

## REQUEST FOR PROPOSAL

**OWNER:** Orangeburg County, S.C.

**PROJECT:** Orangeburg-Branchville Sports Facility (Electrical System)

**OPENING DATE AND TIME:** February 29, 2016 (2:00 P.M.)

**OPENING LOCATION:** Orangeburg County Administration Building  
County Council Chambers - 1st floor  
1437 Amelia St.  
Orangeburg, S.C. 29115

**PROCUREMENT FOR:** Turnkey installation of the electrical system (wiring, panels, connections, etc.) for the Orangeburg-Branchville Sports Facility located Branchville, S. C.

Subject to the conditions, provisions and the enclosed specifications, sealed PROPOSALS will be received at this office until the stated date and time and then publicly opened (ONLY NAMES OF CONTRACTORS READ ALOUD).

**DIRECT ALL INQUIRES/QUESTIONS TO:** Bruce Todd, P.E. LEED AP BD+C  
Project Manager  
Phone: 803-781-3141ext. 306  
[bruce@rbtodd.com](mailto:bruce@rbtodd.com)

Orangeburg County Representative: John McLauchlin, County Engineer  
Phone 803-747-1414  
[jmclauchlin@orangeburgcounty.org](mailto:jmclauchlin@orangeburgcounty.org)

Proposal Document posted at [www.orangeburgcounty.org](http://www.orangeburgcounty.org) –Procurement-Solicitation  
**Questions and Inquires will be accepted until 10:00 A.M. on or before February 22, 2016 by e-mail only to [bruce@rbtodd.com](mailto:bruce@rbtodd.com) and cc: [jshuler@orangeburgcounty.org](mailto:jshuler@orangeburgcounty.org) – Addendum will be posted at [www.orangeburgcounty.org](http://www.orangeburgcounty.org)-Procurement-Solicitation FY16-0229**

**NOTICE TO BIDDERS:** Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. The failure or omission of a bidder to acquaint him with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contract.

Submit all proposals by February 29, 2016 2:00 P.M. to: Orangeburg County Procurement, Attn: Jannella Shuler, Procurement Director, P.O. Box 9000 or 1437 Amelia Street, Orangeburg, S. C. No late Proposals will be ACCEPTED. Orangeburg County has the right to accept or reject any/or all proposals.

## **SCOPE OF WORK/SPECIFICATIONS INSTRUCTIONS**

**Orangeburg County is contracting a licensed electrical contractor to perform turnkey installation of the electrical system (wiring, panels, connections, etc.) for the Orangeburg-Branchville Sports Facility located in Branchville, S. C.**

**The Contractor will be employed by Orangeburg County**

**All specifications and drawings can be viewed at Orangeburg County Procurement Office, 1437 Amelia Street, Basement Floor Orangeburg, S. C. 29115 between the hours of 8:30-5:00 M-F. If contractor wants specifications/plans, please call (803) 533-6121 or e-mail [jshuler@orangeburgcounty.org](mailto:jshuler@orangeburgcounty.org) or John McLauchlin at (803) 747-1414 or email [jmclauchlin@orangeburgcounty.org](mailto:jmclauchlin@orangeburgcounty.org)**

**No charge for specifications/plans.**

## **PLEASE RETURN ALL REQUIRED FORMS IN THIS DOCUMENT**

### **INSTRUCTIONS TO BIDDERS**

1. Only one copy of bid invitation is required, unless otherwise stated.
2. Bids, amendments thereto or withdrawal request must be received by the time advertised for bid openings to be officially considered. It is the contractor's sole responsibility to ensure that these documents are received by Orangeburg County office at the time indicated in the bid document. **NO FAXED COPIES WILL BE ACCEPTED.**
3. When specifications or descriptive papers are submitted with the bid, enter bidders' name thereon.
4. Submit your signed bid on the bidder's schedule provided. Show bid description on the envelope as instructed. Orangeburg County assumes no responsibility for unmarked or improperly marked envelopes.
5. Bidders must clearly mark as "Confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under Section 30-4-4C Code of Laws of South Carolina, 1976, (1986 Cum Supp) Freedom of Information Act. The Commission reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the Commission or its agents for its determination in this regard.
6. By submission of a bid, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
7. This solicitation does not commit the County to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services listed herein.
8. **CORRECTION OF ERRORS ON THE BID FORM:** All prices and notations shall be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Erasures or use of typewriter correction fluid may be cause for rejection. No bid shall be altered or amended after specified time for opening.

## BOND REQUIREMENTS

1. **BID BOND:** Each offer shall submit with his Bid a Bid Bond with a good and sufficient surety or sureties company licensed in South Carolina, in the amount of 5 percent of the total Bid amount. The Bid Bond penalty may be expressed in terms of a percentage of the Bid price or may be expressed in dollars and cents.
2. **CERTIFIED CHECKS:** If a certified check is submitted in lieu of a Bid Bond, it will be made payable to Orangeburg County, in the amount of 5 percent of the total Bid amount.

Bid Bonds/Certified Checks will be returned to the unsuccessful bidders after award and will be returned to the successful offer after acceptance of the final contract by the bidder.

3. **PERFORMANCE SURETY:** The successful contractor must furnish within ten days after written notice of acceptance of Bid, a Performance Bond, Certificate of Deposit, Cashier's Check or irrevocable letter of credit.

**OPTION 1- PERFORMANCE BOND:** The successful Contractor shall provide and pay the costs of a Performance Bond and it shall be issued in the amount of 100 percent of amount of contract. Bond must be issued by a Surety Company licensed to do business in South Carolina, with an "A" minimum rating of performance as stated in the most current publication of "*Best's Key Rating Guide, Property Liability*" which shall show a financial strength rating of at least five times the contract price. Each bond shall be accompanied by a Power of Attorney, authorizing the attorney-in-fact to bind the surety and certified to include the date of the bond.

**OPTION 2 - CERTIFICATE OF DEPOSIT:** The successful contractor shall provide to Orangeburg County, a Certificate of Deposit issued by a Financial Institution which is insured by the FDIC or FSLIC. The value of the Certificate must be in the amount of 100 percent of the contract amount. The Certificate shall be retained by Orangeburg County for the duration of the contract. In the event the contractor defaults or contract is terminated for cause, the County shall have at its option, the right to present the Certificate for redemption. If redeemed, the principle of the Certificate shall be retained by the County and all accrued interest will be returned to the contractor. The contractor shall be responsible for all penalties incurred from early redemption.

**OPTION 3 - A CERTIFIED CHECK:** Equal to 100 percent of the contract amount to be retained by Orangeburg County until satisfactory completion of the contract.

**OPTION 4 - IRREVOCABLE LETTER OF CREDIT:** Shall be issued by a Financial Institution insured by the FDIC or FSLIC in the amount of 100 percent of contract amount.

### **Failure To Submit Correct Bid Guarantee Will Result In Rejection Of Your Proposal**

4. The Contractor shall submit a Release of Lien with each Payment Application.
5. The Contractor shall submit with each Payment Application a letter stating the number of "Rain Days" requested for the time period between the last Payment Application submitted to the current Payment Application. (It is recommended that the contractor keep backup information for Rain

Days from the National Weather Service. Reports can be obtained through [www.Accuweather.com](http://www.Accuweather.com))

6. The Contractor shall submit along with the final Pay Request the following:
  - a. AIA G706 *Contractors Affidavit of Payment of Debts and Claims.*
  - b. AIA G706A *Contractors Affidavit of Release of Liens.*
  - c. AIA G707 *Consent of Surety to Final Payment.*
  
7. **The electrical contractor shall work with the general contractor during the construction of the project and coordinate efforts as needed for a successful project. The electrical contractor shall work directly with the county relative to contractual and payment matters.**

**PROPOSAL**

Date: \_\_\_\_\_

To: County Administrator

Dear Sir:

The undersigned, herein after called the Bidder, having visited the site of the above project, having familiarized himself with the local conditions affecting the cost of the work including the availability of materials and labor, and having examined the construction plans and specifications and related documents, including Addenda Numbers:

\_\_\_\_\_

(Insert Addenda Number or write the word "None" if no Addenda issued)

hereby proposes to furnish all labor, materials, tools, equipment, insurance, taxes, etc., to construct the project in accordance to the plans and specifications, all in accordance with the contract documents, within the time set forth herein, for the sums entered on the attached "Bid Form". These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

The Bidder hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" from the Owner or his representative and to reach Substantial Completion as follows:

One hundred and fifty (150) consecutive calendar days

Bidder further agrees to pay as liquidated damages, the sum of two hundred and fifty dollars (\$250.00) for each consecutive calendar day thereafter.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Title

PROPOSAL- Bid **FORM**

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OWNER: Orangeburg County

PROJECT: ORANGEBURG-BRANCHVILLE SPORTS FACILITY ELECTRICAL SYSTEM

BIDDER:

TO: Orangeburg County  
1437 Amelia Street  
Orangeburg, S.C. 29116

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the Owner in the form included in the Contract Documents and to complete all work in accordance with the Contract.
2. Enclosed is a Bid Security in the amount of 5 percent.
3. Bidder agrees not to withdraw this bid for a period of ninety (90) days from bid opening.
4. Bidder represents that he has examined the specifications dated: February 12, 2016
5. Bidder hereby agrees to furnish all labor, materials, equipment, and services in accordance with the plans and specifications and all Addenda for the following price.

Total Bid - **Write in words and numerals.**

\$ \_\_\_\_\_  
(Numerals)

\$ \_\_\_\_\_  
(Words)

**ALLOWANCES (include with bid)**

a) General \$ 10,000

**NOTE:**

**1. BIDS SHALL INCLUDE SALES TAX AND ALL OTHER APPLICABLE TAXES AND FEES.**

**2. PLEASE RETURN BID EVEN IF NOT GOING TO BID AND MARK IT "NO BID".**

Contractor understands that the Owner reserves the right to reject any or all bids and to waive any informality in the bidding.

The Contractor agrees that this proposal shall be good and may not be withdrawn for a period of 90 calendar days after the scheduled closing time for receiving bids.

Upon receipt of written notice of the acceptance of this proposal, Contractor will execute the formal contract attached within 10 days and deliver a Surety Bond or Bonds as required by Paragraph of the General Conditions. The bid security attached in the sum of \_\_\_\_\_ Dollars \_\_\_\_\_ Cents (\$\_\_\_\_\_) is to become the property of the owner in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

Respectfully submitted:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number (if applicable)

**SEAL – (if BID is by a corporation)**

## Evaluation Criteria

### Request for Proposal FY16-0229 Orangeburg-Branchville Sports Complex – Electrical

If the County decides to go forward with the procurement, the award shall be made to the vendor whose proposal the County 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 varication of the Vendor Qualifications Responses.

The factors to be considered in evaluating proposals are as follows:

1. Contractor's willingness in its performance of the Scope of Work to (1) include Orangeburg County residents in its employment and (2) obtain any necessary supplies from entities located within Orangeburg County, (3) demonstrate use of local licensed subcontractors to complete the project.
2. Cost to the Owner for the Contractor's performance of the Scope of Work.
3. Contractor's qualifications as represented by contractor and confirmed by vendor's references, including all subjects covered in Vendor's Company Information, Vendor's Qualifications and Information response, and vendor's industry and program experience.
4. Contractors staffing and equipment resources available for immediate dedication to carrying out the Scope of Work, including Contractor's proposed turnaround time regarding Owner on –call service requests.

The method of selection, Competitive Seal Proposals, does not require a numerical weighting for each factor. See code 5-304.7.14

**CERTIFICATE OF FAMILIARITY**

The undersigned, having fully familiarized them self with the information contained within this entire solicitation and applicable amendments, submits the attached bid and other applicable information to the Commission, which I verify to be true and correct to the best of my knowledge. I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid. *By submission of a signed bid, I certify, under penalties of perjury, that the below company complies with section 12-54-1020(B) of the SC Code of Laws 1976, as amended, relating to payment of any applicable taxes.* I further certify that this bid is good for a period of ninety (90) days, unless otherwise stated.

\_\_\_\_\_  
Company Name as registered with the IRS

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Correspondence Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Remittance Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Toll-Free Number if available

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
SC Sales Tax Number

Option: Other commodities/services provided by your company.

Addendum Acknowledgement

Request for Bid No. FY16-0229

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

## Vendor Qualifications and Information

Request for Proposal No. FY16-0229

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 RFP No. FY16-0229.

Documentation of vendor's specific comparative experience(s) to demonstrate that vendor has a minimum of one successfully completed, one year period of being the exclusive consultant provider of this type projects. The minimum specific comparative experience required for this procurement is one successfully completed, one –year period of being the exclusive consultant electrical services

1. Documentation of a contractual relationship between vendor and a client for a current or recent contract pursuant to which vendor has been a contractor for said services as stated in Scope of Work. The minimum contractual relationship required for this procurement is one successfully completed, one-year period. Please limit documentation to no more than five (5) contracts.
2. Three positive client references.
3. Documentation of the vendor's financial stability, such as but not limited to a copy of its most recent annual report/letter of credit from FDIC Banking Institution.
4. A description of any litigation within the last 10 years to which vendor has been a party.
5. Contractor shall have a Certificate of General Liability Insurance showing Workmen Compensation Coverage. Orangeburg County Insured, P.O. Box 9000, Orangeburg, S. C. 29116
6. Briefly describe contractor's willingness in its performance to include County residents in its employment and willingness to obtain necessary supplies within Orangeburg County.
7. Please list if any please list licensed Sub-Contractors information (location, licensing, etc.)

Certification of Preference(s)

Request for Proposal FY16-0229

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

Code and Articles Acknowledgement

Request for Proposal FY16-0229

Incorporation by Reference.

Articles 1 through 7 of the Code are incorporated by reference as if set forth verbatim in this Request for Proposal. 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 Construction Services, 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

Certification of No Exceptions

Request for Proposal No. FY16-0229

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Request for Proposal and the incorporated Code as a contract term. See Code §5-304. 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

<u>Identification Of Excepted Vendor's Term</u>	<u>Description of vendor's substituted term</u>	<u>Vendor's Initials</u>
---------------------------------------------------------	-------------------------------------------------	--------------------------

- 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 Request for 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