



## **Request for Proposals**

### **Provision of Concession Services For Greenville City Parks**

**Pre-Proposal Meeting:** **Tuesday, May 9, 2017 at 5:30 PM**

**Location:** Jaycee Park  
2000 Cedar Lane  
Greenville, North Carolina

**Proposal Due Date:** **Tuesday, May 16, 2017 at 4:00 PM**

**Location:** Jaycee Park  
2000 Cedar Lane  
Greenville, North Carolina

**Questions regarding this Request for Proposal:**

**Don Octigan, Recreation Manager**  
P.O. Box 7207  
Greenville, NC 27835  
Telephone: (252) 329-4545  
Fax: (252) 329-4062  
Email: doctigan@greenvillenc.gov

Invitation to Bidders  
City of Greenville, NC

Date: April 26, 2017  
Subject: City of Greenville Recreation & Parks Vending RFP  
Contact: Don Octigan, (252) 329-4545

The City of Greenville Recreation and Parks Department will accept proposals from prospective vendors by 4pm local time on May 16, 2017 for the opportunity to be a food vendor to City parks for the period of June 1, 2017 through December 31, 2017.

Parties interested in submitting a bid may obtain documents from the Recreation and Parks Department by written request. Requests should be directed to Don Octigan, Recreation Manager, 2000 Cedar Lane, Greenville, NC 27835, or emailed to [doctigan@greenvillenc.gov](mailto:doctigan@greenvillenc.gov). Requests can also be faxed to (252) 329-4062, ATTN: Don Octigan.

Summary of Work

In general, the project shall consist of the following:

1. Site preparation with clearly visible listing of products and prices.
2. Serving food / refreshments to patrons within City of Greenville Parks during normal park hours at times that the City is not in contract with another vendor for specific purposes.
3. Cleaning site and removing personal property at the end of each service.

Wednesday, April 26, 2017

Dear Sir/Madam:

The City of Greenville Recreation and Parks Department is soliciting proposals from qualified and interested firms and/or individuals for the provision of concession services to patrons of Greenville City Parks during park hours. Parks included in this bid are Andrew A. Best Freedom Park, Dream Park, Greenfield Terrace Park, Greensprings Park, Jaycee Park, Paramore Park, Peppermint Park, Thomas Foreman Park, Town Common, and Matthew Lewis Park. Service to park patrons does not include times where the City is holding a special event or is contract with another vender for specific programming purposes (Sunday in the Park, sports leagues, etc.)

The department is looking for a vendor that can 1) provide a quality public service with a reasonable financial return to the City, and 2) represent the City in a professional manner through good customer service, professional appearance of employees, ethical financial practices, and cooperation with staff. Concession operations contracts are business relationships involving a privilege permit for service on City property, and organizations/individuals unwilling to commit to the above standards need not apply. Questions concerning this "Request for Proposal" (RFP) may be directed to Don Octigan at (252) 329-4545.

After review of the enclosed RFP document, interested parties may attend the optional Proposer's Conference on **Tuesday, May 9, 2017, at the Recreation and Parks Center for Arts and Crafts located at Jaycee Park, 2000 Cedar Lane, Greenville, North Carolina.** At this time, questions concerning the RFP and selection process will be entertained. The proposal receipt **deadline is May 16, 2017 prior to 4:00 pm.** All proposals must be delivered to 2000 Cedar Lane, Greenville, NC 27858. Incomplete or incorrectly submitted proposals will not be accepted. **Proposals received after 4:00pm on May 16, 2017 will be deemed late and will not be accepted.**

A departmental selection committee will review all proposals and recommend the top proposers for consideration by the Director. Additional information may be requested and interviews may be conducted where there are competing interests.

