

Title and Summary

Request for Proposal: FY12-0510
Request for Proposal Title: Complex Signs
RFP Published as follows: //2012 <http://www.orangeburgcounty.org/>
//2012 bulletin board, 3rd Fl., Admin. Centre
RFP Composition: Request for Proposal No. FY12-0510-is composed of the following:

- Title and Summary pages
- Code Articles 1 through 7
- Scope of Work, including subparts:
 - ** Specifications
- Vendor Qualifications and Information
- Addendum Acknowledgement
- Certification of No Exceptions
- Certification of Preference(s)

Proposal Amendments: If any, will be published/posted on the following:

- <http://www.orangeburgcounty.org/>
- Bulletin boards located in/on
3rd Floor Procurement Office, County Administrative Center, 1437 Amelia Street, Orangeburg, S. C. 29115 2012)

Contracting Entity: Orangeburg County, South Carolina (“Owner”)
A political subdivision of the State of South Carolina

Procurement Coordinator: Procurement Director Jannella Shuler
Orangeburg County Procurement Office
1437 Amelia St. (“Administrative Center”)
Orangeburg SC 29115
(803) 533-6121 Office phone number
(803) 535-2307 Office fax number
jshuler@orangeburgcounty.org

Pre-Submission of Proposal

Requirements: Mandatory Pre-Bid (Attendance is required), Monday, April 23, 2012 1:00 A.M. 1520 Ellis Avenue, Orangeburg Law Enforcement Complex, Orangeburg, S. C. 29118

- Questions: If vendors have questions, same shall be
Directed to Procurement Director
Mode of Communication via e-mail only
No later than April 27 by 10:00 A.M.

Proposals:

- Submission Composition: Each submitted proposal required to be composed of the following, including fully completed and executed forms:
 - Code and Articles Acknowledgment
 - Certified Bid Form
 - Addendum Acknowledgment
 - Vendor’s Certification of Qualifications and Information
 - Certification of No Exceptions
 - Certification of Preference(s)
- Submission Deadline: 10:00 A.M. May 10, 2012
- Submission Location: 3r Floor Procurement Office, 1437 Amelia Street, Orangeburg, S. C. 29115
- Opening Time: 10:05 A.M. May 10, 2012 (Only proposers names read out loud.)
- Opening Location: 3rd Floor Procurement Office, 1437 Amelia Street, Orangeburg, S. C. 29115

Special Conditions

Intent/Award/Contract: The intent to award, award, and the contract regarding FY12-0510 is subject to the following special conditions:

- Only as stated in the documents that compose the Request for Proposal

Code and Articles Acknowledgement

Request for Proposal FY12-0510 Complex Signs

Incorporation by Reference.

Articles 1 through 7 of the Code are incorporated by reference as if set forth verbatim in this Invitation to Bid. As stated in the Code, by submitting a bid, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html> In addition; a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

<http://www.orangeburgcounty.org/>_____or

Method of Source Selection.

The source selection method applicable to this procurement is Request for Proposal – Complex Signs Code §5-304

The undersigned vendor understands and agrees to be bound to the Code regarding all matters arising from the Invitation to Bid identified above.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Scope of Work

The County of Orangeburg is requesting proposals from experienced and qualified sign companies for the fabrication and installation of exterior entrance signs and lettering as specified on the attached bid sheet. These signs will be at six (6) selected locations on the property of the Law Enforcement Center, 1520 Ellis Ave, Orangeburg, SC. All signs and framing will follow a consistent design and will be constructed of materials that are UV resistant with at least a 5-year lifespan. The purpose of this project is to create affordable quality and clear well-maintained signage. The vendor selected will be expected to supply the signage based on the detailed, itemized cost proposal contained in this bid.

Proposal Specifications:

- A. The contractor, Orangeburg County Buildings & Grounds, Sheriff Department and Detention Center staff will coordinate signage locations. The contractor will be responsible for calling in PUPS locates.
- C. The contractor will be responsible for submitting shop drawings for the fabrication and installation of the signs.
- D. Proposal must include the type of sign to be installed – materials to be used and text/lettering details.
- E. Prior to fabrication the contractor will be responsible for providing samples of each sign component for selection of color, pattern and surface texture as required, and for verification of compliance and approval.
- F. Proposal should include a project timeline for the fabrication and installation.
- G. Proposal shall include sample photos or drawings.
- H. Proposal must indicate the installation details and size of signage foundation footings.
- I. Proposal must indicate details on cleaning and maintenance recommendations including graffiti removal. Maintenance free signs are preferred.
- J. Proposal must indicate warranty details for all materials against structural failure due to warping, sagging, cracking, corrosion, deterioration, or manufacturing defects. Without additional cost to the County the successful bidder shall repair or replace, including installation, any defective signs or hardware which develop during the warranty period and repair any damage to other work due to such imperfections.

