

**Request for Proposals  
St. Marys Aquatic Center  
Point of Sale Software**

The City of St. Marys is soliciting Request for Proposals for the **ST. MARYS AQUATIC CENTER - POINT OF SALE SOFTWARE**.

Proposals shall be submitted in a sealed container/envelope with the bidders name and address clearly marked on the front of the package. Competitive sealed proposals will be received at The City of St. Marys, 418 Osborne St. St. Marys, Ga. 31558 until, but no later than 2:00 p.m., on September 27, 2016, at which time said sealed proposals will be publicly opened and vendor's names will be read aloud. Proposals received after the required time or in any other location other than The City of St. Marys will not be accepted. Neither faxed nor email submissions will be accepted.

**One (1) original and three (3) copies of these proposal documents must be submitted in a sealed envelope marked "ST. MARYS AQUATIC CENTER - POINT OF SALE SOFTWARE".**

**GENERAL DESCRIPTION**

The City of St. Marys Aquatic Center desires to contract with a vendor to provide a comprehensive Point of Sale Software System for *(including but not limited to)* daily admission ticket sales, season pass sales, retail sales, concession stand items and inventory tracking, rentals, swim lessons, employee time recording, and various reporting capabilities for the St. Marys Aquatic Center.

The St. Marys Aquatic Center is a 7 acre recreational swimming facility located in Southeast Georgia at 301 Herb Bauer Drive, St. Marys, GA 31558. There are 3 separate water attractions including a lazy river, interactive children's play area, and a lap pool with a 2 story twister slide. The Aquatic Center is owned and operated by the City of St. Marys.

A non-mandatory site visit will be held on September 9, 2016 at 10:00 am at the Aquatic Center. It is highly recommended that interested parties attend the visit.

The Proposers response shall include a detailed technical description of products to be used along with all other information requested in the Request for Proposal ("RFP"). See Instructions to Proposer for additional information

Proposals may be withdrawn by written request only if the request is received prior to the time and date set for the opening proposals. No proposal may be withdrawn for a period of ninety (90) days after the time and date of opening of proposals.

Copies of the project specifications may be obtained from Amy Peeples in the City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia, 31558. Copies may also be requested via phone at 912-510-4044 or email at amy.peeples@stmarysga.gov. A Street address, contact person, phone and fax number must be provided to ensure prompt delivery and notification of addenda.

The City of St. Marys will select the proposal that, in its sole discretion is the most responsive and responsible to the City. The City is not liable for any cost incurred by vendors in the preparation of this proposal.

All material submitted in response to this request becomes the property of the City of St. Marys. Selection or rejection of a response does not affect this right.

Unauthorized contact regarding this request for proposals with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of St. Marys. Vendors should rely only on written statements issued by the proposal correspondent.

The Owner reserves the right to reject any or all proposals, to waive informalities and to re-advertise, pursuant to federal and state law.