Regards,

Don Octigan  
Recreation Manager

Copy to: Gary Fenton, Director, Recreation and Parks  
Denisha Harris, Financial Services

## GENERAL INFORMATION

### A. PURPOSE

The purpose of this Request For Proposal (RFP) is to solicit proposals for the provision of concession services for public purchase/consumption at the following parks during the time period of June 1, 2017 through December 31, 2017; Andrew A. Best Freedom Park, Dream Park, Greenfield Terrace Park, Greensprings Park, Jaycee Park, Paramore Park, Peppermint Park, Thomas Foreman Park, Town Common, and Matthew Lewis Park. The successful proposer shall provide concession services at the facilities for the benefit of the park patrons during agreed upon times between the Recreation Superintendent and vendor.

### B. BACKGROUND

The City of Greenville's parks are very well attended, especially during the spring, summer and fall seasons. Currently, sales from food/drink vendors are not allowed in City Parks unless under a contract for special events or programs. The City of Greenville Recreation and Parks Department is looking to enter into a one year contract with one or more vendors to serve park patrons during normal park hours as a service to park patrons. This period will be considered a "trial period" to allow the department to evaluate if the service is desired to be continued for future years. This service is not to conflict with other vendor contracts the department holds such as for special events and athletic leagues.

### C. TERMS OF AGREEMENT

Anticipated term of the contract would be for a period time from June 1, 2017 through December 31, 2017.

### D. PAYMENT

The proposer's monthly payment of rental for the privilege of providing concession services at the facility should be a prescribed flat fee.

### E. PROVISION OF SERVICES

Under the terms and conditions of the contract, the selected vendor shall be responsible for the procurement, installation, operation and maintenance of the equipment and supplies necessary for service provision including but not limited to the management of revenue collection, maintenance/cleaning of the facility and equipment. The selected vendor shall possess all licenses, permits, insurance, and be responsible for the hiring, insurance, supervision and termination of vendor employees. The selected vendor agrees to comply with applicable local, state and federal ordinances, statues, laws, rules, regulations and best business practices governing concession services.

### F. OPERATION

The vendor shall comply with all provisions of the Americans With Disabilities Act including any amendments. Discrimination in services, conduct and pricing under any circumstances shall not be tolerated. Failure to comply with the American Disabilities Act and the 1964 Civil Rights Act and its amendments shall be grounds for termination of the vendor's contract.

The proposer will be required to provide a level of service including routine maintenance/cleaning equal to the standards set by the City at all other City recreation facilities, areas and parks. The City shall not be liable for any cost incurred by the selected proposer to commence and maintain operations of the concession services. The City is not liable for any losses incurred by the selected proposer during the term of any executed agreement. The City makes no promise of total sales amounts nor does the City guarantee the selected proposer a set number of potential patrons.

The selected proposer shall not sublease or transfer this agreement to any other party without prior written approval of the City. City shall have the option to terminate this agreement based on a request to transfer or

sublease. Selected proposer cannot use glass containers; sell alcoholic beverages or tobacco products.

**E-Verify Compliance**

The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The Contractor represents that the Contractor and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

**Iran Divestment Act**

As a result of the Iran Divestment Act of 2015 (Act), Article 6E, N.C. General Statute § 147-86.55, the State Treasurer published the Final Divestment List (List) which includes the final companies and persons engaged in investment activities in Iran and will be updated every 180 days. The list can be found at <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

By submitting the Proposal, the Contractor certifies that, as of the date of this bid, it is not on the then current List created by the State Treasurer. The Contractor must notify the Department immediately if, at any time before the award of the contract, it is added to the List.

As an ongoing obligation, the Contractor must notify the Department immediately if, at any time during the contract term, it is added to the List. Consistent with § 147-86.59, the Contractor shall not contract with any person to perform a part of the work if, at any time the subcontract is signed, that person is on the then-current List.

During the term of the Contract, should the Department receive information that a person is in violation of the Act as stated above, the Department will take action as appropriate and provided for by law, rule or contract.

**G. CITY REQUEST FOR PROPOSAL (RFP)**

The City of Greenville reserves the right to reject any and all proposals, waive informalities, and award contracts which appear to be in its best interest.

The City shall not be liable for any cost incurred in connection with preparation and submittal of any proposal.

