



CITY COUNCIL WORK SESSION

Monday, August 05, 2024 at 6:00 PM
Council Chambers and YouTube Livestream

Website: www.forestparkga.gov
YouTube: <https://bit.ly/3c28p0A>
Phone Number: (404) 366.4720

FOREST PARK CITY HALL
745 Forest Parkway
Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James
The Honorable Hector Gutierrez
The Honorable Allan Mears

The Honorable Dabouze Antoine
The Honorable Latresa Akins-Wells

Ricky L. Clark Jr, City Manager
Randi Rainey, City Clerk
Danielle Matricardi, City Attorney

AGENDA

VIRTUAL NOTICE

To watch the meeting via YouTube - <https://bit.ly/3c28p0A>

The Council Meetings will be livestreamed and available on the City's

YouTube page - "**City of Forest Park GA**"

CALL TO ORDER/WELCOME:

ROLL CALL:

ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:

ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:

CONSENT AGENDA:

1. **Council** Discussion on the purchase of firefighting equipment and medical supplies from cooperative agreements with Municipal Emergency Services (MES) and Boundtree Medical-Procurement Department

The following items are being requested for a Blanket Purchase Order:

Municipal Emergency Services - request blanket PO for \$100,000 for Fire Fighting Equipment (firefighting tools, blades, axes, thermal equipment, SCBA masks, air packs, etc). This vendor is under a cooperative contract. Fund 100-61-3520-53-1136.

Boundtree Medical – request blanket PO for \$50,000 for Medical Supplies and First Aid supplies (bandages, syringes, catheters, needles, solutions, masks, etc). Fund 100-60-3610-53-1703.

2. Council Discussion of the purchase of Youth Sports Uniforms (Annual Contract) for use by the Recreation & Leisure Department – Procurement Division.

Background/History:

Consists of the purchase of Youth Sports Uniforms (Annual Contract). Two bids were received. Recommend award to the lowest, responsive, and responsible bidder:

Krown USA, Inc., 278 Laredo Drive, Decatur, GA. 30030

ANNUAL AMOUNT NOT TO EXCEED: \$18,500.00

FUNDING SOURCE: 100-41-6120-53-1112 (Athletic Programs).

3. Council Discussion on the purchase of Artist Performance Fees for Forest Park Day on August 17, 2024, with Green Light Presents, LLC.-Procurement Department

Background/History:

Consists of the purchase of Artist Performance Fees for Forest Park Day on August 17, 2024 with:

Green Light Presents, LLC, 215 Lakewood Way, #204A, Atlanta, GA. 30315

AMOUNT NOT TO EXCEED: \$20,000.00

FUNDING SOURCE: 100-20-1110-52-4911 (Ward 4 – City Events).

NEW BUSINESS:

4. Council Discussion of a Street Dedication Sign located at Hendrix Drive as Bishop Paul L. Fortson Drive in honor of Bishop Paul L. Fortson-Legislative Offices

Background/History:

Councilmember Akins-Wells would like to dedicate a street to Bishop Paul L. Fortson for his outstanding achievements as a Bishop and his work with the City of Forest Park.

5. Council Discussion for Additional Plan Review and Inspection Fees for the Fire Marshal's Office-Fire and EMS Department

Background/History:

The Forest Park Fire Marshal's Office has implemented a fee schedule for plan reviews and inspections to generate revenue for the city. The Forest Park Fire Department has reviewed the most common types of reviews and inspections and developed a fair assessment of fees that should be charged with each request.

The Forest Park Fire Department-Fire Marshal's Office has attached a fee schedule for the following: Annual Inspections—initial and re-inspections, New Business Licenses and Certificates of Occupancy—initial and re-inspections, Under Tank Plan Review and Inspection (Install or removal), Fireworks Display permits, and Commercial Burn Permits.

Once approved, this fee schedule will take immediate effect.

6. Council Discussion on a Legacy Masquerade Ball- Recreation & Leisure Services Department

Background/History:

The City of Forest Park (Recreation and Leisure Services Department) along with Clayton County Board of Commissioners (Senior Services Department) are in collaboration to host the first annual Legacy Masquerade Ball. The Legacy Masquerade Ball is intended to give the seniors in the county the opportunity to come together to build interpersonal skills. Through the partnership, the City will provide the venue and be responsible for providing 50% funding for event expenses which includes catering, decoration, and entertainment. The estimated total for the City's responsible expenses is \$12,500. Revenue for the event will honor a 50/50 split with 50% of the collected revenue being issued by check no later than 30 days after the conclusion of the event to Clayton County Board of Commissioners (Senior Services Department). If agreement is approved, the MOU will commence on August 1, 2024, and remain in effect until August 1, 2026.

EXECUTIVE SESSION: (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

ADJOURNMENT:

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-4720.

File Attachments for Item:

Council Discussion on the purchase of firefighting equipment and medical supplies from cooperative agreements with Municipal Emergency Services (MES) and Boundtree Medical-Procurement Department

The following items are being requested for a Blanket Purchase Order:

Municipal Emergency Services - request blanket PO for \$100,000 for Fire Fighting Equipment (firefighting tools, blades, axes, thermal equipment, SCBA masks, air packs, etc). This vendor is under a cooperative contract. Fund 100-61-3520-53-1136.

Boundtree Medical – request blanket PO for \$50,000 for Medical Supplies and First Aid supplies (bandages, syringes, catheters, needles, solutions, masks, etc). Fund 100-60-3610-53-1703.



City Council Agenda Item

Subject: Consent Agenda – Request for Blanket Purchase Orders

Submitted By: Fire & EMS Services

Date Submitted: July 29, 2024

Work Session Date: August 5, 2024

Council Meeting Date: August 5, 2024

The following items are being requested for a Blanket Purchase Order:

- **Municipal Emergency Services - request blanket PO for \$100,000 for Fire Fighting Equipment (firefighting tools, blades, axes, thermal equipment, SCBA masks, air packs, etc). This vendor is under a cooperative contract. Fund 100-61-3520-53-1136.**
- **Boundtree Medical – request blanket PO for \$50,000 for Medical Supplies and First Aid supplies (bandages, syringes, catheters, needles, solutions, masks, etc). Fund 100-60-3610-53-1703.**

Cost: \$ \$100,000 (MES) / \$50,000 Boundtree

Budgeted for: X Yes No

Financial Impact: 100-61-3520-53-1136 \$100,000 and 100-60-3610-53-1703 Boundtree Medcial

Action Requested from Council: Approval



Start New Search

Search Contracts and Vendors

T4MGJ9BU63J6 MUNICIPAL EMERGENCY SERVICES, INC.

[Reset Search List](#)

Results Filtered by:

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Data last updated Jul 29, 2024

Vendor Results "T4MGJ9BU63J6 MUNICIPAL EMERGENCY SERVICES, INC."

Showing 1-1 out of 1

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<input type="text" value="10"/>	Contract Vehicle	Contract Number	Current Option Period End Date	Ultimate Contract End Date	Vendor Name and Website	Actions
—	MAS	GS07F0348V	Jun 3, 2029	Jun 3, 2029	MUNICIPAL EMERGENCY SERVICES, INC.	Vendor Profi
<p>Vendor Information</p> <p>MUNICIPAL EMERGENCY SERVICES, INC. kchapman@mesfire.com</p> <p>12 TURNBERRY LN SANDY HOOK, CT ZIP UNKNOWN</p>			<p>Buyer Information</p> <p>Ronald Thompson 817-850-8135 ronald.thompson@gsa.gov</p>			
<p>NAICS Information</p> <p>315999 Other Apparel Accessories and Other Apparel Manufacturing</p>			<p>SIN Information</p> <p>3152 Clothing 3152RC 3152 Clothing 316210 Footwear 316210RC 316210 Footwear 326220 Hoses, Valves, Fittings, Nozzles, Couplings and Related Accessories 326220RC 326220 Hoses, Valves, Fittings, Nozzles, Couplings and Related Accessories 332216 Law Enforcement, Firefighting and Rescue Tools, Equipment and Accessories 332216RC 332216 Law Enforcement, Firefighting and Rescue Tools, Equipment and Accessories 334220 Surveillance Systems, Wearable Body Cameras, and Vehicular Video 334220RC 334220 Surveillance Systems, Wearable Body Cameras, and Vehicular Video 3361 Law Enforcement and Fire Fighting Vehicles and Attachments</p>			

Give Feedback

[Fighting Vehicles and Attachments](#)
[339112 Breathing Air Equipment and Related Items](#)
[339112RC 339112 Breathing Air Equipment and Related Items](#)
[339113PA Protective Apparel](#)
[339113PARC 339113PA Protective Apparel](#)
[339113R Medical/Rescue and Patient Transportation Products](#)
[339113RRC 339113R Medical/Rescue and Patient Transportation Products](#)
[3FIRE Fire Management Equipment](#)
[3FIRERC 3FIRE Fire Management Equipment](#)
[3FIRESTLOC 3FIRE Fire Management Equipment](#)
[611430ST Security Training](#)
[611430STRC 611430ST Security Training](#)
[OLM Order-Level Materials \(OLM\)](#)
[OLMRC OLM Order-Level Materials \(OLM\)](#)
[OLMSTLOC OLM Order-Level Materials \(OLM\)](#)

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Contact Us

- [📞 Call: 1-800-488-3111](#)
- [✉ Email: \[fasdigitalsupport@gsa.gov\]\(mailto:fasdigitalsupport@gsa.gov\)](#)

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Give Feedback



County of Fairfax, Virginia

NOTICE OF AWARD

Date of Award:

DEC 27 2019

CONTRACT TITLE: First Aid Supplies

SOLICITATION NUMBER: IFB 2000002832

CONTRACT TYPE: Requirement Contract (RQ)

CONTRACT NUMBER: See Below

NIGP CODE: 34532

CONTRACT PERIOD: One (1) Year from Date of Award

RENEWALS: Four (4) One-Year Options

SUPERSEDES CONTRACTS: 4400005124, 4400005125

DELIVERY: Stock Items: 5 calendar days After Receipt of Order (ARO)
Non-Stock Items: 10 calendar days ARO

TERMS: Net 30 Days

FOB: Destination

PRICES: See Attached Pricing Schedule

CONTRACTOR:
Bound Tree Medical, LLC
5000 Tuttle Crossing Blvd.
Dublin, OH 43016

SUPPLIER CODE:
1000011594

CONTRACT NUMBER:
4400009563

Contract Contact: Christopher Fyffe
Telephone: 800-533-0523 ext. 5374
E-mail: christopher.fyffe@boundtree.com

Ordering Contact: Chris Bergeron, NREMT-P, BA
Telephone: 804-651-3633
E-mail: chris.bergeron@boundtree.com

AWARDED: **Line Items 1 through 24, and 26 through 51**
(Line 25 – No Award)

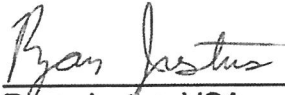
Department of Procurement & Material Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013

Website: www.fairfaxcounty.gov/procurement
Phone 703-324-3201, TTY: 711, Fax: 703-324-3228

DPMM CONTACT: Guyler "Ryan" Justus, VCA, Contract Specialist I
Telephone: (703) 324-2719
Fax: (703) 324-3228
E-mail: guyler.justus@fairfaxcounty.gov

ORDERING INSTRUCTIONS:

Fairfax County Departments may enter into FOCUS (Fairfax County Unified Systems) a shopping cart indicating the item/service required, the quantity, the payment terms and the delivery date. The shopping cart must be annotated with the contract number. Requests exceeding the small purchase threshold (\$10k) will be routed to DPMM and a purchase order will be executed.



