

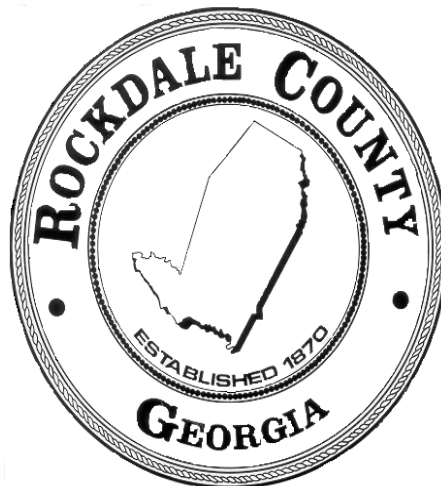
# **ROCKDALE COUNTY, GEORGIA**

**OPEN APPLICATION PROCESS FOR**

**# 18-09**

## **PREFERRED VENDOR LIST FOR VARIOUS SERVICES AT COSTLEY MILL PARK AND BANQUET HALL**

**For the Rockdale County  
Recreation & Maintenance Department**



**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT OFFICE  
958 Milstead Avenue  
CONYERS, GA 30012  
770-278-7552**



Rockdale County – Recreation & Maintenance Department

PREFERRED VENDOR APPLICATION

INSTRUCTIONS: Print or type name exactly as it appears on your driver's license (must be 18 years of age or older to apply).

APPLICANT'S INFORMATION			
Applicant's Name (Last, First, M.I.)		Last four digits of Social Security No.	Driver's License Number
Street Address		County of Residence	Date of Birth   Sex/Race
City	State	ZIP	Occupation
Home Telephone ( )	Cell Telephone ( )	E-Mail	
Business / Organization (if applicable)		Business Telephone ( )	Business Mobile / Cell Telephone ( )
Business Address		County of Operation	
City	State	ZIP	Website URL (if applicable)
Do you have any disabilities (this information is voluntary and will be used for statistical purpose only) <input type="checkbox"/> YES <input type="checkbox"/> NO			
Provide business licenses. (attach copies of licenses)			
Give three references who may have knowledge of your qualifications.			
1. _____			
2. _____			
Give a brief explanation of your interest to become a preferred vendor.			
_____			
_____			
Have you ever been convicted?			
of a Misdemeanor (including moving violation)		<input type="checkbox"/> YES	<input type="checkbox"/> NO
of a Felony		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Detailed Service Description			
_____			
_____			

I hereby certify that the statements on this application are true. I understand certification can be denied by Rockdale County if information has been falsified or misleading. I authorize Rockdale County to conduct a background investigation prior to certification.

Signature of Applicant

Date

**INTRODUCTION:**

Rockdale County is currently accepting applications for **18-09 Preferred Vendor List for Various Services at Costley Mill Park and Banquet Hall for the Rockdale County Recreation & Maintenance Department.** Instructions for preparation and submission of qualifications are contained in this packet.

Rockdale County provides equal opportunity for all persons or businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

Applications will be received at the Rockdale County Finance Department, 958 Milstead Avenue, Conyers, GA 30012; Attn: Meagan Porph or by email to [Meagan.porch@rockdalecountyga.gov](mailto:Meagan.porch@rockdalecountyga.gov).

**PURCHASING CONTACT FOR THIS REQUEST:**

All questions concerning this invitation and all questions arising subsequent to award are to be addressed to the Purchasing Office at the following address:

Rockdale County Finance Department  
Attn: Meagan Porph  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7557, Fax: (770) 278-8910  
E-mail: [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov)

To maintain a “level playing field”, and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above. Doing so could result in disqualification of the proposer.

**COPIES FOR EVALUATION:**

One (1) original hard copy of application will be required for review purposes.

**TERM:**

The application process is open all year and applications may be submitted at any time during the calendar year. Approved vendors will remain on the list through December 31, 2019. Each vendor will need to re-apply for the next two year cycle (2020 & 2021). Calendar year is January 1<sup>st</sup> through December 31<sup>st</sup>.

## **REQUEST FOR QUALIFICATIONS**

### **For Preferred Vendor List for Costley Mill:**

#### **Information / Scope of Work:**

Rockdale County is seeking vendors to be on a preferred vendor list to be provided to the patrons of Costley Mill Park and Banquet Hall for the following services. All vendors must have a current business license and at least two years of business experience.

- Bakery - Cake for wedding and activities - all prep ready to deliver, could include cutting services at patron's request
- Catering for weddings and activities - all prep ready to deliver to warming kitchen
- Cleaning services for reception hall after activities
- Florist for wedding and activities - all prep ready to deliver
- Music/DJ - Provide own equipment in working order, speaker and equipment for ceremony music, and responsible for making the announcements during the reception.
- Parking - event parking services for events
- Photography/Videography Services
- Party and wedding rentals (e.g., All Seasons Rentals)
- Wedding coordinator services
- Tent Rentals
- Ride Rentals/Amusements rides
- Sound technicians
- Stage companies

#### **Vendors must submit the following documents:**

- Background Check Form
- Resume with 3 references
- Copy of business licenses and/or certification
- Insurance and liability, if applicable.
- Verification of experience (vendor must have at least 2 years of experience in the service provided)