The City reserves the right to make an award on a factor other than price including but not limited to experience, quality of proposal, and method of operation. In the event the City accepts a proposal, a contract may be awarded to the proposer who has submitted the proposal deemed to be in the best interest(s) of the City. The City may award the contract based on the proposals submitted without further discussions or negotiations. Selection of the best proposal will be made on the basis of the criteria set forth in this RFP. The City reserves the right to negotiate the final terms of the contract(s) with one (1) or more of the highest rated responsive proposers. Proposers are cautioned that any response to this RFP shall not be considered a "bid".

**H. PROPOSER'S INSPECTION**

It will be the responsibility of the individual proposers to visit the park locations to understand the layout of the park.

I. CONFIDENTIALITY

If the proposer must include in its proposal material of a confidential nature, i.e., not intended for disclosure to third persons, the proposer should so indicate. Notice is given that under the North Carolina public records laws such information may be subject to release even if marked confidential. The City will notify the proposer of such a request and afford the proposer the opportunity to take whatever action it deems necessary if the proposer desires to object to the release. The City will then exercise its best efforts to protect this information, but only to the extent that the law permits. The City assumes no responsibility for any loss or damage which may result out of any breach of confidentiality, including but not limited to attorney's fees, monetary or business losses, costs, fines or damages awarded or such other costs associated with any court or administrative action concerning whether the information should be released or not.

J. CITY OF GREENVILLE LOCAL PREFERENCE POLICY

It is the policy of the City of Greenville to ensure the best overall value in the procurement of goods and services and to support the City's economic development. Therefore, the City of Greenville has adopted a Local Preference Policy which provides a preference to eligible local bidders in the awarding of certain city contracts. The City's Local Preference Policy may be viewed at [www.greenvillenc.gov/Businesses/PurchasingDivision](http://www.greenvillenc.gov/Businesses/PurchasingDivision).

Questions regarding the City's Local Preference Policy should be directed to the Purchasing Division of the City of Greenville at (252) 329-4664.

In accordance with the City's Local Preference Policy, being local is a factor to be considered in determining the qualifications of the entity or person submitting a proposal.

K. REPRESENTATIONS

1. The City will not be bound by any representations that are not set forth in the RFP.
2. The proposer is responsible for making all necessary investigations/examinations of documents, operations and premises affecting performance. It is mutually agreed that the submission of a proposal shall be considered conclusive evidence that the proposer has made such investigations/examinations.
3. Any reasonable inquiry to determine the responsibility of a proposer may be entertained. The submission of a proposal shall constitute permission by the proposer for the City to verify all information contained therein. If the City deems it necessary, additional information may be requested from the proposer. Failure to comply with any such request may disqualify a proposer from further consideration.
4. The proposer may withdraw the proposal at any time prior to the day/date/time which is set forth herein as the deadline for acceptance of proposals, upon written request for same to the Director.
5. All proposals shall be firm offers and may not be withdrawn for a period of ninety (90) days following the day/date/time set to receive proposals.

L. PROPOSER'S CONFERENCE/INSPECTION

A proposers' conference, for the purpose of answering questions, will be held on May 9, 2017 at 5:30p.m.

LOCATION: Jaycee Park, 2000 Cedar Lane  
DAY/DATE: Tuesday, May 9, 2017  
TIME: 5:30p.m.

Only those questions concerning the RFP, the selection process, and questions regarding the property will be considered in the presence of all attending.

### **INSTRUCTIONS TO PROPOSERS**

#### A. Minimum Requirements for Responsive RFP:

A proposer's response to this RFP must be made according to the specifications set forth in this section, both for content and sequence.

Any proposal failing to comply with said specifications and therefore deemed to be non-responsive shall be subject to rejection by the City. A proposer may correct, revise or withdraw any proposal up to the closing date or time for submission of proposals designated in these instructions. Proposals received after the time for submission will be rejected. The Director, at his/her option, may permit a proposer to correct a minor mistake such as a calculation mistake, a minor omission such as failure to include a referenced document in the proposal, to correct a minor informality or withdraw a proposal after the closing date for submission of proposals if sufficient evidence can be presented citing extenuating circumstances.