Ryan Justus, VCA
Contract Specialist I

DISTRIBUTION:

DOF – Accounts Payable/e
FRD – Jason Stanley/e
FRD – Bruce Webb/e

Contract Specialist – Ryan Justus
ACS, Team 1 – Cynthia Parker
Supplier Diversity – Chris McGough/e

PRICING SCHEDULE

ITEM NO.	MANUFACTURER	PERCENTAGE (%) DISCOUNT	AWARDED TO:
1.	3M Healthcare	50.4 %	Bound Tree 4400009563
2.	Abbott	60 %	
3.	ADI Medical	39.9 %	
4.	Allied HealthCare	42 %	
5.	American Diagnostic Corp.	52.5 %	
6.	Ansell	40 %	
7.	Briggs Healthcare	36.75 %	
8.	Cardiac Science	44.1 %	
9.	Cardinal Health	44.1 %	
10.	Care Fusion	42 %	
11.	ConMed	47.25 %	
12.	Conterra	47.25 %	
13.	Curaplex (Incl. Evalve Med and Tri-Anim Health Services)	46 %	
14.	Dukal Corp.	44.1 %	
15.	Dynarex Corp.	47.25 %	
16.	Ecolab	39.9 %	
17.	H&H Associates	36.75 %	
18.	Hartwell	35 %	
19.	Hawkpacks	21 %	
20.	Healthmark	21 %	
21.	Honeywell	21 %	
22.	Intersurgical Inc.	36.75 %	
23.	JT Posey	18.9 %	
24.	Laerdal	10.5 %	
25.	Lightning Storm	NO AWARD	
26.	Medical Device International	45.15 %	Bound Tree 4400009563
27.	Medline Industries	47.25 %	
28.	Medsource Int.	36.75 %	
29.	Medtronic (Incl. Covidien, Kendall, and Nellcor)	36.75 %	
30.	Meret Oxygen Products	26.25 %	
31.	Metrex	21 %	
32.	Morrison Medical	50.4 %	
33.	Mylan	36.75 %	

PRICING SCHEDULE

ITEM NO.	MANUFACTURER	PERCENTAGE (%) DISCOUNT	AWARDED TO:
34.	Nasco International	31.5 %	Bound Tree 4400009563
35.	NeoTech	42 %	
36.	North American Rescue	37 %	
37.	Owens and Minor	18.9 %	
38.	Parent Production	46 %	
39.	Pelican Products	44.1 %	
40.	Persys	29.4 %	
41.	Simulaids	21 %	
42.	Philips	35 %	
43.	Phillips	35 %	
44.	Propak	36.75 %	
45.	Safetec	26.25 %	
46.	Stat Packs	28 %	
47.	Sun Med	45.15 %	
48.	Teleflex (Incl. Pyng, Rusch, Tory, and Wolf)	45.15 %	
49.	UCAP IT (software excluded)	10 %	
50.	Welch Allyn	42 %	
51.	Westmed	44.1 %	

Sample Listing of Local Public Bodies

REFERENCE THE SPECIAL PROVISIONS, "USE OF CONTRACTS BY OTHER PUBLIC BODIES." You may select those public bodies that this contract may be extended, a "blank" will signify a "NO" response:

<input type="checkbox"/>	Alexandria Public Schools, VA	<input type="checkbox"/>	Maryland-National Capital Park & Planning Commission
<input type="checkbox"/>	Alexandria Sanitation Authority	<input type="checkbox"/>	Maryland Department of Transportation
<input type="checkbox"/>	Alexandria, Virginia	<input type="checkbox"/>	Metropolitan Washington Airports Authority
<input type="checkbox"/>	Arlington County, Virginia	<input type="checkbox"/>	Metropolitan Washington Council of Governments
<input type="checkbox"/>	Arlington Public Schools, Virginia	<input type="checkbox"/>	Montgomery Community College
<input type="checkbox"/>	Bladensburg, Maryland	<input type="checkbox"/>	Montgomery County, Maryland
<input type="checkbox"/>	Bowie, Maryland	<input type="checkbox"/>	Montgomery County Public Schools, MD
<input type="checkbox"/>	Charles County Public Schools, MD	<input type="checkbox"/>	Northern Virginia Community College
<input type="checkbox"/>	College Park, Maryland	<input type="checkbox"/>	Omni Ride
<input type="checkbox"/>	Culpeper County, Virginia	<input type="checkbox"/>	Potomac & Rappahannock Trans. Commission
<input type="checkbox"/>	District of Columbia	<input type="checkbox"/>	Prince George's County, Maryland
<input type="checkbox"/>	District of Columbia Courts	<input type="checkbox"/>	Prince George's County Public Schools, MD
<input type="checkbox"/>	DC Water and Sewer Authority	<input type="checkbox"/>	Prince William County Public Schools, VA
<input type="checkbox"/>	District of Columbia Public Schools	<input type="checkbox"/>	Prince William County, Virginia
<input type="checkbox"/>	Fairfax County Water Authority	<input type="checkbox"/>	Prince William County Service Authority
<input type="checkbox"/>	Fairfax, Virginia (City)	<input type="checkbox"/>	Rockville, Maryland
<input type="checkbox"/>	Falls Church, Virginia	<input type="checkbox"/>	Spotsylvania County Schools, Virginia
<input type="checkbox"/>	Fauquier County, Virginia	<input type="checkbox"/>	Stafford County, Virginia
<input type="checkbox"/>	Fauquier County Schools, Virginia	<input type="checkbox"/>	Takoma Park, Maryland
<input type="checkbox"/>	Frederick City, Maryland	<input type="checkbox"/>	Upper Occoquan Sewage Authority
<input type="checkbox"/>	Frederick County Maryland	<input type="checkbox"/>	Vienna, Virginia
<input type="checkbox"/>	Gaithersburg, Maryland	<input type="checkbox"/>	Virginia Railway Express
<input type="checkbox"/>	Greenbelt, Maryland	<input type="checkbox"/>	Washington Metropolitan Area Transit Authority
<input type="checkbox"/>	Herndon, Virginia	<input type="checkbox"/>	Washington Suburban Sanitary Commission
<input type="checkbox"/>	Leesburg, Virginia	<input type="checkbox"/>	Winchester, Virginia
<input type="checkbox"/>	Loudoun County Sanitation Authority	<input type="checkbox"/>	Winchester Public Schools
<input type="checkbox"/>	Loudoun County, Public Schools, VA		
<input type="checkbox"/>	Loudoun County, Virginia		
<input type="checkbox"/>	Manassas, Virginia		
<input type="checkbox"/>	Manassas City Public Schools, Virginia		
<input type="checkbox"/>	Manassas Park, Virginia		

Complete and return this form with your bid. Contract award may not be made without it.

Bound Tree Medical, LLC

Vendor Name

4400009563

SPECIAL PROVISIONS**1. SCOPE:**

- 1.1. The purpose of this solicitation is to establish a term contract(s) for Medical, First Aid Supplies for the Fire and Rescue Department (FRD) of County of Fairfax, VA on "as needed" bases.

2. BIDDER QUALIFICATIONS:

- 2.1. The Fire and Rescue Department (FRD) Emergency Medical Services (EMS) requires a web-based online ordering system to place all orders for medical – first aid supplies. (refer to the Technical Specifications for more information on this requirement)
- 2.2. Bidders must submit all documents marked "required" on Bonfire through the Fairfax County Bonfire portal for their bid to be deemed responsive. **Bonfire will not allow bids to be submitted unless all required items are completed.**

3. 24-HOUR EMERGENCY NUMBER:

- 3.1. Fairfax County requires that the vendor have a 24-hour "on call" service for emergency situations, voicemail will not be accepted. In the event of a Mass Casualty Incident or other federal, state, or local designated disaster/emergency, this number must provide Fairfax County Fire and Rescue complete access to vendor resources and inventory at any given time during the disaster/emergency. This "on call" service is to be free of charge to the County.

4. PERIOD OF CONTRACT:

- 4.1. The period of this contract shall be one (1) year from date of award.
- 4.2. Automatic contract renewals are prohibited. Contract renewals must be authorized by and coordinated through the County's procurement department. The County reserves the right to renew the contract for four (4) additional one-year periods based on satisfactory contractor performance and if agreeable to all parties.
- 4.3. The obligation of the County to pay compensation due the Contractor under the contract or any other payment obligations under any contract awarded pursuant to this Invitation for Bid is subject to appropriations by the Fairfax County Board of Supervisors to satisfy payment of such obligations. The County's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the County will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract. The County will provide the Contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Board of Supervisors. However, the County's failure to provide such notice will not extend the contract into a fiscal year in which sufficient funds have not been appropriated.

5. PRE-BID CONFERENCE:

- 5.1. An optional pre-bid conference will be held on August 12th, 2019 at 10:00 A.M. in the Fairfax County Government Center, 12000 Government Center Parkway, Conference Center Room 7, Fairfax, Virginia. Attendees requiring special services are asked to provide their requirements to the Department of Procurement and Material Management ADA representative at (703) 324-3201 or TTY 711. Please allow two (2) working days in advance of the event to make the necessary arrangements.

Special Provisions

- 5.2. The purpose of the pre-bid conference is to give potential bidders an opportunity to ask questions and to obtain clarification about any aspect of this Invitation for Bid. Bidders may submit any questions pertaining to the IFB, in writing, prior to the pre-bid conference to the contract specialist through the Bonfire portal.
6. **BACKGROUND:**
- 6.1. This solicitation is to replace the previous contracts for Medical, First Aid Supplies for the Fire and Rescue Department (FRD).
- 6.2. To view the previous solicitation and awarded contracts, visit our contract register at <https://www.fairfaxcounty.gov/cregister/>, and search for "Medical, First Aid Supplies"
7. **PRICES AND PRICE ADJUSTMENT:**
- 7.1. All prices/discounts shall be F.O.B. Destination and shall include all charges that may be imposed in fulfilling the terms of this contract.
- 7.2. All percentage discounts provided in the Bid Table on Bonfire, and on the Pricing Schedule in the resulting contract, shall remain firm throughout the entire term of the contract.
8. **PROJECTED REQUIREMENTS/ESTIMATED QUANTITIES:**
- 8.1. Authorized individuals will place orders for specific quantities of items covered in the resultant contract, as requirements arise. Please refer to the paragraph entitled, METHOD OF ORDERING.
- 8.2. The quantities specified in this solicitation are estimates only, and are given for the information of bidders and for the purpose of bid evaluation. They do not indicate the actual quantity that will be ordered since the actual volume will depend upon requirements that develop during the contract period. Waiver of ten percent (10%) limitation in paragraph 27, General Conditions and Instructions to Bidders, is acknowledged.
9. **DELIVERY/TIME OF PERFORMANCE:**
- 9.1. Fairfax County requires stock items to be delivered within five (5) calendar days after receipt of order (ARO) and non-stock items within ten (10) calendar days after receipt of order (ARO).
- 9.2. The place of delivery of items ordered under this contract shall be agreed upon between the authorized representative placing the order and the Contractor at the time the order is placed. Deliveries will be made to various locations in Fairfax County between the hours of 8:30 A.M. and 2:00 P.M. on regular County business days unless other arrangements have been made.
- 9.3. The County may pick up orders from the vendor when it is in the best interest of the County. In these instances, the Contractor shall release the materials only to the designated representatives of the County Agency authorized to place and pick up orders.
- 9.4. The County may authorize the contractor to expedite parts deliveries through air freight, UPS, transit bus or other method for speedy delivery of critical parts. This authorization will only be granted on an exception basis. The County will pay the cost of special shipping.

