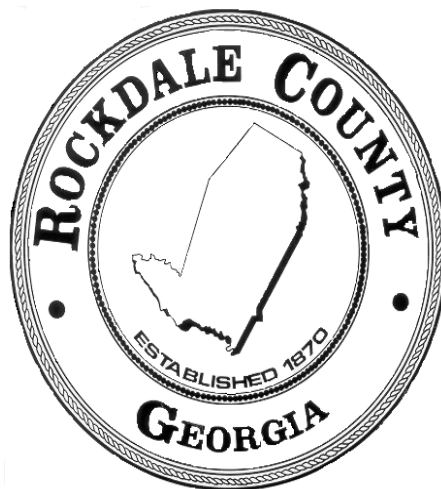


# **ROCKDALE COUNTY, GEORGIA**

## **OPEN APPLICATION PROCESS FOR PREFERRED VENDOR LIST FOR VARIOUS SERVICES AT COSTLEY MILL PARK AND BANQUET HALL**

**For the Rockdale County  
Parks and Recreation Department**



**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT OFFICE  
958 Milstead Avenue  
CONYERS, GA 30012  
770-278-7552**



Rockdale County – Recreation & Maintenance Department

PREFERRED VENDOR APPLICATION

INSTRUCTIONS: Print or type name exactly as it appears on your driver's license (must be 18 years of age or older to apply).

APPLICANT'S INFORMATION
Applicant's Name (Last, First, M.I.) Last four digits of Social Security No. Driver's License Number
Street Address County of Residence Date of Birth Sex/Race
City State ZIP Occupation
Home Telephone Cell Telephone E-Mail
Business / Organization (if applicable) Business Telephone Business Mobile / Cell Telephone
Business Address County of Operation
City State ZIP Website URL (if applicable)
Do you have any disabilities (this information is voluntary and will be used for statistical purpose only) YES NO
Provide business licenses. (attach copies of licenses)
Give three references who may have knowledge of your qualifications.
1.
2.
Give a brief explanation of your interest to become a preferred vendor.
Have you ever been convicted?
of a Misdemeanor (including moving violation) YES NO
of a Felony YES NO
Detailed Service Description

I hereby certify that the statements on this application are true. I understand certification can be denied by Rockdale County if information has been falsified or misleading. I authorize Rockdale County to conduct a background investigation prior to certification.

Signature of Applicant

Date

**INTRODUCTION:**

Rockdale County is currently accepting applications to be placed on a **Preferred Vendor List for Various Services at Costley Mill Park and Banquet Hall for the Rockdale County Parks and Recreation Department.**

Instructions for preparation and submission of qualifications are contained in this packet.

Rockdale County provides equal opportunity for all persons or businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veterans' status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

Applications will be received by email to [Adrienne.m.brown@rockdalecountyga.gov](mailto:Adrienne.m.brown@rockdalecountyga.gov).

**PURCHASING CONTACT FOR THIS REQUEST:**

All questions concerning this invitation and all questions arising subsequent to award are to be submitted to Adrienne Brown at the email address below:

Rockdale County Finance Department  
Phone: (770) 278-7557  
E-mail: [adrienne.m.brown@rockdalecountyga.gov](mailto:adrienne.m.brown@rockdalecountyga.gov)

**TERM:**

The application process is open all year and applications may be submitted at any time during the calendar year.

## **REQUEST FOR QUALIFICATIONS**

### **For Preferred Vendor List for Costley Mill:**

#### **Information / Scope of Work:**

Rockdale County is seeking vendors to be on a preferred vendor list to be provided to the patrons of Costley Mill Park and Banquet Hall for the following services. All vendors must have a current business license and at least two years of business experience.

- Bakery - Cake for wedding and activities - all prep ready to deliver, could include cutting services at patron's request
- Catering for weddings and activities - all prep ready to deliver to warming kitchen
- Cleaning services for reception hall after activities
- Florist for wedding and activities - all prep ready to deliver
- Music/DJ - Provide own equipment in working order, speaker and equipment for ceremony music, and responsible for making the announcements during the reception.
- Parking - event parking services for events
- Photography/Videography Services
- Party and wedding rentals (e.g., All Seasons Rentals)
- Wedding coordinator services
- Tent Rentals
- Ride Rentals/Amusements rides
- Sound technicians
- Stage companies

#### **Vendors must submit the following documents:**

- Background Check Form
- Resume with 3 references
- Copy of business licenses and/or certification
- Insurance and liability, if applicable.
- Verification of experience (vendor must have at least 2 years of experience in the service provided)