1. **MINIMUM QUALIFICATIONS:** In order to be deemed minimally qualified for consideration in the award of the lease for the subject facility, a proposer must:
  - a. Have a minimum of one (1) year of experience in the provision of similar services as requested, or provide other evidence of qualifications to provide the service requested.
  - b. Possess the necessary line of credit or equity to manage a public operation of this nature.
  - c. In the event a corporation is proposing to provide the service, said corporation must verify that the person responsible as manager of the operation shall meet the above listed qualifications in item a.
2. In order to be deemed fully responsive to this RFP, a proposer must complete and submit the following:
  - a. Proposal Forms/Narrative Outline
  - b. Statement of Personal Business History
  - c. Affidavit to Accompany Proposals
  - d. Proposer's Equal Employment Opportunity (EEO) Certification
  - e. Authorization to Release Information
3. Proposers must present evidence, satisfactory to the City, indicative of their ability to operate and maintain the specified equipment. To this end, each proposer must attach the following
  - a. **General Business Statement:** A statement of all the important business activities of the

proposer's major business life. This statement should emphasize the proposer's experience in the maintenance, operations and/or management of concession services specified. In the event that the proposer has provided such service on a contractual basis to a public agency or to a private entity, the proposer shall submit the name, address and phone number of such clientele, and a brief description of the services provided and other pertinent data. Further, the proposer must identify any such contracts that, within the last five (5) years, have been canceled or not renewed.

b. **Personal/Corporate References:** A minimum of three (3) personal/corporate references giving current names, addresses and telephone numbers in each instance is required.

c. **Credit References:** A minimum a three (3) credit references giving current names, addresses and telephone numbers in each instance is required. It is also required that at least one (1) of the three (3) references be a bank or savings and loan institution. The type of relationship shall also be indicated (i.e., checking, savings, real estate loans, construction loans, small business loans, etc.). A credit check of these references shall be conducted by the City.

d. **Proof of Insurance:** Proposers currently providing similar services shall submit a Certificate of Insurance for the operations involved. In the absence of such certificate, proposers may submit a Letter-of-Commitment from an acceptable insurance company setting forth that the required insurance coverage, as described in the Sample Management Agreement, will be available to the proposer at the time/term of contract commencement. The following minimum requirements are required by the City of Greenville's Insurance and Risk Management::

The selected proposer agrees to purchase and maintain at its own expense during the term of this contract the following program(s) of insurance covering its operations. Such insurance shall be provided by insurer(s) satisfactory to the CITY and evidence of such programs satisfactory to the CITY shall be delivered to the CITY on or before the effective date of this Contract. Such evidence shall specifically identify this Management Agreement and shall contain express condition that the **CITY is to be given written notice of at least thirty (30) days in advance of any modification or termination of any program of insurance.** Such insurance, with the exception of Workers' Compensation insurance, shall be primary to, and not contributing with any other insurance maintained by City, and **shall name the CITY as an additional insured:**

Commercial General Liability: Bodily injury and property damage liability as shall protect the vendor and any subcontractor performing work under this contract from claims of bodily injury and property damage which arise from operation of this contract whether such operations are performed by the vendor. Such insurance coverage must indemnify and hold harmless the City of Greenville, its managers, directors and employees for any negligent acts whether by commission or omission of the vendor, vendor's employees and any subcontractor and employees of the subcontractor. The amounts of such insurance shall not be less than ONE MILLION DOLLARS (\$1,000,000.00) bodily injury each occurrence/aggregate and ONE MILLION DOLLARS (\$1,000,000.00) property damage each occurrence/aggregate, or ONE MILLION DOLLARS (\$1,000,000.00) bodily injury and property damage combined single limits each occurrence/aggregate. This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability.

Auto Liability: Proof of automobile insurance in accordance with North Carolina laws.