Special Provisions

- 9.5. Should any order take longer than the stated delivery time, provided in 9.1, notification must be sent via call or email before the delivery window has expired. County personnel will decide whether to pursue other options to procure the item in an agreeable timeframe or not.
10. **BID ACCEPTANCE PERIOD:**
- 10.1. Any bid in response to this solicitation shall be valid for 90 days. At the end of the days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
11. **QUOTATION LIMITATION:**
- 11.1. Bidders shall offer only ONE DISCOUNT for each manufacturer listed on the Bid Table in Bonfire. No alternatives will be accepted, unless requested by the County. If an "or equal" item is to be bid, the bidder must select the brand and model that meets or exceeds the specified item and submit their bid for that item. The submitted "or equal" manufacturer must be able to meet or exceed all items made by manufacturer listed.
12. **PRODUCT INFORMATION:**
- 12.1. If bidding an "or equal," the bidder is responsible for clearly and specifically identifying the manufacturer being offered and enclosing complete and detailed descriptive literature, catalog cuts and specifications with the bid to enable the County to determine if the products offered meets the requirements of the solicitation. Failure to do so may cause the bid to be considered non-responsive.
13. **INTERPRETATION OF BID:**
- 13.1. Any questions pertaining to this solicitation shall be directed to the procurement official through the Bonfire portal.
14. **SUBMISSION OF BIDS:**
- 14.1. Bids must be received electronically through Fairfax County's online Procurement Portal at: <https://fairfaxcounty.bonfirehub.com>, on or before the Submittal Deadline. Bids will only be accepted through the portal. Fairfax County will not accept bids submitted by paper, telephone, facsimile ("FAX") transmission, or electronic mail (i.e., e-mail) in response to this IFB. Bid submissions and registration are free of charge. Bidders can register for a free account at: <https://fairfaxcounty.bonfirehub.com>, which will be required when preparing a bid. Documents may be uploaded at any time during the open period. The official time used for receipt of bids/modifications is the time stamp within the Bonfire portal. No other clocks, calendars or timepieces are recognized. For technical questions related to a submission contact Bonfire at Support@GoBonfire.com.
- 14.2. Each bidder must use the Bid Table functionality provided in the Bonfire portal to submit their bid. For each manufacturer on the Bid Table, bids must show a List Price for each item under that manufacturer, and a percentage discount applicable to all items from that manufacturer. Should a bidder enter more than one discount for a manufacturer, the highest discount will be applied for that manufacturer in its entirety. By executing the Cover Sheet, the bidder acknowledges they have read this solicitation, understand it, and agree to be bound by its terms and conditions.
- 14.3. If, at the time of the scheduled bid closing Fairfax County Government is closed due to inclement weather or another unforeseeable event, the bid closing will still proceed electronically through the Bonfire system.

Special Provisions

- 14.4. Technical Information: Uploading large documents may take time, depending on the size of the file(s) and your Internet connection speed. You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. Minimum system requirements for the Bonfire portal - Internet Explorer 11, Microsoft Edge, Good Chrome, or Mozilla Firefox. JavaScript must be enabled. Browser cookies must be enabled.
- 14.5. Bidders are reminded that changes to the bid, in the form of addenda, are often issued between the issue date and within three (3) days before the due date. The last chance to submit questions to be addressed in addenda is 12:00 pm, five (5) business days before the due date of the solicitation. All addenda MUST be signed and submitted as stated on the addenda in Bonfire. Notice of addenda will be posted on eVA and the DPMM current solicitation webpage, and the Bonfire portal. It is the Bidder's responsibility to monitor the web page for the most current addenda at www.fairfaxcounty.gov/solicitation.
15. **CONTACT FOR ADMINISTRATION:**
- 15.1. In the event a contract is executed with your firm as a result of this solicitation please indicate the person(s) we may contact for prompt contract administration, in the space provided in Attachment A1.
16. **BID EVALUATION/CONTRACT AWARD:**
- 16.1. The County reserves the right to award the contract in the aggregate or by manufacturer, and/or to make a Primary and Secondary award, based on the best interest of the County
- 16.2. **Sample line items listed on the Bid Tab are for evaluation purposes only and do not indicate the items or quantities that the County may purchase on the resulting contract.**
- 16.3. Where basis of award is "discount from List", the Price List Sheets shall be the current Vendor's Retail Price Sheet. Each Bidder shall quote the percentage of discount from the Price List cited above. The percentage discount, bid by each bidder, must be a single percentage discount applicable to all items available through the manufacturer being bid on. The percentage discounts shall remain firm for the duration of the contract.
- 16.4. Each bidder shall submit login information to their web ordering portal (refer to the Technical Specifications regarding requirements for the web portal). The List Price given on the Bid Table and the Discounted Price calculated by Bonfire on the Bid Tab must match the pricing found in the Web Portal using the login information provided. If County staff cannot verify the item or pricing on the Web Portal the bid may be considered nonresponsive for that line and manufacturer.
- 16.5. The County would also like to receive Pricing and information about each bidder's custom kitting offerings. This information will not be evaluated to determine contract award. However, should a successful bidder offer custom kitting at a price agreeable to the County, the County may also award the successful bidder custom kitting. Custom kitting pricing/information should be submitted under Requested Information in Bonfire.

Special Provisions**17. CONTRACT INSURANCE PROVISIONS**

17.1. The Contractor shall be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith. The Contractor assumes all risk of direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract.

17.2. The Contractor shall, during the continuance of all work under the contract provide the following:

a. Maintain statutory Workers' Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia.

b. The Contractor agrees to maintain Commercial General Liability insurance in the amount of \$1,000,000 per occurrence/aggregate, to protect the Contractor, its subContractors, and the interest of the County, its officers and employees against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work.

The General Liability insurance shall include the Broad Form Property Damage endorsement, in addition to coverages for explosion, collapse, and underground hazards, where required. Completed operations liability endorsement shall continue in force for three years following completion of the contract.

c. The Contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence/aggregate, including property damage, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work, will be insured under either a standard Automobile Liability policy, or a Commercial General Liability policy. The Garage Keeper's Liability coverage shall also be maintained where appropriate.

d. Contractor agrees to maintain Contractors Liability insurance in the amount of \$1,000,000 per occurrence/aggregate to insure against loss due to liability imposed upon an owner/Contractor for acts arising out of the operations of independent Contractors/subcontractors or out of an owner's/Contractor's supervisory activity.

e. Liability Insurance "Claims Made" basis:

If the liability insurance purchased by the Contractor has been issued on a "claims made" basis, the Contractor must comply with the following additional conditions. The limit of liability and the extensions to be included as described previously in these provisions, remain the same. The Contractor must either:

1. Agree to provide certificates of insurance evidencing the above coverage for a period of two years after final payment for the contract. This certificate shall evidence a "retroactive date" no later than the beginning of the Contractor's or sub-contractor's work under this contract, or

Special Provisions

2. Purchase the extended reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.
 - f. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
 - g. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A:VI.
 - h. European markets including those based in London, and the domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the Contractor's broker can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A:VI or better.
 - i. Hold-harmless and Indemnification: Article 57 of the General Conditions and Instructions to Bidders shall apply where DPSM form is used. If not, following paragraph shall be inserted:

"The Contractor hereby agrees to indemnify and hold harmless Fairfax County, Virginia, its officers, agents and all employees and volunteers, from any and all claims for bodily injury, and personal injury and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the Contractor, his subcontractors and their agents and employees".
 - j. The Contractor will provide an original, signed Certificate of Insurance citing the contract number and such endorsements as prescribed herein.
 - k. The Contractor will secure and maintain all insurance certificates of its subcontractors, which shall be made available to the County on demand.
 - l. The Contractor will provide on demand certified copies of all insurance policies related to the contract within ten business days of demand by the County. These certified copies will be sent to the County from the Contractor's insurance agent or representative.
- 17.3. No change, cancellation, or non-renewal shall be made in any insurance coverage without a 30-day written notice to the County. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.
- 17.4. Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all subcontractors of their liabilities provisions of the contract.

Special Provisions

- 17.5. Contractual and other liability insurance provided under this contract shall not contain a supervision, inspection or engineering services exclusion that would preclude the County from supervising and/or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the subcontractors.
- 17.6. Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the County. The Contractor shall be as fully responsible to the County for the acts and omissions of the subcontractors and of persons employed by them as it is for acts and omissions of person directly employed by it.
- 17.7. Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- 17.8. The Contractor and all subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-596, as it may apply to this Contract.
- 17.9. The County, its officers and employees shall be named as an "additional insured" in the Automobile and General Liability policies and it shall be stated on the Insurance Certificate that this coverage "is primary to all other coverage the County may possess."
18. **METHOD OF ORDERING:**
- 18.1. The County may use two (2) different methods of placing orders from the final contract: Purchase Orders (PO's) and approved County procurement cards.
- 18.2. A Purchase Order (PO) may be issued to the Contractor on behalf of the County agency ordering the items/services covered under this contract. An issued PO will become part of the resulting contract. The purchase order indicates that sufficient funds have been obligated as required by Title 15.2-1238 of the Code of the Commonwealth of Virginia.
- 18.3. Procurement Card orders and payments may also be made by the use of a Fairfax County or Fairfax County Public Schools "Procurement" Card. The Procurement card is currently a MasterCard. Contractors are encouraged to accept this method of receiving orders.
- 18.4. Regardless of the method of ordering used, solely the contract and any modification determine performance time and dates.
- 18.5. Orders may be placed orally by authorized employees of the County identifying themselves with their name and a credit card order number. The Contractor may contact agency personnel listed on the Purchase Order to verify the authorization of the employee placing the call.
- 18.6. Performance under this contract is not to begin until receipt of the purchase order, Procurement Card order, or other notification to proceed by the County Purchasing Agent and/or County agency to proceed. Purchase requisitions shall not be used for placing orders.

Special Provisions19. **CATALOGS AND PRICE SHEETS:**

19.1. These awards are made on the basis of percentage discount. The successful bidder is responsible for making current catalogs and price lists available via the online web portal. Should the successful bidder provide any price lists or catalogs in print, the successful bidder's name and address shall appear on all catalogs and price lists. Where a price list shows more than one column of prices, the Contractor shall clearly mark the column, which represents the gross prices charged the County, and those prices must agree with the bidders original bid. Pricing sheets, both online and in print, are to be updated no more than once every 365 days.

20. **CORRESPONDENCE:**

20.1. All communications between the parties relating to material contractual issues shall be through the Contract Specialist and must be in writing to be deemed binding.

21. **ADDITIONS/DELETIONS:**

21.1. The County reserves the right to add similar items/services or delete items/services specified in the resultant contract as requirements change during the period of the contract. Fairfax County and the Contractor will mutually agree to prices for items/services to be added to the contract. Contract amendments will be issued for all additions or deletions.

22. **CANCELLATION OF ORDERS:**

22.1. Purchases made under this contract are for readily available supplies. Time is of the essence in furnishing the items ordered. The County reserves the right to cancel the order and/or to refuse delivery if the items ordered are not furnished within the period of time specified in this contract.

23. **SALES/DELIVERY TICKETS:**

23.1. Orders placed under this contract for delivery placed by PO, Procurement Card or for pick up by an authorized representative, shall be supported by the Contractor's Sales/Delivery Ticket. The Contractor's Sales/Delivery Ticket shall contain the following information:

1. Contractor's Name,
2. Purchase Order Number and Contract Number,
3. Date of Purchase,
4. Itemized list of supplies furnished,
5. Quantity, list price, discount and extension of each item, and total, in accordance with the Contract,
6. Name of authorized representative ordering the supplies,
7. Name of Fairfax County Agency receiving the supplies,
8. Name of facility or address of where supplies are being delivered.

23.2. In all instances, the Contractor will prepare a Sales/Delivery Ticket, whether delivery is made by the Contractor or pick up is made by a Fairfax County representative at the Contractor's place of business. The Contractor's Sales/Delivery Ticket will be signed, by the Fairfax County representative, with a copy being retained by the Contractor.

Special Provisions24. **INVOICING PROCEDURE:**

- 24.1. The Contractor shall submit a Summary Invoice once each month, listing the Sales/Delivery Ticket numbers covering deliveries made during the monthly billing period and submitted to the BILL TO address shown on the Purchase Order. The invoice must be accompanied by one copy of each signed Sales/Delivery Ticket.
- 24.2. The invoice shall contain the applicable Purchase Order number and the name of the Agency receiving the supplies. Payment will be made once each month.

25. **EMERGENCY PURCHASES:**

- 25.1. Should the Contractor be unable to furnish the required item within the period of time specified in the contract the County reserves the right to make emergency purchases from other sources.

26. **ORDER OF PRECEDENCE:**

- 26.1. In the event of conflict, the Acceptance Agreement and the Special Provisions of this solicitation shall take precedence over the General Conditions and Instructions to Bidders or any other contract document.

