



# Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

**REQUEST FOR PROJECT NUMBER:**

**13CT90034-FG**

**PROJECT TITLE: FRESH GRANT Agricultural Education Services for Housing and Human Services Department**

**DUE DATE: 09/25/2013**

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

**LAST DAY FOR QUESTIONS: 09/23/2013**

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 Wednesday, Sept 25, 2013 AT 2:00 P.M.

**CONTACT NAME:**  
Cynthia McRae

**E-MAIL ADDRESS:**  
cynthia.mcrae@fultoncountyga.gov

**FAX NUMBER:**  
**(404) 224-1338**

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 E-QUOTE SPECIFICATIONS

### FRESH Grant Agricultural Education 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 FRESH Grant agricultural education program for the Housing and Humans Services Department.

#### 2. CONTACT PERSON

Quotes for 13CT90034-FG Fresh Grant Early Childhood, will be accepted by the Fulton County Department of Purchasing & Contract Compliance, 130 Peachtree Street, SW, Suite 1168, Atlanta, Georgia 30303-3459, on Wednesday, September 25, 2013. All quotes submitted must be received no later than 2:00 p.m. local (Eastern) time via E-mail: [cynthia.mcrae@fultoncountyga.gov](mailto:cynthia.mcrae@fultoncountyga.gov) or Fax: (404) 224 1336

#### 3. TERM OF AGREEMENT

From upon award thru June 30, 2014.

#### 4. PRODUCT/SERVICE SPECIFICATIONS

Successful vendor shall provide the following FRESH Grant services on an as needed basis.

##### **Agricultural Education Program**

Vendor /agency shall provide a program (located in Fulton County Commission District 6) that offers agricultural education services to clients living in poverty, under 21 years of age that reside in Fulton County Commission District 6. The vendor/agency shall provide the following FRESH Grant services to 25 clients on an as needed basis:

- Physical activity that includes working the land, digging, raking and walking,
- Hands on instruction that is fun and engaging,
- Basic gardening topics: composting, vermiculture, beneficial and harmful insects, garden bed design, water conservation, and more,
- Education / instruction on urban agriculture techniques to include: soil and gardening amendments, planting, and irrigation,
- Cover plant anatomy,

- The Language of the Garden and the Earth Walk-about, treasure hunt, map making words to know: agriculture, sustainable, permaculture, harvest, climate change, carbon foot print,
- Garden bed design and installation: clients observe beds in the garden, take notes, team up, make a plan and execute,
- Harvest and prepare a fresh dish from the garden, to include a demonstration from a professional chef weekly,
- Encourage healthy food choices, clients experiment with and prepare fresh foods from the agency's organic garden,
- Discounts to participants & families for purchases at vendor's weekly markets for weeks
- Garden awareness tour (one/session) at Habesha Gardens, TLW East Point, Cascade Springs Nature Preserve,
- Building a shelter, crafting with nature,
- Dirt Rocks and Compost Cooks! Watch the video & perform skits,
- Experiment with dirt Compost immersion and
- Art project, using recycled materials, journal making, tool safety and care.

**5. PRICING SHEETS**

<i>Item No.</i>	<i>Item Description</i>	<i>Estimated Quantity</i>	<i>Unit of Issue</i>	<i>Unit price (\$)</i>
1	Agricultural Education Program	25	per person	

**6. SPECIAL CONDITIONS/INSTRUCTIONS**

The program must be located in Fulton County Commission District 6 and provide services to clients that reside in Fulton County Commission District 6.

Vendor must list program services and activities that will address the requested Scopes of Services being sought (include number of Fulton County Commission District 6 clients to benefit from services).

Vendor must submit a copy of the agency's:

- **U.S. Homeland Security E-Verify signed MOU**
- **Georgia Security and Immigration Contractor Affidavit**
- **Georgia Security and Immigration Subcontractor Affidavit**

All potential vendors must answer the following questions and / or provide the following information in order to validate the agency's experience:

Please submit with your quote, the following information:

- 1) What is the official and legal name of your agency (as stated on Agency's Seal or Charter)?
- 2) What is the year of your agency's 501(c) 3 incorporation?
- 3) Describe the purpose of your agency in 75 words or less.
- 4) Describe the services that your agency provides.
- 5) Please describe past or present program outcome success rate (s) for the program in which you are seeking funding to support. Be sure to indicate the number of total program participants and how the participants benefited from the program.

Failure to provide the above information may deem you quote non-responses.

## **7. INSURANCE & RISK MANAGEMENT PROVISIONS**

An original Certificate or Declaration of Insurance, (listing the Fulton County Housing and Human Services Department as a Certificate Holder, and includes the Housing and Human Service Department's address: 137 Peachtree St. S.W. Atlanta, GA 30303), for proof of insurance with a minimum of \$1 million (aggregate) coverage and a 'current' one (1) year term. Note: The minimum \$1 million coverage pertains to General Liability insurance and must be listed on the General Aggregate line of the General Liability section of your agency's certificate of insurance.