Worker's Compensation: If applicable, a program of Workers' Compensation insurance in an



amount and form to meet all applicable requirements of the laws of the State of North Carolina: \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit.

e. **Proposed Menu/Price List:** Sample menu & prices, fees and charges for all contemplated items shall be submitted.

f. **Service Program:** A detailed, narrative description of all services contemplated shall be drafted and submitted. Proposers should note any/all catering services.

g. **Americans With Disabilities Act:** City of Greenville services are required to comply with the Americans With Disabilities Act which prohibits discrimination on the basis of disability. The City of Greenville and its contracted facility operators will make reasonable accommodations in all programs to enable participation by an individual who meets eligibility requirements. Programs and services will be available in the most integrated setting for each individual.

B. **PREPARATION OF THE PROPOSAL**

1. All proposals must be **typed** for submission on 8-1/2" x 11" white paper and must be bound in a secure manner.

2. Material/data not specifically requested for consideration, but which the proposer wishes to submit, must not appear with the proposal, but may appear only in an "additional data" section. This has specific reference to the following types of data:

- a. standard brochures/photographs
- b. promotional material with minimal technical content
- c. generalized narrative of supplementary information
- d. supplementary graphic materials

3. If proposal is made by a partnership, it shall be signed with the partnership name and by an authorized general partner, and the full names and current mailing addresses of each general and limited partner shall be supplied.

If the proposal is made by a joint venture, it shall be signed with the full name and current mailing address of each participant of the "joint venture." If the proposal is made by a corporation, it shall be signed by the president and secretary in the corporate name with the corporate seal affixed. In all cases, each signature must have the proper acknowledgment of execution attached to the proposal form.

4. When proposals are signed by an agent other than an officer of a corporation or a member of a general partnership, a power of attorney authorizing the signature must be submitted with the proposal.

5. If the proposal is submitted by a partnership or joint venture, the statement of personal history attached to the proposal form must be completed by each general partner or "joint venture". If the

proposal is submitted by a corporation, the statement must be completed by the principal officers of said corporation.

6. The City may request additional information from any person, firm or corporation submitting a proposal.

**C. SUBMISSION OF PROPOSALS**

1. The original proposal and three (3) additional copies must be submitted in a sealed envelope. The envelope shall be plainly marked with the name, current mailing address and telephone number of the proposer. The envelope shall further state:

**"Proposal for City of Greenville 2017 Parks Vendor."**

2. It is the sole responsibility of the proposer to see that the proposal is received before the submission deadline. A proposer shall bear all risks associated with delays in mail, courier services or those being hand delivered.

**D. DEADLINE FOR RECEIPT OF PROPOSALS**

1. The City will receive proposals at the location indicated below:

Don Octigan

2000 Cedar Lane, Greenville, NC 27858

on or before **May 16, 2017 prior to 4:00 pm local time.**

Proposals received after the above assigned date and time shall not be considered.

## SELECTION PROCESS AND EVALUATION CRITERIA

### A. SELECTION PROCESS

The City reserves the right to act as sole judge of the content of the proposals submitted for the City's evaluation/selection.

### B. EVALUATION CRITERIA

Selection of the best responsible proposal will be based upon the following considerations/criteria:

1. Proposer's Experience and Capability
  - a. Proposer's demonstrated financial status and ability to provide the proposed service operations.
  - b. Proposer's demonstrated operational capabilities stressing the ability to provide/maintain concession services.
  - c. Proposed demonstrated experience and compliance with minimum qualifications for similar operations.
  - d. Proposer's demonstrated past service including remittances to the City of Greenville Recreation and Parks Department if applicable.
2. Rent to the City
  - a. The total cost benefit to the City based upon the proposed payment.
3. Service Program
  - a. The level of service to be provided at the following City of Greenville Parks: Andrew A. Best Freedom Park, Dream Park, Greenfield Terrace Park, Greensprings Park, Jaycee Park, Paramore Park, Peppermint Park, Thomas Foreman Park, Town Common, and Matthew Lewis Park.
  - b. The level of **program support** and **sponsorship** provided for department facilities, programs, and operations.
  - c. Pitt County Health and Tax Department status and recommendations.
  - d. Demonstrated ability to provide start up funding, equipment, supplies, materials, staff and sustain quality concession services.
4. Concepts and Approach
  - a. Demonstration of the proposer's understanding of the Greenville Recreation and Parks Department's facilities and operations, future growth potential, the local business community and residential population, current social issues affecting services, and the local City political environment.
5. Local Preference Policy
  - a. In accordance with the City's Local Preference Policy, being local is a factor to be considered in determining the qualifications of the entity or person submitting a proposal.