27. **SUBCONTRACTING:**

- 27.1. If one or more subcontractors are required, the Contractor is encouraged to utilize small, minority-owned, and women-owned business enterprises. For assistance in finding subcontractors, contact the Virginia Department of Small Business and Supplier Diversity <https://www.sbsd.virginia.gov>; local chambers of commerce and other business organizations.
- 27.2. Should a successful bidder utilize a third party, for any of the services awarded by this solicitation, it is the bidder's responsibility to ensure that the third party follows all the requirements listed herein and notify the County that a third party is being used.

28. **USE OF CONTRACT BY OTHER PUBLIC BODIES:**

- 28.1. Reference Paragraph 70, General Conditions and Instructions to Bidders, Cooperative Purchasing: Bidders are advised that the resultant contract(s) may be extended, with the authorization of the Bidder, to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms and conditions of the resulting contract. If any other public body decides to use the final contract, the Contractor(s) must deal directly with that public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. The County of Fairfax acts only as the "Contracting Agent" for these public bodies. Failure to extend a contract to any public body will have no effect on consideration of your bid. (See Attachment A for sample listing).
- 28.2. It is the Contractors responsibility to notify the public body(s) of the availability of the contract(s).
- 28.3. Other public bodies desiring to use this contract must make their own legal determination as to whether the use of this contract is consistent with their laws, regulations, and other policies.

Special Provisions

- 28.4. Each public body has the option of executing a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the contract's terms and conditions. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.
- 28.5. Fairfax County shall not be held liable for any costs or damages incurred by another public body as a result of any award extended to that public body by the Contractor.
29. **NEWS RELEASES BY VENDORS:**
- 29.1. As a matter of policy, the County does not endorse the products or services of a Contractor. A Contractor will not make news releases concerning any resultant contract from this solicitation without the prior written approval of the County. All proposed news releases will be routed to the Purchasing Agent for review and approval.
30. **AMERICANS WITH DISABILITIES ACT REQUIREMENTS:**
- 30.1. Fairfax County is committed to a policy of nondiscrimination in all County programs, services, and activities and will provide reasonable accommodations upon request. Bidders requesting special accommodations should call the Department ADA representative (703) 324-3201 or TTY 1-800-828-1140. Please allow seven (7) working days in advance of the event to make the necessary arrangements.
- 30.2. Fairfax County Government is fully committed to the Americans with Disabilities Act (ADA), which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all County programs, activities and services. Fairfax County government Contractors, subcontractors, vendors, and/or suppliers are subject to this ADA policy. All individuals having any County contractual agreement must make the same commitment. Your acceptance of this contract acknowledges your commitment and compliance with ADA.
31. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:**
- 31.1. Pursuant to *Code of Virginia*, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Any bidder or offeror that fails to provide the required information may not receive an award.

TECHNICAL SPECIFICATIONS FOR WEB BASE ORDERING SYSTEM

The Fire and Rescue Department (FRD) Emergency Medical Services (EMS) ordering system must be fully web-based and completely separate and independent of Fairfax County Government Information Technology network systems. No software can be loaded on Fairfax County Government workstations or servers.

The bidder must provide an online ordering system that provides, but is not limited to, the following:

- a. A user-friendly online ordering system that allows a limited number of authorized users, approximately 70, to place orders.
- b. Specific products that the County can add to or remove from as desire to meet the department needs.
- c. The ability for users to gather information and prepare reports to include, but not limited to:
 - Track trends of specific locations/stations order history (i.e. a given fire rescue station) over a specific period of time.
 - Totals of a specific products use over selected period of time.
 - Product sales in ascending order.
 - Monthly, yearly, and/or quarterly expenditure reports by work location.
 - Exporting reports to another database.
 - Backorder
- d. Have an online catalog with clear description and photographs of merchandise that is provided by this contract.
- e. Clear description of how product is packaged and sold as (i.e. sold by the pack or sold by the roll).
- f. Have an "approval" process where designed FRD users sign on to review pending orders and then authorize for processing by vendor (multi-authorize level).
- g. Show the unit and total price for each order.
- h. Permit administrator to specify a given, limited number of FRD users with separate user IDs and passwords.
- i. Permit administrator to specify maximum quantities that can be ordered for a given item on a single order.
- j. The system will also provide time and dates of when merchandise was ordered, shipped and received by purchaser.
- k. The ability to retrieve invoice history (payment).

The above specifications are minimum requirements, bidder may submit additional options and they will be considered.

(/)

homepage (/) > business (/business/) > doing business with us (/business/withcounty/) > contract register (./) > Contract List (ContractResultList.aspx?vendorName=bound&filterType=Contains) > Contract Details



Contract Details

Contract Information

Contract Name/Description: First Aid Supplies

Contract Number: 4400009563

Expiration Date: 12/26/2024

of Extensions: 0

Buyer Code: GIT

Buyer Name: Tanweer, Sehresh (mailto:dpmteam1@fairfaxcounty.gov)

Contract Documents

Contractor Contact: CHRISTOPHER FIFE 303-537-0523 EXT. 5374

Contractor Fax: _____

(/)

Corporate social responsibility(CSR) Accomplishment
(/procurement/responsible-and-sustainable-sourcing):



Awards

Main Address

12000 Government Center Pkwy

Fairfax, VA 22035

(<https://www.fairfaxcounty.gov/publicaffairs/awards/>)

Phone

703-FAIRFAX (tel:703-FAIRFAX)

RESOLUTION NO. 2024-____

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO APPROVE THE FOREST PARK PROCUREMENT DEPARTMENT'S RECOMMENDATION TO PURCHASE FIREFIGHTING EQUIPMENT AND MEDICAL SUPPLIES FROM MUNICIPAL EMERGENCY SERVICES (MES) AND BOUND TREE MEDICAL.

WHEREAS, the City of Forest Park ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City's Procurement Department ("Department") finds it necessary to approve the purchase of firefighting equipment, including firefighting tools, blades, axes, thermal equipment, SCBA masks, air packs, etc., with Municipal Emergency Services ("MES") for an amount not to exceed One Hundred Thousand Dollars and 00/100 Cents (\$100,000.00) from Fund 100-61-3520-1136; and

WHEREAS, the Department finds it necessary to approve the purchase of medical and first aid supplies, including bandages, syringes, catheters, needles, solutions, masks, etc., with Bound Tree Medical for an amount not to exceed Fifty Thousand Dollars and 00/100 Cents (\$50,000.00) from Fund 100-60-3610-53-1703; and

WHEREAS, the approval of the purchase of this equipment is necessary to protect the health, safety, and welfare of the citizens of the City.

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK HEREBY RESOLVES:

Section 1. Approval. The Department's proposal to purchase firefighting equipment from Fund 100-61-3520-1136 in an amount not to exceed \$100,000.00 MES and to purchase medical supplies from Fund 100-60-3610-53-1703 in an amount not to exceed \$50,000.00 from Bound Tree Medical as presented to the Mayor and City Council on August 5, 2024, is hereby approved.

Section 2. Public Record. This document shall be maintained as a public record by the City Clerk ("Clerk") and shall be accessible to the public during all normal business hours of the City.

Section 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

Section 4. Attestation. The Clerk is authorized to execute, attest to, and seal any documents necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

Section 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

SO RESOLVED this _____ day of _____, 2024.

CITY OF FOREST PARK, GEORGIA

Angelyne Butler, *Mayor*

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

Council Discussion of the purchase of Youth Sports Uniforms (Annual Contract) for use by the Recreation & Leisure Department – Procurement Division.

Background/History:

Consists of the purchase of Youth Sports Uniforms (Annual Contract). Two bids were received. Recommend award to the lowest, responsive, and responsible bidder:

Krown USA, Inc., 278 Laredo Drive, Decatur, GA. 30030

ANNUAL AMOUNT NOT TO EXCEED: \$18,500.00

FUNDING SOURCE: 100-41-6120-53-1112 (Athletic Programs).



City Council Agenda Item

Title of Agenda Item: Council Discussion and Approval of the purchase of Youth Sports Uniforms (Annual Contract) for use by Recreation & Leisure Department – Procurement Division.

Submitted By: Procurement

Date Submitted: 07-29-2024

Work Session Date: 08-05-2024

Council Meeting Date: 08-05-2024

Background/History:

Consists of the purchase of Youth Sports Uniforms (Annual Contract). Two bids were received. Recommend award to the lowest, responsive, and responsible bidder:

Krown USA, Inc., 278 Laredo Drive, Decatur, GA. 30030

ANNUAL AMOUNT NOT TO EXCEED: \$18,500.00

FUNDING SOURCE: 100-41-6120-53-1112 (Athletic Programs)

Action Requested from Council:

Cost: \$

Budgeted for: **Yes** **No**

Financial Impact:



CITY OF
FORESTPARK

MEMORANDUM

TO: Tarik Maxwell, Director
Recreation & Leisure Department

FROM: Talisa R. Clark, CPPO, Procurement Officer *T.C*
Department of Finance – Procurement

SUBJECT: RFB No. 051724 – Youth Sports Uniforms (Annual Contract)

DATE: July 25, 2024

Procurement has completed the evaluation of bids received for RFB No. 051724 Youth Sports Uniforms (Annual Contract). Two (2) bids were received. Procurement recommends award to the lowest, responsive, and responsible bidder:

Krown USA, Inc., 278 Laredo Drive, Decatur, Georgia 30030

ANNUAL AMOUNT NOT TO EXCEED: \$18,500.00

With your concurrence, please submit the award recommendation to Council for approval. Upon approval, Procurement and Recreation & Leisure will work collaboratively to complete the contract process to the awarded vendor.

Please let me know if you need further assistance from Procurement.

Thanks,

Attachments: Bidder's Bid Response, Bid Tabulation and Evaluation Report, and References Check Report

cc: John Wiggins, Director of Finance



CITY OF
FORESTPARK

Request For Bids

RFB NO. 051724

Youth Sports Uniforms for the City of Forest Park, Georgia

City of Forest Park

May 17, 2024

copy

SCOPE OF WORK

General Information

The City of Forest Park is located nine miles south of Atlanta and five miles east of Hartsfield-Jackson Atlanta International Airport. Forest Park is the largest city in Clayton County and centrally located in the northern part of the County. It is bordered on the west by I-75, to the north by the Mountain View/Conley areas and I-285, and to the southeast by Lake City and Morrow, Jonesboro, the county seat, is located directly south of Forest Park, Clayton County is included in the Atlanta Metropolitan Statistical Area and the ten county Atlanta Regional Commission (ARC). The city's population is approximately 19,823.

Project Description

This project consists of the furnishing of youth sports uniforms for the City of Forest Park's Recreation & Leisure Department. There are two sports seasons scheduled annually for the following youth sports and the tentative season schedules are listed below:

Sport Name	Season/Month
Cheerleading	Fall – September thru March
Girls Fast Pitch Softball	Spring – April thru June
Girl's Volleyball	Spring – April thru June
Soccer	Spring – April thru June
Soccer	Fall – September and October
Baseball	Spring – April thru June
Tee-Ball 4-5 Year Olds	Spring – April thru June
Youth Basketball	Winter – January thru March
Teen Summer League Basketball	Summer June and July
Flag Football	Fall – September and October

Bidder's Requirements:

1. The styles will include youth basketball Reversible Performance sleeveless Jerseys, youth flag football 100% Dri-Fit T-Shirt, youth volleyball 100% Dri-Fit long sleeve Shirt, and youth soccer t-shirts 100% Sublimated Jersey Shirt.
2. Colors: black, light blue, gray, green, maroon, navy, orange, purple, red, royal blue, yellow, and white.
3. Sizes: Youth small – X-large
4. Silk screened number on the back of jerseys and shirts.
5. Silk screened department logo in front of jerseys and shirts.

