

OCONEE COUNTY PROCUREMENT OFFICE
415 S. PINE ST., WALHALLA, SC 29691 Phone 864-638-4141 Fax 864-638-4142

REQUEST FOR QUOTATION

*Quotes may be emailed, faxed, or
 Hand delivered to the Procurement Office.*

RETURN QUOTE TO:
 Katie Brown
 Email: kbrown@oconeesc.com
 Fax: 864-638-4141

THIS IS NOT AN ORDER

- Please quote on this sheet in the spaces provided below.
- Vendors must state their delivery after receipt of order.
- Base quote on terms & conditions shown.
- Quote shall be valid for 30 days.
- Prices shall include all freight charges to destination and complete assembly/installation where applicable.

RFQ # 23-100Q: Parking and Security Services

RFQ DATE: August 2, 2023

Do not proceed with anything on this request until you receive notification from the Oconee County Procurement Office and until a purchase order is issued.

ALL BLANKS BELOW TO BE FILLED IN BY THE QUOTING VENDOR

Name of Company: _____ Quotation Date: _____ Quotation #: _____

Authorized Signature: _____ Print Signature: _____

Toll Free Phone #: _____ Email #: _____

Return Quote By:	Deliver To:	Terms:	FOB:
Thursday, August 17, 2023 @ 2:00pm EST	Various Locations around Oconee County, SC	Net 30	Destination, Freight Prepaid

DESCRIPTION	PRICE PER HOUR
Staff/Employee Rate	
Supervisor Rate	
Overnight Security Rate	
Any Additional Fees:	

STATE YOUR NOTIFICATION REQUIREMENT PRIOR TO EVENT:

NOTE: QUOTES ARE DUE BACK IN THIS OFFICE BY THE DEADLINE STATED ABOVE.

MINIMUM SPECIFICATIONS

Oconee Parks Recreation and Tourism (OCPRT) is seeking quotes from qualified business for parking and security services for events.

The business shall provide adequate parking attendants and a supervisor for events needing parking services. They also shall provide a person or person for overnight security detail when required for events. The parking attendants shall be able to direct traffic and park vehicles in designated spaces. There shall be a supervisor on site while the company has employees on site. The supervisor shall be able to communicate with the staff of OCPRT and be able to direct their staff. The overnight security detail shall be a responsible employee that can watch equipment during the hours staff is not on site and be able to call the Sheriff's department or staff if any activity seen that is not allowed.

There are many different events at the parks that require these services. The most prominent would be fishing tournaments at South Cove County Park or Seneca Creek. They would typically, but not always, require the parking services starting at 4:30 AM- 8:30 AM and 1:30 PM until 5:30 PM or later, parking vehicles with trailers and co-anglers with vehicles, and directing traffic to which parking lot they are to park in. Employees shall wear reflective vests and have directional wands that would be provided by Oconee County PRT. They may also be given a radio for communication during the event. Other events could include festivals where there will be parking duties that would be during the course of the event.

Vendors shall submit the attached quote form to includes hourly rate per employee, hourly rate for supervisor, and hourly rate for security detail. Vendor shall also provide the required notification/time period prior to event for the services to be provided.

INSURANCE

The successful contractor shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from, or in conjunction with, the work performed on behalf of the County by the contractor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the contractor for the duration of the contract period; for occurrence policies.

- A. **Commercial General Liability:** Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability Form including Products/Completed Operations.

Minimum Limits:

\$500,000 General Aggregate Limit
\$500,000 Products & Completed Operations
\$500,000 Personal & Advertising Injury
\$500,000 Each Occurrence Limit
\$50,000 Fire Damage Limit
\$5,000 Medical Expense Limit

- B. **Business Commercial Automobile Liability:** Coverage sufficient to cover all vehicles owned, used, or hired by the contractor, his agents, representatives, employees or subcontractors.

Minimum Limits:

\$500,000 Combined Single Limit
\$500,000 Each Occurrence Limit
\$5,000 Medical Expense Limit

- C. **Workers' Compensation:** Limits as required by the Workers' Compensation Act of SC, to include state's endorsement for businesses outside of SC. Employer's Liability, \$1,000,000.

Coverage Provisions

1. All deductibles or self-insured retention shall appear on the certificate(s).
2. Oconee County, its' officers/ officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The contractor's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.

4. Shall provide 30 days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverage for subcontractors of the contractor shall be subject to all of the requirements stated herein.
6. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the contractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against the County, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
9. The contractor shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
10. All insurance shall be placed with insurers who are lawfully authorized to do business in the state of SC, and who maintain an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from the County's Risk Manager.

CONTRACT TERM

Bidders shall guarantee prices for a period of one year, beginning August 17, 2023; renewable for four additional one-year periods upon mutual agreement of both the vendor and Oconee County administration.

CONTRACT ADJUSTMENTS: Should a contract renewal be desired, written request for said renewal shall be submitted in writing by Oconee County forty-five (45) days prior to the end of the current contract period. Should the contractor wish to request an increase in cost, it will be the contractor's responsibility to submit a written request for such contract adjustments within ten (10) days after receipt of the County's contract renewal notice to the Procurement Office for approval.

If approved, any change in the contract cost will be effective in an amount equivalent to the percentage increase for the previous calendar year (Jan – Dec), using the Consumer Price Index (CPI-U, South Region, All Items), as published by the U. S. Department of Labor, Bureau of Labor Statistics.

The County will accept or decline the requests for a contract increase, in written form, within ten (10) days following the date of the request. No increase shall be effective until approved in writing by the Procurement Director.

QUESTIONS

The last day for questions will be **Thursday, August 10, 2023 by 2:00pm EST**. Questions can be submitted to Katie Brown via phone at (864) 638-4141 or via email: kbrown@oconeesc.com.

QUOTE SUBMISSION

The County assumes no responsibility for delivery of quotes. It is the responsibility of the vendor to insure their quote was received prior to the deadline for submissions: **Thursday, August 17, 2023 @ 2:00pm EST**.

Quotes may be submitted via email to kbrown@oconeesc.com, fax to 864-638-4142, mail or hand delivered to:

Oconee County Procurement
RFQ 23-100Q
415 South Pine Street
Walhalla, SC 29691

This is a request for quote; therefore, there will NOT be a public opening.