### **C. EVALUATION PROCESS**

The evaluation of proposals will be conducted by a selection panel selected by the Director or appointed representative. The panel may be comprised of a panel of City employees. In all cases, the panel on the whole will have the appropriate experience in the conduct, administration and evaluation of projects, proposals, agreements and operations similar to the subject of the RFP. The City, at its option, may invite one (1) or more proposers to make an oral presentation to the selection panel. During these interviews, the selected proposers will be allowed to present such evidence as may be appropriate in order that the panel can effectively analyze all materials and documentation submitted as part of the proposals. The City is not required to conduct interviews of any proposers and may award solely on the basis of written submission. The panel will employ the applicable criteria and their expertise in evaluating all proposals, and thereafter shall create a prioritized ranking of highest to lowest of all selected proposals. Those proposals ranked in the top five may be requested to provide a best and final offer before a final award is made.

### **D. APPROVAL OF CONTRACT**

Subsequent to the aforementioned process, staff will recommend and seek authorization from the Director to award a contract with the successful proposers maintaining the highest rankings by the panel.

### **E. MINORITY & WOMEN BUSINESS ENTERPRISE (M/WBE) PROGRAM**

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

**The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal** for the participation of M/WBE firms in supplying goods and services for the completion of this contract. All firms submitting qualifications and/or proposals agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at (252) 329-4862.

### **F EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, NC. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

**PROPOSAL FORM**

Name of Proposer

Date

Gary Fenton, Director  
Department of Recreation and Parks of Greenville  
2000 Cedar Lane  
Greenville, NC 27858

Dear Sir/Madam:

**A PROPOSAL FOR THE PROVISION, OPERATION, AND MAINTENANCE OF CONCESSION SALES AT SPECIFIED CITY OF GREENVILLE PARKS**

I propose to provide the required concession operations, as well as required maintenance and upkeep of the facilities and grounds as related to my services.

I propose the term of the agreement be for a period of time not less than one year.

I propose to pay to the City the following amounts as a monthly rental from vending sales and related revenues:

**MONTHLY RENTAL PAYMENT**

OPERATING

YEAR 2017

\$ \_\_\_\_\_

In addition to the services required in the Management Agreement, I further propose to offer the following additional services to the public (optional):  
(use additional pages as necessary)

I am personally acquainted with the City of Greenville Recreation and Parks Department and am familiar with the privileges to be granted thereon. I have read the related information in this RFP. Furthermore, I feel qualified to submit a proposal.

The undersigned hereby respectfully submits this proposal, including all required documents/statements.  
(Indicate the form of business concern on the line above, i.e., Corporation, Individual, Partnership, Joint Venture, etc.)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Address**

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**Telephone**

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**Telephone**

**FOR OFFICE USE ONLY**

- |  |  |
|--|--|
| <input type="checkbox"/> General Business Statement    | <input type="checkbox"/> Authorization to Release Information    |
| <input type="checkbox"/> Proposal Form                 | <input type="checkbox"/> References (Business, Personal, Credit) |
| <input type="checkbox"/> Statement of Personal History | <input type="checkbox"/> Proof of Insurability                   |
| <input type="checkbox"/> Proposer's EEO Certification  | <input type="checkbox"/> Proposed Price List                     |
| <input type="checkbox"/> Service Program               |  |