PRICE SCHEDULE SHEET

PRICE SCHEDULE				
ITEM NO.	ITEM DESCRIPTION	EST. QTY	UNIT COST	PERCENTAGE DISCOUNT
1.	Cheerleading Uniform Set Shell Top and Skirt	100	\$ <u>35.00</u>	_____ %
2.	Girl's Fast Pitch Softball Uniform Set Sublimated Jersey Shirt, Drawstring Pants, Socks, and Visor	50	\$ <u>28.00</u>	_____ %
3.	Girl's Volleyball Uniform Set Dri-Fit Long Sleeve T-Shirt Only	109	\$ <u>10.00</u>	_____ %
4.	Fall Soccer Uniform Set Sublimated Jersey Shirt, Shorts, and Socks	163	\$ <u>19.00</u>	_____ %
5.	Spring Soccer Uniform Set Sublimated Jersey Shirt, Shorts, and Socks	163	\$ <u>19.00</u>	_____ %
6.	Spring Baseball Uniform Set Sublimated Jersey Shirt, Drawstring Pants, Socks, and Hat	41	\$ <u>30.00</u>	_____ %
7.	Tee Ball Uniform Set Sublimated Jersey Shirt, Shorts, and Hat	40	\$ <u>26.00</u>	_____ %
8.	Youth Basketball Uniform Set Reversible Jersey Sleeveless Shirt and Shorts	40	\$ <u>28.00</u>	_____ %
9.	Teen Summer League Basketball Uniform Set Dr-Fit Short Sleeve T-Shirt Only	300	\$ <u>8.00</u>	_____ %

PRICE SCHEDULE

ITEM NO.	ITEM DESCRIPTION	EST. QTY	UNIT COST	PERCENTAGE DISCOUNT
10.	Flag Football Uniform Set 100% Dri-Fit T-Shirt and Shorts	20	\$ 14.00	_____ %
Screen Print/Logo/Design Set-up Charge <i>City logos provided for viewing purposes only.</i>				\$ NO CHARGES

NOTES TO BIDDER:

Minimum Uniform numbers for each sports season are for historical guidance and planning purposes only and are not a guarantee of units to be purchased. Successful bidders must be able to supply the minimum uniforms without backorders within the time frames required by this bid.

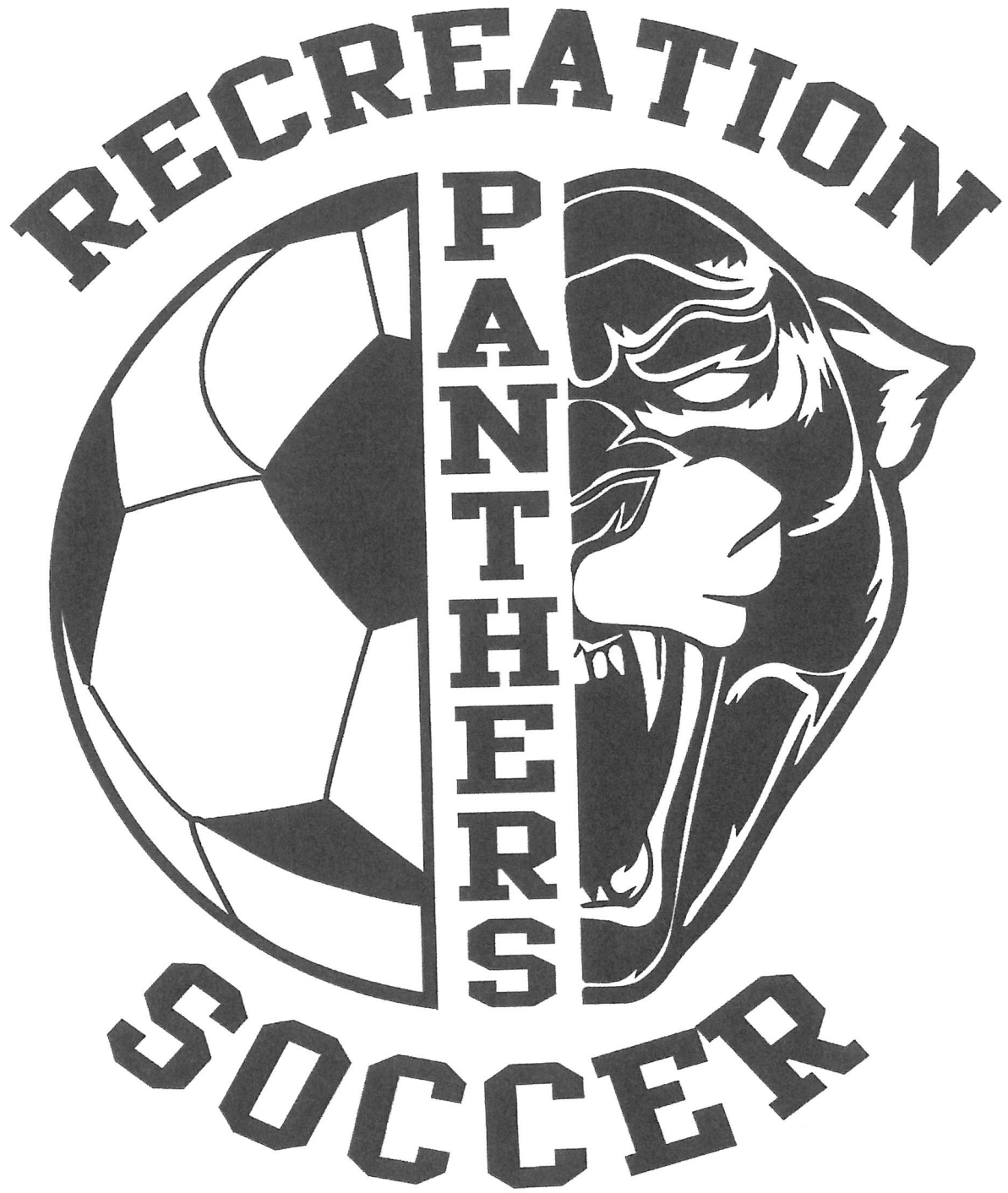
Bidders provide a catalog and price list for all uniform types listed on the price schedule or items that are deemed approved equivalents. Catalog and/or Price List must contain the following:

- Product name and part number (including both manufacturer part number and bidder's part number if different from manufacturers.
- Description
- Vendor's List Price
- Percent Discount off each item on the Vendor's List Price

Upon request, bidders will provide samples of all uniform pieces bided.

Successful bidder(s) will coordinate and schedule a fitting for uniforms prior to order completion.

FOREST PARK



FOREST PARK



BID ACKNOWLEDGEMENT FORM

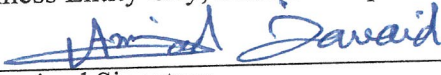
I, the undersigned, acknowledge that I have read the Bid Document in its entirety and agree to conform to its every requirement. I further acknowledge that failure to prepare, submit, or execute this bid in the exact manner requested will be just cause to reject my entire bid.

KROWN USA INC
Name of Business Entity Submitting Bid

AMJAD JAVAID C.E.O
Print Name and Title of Authorized Signer

278 Laredo Dr
Business Entity Street Address

Decatur, GA 30030
Business Entity City, State and Zip Code

 X
Authorized Signature

404-822-7739
Contact Person's Phone Number

aj@krownsports.com
Contact Person's E-mail Address

DEKALB
Business Entity County

Bidder acknowledges addendum(s): No. 1 __, No. 2 __, No. 3 __ (If Applicable) AJ (Initial)

Bidder acknowledges that this bid is valid for 90 days from and including the bid opening date AJ (Initial)

Bidder acknowledges that bid meets or exceeds minimum specifications AJ (Initial)
Any deviation from minimum specifications must be explained, in detail, by the bidder as to how the bid does not meet the exact specifications.

Bidder acknowledgement of Revisions to the above Terms and Conditions:

- No revisions AJ (Initial)
- There are revisions and they are included with the bid submittal ____ (Initial)

The above acknowledgment must be properly signed and firmly attached to your bid. The acknowledgment becomes a part of your bid and without it your bid is not complete and will be subject to rejection.

THIS PAGE MUST BE RETURNED WITH YOUR BID. FAILURE TO SUBMIT THIS COMPLETED FORM WILL RESULT IN YOUR BID BEING DEEMED NON-RESPONSIVE.

ATTACHMENT A

REQUIRED DOCUMENTS CHECKLIST

Bidder shall complete and submit the following documents with their bid:

Bid Page No.	Title	Check This Box If Included With Bid
27	Bid Acknowledgement Form*	✓
28	Required Documents Checklist – Attachment A	✓
29	Contractor Reference and Release Form* – Attachment B	✓
30	Subcontractor Reference and Release Form, if applicable** – Attachment C	
32	Contractor Affidavit* – Attachment D	✓
33	Subcontractor Affidavit, if applicable** – Attachment D	
34	Acknowledgement of Insurance – Attachment E	✓
35	Non-Collusion Affidavit – Attachment F	✓
36	Debarment, Suspension & Other Legal Matters Affidavit – Attachment G	✓
37	Local Small Business Diversity Program – Attachment H	

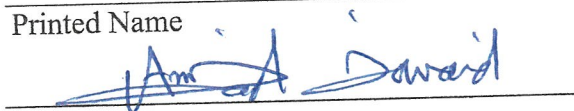
***If these mandatory forms are not completed and submitted with the bid, the bidder will be deemed non-responsive.**

****These forms are applicable if a subcontractor will be utilized to fulfill the requirements of this contract. If these forms are applicable, they must be completed and submitted along with the bid. Failure to submit these forms, if applicable, will result in the bidder being deemed non-responsive.**

I, the undersigned, acknowledge that I have included the requested documents as listed above.

AMJAD JAVAID

Printed Name



Signature

ATTACHMENT B

CONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/ service(s) listed in the solicitation.

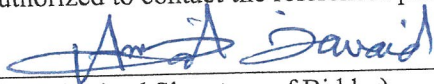
Company Name CITY OF DALTON	Contract Period 3 YEARS		
Contact Person Name and Title VICTOR RODRIGUEZ ATHLETIC COORDINATOR	Telephone Number (include area code) 706-463-2231		
Complete Primary Address 904 CIVIC DR	City	State	Zip Code
	DALTON	GA	30721
Email Address VRodriguez@daltonga.gov	Fax Number (include area code)		
Project Name and Description 2021-2024 (SOCCER UNIFORM, FOOTBALL UNIFORM, LACROSSE, BASEBALL)			

Company Name WHITFIELD COUNTY GEORGIA	Contract Period 3 YEARS		
Contact Person Name and Title RYAN HOLLINGSWORTH ATHLETIC COORDINATOR	Telephone Number (include area code) 706-671-9882		
Complete Primary Address 115 EDWARDS PARK	City	State	Zip Code
	DALTON	GA	30721
Email Address rhollingsworth@whitfieldcountyga.com	Fax Number (include area code)		
Project Name and Description 2021-2024 (SOCCER UNIFORM, FOOTBALL UNIFORM, LACROSSE, BASEBALL)			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFB.

Signed  Title C.E.O
(Authorized Signature of Bidder)

Company Name KROWN USA INC Date 06-13-2024



Manufacturers & Wholesalers Sportswear

Basketball	Flag Football	Track & Field/Cross Country
Baseball	Tackle Football	Rugby
Cheers Leader	Lacrosse	Volleyball
Cricket	Soccer	Wrestling & Many Others

Parks and Recreation

We are a sportswear and wholesale company since 1986. We have expertise in 24 different sports including our inhouse services, artwork , screen printing ,digital printing (full Colour), embroidery & tackle twill. We have our own facility in Metro Atlanta and we are providing quality sportswear for decades. Our motto is "We deliver yesterday". We work in sportswear, staff wear, coaches' wear and employee wear.

Some of our references are:

- City of Dalton (Brandon Sane , 706-847-0943, BSane@daltonga.gov)
- Newtown Recreation (Brandon Allen , 678-860-3102, brandon@newtownrec.com)
- Warner Robin (Dedrick Early, 478-283-7366, dearly@wrga.gov)
- Columbia County (Jason English , 706-312-7415 , jenglish@columbiacountyga.gov)
- Gordon County (Craig Sparks , 706-676-1524 , csparks@gordoncounty.org)
- Cherokee County (Shawn Schumacher, 404-445-6932, srschumacher@cherokeega.com)
- City of Andalusia (Michael Hourel, 334-222-2714x3, Michael.Hourel@cityofandalusia.com)
- Opelika Park & Rec (Melissa Martin, 334-705-5560, mmartin@opelika-al.gov)

Please send us the new vendor package to register as your supplier.

Please add us to your Sportswear Bid List.

Alex Javid
KROWN SPORTS
Cell 678-650-3007
alex@krownsports.com

KROWN SPORTS
278 Laredo Drive
Decatur GA 30030
1.800.54 KROWN

Tel : 404-377-8181
Fax : 404-370-1104
Email : info@krwnsports.com
Web : www.krownsports.com



Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows: (a) the Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program; (b) the Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof; (c) the Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof; (d) the Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract; (e) the Contractor will contract for the 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(a), (b), and (c); (f) the Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and (g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

484769 Federal Work Authorization User Identification Number 01/06/2012 Date of Authorization (mm/dd/yyyy)

AMJAD JAVAID Name of Contractor (Legal Name of Offeror) RFB 051724 YOUTH SPORTS UNIFORMS Name of Project/Solicitation Number

KROWN USA INC Name of Public Employer

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

Executed on June, 13, 2024 in DECATUR (City), GA (State).

Amjad Javid
Signature of Authorized Officer or Agent

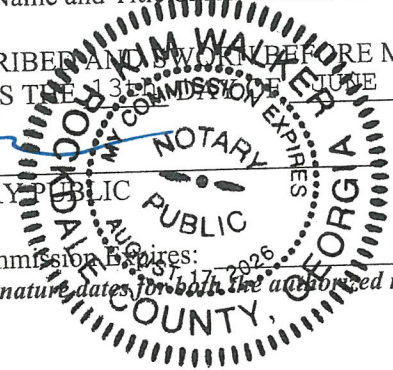
AMJAD JAVAID C.E.O
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS 13th DAY OF JUNE, 2024

[Signature]
NOTARY PUBLIC

My Commission Expires: 2026 8-17-26

*The signature dates for both the authorized representative and notary public must be the same.



ATTACHMENT E

Acknowledgement of Insurance

I AMJAD JAVAID on behalf of KROWN USA INC ("Proponent"), acknowledge that if selected as the successful Proponent for (enter project name and number) RFB 051724 YOUTH SPORTS UNIFORMS, Proponent shall comply with all insurance requirements for the project listed above and any other attachments to the RFB which pertain to insurance.

Proponents understands that it is expected to share these requirements with potential sureties and insurance brokers, agents, underwriters, etc. prior to the award of a contract and to take all necessary steps to ensure compliance with the applicable requirements without delay. The Proponent understands, acknowledges and agrees that any failure to fully comply with the insurance requirements within 10 days of the date the Proponent receives a final contract.

By executing this Acknowledgement of Insurance, I represent that the Proponent understands and agrees to comply unconditionally with all requirements. I represent that I am authorized to make the representation contained herein on behalf of the Proponent.

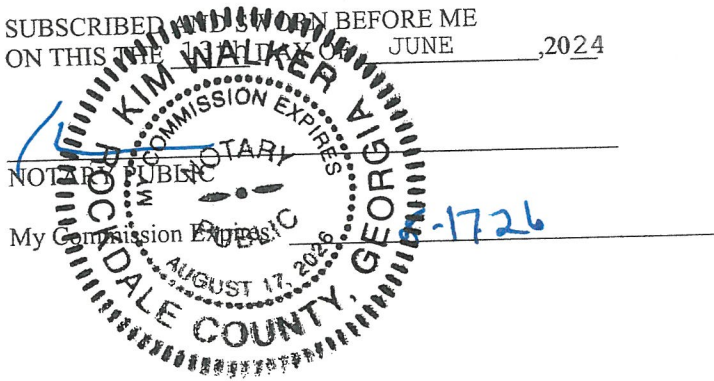


Signature of Authorized Officer or Agent

AMJAD JAVAID C.E.O

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 13 DAY OF JUNE, 2024



ATTACHMENT F

NON-COLLUSION AFFIDAVIT


The undersigned proponent or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to the RFB by anyone at such letting nor to prevent any person from submitting a RFB nor to include anyone to refrain from submitting a RFB, and that this RFB is made without reference to any other RFB and without any agreement, understanding or combination with any other person in reference to such RFB. He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING RESPONSE ARE TRUE AND CORRECT.

Dated this 13th day of JUNE, 2024

KROWN USA INC
(Name of Organization)

AMJAD JAVAID (Print Name) C.E.O (Title)


(Signature)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 13th day of JUNE, 2024.


Notary Public Signature

My Commission Expires AUGUST 17, 2026 8772 [SEAL]



ATTACHMENT G

DEBARMENT, SUSPENSION, AND OTHER MATTERS

The Proposer, KROWN USA INC, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency;
2. Have not within a three-year period preceding this RFB been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/RFB had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the proposer is unable to certify any of the statements in this certification, such proposer shall attach an explanation to this RFB.

The proposer certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification.



Signature of Authorized Agent

AMJAD JAVAID C.E.O

Name/Title of Authorized Agent

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to before me this _____th day of JUNE, 2024.

Notary Public Signature

My Commission Expires: AUGUST 17, 2028 [SEAL]



FORM LSBD-1

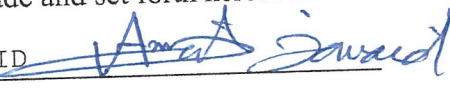
COVENANT OF NON-DISCRIMINATION

The undersigned understands that it is the policy of the City of Forest Park (COFP) to promote full and equal business opportunity for all persons doing business with the City. The undersigned covenants that we have not discriminated on the basis of a firm's revenue, employee count, social or economic disadvantages, minority, gender, or veteran status, with regard to prime contracting, subcontracting or partnering opportunities. The undersigned further covenants that we have completed truthfully and fully the required forms LSBD-2, LSBD-3 and LSBD-4. Set forth below is the signature of an officer of the RFB entity with the City of Forest Park to bind the entity.

I, AMJAD JAVAID (Name, Title), on behalf of
(Company), KROWN USA INC by my signature below, do
hereby promise:

1. To adopt the policies of the City of Forest Park relating to equal opportunity in contracting on projects and contracts funded, in whole or in part, with funds of COFP;
2. Not to otherwise engage in discriminatory conduct; To provide a discrimination-free working environment;
3. That this Covenant of Non-Discrimination shall be continuing in nature and shall remain in full force and effect without interruption; and
4. That this Covenant of Non-Discrimination shall be incorporated by reference into any contract or portion thereof which we may hereafter obtain.

We understand that our failure to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract.

By: AMJAD JAVAID 

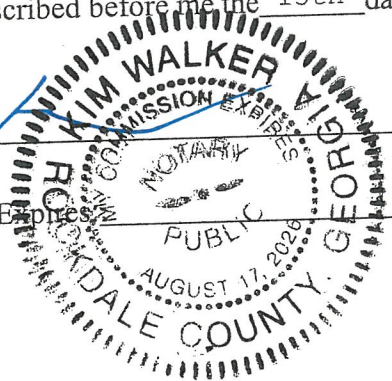
Title: C.E.O

Sworn to and subscribed before me the 13th day of JUNE, 2024.

Notary Public: _____

My Commission Expires _____ 8-17-26

[SEAL]



FORM LSB-D-4

STATEMENT OF GOOD FAITH EFFORTS

Instructions:

If you will not meet the Local Small Business Diversity (LSBD) goal set forth in the RFQB, in addition to the information included on the LSB-D Form 2 Sub-contractors Contact Form submitted with your RF, please provide a narrative explanation of why you cannot meet the LSB-D goal and the steps taken to include LSB-Ds in your RFB. Describe specific actions (i.e. phone calls, etc.). Please provide copies of any solicitation notices sent, whether by email, fax or mail, and the amount of time given for response. Describe efforts to follow up initial communications. Identify the individuals from your organization who performed these activities. Attach additional pages as needed.

CERTIFICATION OF GOOD FAITH EFFORTS


I hereby attest that I have exercised good faith efforts to meet the Local Small Business Diversity goal for this RFB. Despite such good faith efforts, I have not been able to meet the LSB-D goal for this RFB.

KROWN USA INC

(Name of Organization)

AMJAD JAVAID

(Print Name)



(Signature)

C.E.O

(Title)

06-13-2024

(Date)

FORM LSB-D-4 (Cont'd)
STATEMENT OF GOOD FAITH EFFORTS
Checklist

A Proponent that does not meet COFP's LSB-D participation goal is required to demonstrate that it made "good faith efforts." Please indicate whether or not any of the following actions were taken:

- | | Yes | No | |
|-----|-------------------------------------|-------------------------------------|---|
| 1. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Attendance at a pre-bid meeting, if any, scheduled by COFP to inform LSB-Ds of subcontracting opportunities under a given solicitation; Advertisement for solicitation of LSB-Ds in general circulation media, trade association publications, and minority- focus media, to provide notice of subcontracting opportunities. |
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Advertisement in general circulation media at least seven (7) days prior to RFB opening any and all Sub-contractor opportunities. Proof of advertisement must be submitted with the RFB. |
| 3. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Provided interested LSB-Ds with timely, adequate information about the plans specifications, and other such requirements of the Contract to facilitate their quotation and conducted follow up to initial solicitations. |
| 4. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Provided written notice to LSB-Ds that their interest in subcontracting opportunities or furnishing supplies is solicited. Provided a contact log showing the name, address, email and contact number (phone or fax) used to contact the proposed certified sub-contractors, nature of work requested for quote, date of contact, the name and title of the person making the effort, and the amount of the quoted price if one was obtained. |
| 5. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Efforts were made to divide the work for LSB-D subcontracting in areas likely to be successful and identify portions of work available to LSB-Ds consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. The ability or desire of a Proponent to perform the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting. |
| 6. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Efforts were made to assist potential LSB-D sub-contractors to meet bonding, insurance or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that an LSB-D could not readily and economically obtain them in the marketplace. |
| 7. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Utilization of services of available minority community organizations, minority contractor groups and other organizations that provide assistance in the recruitment and placement of LSB-Ds. |
| 8. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Communication with the COFP Procurement Department seeking assistance in identifying available LSB-Ds. |
| 9. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Exploration of joint venture opportunities with LSB-Ds. |
| 10. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other actions (specify): |

Please explain any "no" answers listed above (by number):

This list is a guideline and by no means exhaustive. The City of Forest Park will review these efforts, along with other documents, towards assessing the Proponent's efforts to meet COFP's LSB-D goal. If you require assistance in identifying certified LSB-Ds, please contact the Procurement Department at procurement@forestparkga.gov or at 404-366-4720.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fenix Risk Management 800 Abbey Court Alpharetta GA 30004		CONTACT NAME: Paul Hundal PHONE (A/C, No, Ext): (770) 696-1388 FAX (A/C, No): (770) 696-1358 E-MAIL ADDRESS: vik@fenixriskmanagement.com															
INSURED Krown USA Inc 278 Laredo Dr Decatur GA 30030		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: TRAVELERS INDEMNITY CO. OF CT</td> <td>25682</td> </tr> <tr> <td>INSURER B: TRAVELERS CASUALTY INSURANCE COMPANY</td> <td>19046</td> </tr> <tr> <td>INSURER C: TRAVELERS PROP CAS CO OF AMERICA</td> <td>25674</td> </tr> <tr> <td>INSURER D: STANDARD FIRE INSURANCE COMPANY</td> <td>19070</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A: TRAVELERS INDEMNITY CO. OF CT	25682	INSURER B: TRAVELERS CASUALTY INSURANCE COMPANY	19046	INSURER C: TRAVELERS PROP CAS CO OF AMERICA	25674	INSURER D: STANDARD FIRE INSURANCE COMPANY	19070	INSURER E:		INSURER F:	
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INSURER E:																	
INSURER F:																	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			6802N714995	02/22/2024	02/22/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA0X992893	08/09/2023	08/09/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 5000			CUP2N809517	02/22/2024	02/22/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 PR/COMP OPS AGG \$ 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB2N874051	04/26/2024	04/26/2025	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Paul Hundal

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return) KROWN USA INC.	
Business name/disregarded entity name, if different from above KROWN SPORTS, SOCCER WHOLESALE	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
Address (number, street, and apt. or suite no.) 278 LAREDO DRIVE	Requester's name and address (optional)
City, state, and ZIP code DECATUR GA 30030	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number								
2	0	-	1	7	3	0	0	5 6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Sajjad*

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

BID TABULATION

CITY OF FOREST PARK

DEPARTMENT OF FINANCE - PURCHASING

Due Date: June 25, 2024

TIME: 2:00 P.M.

