Total Cost for Menu #15**

**NOTE: Menus 15 through 25 is to be priced for 120 participants, regardless of which meal is selected. All amenities for serving the meal must be included in the price bid.**

Menu 15

- Chicken Alfredo
- Salad (No Iceberg Lettuce)
- Wheat Roll

- Individual 8oz bottled water
- Seasonal Fruit (apple, orange or banana) or Cookie (oatmeal or chocolate chip)

**Total Cost for Menu #16**

Menu 16

- Turkey Chili
- Salad (No Iceberg Lettuce)
- Wheat Roll
- Individual 8oz bottled
- Seasonal Fruit (apple, orange or banana) or Cookie (oatmeal or chocolate chip)

**Total Cost for Menu #17**

Menu 17

- Tacos with Turkey Meat
- Salad (No Iceberg Lettuce)
- Cheese
- Lettuce
- Tomatoes
- Individual 8oz Bottled water
- Seasonal Fruit (apple, orange or banana) or Cookie (oatmeal or chocolate chip)

**Total Cost for Menu #18**

Menu 18

- **Tacos with Ground Beef**
- **Salad (No Iceberg Lettuce)**
- **Cheese**
- **Lettuce**
- **Tomatoes**
- **Individual 8oz bottled water**
- **Seasonal Fruit (apple, orange or banana) or Cookie (oatmeal or chocolate chip)**

**Total Cost for Menu #18**

## Special Events

### Menu 19

- Roasted Turkey
- Dressing
- Collard Greens
- Wheat Roll
- Sliced Cake
- Sweet Tea
- Individual 8oz bottled water

**Total Cost for Menu #19**

### Menu 20

- Rosemary Chicken
- Pilaf Rice
- Wheat Roll
- Green Beans
- Sliced Cake
- Sweet Tea
- Individual 8oz bottled water

**Total Cost for Menu #20**

### Menu 21

- Roasted Chicken
- Pilaf Rice
- Wheat Roll
- Green Beans
- Sliced Cake
- Sweet Tea
- Individual 8oz bottled water

**Total Cost for Menu #21**

Menu 22

- Fried Chicken
- Pilaf Rice
- Wheat Roll
- Green Beans
- Sliced Cake
- Sweet Tea
- Individual 8oz bottled water

**Total Cost for Menu #22**

Menu 23

- ½lb Turkey Burger
- Beef Hot Dog
- Potato Chips
- Potato Salad
- Condiments
- Juice Boxes
- Individual 8oz bottled water

**Total Cost for Menu #23**

Menu 24

- ½lb. Beef Burger
- Beef Hot Dogs
- Potato Chips
- Potato Salad
- Condiments
- Juice Box
- Individual 8oz Bottled water

**Total Cost for Menu #24**

Menu 25

- Vegetable Lasagna
- Wheat Roll
- Salad
- Sliced Cake
- Sweet Tea
- Individual 8oz Bottled water

**Total Cost for Menu #25**

5. PRICING SHEET

**Unit Pricing**

<b>Menu No.</b>	<b>Item Description</b>	<b>Estimate No. to be served</b>	<b>Unit</b>	<b>Total Cost per menu (\$)</b>
1	Chicken Sausage Scrambled Eggs Wheat Toast 100% fruit juice / orange or Apple (individual 8oz. boxes) 8 oz. bottled water Seasonal Fruit (apple orange or banana)	180	Per Menu	\$
2	Turkey Sausage Scrambled Eggs Biscuit 100% fruit juice / orange or Apple (individual 8oz. boxes) 8 oz. bottled water Seasonal Fruit (apple orange or banana)	180	Per Menu	\$
3	Individual cereal boxes (variety) Individual Milk (2% Milk)/(Skim)/(Almond) Fruit (strawberries) 100% fruit juice / orange or Apple (8oz. boxes) 8 oz. bottled water Seasonal Fruit (apple orange or banana)	180	Per Menu	\$
4	Individual Yogurt (variety) Bagel Cream cheese (Individual Variety Packs) 100% fruit juice / orange or apple (individual 8oz. boxes) 8 oz. bottled water Seasonal Fruit (apple orange or banana)	180	Per Menu	\$
5	Grilled Chicken Sandwich on wheat bun Potato Chips Pickle (Individually Wrapped) Lettuce Cheese Slices Individual 8oz Bottled water Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)	180	Per Menu	\$

<b>6</b>	Grilled Fish Sandwich on wheat bun Potato Chips Pickle (Individually Wrapped) Lettuce Cheese Slices Individual 8oz Bottled water Seasonal Fruit (apple orange or banana) or Cookie(oatmeal or chocolate chip)	<b>180</b>	<b><i>Per Menu</i></b>	<b>\$</b>
<b>7</b>	BBQ pulled chicken on wheat bun Potato Chips Pickle (Individually Wrapped) Lettuce Individual 8oz Bottled water Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)	<b>180</b>	<b><i>Per Menu</i></b>	<b>\$</b>
<b>8</b>	Fried Chicken breast on wheat bun Potato Chips Pickle (Individually Wrapped) Lettuce Cheese Slices Individual 8oz Bottled water Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)	<b>180</b>	<b><i>Per Menu</i></b>	<b>\$</b>
<b>9</b>	Baked Chicken breast on wheat roll bun Potato Chips Pickle (Individually Wrapped) Lettuce Cheese Slices Individual 8oz Bottled water Seasonal Fruit (apple, orange or banana) or Cookie (oatmeal or chocolate chip)	<b>180</b>	<b><i>Per Menu</i></b>	<b>\$</b>
<b>10</b>	Fried Chicken Sandwich on wheat bun Potato Chips Pickle (Individually Wrapped) Lettuce Cheese Slices Individual 8oz Bottled water Seasonal Fruit (apple, orange or banana) or Cookie (oatmeal or chocolate chip)	<b>180</b>	<b><i>Per Menu</i></b>	<b>\$</b>
<b>11</b>	Fried Fish Sandwich on wheat bun Potato Chips Pickle (Individually Wrapped)	<b>180</b>	<b><i>Per Menu</i></b>	<b>\$</b>

	Lettuce Cheese Slices Individual 8oz Bottled water Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)			
<b>12</b>	<b>Vegetarian Accommodations</b> Vegetarian Sandwich on wheat bun. Vegetable Tray with Ranch dressing	<b>180</b>	<b>Per Menu</b>	<b>\$</b>
<b>13</b>	Grilled Turkey Patties on wheat bun Potato chips Pickle (individually wrapped) Lettuce Cheese sticks Individual 8 oz. bottled water Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)	<b>180</b>	<b>Per Menu</b>	<b>\$</b>
<b>14</b>	Spaghetti with Turkey meat Salad (No Iceberg Lettuce) Wheat Roll Individual 8oz Bottled water Seasonal Fruit (apple orange or banana) or Cookie (oatmeal or chocolate chip)	<b>180</b>	<b>Per Menu</b>	<b>\$</b>
<b>15</b>	Chicken Alfredo Salad (No Iceberg Lettuce) Wheat Roll Individual 8oz Bottled water Seasonal Fruit (apple, orange or banana) or Cookie (oatmeal or chocolate chip)	<b>120</b>	<b>Per Menu</b>	<b>\$</b>
<b>16</b>	Turkey Chili Salad (No Iceberg Lettuce) Wheat Roll Individual 8oz Bottled water Seasonal Fruit (apple, orange or banana) or Cookie (oatmeal or chocolate chip)	<b>120</b>	<b>Per Menu</b>	<b>\$</b>
<b>17</b>	Tacos with Turkey Meat Salad (No Iceberg Lettuce) Cheese Lettuce Tomatoes Individual 8oz Bottled water Seasonal Fruit (apple, orange or banana) or	<b>120</b>	<b>Per Menu</b>	<b>\$</b>

	Cookie (oatmeal or chocolate chip)			
<b>18</b>	Tacos with Ground Beef Salad (No Iceberg Lettuce) Cheese Lettuce Tomatoes Individual 8oz Bottled water Seasonal Fruit (apple, orange or banana) or Cookie (oatmeal or chocolate chip)	<b>120</b>	<b>Per Menu</b>	<b>\$</b>
<b>19</b>	Roasted Turkey Dressing Collard Greens Wheat Roll Sliced Cake Sweet Tea Individual 8oz Bottled water	<b>120</b>	<b>Per Menu</b>	<b>\$</b>
<b>20</b>	Rosemary Chicken Pilaf Rice Wheat Roll Green Beans Sliced Cake Sweet Tea Individual 8oz Bottled water	<b>120</b>	<b>Per Menu</b>	<b>\$</b>
<b>21</b>	Roasted Chicken Pilaf Rice Wheat Roll Green Beans Sliced Cake Sweet Tea Individual 8oz Bottled water	<b>120</b>	<b>Per Menu</b>	<b>\$</b>
<b>22</b>	Fried Chicken Pilaf Rice Wheat Roll Green Beans Sliced Cake Sweet Tea Individual 8oz Bottled water	<b>120</b>	<b>Per Menu</b>	<b>\$</b>
<b>23</b>	½lb Turkey Burger Beef Hot Dog Potato Chips Potato Salad Condiments Juice Box Individual 8oz Bottled water	<b>120</b>	<b>Per Menu</b>	<b>\$</b>
<b>24</b>	½lb. Beef Burger Beef Hot Dog Potato Chips	<b>120</b>	<b>Per Menu</b>	<b>\$</b>

	Potato Salad Condiments Juice Box Individual 8oz Bottled water			
<b>25</b>	Vegetable Lasagna Wheat Roll Salad Sliced Cake Sweet Tea Individual 8oz Bottled water	<b>120</b>	<b>Per Menu</b>	<b>\$</b>

**6. SPECIAL CONDITIONS/INSTRUCTIONS**

Vendor shall provide services on an as needed basis.

All menus may or may not be selected throughout the twelve month period.

Number of participants may vary.

Vendor shall meet with Fulton County staff person to discuss and set-up and breakdown times at least 24-48 hours in advance of the service date.

Fulton County staff person will provide vendor with weekly/bi-weekly/or monthly menus and number of participants for each program and each date.

All contacts and contact information will be provided upon award.

The Program sites are as follows:

Kinship Care Program  
Location: East Point Library  
2757 Main Street  
Atlanta, GA

Successful Families Program  
Location: Southeast Neighborhood Senior Ctr.  
1650 New Town Circle SE  
Atlanta, GA 30315

Teen Dad's Programs (south & north)  
Locations: H.J.C. Bowden Senior Facility  
2885 Church Street  
East Point, GA 30344

Helen S. Mills  
Multipurpose Senior Facility  
515 John Wesley Dobbs  
Atlanta, GA 30312

Priceless University Program  
Location: 5600 Stonewall Tell Road

College Park, GA 30349

Youth Leadership Academy- Girls program

Location: 4645 Butner Road

College Park, GA 30249

Youth Leadership Academy –Boys program

Location: 2775 Creel Road

Atlanta, GA 30349

Vendor will provide food and hospitality services for all program participants and special event participants with the following conditions:

- Vendor shall provide a selection from the vegetarian accommodation menu as a substitute for the meat portion of any dinner menu upon request.
- Vendor shall provide fresh fruit that is ripe but not overly ripe.
- Seasonal Fruit shall consist of apples oranges or bananas
- The Fruit to accompany the individual variety boxes of cereal shall be strawberries.
- Vendor shall provide cookies (oatmeal or raisin cookies as an alternative option to fruit
- Shall have & provide appropriate condiment for all meals.
- Provide paper plates, napkins, plastic ware, cups, serving utensils, serving gloves & individual 8oz. bottle water for all meals.
- Provide racks, pans and sterno to keep food hot.
- Vendor shall provide 100% natural boxed juices that contain NO High Fructose Corn Syrup.
- All wraps and sandwiches should be in individual bags with utensils, napkins and condiments (ketchup, mustard, mayonnaise, hot sauce, various salad dressings, salt & pepper etc.).
- All cookies should be wrapped for individual servings.

## 7. INSURANCE & RISK MANAGEMENT PROVISIONS

### Food and Hospitality Services

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Contractors/Vendors shall submit evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name and Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be received by Fulton County Government prior to the start of any activities/services at any County facility.

**Accordingly the Respondent shall provide a certificate evidencing the following:**

#### 1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance BY ACCIDENT - EACH ACCIDENT \$100,000.

Employer's Liability Insurance BY DISEASE - POLICY LIMIT \$500,000.

Employer's Liability Insurance BY DISEASE - EACH EMPLOYEE \$100,000.

#### 2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability Each Occurrence - \$1,000,000

(Other than Products/Completed Operations) General Aggregate - \$2,000,000

Products/Completed Operation Aggregate Limit - \$1,000,000

Personal and Advertising Injury Limits - \$1,000,000

Damage to Rented Premises Limits - \$100,000

\*\*CGL - No Exclusion for Sexual Abuse Allegations\*\*

#### 3. BUSINESS AUTOMOBILE LIABILITY INSURANCE

**Combined Single Limits** Each Occurrence - \$500,000

(Including operation of non-owned, owned, and hired automobiles). 11

#### 4. UMBRELLA LIABILITY

(In excess of above noted coverage's) Each Occurrence - \$1,000,000

##### **Certificates**

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions.

The Contractor agrees to name Fulton County as an additional insured on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insured's. This insurance for the additional insured's shall be as broad as the coverage provided for the named insured Subcontractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insured's.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates should be sent to Fulton County Government and must identify the "Certificate Holder" as follows:

Fulton County Government – Purchasing Department  
130 Peachtree Street, S.W.  
Suite 1168  
Atlanta, Georgia 30303-3459

**Important:**

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

**USE OF PREMISES**

Contractor/Vendor shall confine its food services vehicle and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by Law, Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, 12 damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT  
For Services or Labor to Performed  
E-Verify Affidavit**

**Instructions:**

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit.

E-Verify apply and is defined as the performance of labor or services where the labor or services is in excess of \$2,499.99.

The **E-Verify Affidavit** must be submitted with the quote submittal.

**STATE OF GEORGIA  
COUNTY OF FULTON**

**GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT**

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<sup>1</sup> under a contract with **[insert name of prime contractor]** on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program<sup>2</sup>,<sup>2</sup> in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with **Fulton County Government**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Fulton County Government** at the time the subcontractor(s) is retained to perform such service.

**EEV/Basic Pilot Program\* User Identification Number**

\_\_\_\_\_  
BY: Authorized Officer of Agent  
(Insert Contractor Name)

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

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
1O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

2\*[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].