



# Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

**REQUEST FOR PROJECT NUMBER: 89037A-CC**

**PROJECT TITLE: FRESH Grant Special Needs Program**

**DUE DATE: Wednesday, July 3, 2013**

**WILL BE RECEIVED UNTIL: 2:00 P.M. EASTERN STANDARD TIME**

BIDDERS MAY SUBMIT REQUESTS FOR CLARIFICATION OR QUESTIONS REGARDING THIS QUOTE TO THE PURCHASING CONTACT PERON LISTED BELOW. ANY REQUEST SHALL ONLY BE SUBMITTED BY FAX OR EMAIL. ALL RESPONSES TO WRITTEN REQUEST(S) WILL BE DISTRIBUTED AS ADDENDA TO THIS 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, July 3, 2013 AT 2:00 P.M.*

CONTACT NAME:  
Thomas L. Capitano

E-MAIL ADDRESS:  
Thomas.capitano@fultoncountyga.gov  
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FAX NUMBER:  
404-893-1725

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.

**FRESH Grant Special Needs Program Services  
Housing and Human Services Department**

**1. DESCRIPTION**

The Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide services FRESH Grant Special Needs for the Housing and Humans Services Department.

**2. CONTACT PERSON FOR BID SUBMISSION**

Sealed bids for **89037A-CC FRESH Grant Special Needs Program**, will be accepted by the Fulton County Department of Purchasing & Contract Compliance, 130 Peachtree Street, SW, Suite 1168, Atlanta, Georgia 30303-3459, on **Wednesday, July 3, 2013**. All bids submitted must be sealed, and received no later than 2:00 p.m. local (Eastern) time via E-mail: [cheryl.cochran@fultoncountyga.gov](mailto:cheryl.cochran@fultoncountyga.gov) or Fax: (404) 893-1723.

**3. TERM OF AGREEMENT**

July 1, 2013 through June 30, 2014

**4. PRODUCT/SERVICE SPECIFICATIONS**

Successful vendor shall provide the following FRESH grant services for the Special Need Programs indicated below.

**SPECIAL NEEDS PROGRAM**

Vendor /agency that serve disabled/special needs/physical and mentally challenged youth to provide one or more of the following services/programs:

- 1) The creation of a community garden whereby students participate in the planning, cultivating and harvesting of garden produce as a hands-on project aimed at advancing team building, communication skills and meeting their therapeutic goals.
- 2) A group art project or experience that allows students to learn fundamental vocational skills; provides opportunities for commerce; presents environment for social interaction and group participation.
- 3) A summer camp program that serves 33 children, ages 6-12 with mild disabilities who participate in various activities; program should be aimed at improving social and communication skills, encouraging independence and experiencing the rewards of their efforts.
- 4) A summer camp program that serves 22 children from ages 13-18 with mild disabilities, both physical and cognitive, who participate in various activities; program should be aimed at improving social and communication skills, encouraging independence and experiencing the rewards of their efforts.

## 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	creation of a community garden project	35	Cost per person	
2	Art project / experience	35	Cost per person	
3	summer camp program ages 6-12	33	Cost per person	
4	Summer Camp Program ages 13-18	22	Cost per person	

## 6. SPECIAL CONDITIONS/INSTRUCTIONS

Vendor /agency shall answer the following questions in 3 or less pages when they reply to the quote. Vendor should also submit a copy of their Homeland Security E-Verify MOU, a copy of their Georgia Security and Immigration Contractor Affidavit and (if applicable) a copy of their Georgia Security and Immigration Subcontractor Affidavit. Vendor shall list program services and activities that will address the requested Scopes of Services being sought (include number of Fulton County Commission District 3 youth to benefit from this service).

All potential vendors shall answer the following questions in order to validate that they have experience:

- 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 they benefited from the program.

Vendor shall provide year round services services to a total of 35 participants for both the creation of a community garden project and the art project. The age groups of the participants for these two projects are 5-19 years of age.

Dates and times for the Creation of a Community Garden project are as follows.

Monday- Friday

August 15, 2013 – May 23, 2014

July 1, 2013- August 14, 2013

May 24, 2014 – June 30, 2014

8:50am – 5:00pm

The Art Project / Experience summer hours may vary from time to time based on needs of students. Vendor will be notified changes 24 hours in advance of any changes in hours for this component.

Dates and times for The Art Project/Experience are as follows.

Monday- Friday

August 15, 2013 – May 23, 2014

July 1, 2013 – August 14, 2013

May 24, 2014 – June 30, 2014

8:50am – 5:00pm

Vendor shall provide special needs services for the summer camp program that serves children from ages 6-12 on the following dates and times:

Monday- Friday

July 8, 2013 – August 2, 2013

June 2, 2014 – June 27, 2014

7:30am – 5:30pm

Vendor shall provide special needs services for the summer camp program that serves children from ages 13-18 on the following dates and times:

Monday- Friday

July 8, 2013 – July 26, 2013

June 2, 2014 – June 27, 2014

7:30am – 5:30pm

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

Provide a copy of your current certificate of insurance.