Request for Bid No.: 051724

Project Name: Youth Sports Uniforms

Procurement Officer: Talisa Clark

NO.	DESCRIPTION	Quantity	Unit Price	Krown USA Inc		Total	Unit Price	BSN Sports	
				Percentage Discount	Total			Percentage Discount	Total
1	Cheerleading Uniform Set	100	\$ 35.00	\$ -	\$ -	\$ 3,500.00	NO BID	\$ -	NO BID
2	Girls Fast Pitch Softball Uniform Set Sublimated Jersey Shirt, Drawstring Pants, Socks, and Visor	50	\$ 28.00	\$ -	\$ -	\$ 1,400.00	\$ 38.50	\$ -	\$ 1,925.00
3	Girls Volleyball Uniform Set	109	\$ 10.00	\$ -	\$ -	\$ 1,090.00	\$ 14.50	\$ -	\$ 1,580.50
4	Fall Soccer Uniform Set	163	\$ 19.00	\$ -	\$ -	\$ 3,097.00	\$ 28.00	\$ -	\$ 4,564.00
5	Spring Soccer Uniform Set	163	\$ 19.00	\$ -	\$ -	\$ 3,097.00	\$ 28.00	\$ -	\$ 4,564.00
6	Spring Baseball Uniform Set	41	\$ 30.00	\$ -	\$ -	\$ 1,230.00	\$ 38.50	\$ -	\$ 1,578.50
7	Sublimated Jersey Shirt, Drawstring Pants, Socks, and Hat	40	\$ 26.00	\$ -	\$ -	\$ 1,040.00	\$ 32.50	\$ -	\$ 1,300.00
8	Youth Basketball Uniform Set	40	\$ 28.00	\$ -	\$ -	\$ 1,120.00	\$ 30.00	\$ -	\$ 1,200.00
9	Reversible Jersey Sleeveless Shirt and Shorts	300	\$ 8.00	\$ -	\$ -	\$ 2,400.00	\$ 10.00	\$ -	\$ 3,000.00
10	Flag Football Uniform Set	20	\$ 14.00	\$ -	\$ -	\$ 280.00	\$ 16.75	\$ -	\$ 335.00
11	Screen Print/Logo/Design Set-up Charge		No Charge				Included		
GRAND TOTAL						\$ 18,254.00			\$ 20,047.00

Talisa Clark CPPPO

Procurement Officer



CITY OF
FORESTPARK

BID EVALUATION REPORT

SOLICITATION NUMBER	RFB No. 051724
NAME OF PROJECT	Youth Sports Uniforms
PROCUREMENT OFFICER	Talisa Clark, CPPO
USER DEPARTMENT	Recreation & Leisure
DEPARTMENT DIRECTOR	Tarik Maxwell
BIDS RECEIVED	Two (2) bids were received
<p>#1 Krown USA Inc Total Bid amount \$18,254.00</p> <p>RESPONSIBLE BIDDER</p> <ul style="list-style-type: none"> - lowest total cost vendor - Provided pricing for all line items - Provided 2 out of 3 references (references will be checked) - The City’s user department will serve as the 3rd reference since they have ordered from the supplier in the past 	<p>RESPONSIVE BIDDER</p> <ul style="list-style-type: none"> - Acknowledged Addenda #1 - Meet delivery requirements (business located in DeKalb County) - Bid prices valid for 90 days - Provided a two-sided product sheet of Shirt samples and Logo Designs - Completed and notarized required immigration forms
<p>#2 BSN Sports Total Bid amount \$20,047.00</p> <p>RESPONSIBLE BIDDER</p> <ul style="list-style-type: none"> - 2nd lowest total cost vendor - did not provide pricing for line item #1 – NO 	<p>RESPONSIVE BIDDER</p> <ul style="list-style-type: none"> - Acknowledged Addenda #1 - Meet delivery requirements (business located in Cherokee County) - Did not acknowledge that bid prices are valid for 90 days - Did not provide product sheet of uniform samples or logo designs; however, did include



CITY OF
FORESTPARK

<p>BID</p> <p>- Provided 3 references (references will be checked)</p>	<p>product numbers under each line-item description</p> <p>- Completed and notarized required immigration forms</p>
<p>AWARD RECOMMENDATION:</p> <p>Procurement recommends award to the lowest, responsive, and responsible bidder:</p> <p>Krown USA Inc., 278 Laredo Drive, Decatur, Georgia 30030</p> <p>Annual Amount Not To Exceed: \$18,500.00</p>	

Department: Recreation & Leisure
Project: Youth Sports Uniforms
Vendor: Krown USA, Inc.

Reference #1: City of Dalton

Type of Project: Uniforms for all Sports

Contact: Victor Rodriguez 706-463-2231 vrodriguez@daltonga.gov

Questions:

1. How frequently did they supply uniforms? **3 times a year. We use Krown for all of our Spring, Fall and Winter sports.**
2. Were deliveries always on time? **The majority of the time. They did get behind a couple of times, but they always make it correct.**
3. Were there any project issues? **Some wrong sizes. Again, they made sure to fix it and make it right by expediting the shipment.**
4. If yes, how did the vendor rectify the issue? **They will work with you. If there is any issues, they make sure they do it right at their expense and in a timely manner.**
5. Were you satisfied with the quality of the uniforms provided? **Yes, every time.**
6. How would you rate the company's level of professionalism (1-10)? **9**
7. Would you procure from the company again? **Yes, we have used them for several years.**

Reference #2: Cherokee County GA

Type of Project: Uniforms for all Sports

Contact: Shawn Schumacher 404-445-6932 srschumacher@cherokeega.com

Questions:

1. How frequently did they supply uniforms? **2 times a year Lacrosse, softball, basketball, etc.**
2. Were deliveries always on time? **Yes**
3. Were there any project issues? **Typical delivery issues for bulk orders, but they resolve it quickly**
4. If yes, how did the vendor rectify the issue?
5. Were you satisfied with the quality of the uniforms provided? **Yes, perfect for recreational uniforms**
6. How would you rate the company's level of professionalism (1-10)? **8 to 9**
7. Would you procure from the company again? **Yes**

Reference #3: City of Forest Park

Type of Project: Uniforms for all Sports

Contact: Tarik Maxwell 404-925-6019 tmaxwell@forestparkga.gov

Questions:

1. How frequently did they supply uniforms? **4 quarters of the year for the last 15 years.**
2. Were deliveries always on time? **Deliveries or pickups were always on time.**

REFERENCE CHECKS

3. Were there any project issues? **Time to time there would be project issues, but they always go out of their way to make it right.**
4. If yes, how did the vendor rectify the issue? **See answer above.**
5. Were you satisfied with the quality of the uniforms provided? **Yes, very satisfied with the quality of uniforms and or equipment.**
6. How would you rate the company's level of professionalism (1-10)? **10**
7. Would you procure from the company again? **Yes, Krown sports is a win, win for the City of Forest Park, Ga., a great partnership in knowing our needs and turnaround time.**

File Attachments for Item:

Council Discussion on the purchase of Artist Performance Fees for Forest Park Day on August 17, 2024, with Green Light Presents, LLC.-Procurement Department

Background/History:

Consists of the purchase of Artist Performance Fees for Forest Park Day on August 17, 2024 with:

Green Light Presents, LLC, 215 Lakewood Way, #204A, Atlanta, GA. 30315

AMOUNT NOT TO EXCEED: \$20,000.00

FUNDING SOURCE: 100-20-1110-52-4911 (Ward 4 – City Events).



City Council Agenda Item

Title of Agenda Item: Council Discussion on the purchase of Artist Performance Fees for Forest Park Day on August 17, 2024, with Green Light Presents, LLC.

Submitted By: Procurement

Date Submitted: 07-31-2024

Work Session Date: 08-05-2024

Council Meeting Date: 08-05-2024

Background/History:

Consists of the purchase of Artist Performance Fees for Forest Park Day on August 17, 2024 with:

Green Light Presents, LLC, 215 Lakewood Way, #204A, Atlanta, GA. 30315

AMOUNT NOT TO EXCEED: \$20,000.00

FUNDING SOURCE: 100-20-1110-52-4911 (Ward 4 – City Events)

Action Requested from Council:

Cost: \$

Budgeted for: Yes No

Financial Impact:

Green Light Presents, LLC
215 Lakewood Way, 204-A
Atlanta, GA 30315

INVOICE

The City of Forest Park
745 Forest Parkway
Forest Park, GA 30297

Invoice # 2024001
Invoice Date 07/26/2024
Due Date 07/26/2024

Item	Description	Unit Price	Quantity	Amount
Service	Deposit - Artist Fees	10000.00	1.00	10,000.00
<u>NOTES:</u> Concert - August 17, 2024				
		Subtotal		10,000.00
		Total		10,000.00
		Amount Paid		0.00
		Balance Due		\$10,000.00

Green Light Presents, LLC
 215 Lakewood Way, 204-A
 Atlanta, GA 30315

INVOICE

The City of Forest Park
 745 Forest Parkway
 Forest Park, GA 30297

Invoice # 2024002
Invoice Date 07/26/2024
Due Date 07/26/2024

Item	Description	Unit Price	Quantity	Amount
Service	Balance- Artist Fees	10000.00	1.00	10,000.00
Subtotal				10,000.00
Total				10,000.00
Amount Paid				0.00
Balance Due				\$10,000.00

NOTES: Concert - August 17, 2024

File Attachments for Item:

1. Council Discussion of a Street Dedication Sign located at Hendrix Drive as Bishop Paul L. Fortson Drive in honor of Bishop Paul L. Fortson

Background/History:

Councilmember Akins-Wells would like to present a street dedication to Bishop Paul L. Fortson for his outstanding achievements throughout the years as a Bishop and his work with the City of Forest Park



CITY OF
FORESTPARK

City Council Agenda Item

Title of Agenda Item: Council Discussion of a Street Dedication Sign located at Hendrix Drive as Bishop Paul L. Fortson Drive in honor of Bishop Paul L. Fortson

Submitted By: Legislative Offices

Date Submitted: 07-24-2024

Work Session Date: 08-05-2024

Council Meeting Date: 08-05-2024

Background/History:

Councilmember Akins-Wells would like to present a street dedication to Bishop Paul L. Fortson for his outstanding achievements throughout the years as a Bishop and his work with the City of Forest Park

Action Requested from Council: Approval of renewal

Cost: \$

Budgeted for: X **Yes** **No**

Financial Impact:



CITY OF
FORESTPARK

PROCLAMATION

WHEREAS: Bishop Paul L. Fortson, an Atlanta native, graduated with honors from George Washington Carver High School and received a Band Scholarship to Morris Brown College. He served three years in the United States Army as a Pay Specialist, including two years in Germany; and

WHEREAS: Bishop Fortson is married to Carolyn C. Fortson, and they celebrated 54 years on March 29th, 2023. They have two sons, Elder/Dr. Paul Quentin Fortson and Elder Mark Kevin Fortson, AA, BS; and

WHEREAS: Bishop Fortson accepted his call to the Ministry in 1975. He was ordained an Elder in the Church of God in Christ in 1977, and he started his pastoral journey when he organized the First Carrollton Mission Church of God in Christ in Carrollton, GA. In 1984, he was directed by the Lord to organize Paradise Church of God in Christ, located at 4234 Hendrix Drive, Forest Park, GA. 30297, where he has been since 1984; and

WHEREAS: Bishop Fortson has worked alongside and with the Forest Park Ministers Association, has birthed several projects and relationships throughout the city, provided food for the community, and has been consistent with “Keep Forest Park Clean”; and

WHEREAS: Bishop Fortson received a Leadership and Service Proclamation from the City of Forest Park in 1992 and 2009; he was also awarded the Living Legend Award from the Forest Park Ministers Association in 2016; and

NOW, THEREFORE BE IT RESOLVED, the Forest Park Governing Body hereby proclaims that Hendrix Drive shall henceforth be dedicated as Bishop Paul L. Fortson Drive in honor of Bishop Paul L. Fortson; and

BE IT FURTHER RESOLVED, that a suitable sign be erected at Hendrix Drive to mark this dedication and to serve as a reminder to all who pass by of the contributions of Bishop Paul L. Fortson to our community; and

IN WITNESS WHEREOF, we have hereunto set our hand on this 5th day of August 2024 and have caused the Official Seal of the great City of Forest Park to be affixed hereto:

Angelyne Butler, MPA
Mayor

Councilmember Kimberly James
Ward 1

Councilmember Dabouze Antoine
Ward 2



Councilmember Hector Gutierrez
Ward 3

Councilmember Latresa Akins-Wells
Ward 4

Councilmember Allan Mears
Ward 5

File Attachments for Item:

2. Council Discussion for Additional Plan Review and Inspection Fees for the Fire Marshal's Office-Fire and EMS Department

Background/History:

The Forest Park Fire Marshal's Office has implemented a fee schedule for plan reviews and inspections to generate revenue for the city. The Forest Park Fire Department has reviewed the most common types of reviews and inspections and developed a fair assessment of fees that should be charged with each request.