(Specifications continue)

K. All signs must be mounted level and true. All exposed hardware is to be touch-up painted on site as required. All signage must be installed such that there are no misalignments between visible components. It will be the responsibility of the successful bidder to correct any installation misalignments at no charge.

L. During the installation of the signage, the successful vendor must keep the premises clean and clear. At the completion of work, the successful bidder shall remove all rubbish, tools, equipment, and surplus materials, from and about the premises, and leave the site as originally found

M. (see below)

One (1) Facility/Property identification sign with external illumination containing the following verbiage:

Orangeburg County Law Enforcement Center

Orangeburg County Sheriff Department

Orangeburg-Calhoun Regional Detention Center

1520 Ellis Avenue

Three (3) Formed plastic or aluminum letter signs

1. Orangeburg County Sheriff Department
2. Orangeburg-Calhoun Regional Detention Center Administration
3. Detention Center Visitation

Two (2) Way finding Signs containing the following verbiage with directional arrows:

1. Magistrates Center-Traffic Court
Detention Center Administration
2. Detention Center Visitation

Vendor Qualifications and Information

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Vendor shall provide with its proposal, the following which should be collated, fastened together, and clearly labeled "Vendor's Certification of Qualifications and Information for Invitation to Bid No. FY12-0510

1. Documentation of vendor's specific comparative experience(s) to demonstrate that vendor has successful experience with a comparative scope of work. The vendor's specific comparative experience should include a brief description of whatever parallels vendor believes exist between the scope of work for this procurement and vendor's actual experience. Vendor may, supply up to three (3) client references in connection with its response to this RFP
2. Documentation of vendor's general viability to demonstrate vendor can satisfactorily and timely complete the scope of work, including evidence that vendor has all of the following:
 - a. Adequate capital; (County will not provide any upfront costs)
 - b. Efficient office force with satisfactory record timely and sufficient materials delivery and communications skills to act as liaison with County;
 - c. Efficient and adequate field force with extensive knowledge of each type of work involved in the scope of work;
3. A description of any litigation within the last 10 years to which vendor has been a party.
4. Vendor ability to have or acquire Workmen's Compensation Insurance (Orangeburg County as Certificate Holder) if awarded bid during the installation period. Attached copy of Workmen's Compensation Insurance (optional)
5. A copy(optional) of the most recent Business License or State of S.C. Sales Tax License.

Evaluation Criteria

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If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose Request for Proposal determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor qualifications Responses. The factors to be considered in evaluating are as follows: (see note below)

Factors

Costs

Reliability of delivery and implementation

Quality of the product

Prior record of vendor performance

Warranties, guarantees, and return policy

Note: The method of selection, Request for Proposal, does not require a numerical weighting for each factor. See Code §5-304.7

Certified Bid

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Total Bid Amount \$(_____)

Labor Amount if included in total bid amount (Not taxable) \$(_____)

Estimate Time of Delivery/Installation of Signs

By signature below, the submitting vendor certifies to Orangeburg County that:

1. The Total Bid Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation (freight), permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the scope of work described in this Request for Proposal FY12-0510.
2. In addition to the manufacturer warranties, vendor warrant all items against defects in materials, workmanship and quality for a period of one (1) year from date of acceptance, unless the manufacturer warranty exceeds one (1) years. Any defects in materials or workmanship appearing during this period shall be corrected without cost to the County
3. Vendor understands and agrees that, due to budget constraints, Orangeburg County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties.
4. The foregoing bid: contains bid prices that are firm for a minimum of 90 days from the date of opening; is made without prior understanding, agreement, or connection with any other submitting vendor; and is in all respects fair and without collusion or fraud.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Certification of Preference(s)

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The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preference 2. Vendor is a resident of Orangeburg County, SC:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preference 3. Vendor is an MBE:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Certification of No Exceptions

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The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Invitation to Bid and the incorporated Code as a contract term. See Code §4-302. In connection with that requirement, a vendor must complete this certification and include it in its submission.

Vendor certifies the following regarding its bid:

1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS: Yes No

2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below:

Yes No

Identification Of Excepted Term	Description of vendor's substituted term	Vendor's Initials
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Exception 1:

Exception 2:

Exception 3:

Exception 4:

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Invitation to Bid (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Addendum Acknowledgement

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Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

<u>Addendum No.</u>	<u>Addendum Date</u>	<u>Initials of Vendor's Authorized Agent</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent