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Title and Summary

Request for Proposal No: FY17-0322  
Request for Proposal Title: **Installation** of Generator and Transfer Switches  
Equipment  
Invitation to Bid As follows:  
Publication: 02/14/2017 <http://www.orangeburgcounty.org/>  
02/14/2017 SCBO  
02/14/2017 The Times and Democrat  
Invitation Composition: Request for Proposal No. (FY17-0322)-is composed of  
the following:  
● Title and Summary pages  
● Code Articles 1 through 7  
● Specifications  
● Vendor Qualifications and Information  
● Evaluation Factors  
● Certified Proposal Bid Sheet  
● Certification of No Exceptions  
● Certification of Preference(s)  
● Addendum Acknowledgement  
Invitation Amendments: If any, will be published/posted on the following:  
<http://www.orangeburgcounty.org/>  
Bulletin boards located in/on:  
Basement Floor, Procurement Office  
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](mailto:jshuler@orangeburgcounty.org)

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## Pre-Submission of Bids

- Requirements: Site Visit upon request to  
jshuler@orangeburgcounty.org  
by or before March 3, 2017 11:00 A.M.
  
- Questions: If bidders have questions, same shall be directed to  
the Procurement Director  
Mode of Communication via e-mail only  
No later than March 7, 2017 by 11:00  
A.M.
  
- Proposal
- Submission Composition: Each submitted proposer is required to be composed  
of the following, including fully completed and  
executed forms:
  - Code and Articles Acknowledgment
  - Certified Proposal Bid Sheet
  - Addendum Acknowledgment
  - Vendor's Certification of Qualifications  
and Information
  - Certification of No Exceptions
  - Certification of Preference(s)
  
- Submission Deadline: Wednesday, March 22, 2017, 2:00 P.M.
- Submission Location: Procurement Office, Basement Floor,  
1437 Amelia Street, NE, Orangeburg, S.C.
  
- Opening Time: 2:05 P.M. March 22, 2017
- Opening Location: Procurement Office, 1437 Amelia Street,  
Orangeburg, S. C.

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Forms included are to be completed and submitted with Proposal.

### Code and Articles

Request for Proposal FY17-0322 Installation of Generator and Transfer Switches

Incorporation by Reference.

Articles 1 through 5 and 7 of the Code are incorporated by reference as if set forth verbatim in this RFP. As stated in the Code, by submitting a proposal, 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.

Method of Source Selection.

The source selection method applicable to this procurement is Competitive Sealed Proposal, §5-304 of the Code.

The undersigned vendor understands and agrees to be bound to the Code in all matter arising from the RFP identified above.

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Printed Vendor Name

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Signature of Vendor's Authorized Agent

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Printed Name of Vendor's Authorized Agent

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Title with Vendor of Vendor's Authorized Agent

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## Scope of Work/Specifications

### **(21) Single Phase Generator and Automatic Transfer Switch Installation**

1. Complete generator and automatic transfer switch installation at 21 fire stations within Orangeburg County. Three sites will require an additional automatic transfer switch due to DUEL power meters. **SITE LOCATIONS TO FOLLOW**
2. An operational test shall be performed and witnessed by fire district representative.
3. Installation of a transfer switch to the building electrical system.
4. Installation price shall include the generator being mounted within 5 foot of the main power entrance. Item 3 option will denote cost if units are moved beyond 5 feet.
5. Price per foot to extend the distance of the generator beyond 5 feet.
6. Install the automatic transfer switch on the outside of the building near the meter base when applicable.
7. Unit to be directly grounded to the buildings electrical ground. Units too far from the building ground must be grounded at that location and then tied back to the building ground.
8. Contractor must be a Licensed Commercial Electrician with SC State license.
9. It is the responsibility of the contractor to obtain a building permit for each site.
10. Any electrical works must be compliant to 2014 National Electrical Code.
11. Any additional necessary equipment/ hardware.
12. Installation to be performed using all applicable codes and standards
13. Coordinate with local power company for connect and disconnect.
14. The gas connection will be provided by fire department at time of generator installation.

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**Scope of Work/Specifications (con't)**  
**(3) 120/208 Volt Three Phase**  
**Generator and Automatic Transfer Switch Installation**

1. Complete Turn Key Installation of three each 208 volt Three Phase Generator and automatic transfer switch **North, Santee and Pine Hill** fire departments.
2. An operational test shall be performed and witnessed by fire district representative.
3. The Three-phase service will require a RATED service entrance disconnect. The contractor must supply and install the service rated disconnect in front of the automatic transfer switch.
4. Installation of a transfer switch to the buildings electrical system.
5. Install the automatic transfer switch on the outside of the building near the meter base when applicable.
6. Installation price shall include the generator being mounted within 5 foot of the main power entrance. (Item 3 option will denote cost if units are moved beyond 5 feet.)
7. Price per foot to extend the distance of the generator beyond 5 feet.
8. Unit to be directly grounded to the buildings electrical ground. Units too far from the building ground must be grounded at that location and then tied back to the building ground.
9. Contractor must be a Licensed Commercial Electrician with SC State license.
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12. Any additional necessary equipment/ hardware.
13. Installation to be performed using all applicable codes and standards
14. Coordinate with local power company for connect and disconnect.
15. The gas connection will be provided by fire department at time of generator installation.

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Location of 24 Sites – If site visit require please e-mail [jshuler@orangeburgcounty.org](mailto:jshuler@orangeburgcounty.org) by March 3, 2017 11:00 A.M.

| <b>Department</b>         | <b>ADDRESS</b>                   | <b>CITY &amp; ZIP CODE</b> |                                  |
|---------------------------|----------------------------------|----------------------------|----------------------------------|
| Bolentown Fire Dept.      | 2316 Norway Rd.                  | Orangeburg, S.C. 29115     |                                  |
| Bowman Fire Dept.         | 3775 Homestead Rd. (Town)        | Bowman, S.C. 29018         |                                  |
| <b>Bowman Fire/ OCEMS</b> | <b>2403 Homestead Rd. (I-26)</b> | <b>Bowman, S.C. 29018</b>  | <b>Dual<br/>Power<br/>Meters</b> |
| Branchville Fire Dept.    | 461 Fairey St.                   | Branchville, S. C. 29432   |                                  |
| Canaan Fire Dept.         | 4208 Cannon Bridge Rd.           | Cope, S. C. 29038          |                                  |
| Cattle Creek Fire Dept.   | 3225 Cattle Creek Rd.            | Branchville, S. C. 29432   |                                  |
| Cordova Fire Dept.        | 117 Flashover Ln.                | Cordova, S. C. 29039       |                                  |
| Elloree Fire Dept.        | 2180 Cleveland St.               | Elloree, S. C. 29047       |                                  |
| Eutawville Fire Dept.     | 509 Dawson St.                   | Eutawville, S. C. 29048    |                                  |
| Four Holes Fire Dept.     | 1010 Gramling Rd.                | Orangeburg, S. C. 29115    |                                  |
| Holly Hill Fire Dept.     | 1171 Gilway St.                  | Holly Hill, S. C. 29059    |                                  |
| Jamison Fire Dept.        | 3791 Belleville Rd.              | Orangeburg, S. C. 29118    |                                  |

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|-------------------------------|--------------------------|--------------------------------|----------------------------------|
| <b>Neeses Fire / OCEMS</b>    | <b>5994 Neeses Hwy</b>   | <b>Neeses, S. C. 29107</b>     | <b>Dual<br/>Power<br/>Meters</b> |
| <b>North Fire Dept.</b>       | <b>719 Stafford Ave.</b> | <b>North, S. C. 29112</b>      | <b>3-Phase</b>                   |
| Norway Fire Dept.             | 5821 Norway Rd.          | Norway, S.C. 29113             |                                  |
| <b>Pine Hill Fire Dept.</b>   | <b>2217 Neeses Hwy</b>   | <b>Orangeburg, S.C. 29115</b>  | <b>3-Phase</b>                   |
| Providence Fire Dept.         | 4773 Old State Rd.       | Holly Hill, S.C. 29059         |                                  |
| <b>Rowesville Fire/ OCEMS</b> | <b>112 Bay Rd.</b>       | <b>Rowesville, S. C. 29133</b> | <b>Dual<br/>Power<br/>Meters</b> |
| Sawyerdale Fire Dept.         | 1392 Ninety Six Rd.      | North, S. C. 29112             |                                  |
| Springfield Fire Dept.        | 9811 Neeses Hwy.         | Springfield, S. C. 29146       |                                  |
| Vance Fire Dept.              | 128 Pineland St.         | Vance, S. C. 29163             |                                  |
| West Middle Fire Dept.        | 158 Firefighter Ln.      | Orangeburg, S. C. 29115        |                                  |
| Wolfton Fire Dept.            | 6505 North Rd.           | Orangeburg, S.C. 29115         |                                  |
| <b>Santee Fire Dept.</b>      | <b>1005 Bass Dr.</b>     | <b>Santee, S. C. 29142</b>     | <b>3-Phase</b>                   |

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Certified Proposal Bid Sheet

Request for Proposal FY17-0322 Installation of Generator and Transfer Switches Equipment

**Installation Costs (Turnkey)**

**21 fire stations**            \$ \_\_\_\_\_

Installation Cost: **(Turnkey)**

**3 each fire stations**        \$ \_\_\_\_\_

**No sales taxes on Labor**

1. The Total Bid Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation, permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the specifications or scope of work described in Request for Proposal FY17-0322.
2. 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. Vendor should state any warranty information.
3. 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

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent

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



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Certification of No Exceptions

Request for Proposal No. FY17-0322 Installation of Generator and Transfer Switches

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

Identification of Excepted Vendor's

|              | Term  | Description of vendor's substituted term | Vendor's Initials |
|--------------|-------|--|-------------------|
| 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 Proposal (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

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent

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### Vendor Qualifications and Information

RFP FY17-0322 –Request for Proposal - Installation Generator and Transfer Switches

Vendor shall provide with its proposal, the following which should be collated, fastened together and clearly labeled “Vendors’ Certification of Qualifications and Information for RFP No. FY 17-0322. At least two (2) copies.

1. Documentation of vendor’s general comparative experience(s) to demonstrate vendor has experience in installation of required equipment.
2. A description of any litigation or arbitration within the last 10 years to which vendor has been a defendant.
3. A statement that vendor is aware of and can meet the delivery schedule. (TBA)
4. A brief general history of the vendor.
5. Current Certificate of Liability Insurance, to include Worker’s Compensation. Required if vendor will be on site.

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### Evaluation Criteria

#### FY17-0322 Request for Proposal - Installation of Generators and Transfer Switches

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, and are listed in order of relative importance: (see note below)

1. Compliance with Scope of Work
2. Total cost to the County
3. Vendor record of performances and integrity
4. Ability to deliver in a timely manner

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

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Certification of Preference(s)

Request for Proposal No. FY17-0322 Installation of Generators and Transfer Switches

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:     \_\_\_ Yes     \_\_\_ No
- Preference 2. Vendor is a resident of Orangeburg County, SC:     \_\_\_ Yes     \_\_\_ No
- Preference 3. Vendor is an MBE (Minority Business Enterprise):     \_\_\_ Yes     \_\_\_ 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

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title

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Addendum Acknowledgement

Request for Proposal FY17-0322 Installation of Generators and Transfer Switches

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:

| Addendum No. | Addendum Date | Initials of Vendor's Authorized Agent |
|--------------|---------------|---------------------------------------|
| _____        | _____         | _____                                 |
| _____        | _____         | _____                                 |
| _____        | _____         | _____                                 |

Vendor shall submit a completed Addendum Acknowledgement form with its submission. Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's proposal.

\_\_\_\_\_  
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 shall submit a completed Addendum Acknowledgement form with its submission. **Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement.**