The Forest Park Fire Department-Fire Marshal's Office has attached a fee schedule for the following: Annual Inspections – Initial and re-inspections, New Business Licenses & Certificate of Occupancy – Initial and re-inspections, Under Tank Plan Review and Inspection (Install or removal), Fireworks Display permits and Commercial Burn Permits.

Once approved, this fee schedule will take immediate effect.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Forest Park Fire Marshal's Office – Request Approval for Additional Plan Review and Inspection Fees

Submitted By: FIRE MARSHAL'S OFFICE

Date Submitted: July 26, 2024

Work Session Date: August 5, 2024

Council Meeting Date: August 5, 2024

Council Discussion and Approval for additional Plan Review and Inspection Fees

The Forest Park Fire Marshal's Office has implemented a fee schedule for plan reviews and inspections in the effort to bring in revenue for the city. We have looked at the most common types of reviews and inspections and come up with a fair assessment of fees that should be charged with each request.

We have attached a fee schedule for the following: Annual Inspections – Initial and re-inspections, New Business Licenses & Certificate of Occupancy – Initial and re-inspections, Under Tank Plan Review and Inspection (Install or removal), Fireworks Display permits and Commercial Burn Permits.

Once approved, this fee schedule will take immediate effect.

Cost: \$ N/A **Budgeted for:** _____ **Yes** _____ **No**

Financial Impact: None

Action Requested from Council: Discussion and Approval

RESOLUTION NO. 2024-_____

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO ADOPT SCHEDULE OF FEES FOR THE FOREST PARK FIRE MARSHAL'S OFFICE

WHEREAS, the City of Forest Park ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City Council desires to adopt the schedule fees proposed by the Fire Marshal.

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK HEREBY RESOLVES:

SECTION 1. Approval. The schedule of fees attached hereto as Exhibit A and presented to the Mayor and City Council on August 5, 2024 is hereby approved.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

[SIGNATURES ON FOLLOWING PAGE]

SO RESOLVED this 5th day of August, 2024.

Angelyne Butler, Mayor

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

Plan Review and Inspection Fees

[Attached]



**Proposal
Plan Review and Inspection Fees**

**Submitted for Council Approval
By Forest Park Fire Marshal's Office**

Forest Park Fire Marshal's Office

Proposal Plan Review and Inspection Fees

Annual Inspections

Initial Inspection	No Charge
1 st Re-Inspection	No Charge
2 nd Re-Inspection	\$100.00
3 rd Re-Inspection	\$150.00
4 th Re-Inspection	Citation for Court

New Business License/Certificate of Occupancy

Initial Inspection	\$ 50.00
1 st Re-Inspection	No Charge
2 nd Re-Inspection	\$100.00
3 rd Re-Inspection	\$150.00
4 th Re-inspection	Citation for Court

Under Tank Plan Review and Inspection (Installation or Removal)

- Underground tanks 600 gallons or less - \$500.00
- Inspection and plan review of tanks greater than 600 gallons shall be submitted to the State Fire Marshal's Office. Plans and application shall be submitted to the Forest Park Fire Marshal's Office for records.

Fireworks Display Permits

- Application, site plan review, site inspection and permit - \$100.00 per event.
- The application shall be completed and submitted to the Forest Park Fire Marshal's Office no less than 10 days prior to the event. This fee does not include a Standby Fee required by the Fire Marshal.

Commercial Burn Pit Permit

- \$100.00 per site
- All sites must meet requirements set forth by the fire Marshal's Office and an Air Curtain destructor must be used.

File Attachments for Item:

3. Council Discussion on a Legacy Masquerade Ball- Recreation & Leisure Services Department

Background/History:

The City of Forest Park (Recreation and Leisure Services Department) along with Clayton County Board of Commissioners (Senior Services Department) are in collaboration to host the first annual Legacy Masquerade Ball. The Legacy Masquerade Ball is intended to give the seniors in the county the opportunity to come together to build interpersonal skills. Through the partnership, the City will provide the venue and be responsible for providing 50% funding for event expenses which includes catering, decoration, and entertainment. The estimated total for the City's responsible expenses is \$12,500. Revenue for the event will honor a 50/50 split with 50% of the collected revenue being issued by check no later than 30 days after the conclusion of the event to Clayton County Board of Commissioners (Senior Services Department). If agreement is approved, the MOU will commence on August 1, 2024, and remain in effect until August 1, 2026.



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Agreement Approval for Legacy Masquerade Ball – Recreation & Leisure Services Department

Submitted By: Tarik Maxwell

Date Submitted: July 29, 2024

Work Session Date: August 5, 2024

Council Meeting Date: August 5, 2024

Background/History:

The City of Forest Park (Recreation and Leisure Services Department) along with Clayton County Board of Commissioners (Senior Services Department) are in collaboration to host the first annual Legacy Masquerade Ball. The Legacy Masquerade Ball is intended to give the seniors in the county the opportunity to come together to build interpersonal skills. Through the partnership, the City will provide the venue and be responsible for providing 50% funding for event expenses which includes catering, decoration, and entertainment. The estimated total for the City’s responsible expenses is \$12,500. Revenue for the event will honor a 50/50 split with 50% of the collected revenue being issued by check no later than 30 days after the conclusion of the event to Clayton County Board of Commissioners (Senior Services Department). If agreement is approved, the MOU will commence on August 1, 2024, and remain in effect until August 1, 2026.

Cost: \$ 12,500

Budgeted for: Yes No

Financial Impact:

N/A

Action Requested from Council:

Requesting for Council to approve the agreement between the Clayton County Board of Commissioners (Senior Services Department) and the City of Forest Park (Recreation and Leisure Services Department) for the Legacy Masquerade Ball event.

RESOLUTION NO. 2024-_____

A RESOLUTION BY COUNCILMEMBERS KIMBERLY JAMES, DABOUZE ANTOINE, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS TO ENTER INTO MEMORANDUM OF UNDERSTANDING WITH CLAYTON COUNTY FOR THE LEGACY MASQUERADE BALL

WHEREAS, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City’s Recreation and Leisure Services Department and Clayton County’s Senior Services Department desire to host the first annual Legacy Masquerade Ball; and

WHEREAS, the Legacy Masquerade Ball is intended to give the seniors in the county the opportunity to come together to build interpersonal skills; and

WHEREAS, the estimated costs for the event are \$25,000.00; and

WHEREAS, the proposed Memorandum of Understanding (“MOU”) between the City and the County provides that the parties will each pay \$12,500.00 for event costs and split any and all revenue generated by the event equally.

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK HEREBY RESOLVES:

SECTION 1. Approval. The Memorandum of Understanding with Clayton County for the Legacy Masquerade Ball as presented to City Council on August 5, 2024 is hereby approved.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

[SIGNATURES ON FOLLOWING PAGE]

SO RESOLVED this 5th day of August, 2024.

Angelyne Butler, Mayor

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

MEMORANDUM OF UNDERSTANDING

BETWEEN

Clayton County Board of Commissioners (Senior Services Department)

Address

Jonesboro, GA 30236

AND

City of Forest Park (Recreation and Leisure Services Department)

745 Forest Parkway

Forest Park GA 30297

Purpose: This Memorandum of Understanding (MOU) sets forth the terms and conditions under which Clayton County Senior Services (CCSS) and City of Forest Park Recreation and Leisure Services (CFPRL) agree to collaborate on hosting a masquerade ball for seniors aged 50 and older.

Event Details:

- **Event Name:** Legacy Masquerade Ball
- **Date:** October 5, 2024
- **Time:** 7:00 p.m.-11:00 p.m.
- **Venue:** Forest Park Gymnasium
- **Target Audience:** Seniors aged 50 and older
- **Cost per person:** \$25.00

Roles and Responsibilities:

1. Clayton County Senior Services:

- **Event Coordination:** Assist with overall event coordination, including scheduling and logistics.
- **Secure a one-stop shop vendor to provide catering, decorating, and D.J. Services Services:**
 1. **Caterer-**Coordinate with the selected caterer to provide food and beverages for the event.
 2. **Decorator -** Engage a decorator to create an appropriate theme and ambiance for the masquerade ball.
 3. **DJ Services:** Hire a D.J. to provide music and entertainment throughout the event.
- **Program Development:** Provide a committee of senior services employee to assist with the development of the event program, including speeches, activities, and special performances.
- **Marketing and Promotion:** Promote the event through various channels to ensure maximum attendance.
- **Volunteers:** Recruit and manage volunteers to assist during the event.

- **Health and Safety:** Ensure that health and safety protocols are in place and adhered to during the event.
 - **Feedback Collection:** Collect feedback from attendees to assess the event's success and identify areas for improvement.
2. **Forest Park- Recreation and Leisure Services Department:**
- **Financial Support:** Provide 50 % funding for event expenses, including catering, decoration, and entertainment.
 - **Event Coordination:** Assist with overall event coordination, including scheduling and logistics.
 - **Catering Services:** Coordinate with the selected caterer to provide food and beverages for the event.
 - **Decorator Services:** Engage with decorator to create an appropriate theme and ambiance for the Masquerade Ball.
 - **DJ Services:** Coordinate with D.J. to provide music and entertainment throughout the event.
 - **Marketing and Promotion:** Promote the event through various channels to ensure maximum attendance.
 - **Program Development:** Assist in the development of the event program, including speeches, activities, and special performances.
 - **Health and Safety:** Ensure that health and safety protocols are in place and adhered to during the event.
 - **Feedback Collection:** Collect feedback from attendees to assess the event's success and identify areas for improvement.

Service Providers:

- **One stop vendor to provide catering, decorating D.J. and live entertainment services to be procured by Clayton County Central Services.**

Funding and Budget:

- The total budget for the event is estimated at \$25,000
- Clayton County Senior Services and City of Forest Park Recreation and Leisure Services will share the costs paying \$12,500 each to cover the full cost of the event.
- Clayton County Senior Services and City of Forest Park Recreation and Leisure Services will split the revenue for this event by 50%.
- The City of Forest Park Recreation and Leisure Services will send a check for half of the revenue no later than 30 days after the conclusion of the event.

Term and Termination:

- This MOU shall commence on August 1, 2024, and remain in effect until August 1, 2026
- Either party may terminate this MOU by providing written notice to the other party at least 90 days in advance.

Amendments:

- This MOU may be amended or modified only by mutual written agreement of both parties.

Signature:



[Name]

Jeffrey E. Turner

[Title]

Chairman

[Agency 1 Name]

Clayton County Board of Commissioners

Date: 7/19/24

Signature:

[Name]

[Title]

[Agency 2 Name]

Date: _____