**STATEMENT OF PROPOSER'S PERSONAL HISTORY**

1. Legal Name In Full:
2. Residential Address:
3. Business Address:
4. Telephone: Home: ( )  
Cell or Work: ( )
5. Have you or your spouse ever filed bankruptcy or been declared bankrupt?  
Yes: \_\_\_\_ No: \_\_\_\_
6. Have you ever been terminated or asked to resign?  
Yes: \_\_\_\_ No: \_\_\_\_
7. Have you, as an adult, ever been convicted/fined/placed on probation/given a suspended sentence in any court or had any convictions?  
Yes: \_\_\_\_ No: \_\_\_\_
8. Do you have any outstanding local, state, or federal tax liens or issues that are currently unsettled, or have had a judgment in court against you on any related tax matter in the previous five (5) years?

NOTE: If you answered "YES" to any above questions, pertinent details must be provided on an additional information sheet. Failure to do so may result in delay of, or the possible disqualification of, your proposal.

I hereby certify that all statements made or in connection with this statement of Personal History are true to the best of my knowledge and belief, and I understand/agree that any misrepresentation, misstatement or omission of material fact may cause forfeiture on my part of all rights to the proposed agreement to be awarded by the City of Greenville, North Carolina.

DATE:

SIGNATURE:

**PROPOSER'S  
EQUAL EMPLOYMENT OPPORTUNITY (EEO)  
CERTIFICATION**

Proposer's Name in Full  
Address  
Internal Revenue Service Employer Identification Number or  
Social Security Number

GENERAL

The undersigned certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, creed, color, national origin, sex, age or handicap and in compliance with all anti-discrimination laws of the United States of America and the State of North Carolina.

PROPOSER'S CERTIFICATION

- |   | YES | NO |
|---|-----|----|
| 1. The proposer has or will implement a written policy statement prohibiting discrimination in all phases of employment.                              |     |    |
| 2. The proposer periodically conducts a self-inspection of its workforce.   |     |    |
| 3. The proposer has or will develop a system for determining if its practices are discriminatory.   |     |    |
| 4. Where problem areas are identified in employment practices, the proposer has or will implement a system for applying reasonable corrective action. |     |    |

Name and Title of Endorser (print/type)

Date

Signature



**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize the release of all financial and credit information and/or verification of employment to the City of Greenville and its Department of Recreation and Parks as said items relate to my interest in security and agreement with the City. This form may be reproduced/ photocopied to be utilized as my consent to release financial and credit information or employment verification.

Name

Signature

Date

**AFFIDAVIT TO ACCOMPANY PROPOSALS**

State of North Carolina  
City of Greenville

**Affidavit must be fully executed  
and Notarized.**

being first duly sworn, deposes and states, that he/she is

(insert sole owner, partner, president, secretary, or other title)

of \_\_\_\_\_  
(insert name of proposer)

who submits to the City of Greenville the attached proposal.

Affiant deposes/states:

That the proposal is genuine; that the same is not sham or collusive; that all statements of fact therein are true; that such proposal was not made in the interest or behalf of any person, partnership, company, association, or corporation not therein named or disclosed.

That the proposer has not directly or indirectly by agreement, communication, or conference with anyone, attempted to induce action prejudicial to the interest of the City of Greenville, or any other proposer, or anyone else interested in the proposed agreement; that the proposer has not in any manner sought by collusion to secure an advantage over any other proposer.

That none of our employees, officers, principals, partners, or major shareholders are employees of the City of Greenville, or employees of public agencies for which the City of Greenville is the governing body.

That we are not former City of Greenville employees who have been employed by the City in the twelve (12) months preceding the date of the affidavit in positions of substantial responsibility in the area of service to be provided by the proposed agreement; that no such employees have taken part in the development of said proposed agreement or its service specifications; and that no such employees shall serve as an officer, principal, partner, or major shareholder of this proposer.

I understand/agree that any falsification in this affidavit will be grounds for rejection of this proposal or cancellation of any agreement awarded pursuant to this proposal. I certify under the laws of the State of North Carolina that the foregoing is correct and true.

Signed:

Title:

Date: