



Ware County Recreation Department
2110 Cecil Brown Drive
Waycross, GA 31503
(912) 287-4488 Fax (912) 287-4485
Lance Adamson – Director ladamson@warecounty.com

REQUEST FOR PROPOSAL

The Ware County Board of Commissioners is now accepting sealed proposals for the exclusive supplier of beverage products for The Ware County Recreation Department-Trembling Earth Complex.

The Ware County Board of Commissioners reserves the right to reject any or all proposals, with or without cause. Sealed proposals will be accepted until **Friday, MARCH 13, 2026 at 2:00 p.m.** No late proposals will be accepted. Proposals will be opened Friday, March 13, 2026 at 02:15 p.m. Awarding of the contract will take place at the next regular meeting of the Ware County Board of Commissioners and will be based on the lowest and/or best bid.

Should your firm be interested in submitting a proposal, please complete the attached forms, submit the sealed documents, marked **RFP-Beverages**, and mail or deliver to:

Ware County Commission
Kayley Johnson
305 Oak Street, Suite 227
Waycross, GA 31501

General Information and Instructions

Proposal Format

Proposals shall be submitted in the following format and include the following information. Sections should be clearly identified for ease of reference.

- Cover Letter – Must include the name, address, and telephone number of the company, and be signed by the person or persons authorized to represent the Beverage Distributor. It should also include a detailed description of your company's capabilities.
- Fee Proposals – Shall include beverage type, pricing, vending pricing, vending commission rate, rebates if applicable, and volume threshold including when commission payments would be made to Ware County (i.e. monthly, quarterly, annually)
- Operational Plan – Must include comprehensive plan to illustrate the how it intends to ensure the success of the contract
- Promotional Considerations/Support Proposal – In consideration of the rights and benefits granted to the beverage company provide a proposed sponsorship fee to be paid to Ware County, promotional support, or product donations
- Contact Names (References) of current users, with phone numbers
- E-Verify – Affidavit must be completed, notarized, and submitted with proposal

Prior to the final selection, proposers may be required to submit additional information that Ware County deems necessary to further evaluate the proposer's qualifications.

Copies

- An original proposal and four (4) copies of the proposal and supporting documents must be submitted in response to the RFP.

Basis of Award

Proposals will be evaluated according to the following criteria:

- | | |
|--|-----------|
| • Proposer's qualifications/experience | 30 Points |
| • Proposer's ability to provide services | 10 Points |
| • Proposed Fee | 20 Points |
| • Promotional Considerations | 40 Points |

Right to Reject Lowest Fee Proposal

Ware County is under no obligation to award this project to the proposer offering the lowest fee. Evaluation criteria included in this document shall be used in evaluating the proposals.

Right of Negotiation

Ware County reserves the right to negotiate the exact terms and conditions of the contract with the selected proposer.

Rights to Submitted Materials

All responses, inquiries and correspondence in reference to this RFP submitted by proposers shall become property of Ware County when received.

Questions regarding RFP

If you have any questions concerning the submission of this proposal, you may call Kayley Johnson at (912) 287-4300.

All questions regarding the scope of the project should be in writing and directed to the Ware County Recreation Director, Lance Adamson, (912) 287-4488.

Termination of Contract

Ware County may cancel the contract at any time for breach of contractual obligations by providing thirty (30) days written notice of such cancellation.

Compliance with Laws

Contractor must comply with all applicable State and Federal Laws.

Insurance Requirements

The Vendor will maintain at its own expense during the term of any agreement arising from this RFP, the following insurance and provide Ware County with proof:

- A.** Worker's Compensation Insurance with Georgia statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
- B.** Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.

Certificate Holder Should Read

Ware County Board of Commissioners
305 Oak Street, Suite 227
Waycross, GA 31501

Insurance companies, named insureds, and policy forms may be subject to the approval of the County Manager, if requested. Such approval shall not be unreasonably withheld. Vendor shall furnish the Ware County Manager with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Manager.

Certificates of insurance must have been received and approved by the County Manager prior to the beginning of the start of the awarded contract. If the insurance as evidenced by the certificates furnished by the Vendor expires or is canceled during the term of any agreement arising from this RFP, services and related payments will be suspended. Vendor shall furnish the County Manager's office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under any agreement arising from this RFP. Certificates shall be addressed to the **County Manager, 305 Oak Street, Suite 227, Waycross, GA 31501**, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

E-Verify

Vendor must complete and submit the attached E-Verify affidavit with the proposal stating they comply with E-Verify.

Definitions

Beverage(s): All carbonated or non-carbonated, nonalcoholic beverages or soft drinks, including but not limited to, fruit juices, fruit juice-containing drinks, fruit flavored drinks, cold tea products, cold coffee products, hypertonic, isotonic, hypotonic drinks, energy/fluid replacement drinks and packaged waters.

Facilities: The entire premises of the Trembling Earth Recreation Complex owned or operated by Ware County through its Recreation Department, now or in the future. This includes all athletic facilities and concession stands, and, for each building, the grounds, parking lots and vending areas.

Scope of Work/Services

Ware County is accepting sealed proposals for provision of soft drink supplies and equipment for the Ware County Recreation Department-Trembling Earth Complex. The successful vendor shall provide and maintain new soft drink concession equipment at the following location(s):

- Trembling Earth Recreation Complex
- Memorial Park
- Bailey Street Park

Equipment and supplies furnished to Ware County shall remain the property of the proposer and Ware County shall not be held liable for any lost or damaged equipment beyond its control.

Maintenance Services

- Service shall be available at all times, including holidays and weekends.
- Routine service is to be provided to all locations a minimum of once per week. Additional service is to be made on an as needed basis.
- Equipment will be checked for performance before all major events.
- Response time for service calls shall be a maximum of two (2) hours.

Equipment Installation/Removal

- Vendor will be responsible for initial installation of equipment and removal of the equipment within seven calendar days at the expiration of the contract.
- Delivery of all equipment shall be within 30 days after the contract has been awarded.

Promotional Commitments

Each proposer shall propose specific levels of promotional support for the Ware County Recreation Department. Some or all of the following activities could be included:

- Services of marketing personnel
- Lighted menu boards
- Point of Sale materials (counter boards, banners, etc)
- Donation of products or other items at no cost

Advertising Rights

- Ware County will consider proposals for exclusive advertising rights at Trembling Earth and other recreation facilities
- Any permanent equipment offered as part of the incentive programs will become property of Ware County. Provisions will be made on all equipment for removal of product name, etc. if contract holder changes.

Bid/Contract Period:

- The contract will be for a three (3) year period, with an annual option to renew. The initial contract period will run from April 15, 2026-April 15, 2027.
- Vendor must immediately notify Lance Adamson, 912-287-4488, of any changes that occur during the contract period.

Commissions

Proposer shall include commission rate information in the proposal.

Volume Threshold

Proposer shall include any required volume thresholds in the proposal.

Operational Plan

Proposer shall provide a comprehensive plan that illustrates how it intends to ensure the success of this contract.

E-Verify Form

By executing this affidavit, the undersigned Vendor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Ware County Board of Commissioners has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Vendor will continue to use the federal work authorization program throughout the agreement period and the undersigned Vendor will form an agreement for the physical performance of services in satisfaction of such agreement only with subcontractors who present an affidavit to the Vendor with the information required by O.C.G.A. § 13-10-91(b). Vendor hereby attests that its Federal Work Authorization User Identification Number and date of authorization are as follows:

(FEDERAL WORK AUTHORIZATION USER IDENTIFICATION NUMBER)

(DATE OF AUTHORIZATION)

(NAME OF VENDOR)

(NAME OF PROJECT)

WARE COUNTY BOARD OF COMMISSIONERS

(NAME OF PUBLIC EMPLOYER)

I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT

(VENDOR NAME)

(AUTHORIZED SIGNATURE)

(PRINTED SIGNATURE)

EXECUTED ON

IN

(DATE)

(CITY, STATE)

(MONTH, DAY, YEAR)

(NOTARY PUBLIC SIGNATURE)

BID PROPOSAL - SOFT DRINK SUPPLIER

Item	AMOUNT DONATED	YEAR(S) DONATED	TOTAL FUNDING
1 Utility Buggy (1) Est. \$25,200	\$ _____	_____	\$ _____
2 Facility Repairs Est. \$5,000	\$ _____	_____	\$ _____
3 Volunteers Appreciation and Recognition Est. \$2,000	\$ _____	_____	\$ _____
4 64 qt Powerade/Gatorade coolers per year (4) hand towels/ powder sports drink	\$ _____	_____	\$ _____
5 Sponsorships for Department Programs Community/Sports Package A \$2500 Package B \$1500 Package C \$1000	\$ _____	_____	\$ _____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
TOTAL			\$ _____

Signature of Company Representative

Title

Date