
CITY OF CONWAY

Phone (843) 397-2539

CITY OF CONWAY

P.O. DRAWER 1075

CONWAY, SOUTH CAROLINA 29528

Fax (843) 397-2883

Request for Proposals for
Main Street Bridge Light Renovations

DUE DATE/TIME: Thursday, October 25, 2018, 2:00PM

The City of Conway is seeking bids from qualified electrical contractors to remove all electrical wiring and conduits from the Main Street Bridge prior to renovations by SCDOT and upon completion of renovation, new conduits and wiring will be installed and reconnected to the existing bridge lights

POINT OF RECEIPT:

City of Conway
c/o Ken Senn
PO Drawer 1075
Conway, South Carolina 29528

Physical Address:
Grants & Procurement
City of Conway - City Shop
2940 Jerry Barnhill Blvd.
Conway, South Carolina 29527

Requests for information regarding this Request for Proposals should be directed in writing by either letter or e-mail to Ken Senn (ksenn@cityofconway.com)

CITY OF CONWAY

The City of Conway is soliciting qualified sealed proposals from qualified electrical contractors to do the following work and conditions which should include, but not be limited to:

- The Contractor will remove and discard existing 200 AMP electrical service located under the bridge
- Remove all wiring, conduit, junction boxes and hardware which extends up from the electrical service and along both sides of the bridge from end to end and discard.
- The Contractor will be responsible for following all applicable City ordinances and all work performed will be according to the applicable National Electrical codes.
- The existing (29) decorative lights will remain mounted in place during the renovation and will be upgraded as follows:
 - Remove existing ballast and rewire fixture to accept LED lamps. Furnish and install LED lamps equivalent to 100 watt metal halide.
 - Furnish and install new decorative Globes on all (29) lights. Globes (Part # Formed Plastics FP118-8-ACC).All bridge light poles have a 120 volt receptacle mounted below the light for the purpose of holiday lights which are rated at 675 watts each. Install new receptacles and industrial grade metal black in use covers on each pole and new circuits rated to allow for less than 3% voltage drop.
- **Contractor will be responsible for obtaining all permits that are required for this project.**
- After renovation of bridge, install new 200 AMP 1-phase electrical service on galvanized supports complete with lighting contactors and dusk to dawn control. Lighting contactors mounted in galvanized steel enclosures or stainless steel. Electrical panel will be Nema 3R. New ground rod and clamp required.
- Furnish and install new conduits and wiring complete with all necessary expansion devices. Junctions, and weather proof connectors to connect the (29) lights. All clamps, straps, and screws will be galvanized or stainless steel. Attachment methods to bridge should be similar to existing.
- The City of Conway Electrical Inspector will check the new work upon completion, but it will be the Electrical Contractor responsibility to adhere to all codes and regulations.
- All wire shall be copper and no more than 3% power drop voltage drop at the end of circuit upon completion.
- Provide Traffic control as necessary.

Bidders are required to conduct a site visit prior to bidding this project. Bidders should contact Kevin Chestnut at 843-248-1730 or to schedule a visit. All bidders must hold a current required S.C. Electrical License. Bid must not exceed more than allowed by your license. Copy of license must be submitted with the bid.

The project is the Main Street Bridge Light Renovations, Conway, South Carolina. Proposals will be received in the Office of Grants and Procurement which is located at 2940 Jerry Barnhill Boulevard until Thursday, October 25, 2018, 2:00 pm, **at which time only the names of the Offerors and bid amounts will be announced.** Any proposal received later than the specified time/date will **not** be accepted/considered. Before the final selection is made, all evaluation factors will be taken into consideration before awarding a contract for service. All proposals shall be sealed and marked as follows: **Main Street Bridge Lighting Bid** and mailed /delivered to:

Mailing Address:

**City of Conway
c/o Ken Senn
PO Drawer 1075
Conway, SC 29528-1075**

Physical Address:

**Grants & Procurement
City of Conway
2940 Jerry Barnhill Boulevard
Conway, SC 29527**

Please submit only one original response. Any negotiated contract is subject to requirements provided for in any applicable City of Conway Codes and Ordinances.

REQUEST FOR PROPOSALS

1-1 PURPOSE. This Request for Proposals (RFP) provides interested electrical contractors with information to enable them to prepare and submit proposals for providing services for **Conway Fourth Avenue Underground Electrical Service Conversions Phase 1**. for consideration by the City of Conway.

1-2 PUBLIC UTILITIES. This RFP is issued for the City of Conway, South Carolina. The Grants and Procurement Department is the sole point of contact for this RFP.

1-3 TYPE OF CONTRACT. A contract shall be awarded to the most qualified firm at compensation deemed reasonable to the City of Conway, utilizing standard contract form. Should it be impossible to negotiate a satisfactory contract, negotiations shall be formally terminated. It is the City's intention that the most qualified bidder, based on both bid amount and bidders qualifications, be selected for this project. Once selected, the electrical contractor shall work with Billy Joe Sawyer, Building Official, Kevin Chestnut, Public Works Director, and/or other City employees, to establish programming and planning requirements for this project.

1-4 FIRM RESPONSIBILITIES. The selected firm shall be required to assume responsibility for all services offered under this proposal. Furthermore, the City shall consider the selected firm to be the sole point of contact for contractual matters, including payment of any and all charges resulting from the contract.

1-5 EVALUATION FACTORS. The following criteria shall be used in format described on pages 8 and 9 (Evaluation Factors). The arrangement of the criteria is not meant to imply order of importance in the selection process.

- a. Specialized experience or technical expertise of the firm, qualifications of its professional personnel and all parties proposed for the project, and proposed approach in connection with the type of services to be provided and complexity of the project;
- b. Past record of related experience on similar projects/contracts with the City and other clients. including quality of work, timeliness, cost control, and financial stability;
- c. Capacity of firm to perform the work within time limitation, taking into consideration the recent current and projected workload of the firm. Bidder proposal shall include an estimated time frame for completion of the project.
- d. Familiarity of the firm with the type of problems applicable to the project.
- e. Cost

1-6 INCURRING COSTS. The City shall not be liable for any cost incurred by firms prior to issuance of a contract.

1-7 ECONOMY OF PREPARATION. Proposals should be prepared in a timely and economical manner, providing a straight forward, concise description of the firm's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

1-8 RESPONSE DATE. To be considered, proposals must arrive at the Grants and Procurement Department on or before the date and time specified in the cover letter. Firms mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Telefacsimile/emails submissions are not permissible.

1-9 ACCEPTANCE OF PROPOSAL CONTENT. The contents of the proposal of the successful proposer may become part of the contractual obligations if a contract ensues. Failure of a successful proposer to accept these obligations may result in cancellation of the award. All bids are to remain in effect for ninety (90) days from the date of bid opening.

1-10 GRIEVANCE. Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Grants and Procurement Department. The protest shall be submitted in writing within fourteen (14) days after such aggrieved person knows or should have known of the facts giving rise thereto provided that the grievance has been made in accordance with bid proposal requirements. The Public Works Director will consult with the City Administrator to try and resolve the issue. If the protest is not resolved by mutual agreement, a decision will be issued in writing within 10 days after the last meeting to reach an agreement. If all attempts fail to resolve the disagreement, the protester has the right to bring the issue to City Council.

1-11 TIE BIDS. The Bids will be resolved in accordance with the City of Conway's purchasing regulations. If the city receives two or more bids that are identical in nature and amount, the contract shall be awarded to the local bidder (if applicable). If two or more of the tie bids are submitted by local bidders, the contract shall be awarded to one of the local bidders by drawing of lots in the public. If local bidders are not involved in the tie bids, the contract shall be awarded to one on the non-local tie bidders by drawing of lots in public.

1-12 LOCAL VENDOR PREFERENCE The City of Conway uses a local vendor preference component in its purchasing process in order to promote business with local vendors. The entire local vendor preference ordinance can be viewed on the City's website at www.cityofconway.com or you may obtain a copy of the ordinance upon request from Ken Senn City of Conway, PO Drawer 1075 Conway, SC 29528.

INSTRUCTIONS TO PROPOSERS

Sealed proposals shall be enclosed and secured in an envelope/package and properly marked and displayed on outside of the envelope/package bearing the name, license number (if applicable), address of proposer, proposal number and project identification. No other information shall be included or written on the outside of the proposal envelope/package. The City of Conway shall not be responsible for unidentified proposals. Proposals should be addressed to:

**Grants and Procurement
City of Conway
PO Drawer 1075
Conway, South Carolina 29528**

**Physical Address:
Grants and Procurement
City of Conway
2940 Jerry Barnhill Boulevard
Conway, South Carolina 29527**

Hand delivered proposals should be delivered to the above physical address.

Proposals shall be submitted no later than Thursday, October 25, 2018, 2:00 pm, in the Grants and Procurement at the address stated above. **Only the names of the offerors and bid amounts will be announced.** Proposals received later than the 2:00 pm deadline will be considered **“Late Proposals.”**

Examination of the RFP Document – Prior to submitting a proposal, each proposer shall carefully examine the RFP documents, study and thoroughly familiarize himself with the specifications/requirements thereof, and notify the Owner of all conflicts, errors, or discrepancies. The proposer shall sign his proposal correctly. All offers shall be entered in ink or typewritten. Proposals may be rejected if any omissions, alterations of form, additions not called for, or any irregularities of any kind are shown. The proposer's name and solicitation number shall be included when specifications or descriptive papers are submitted with the proposal.

By submission of a proposal, the proposer guarantees that all goods and services meet the requirements of the solicitation during the contract period.

Bond Security – Any proposer whose bid is in excess of \$25,000 will be required to supply a 5% bid bond with his bid. Any awarded contract in excess of \$50,000 will require a performance/payment bond (per Conway City ordinance). Once the contract is awarded, the Contractor will work with the underground conversion contractor and Santee Cooper to complete the project.

Questions – Submit written questions to the attention of Ken Senn by fax at (843)397-2883 or by e-mail to ksenn@cityofconway.com. Proper reference to this Request for Proposals is required. Deadline for questions is eight calendar days prior to the proposal receipt date. All changes to RFP documents shall be in the form of an addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in the awarding of the proposal.

Deviations – Any deviations from the RFP requirements indicated herein must be submitted in writing and clearly noted and explained in detail on a separate form and attached to the submitted proposal, otherwise it will be considered that items offered are in strict compliance with these requirements and successful proposer shall be held responsible therefore.

The City of Conway reserves the right to reject any or all proposals and further reserves the right to waive technicalities and formalities in proposals as well as to accept in whole or in part such proposal or proposals where it deems advisable in protection of the best interest of the City. The City shall be the sole judge as to whether proposals submitted meet all requirements contained in this solicitation.

This solicitation does not commit the City of Conway to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for goods or services listed herein.

Freedom of Information Statement – Procurement information shall be public record to the extent required by Chapter 3 of Title 30 (The Freedom of Information Act), South Carolina Code of Laws, 1976, with the exception that commercial or financial information obtained in response to a “Request for Proposals” which is privileged and confidential if so designated by the proposer shall not be disclosed. Such information must be clearly marked as “CONFIDENTIAL” by the offeror for each section of information so affected. Privileged and confidential information in specific detail is not customarily released to the general public, the release of which might cause harm to the competitive position of the party supplying the information. Examples of this type of information would include:

- 1) Customer lists
- 2) Design recommendations and identification of prospective problem areas under a RFP
- 3) Design concepts, including methods and procedures
- 4) Biographical data on key employees of the bidder/proposal

Liability Coverage- The successful proposer shall provide certificates of all required insurance(s), including worker's compensation, premises liability and general liability. Worker's compensation shall include a minimum limit of \$100,000 and comprehensive general liability coverage shall provide minimum limits of liability of \$1,000,000 per occurrence. Insurance shall indemnify the City of Conway against any and all claims arising under or as a result of the performance of the contract. The City of Conway shall be named as an additional insured on all liability policies. The City of Conway must be provided thirty (30) days notice prior to cancellation, modification or reduction in limits of any stipulated insurance.

EVALUATION FACTORS

INFORMATION REQUIRED FOR CONSIDERATION

Electrical Contractor Firm

(Exact format of this must be followed in response)

1. **Cover Sheet:** List project title, the name of the firm, name, address and phone number and a contact person.
2. **References:** Provide the name, address, and telephone number of at least three appropriate references familiar with the quality of work done by the firm on similar projects.
3. Describe any other characteristics that set your firm apart from other firms that might be considered.
4. Please disclose your services to any official shown on the **LIST OF KEY PERSONNEL** (attached) or their immediate family or any business owned by such official or their immediate family with ownership or holding stock.

LIST OF KEY PERSONNEL

ELECTED

Barbara Blain-Bellamy
Larry White
Thomas J. "Tom" Anderson
William Goldfinch
Shane Hubbard
Jean M. Timbes
Ashley Smith

Mayor
Mayor Pro Tem
City Council Member
City Council Member
City Council Member
City Council Member
City Council Member

APPOINTED

Adam Emrick
Kevin Chestnut
Allison Williams
James Friday
Timmy Williams
Robert Cooper
Addison Jarrell
Mary Catherine Hyman

City Administrator
Public Works Director
Finance Director
Public Utilities Director
Grounds/Maintenance Director
Building Official
Parks, Recreation & Tourism Director
Planning Director

5. REQUIRED FORMS

Signed bid proposal form
Indemnification form
Non-Collusion affidavit
Certification regarding site visit
Copy of SC Electrical License
Acknowledgement of addenda (if any)
Liability Policy
Bond Security

INDEMNIFICATION

(This form is part of the response)

The Offeror/Contractor will indemnify and hold harmless the **OWNER**, the **City of Conway** and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the **WORK** provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting there from, and is caused by any negligent or willful act or omission of the Offeror/Contractor, and anyone directly or indirectly employed by him or anyone for whose acts any of them may be liable.

In any and all claims against the **OWNER**, the **City of Conway** or any of their agents or employees by an employee of the Offeror/Contractor, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the Offeror/Contractor under the workman's compensation acts, disability benefit acts, or other employee benefit acts.

The obligation of the Offeror/Contractor under this paragraph shall not extend to the liability of the City of Conway or its agents or employees arising out of the reports, survey, **CHANGE ORDERS**, designs, or **SPECIFICATIONS**.

OFFEROR/CONTRACTOR: _____

AUTHORIZED SIGNATURE: _____

DATE: _____ TELEPHONE: _____ FAX: _____

Required Form

NON-COLLUSION AFFIDAVIT FORM
(This form is Part of the Response)

STATE OF _____ }

COUNTY OF _____ }

CITY OF CONWAY _____ }

_____, being duly sworn, disposes and says that he/she is
_____, (Sole Owner, a Partner, President, Secretary, etc.) of
_____, the party making the foregoing proposal, that such
proposal is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived, or
agreed, directly or indirectly, with any other proposer or person, to submit a sham proposal, or that such other
person shall refrain from proposing and has not in any manner, directly or indirectly, sought by agreement or
collusion or communication or conference with any other proposer or person to fix the proposal of affiant or
any other proposer or to fix overhead, profit or cost element of said proposal or that of any other proposer, or
to secure, through any collusion, conspiracy, connivance or unlawful agreement an advantage against the
owner or any person interested in the proposed contract; and, further, that all statements in said proposal are
true.

Proposer

Subscribed and sworn to before me
this _____ day of _____, 2017

Notary Public

Printed Name _____

My commission expires _____

CERTIFICATION REGARDING SITE VISIT PRIOR TO BID

PROJECT: City of Conway – Main Street Bridge Light Renovations
2018

_____, representing the bidding contractor, visited the project
(Name of Representative)
the site on _____, 2018 and became fully aware of all site
conditions pertaining to site access and working conditions associated with the work to
be performed on this project. This site condition information has been conveyed to all
necessary personnel and sub-contractors preparing the bid for work on this project.

I certify that the bid for this work includes all cost associated with the site conditions,
including but not limited to access and restoration for a complete project.

Submitted by: _____
Signature

Printed Name

Title

Company

ACKNOWLEDGEMENT OF ADDENDA

Proposer hereby acknowledges receipt of all Addenda through and including:

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company _____

Authorized Signature _____

Print Name _____

Bid Proposal

Total Bid _____

Firm Name _____

Address _____

City/State/Zip _____

Email Address _____

Authorized Signature _____

Printed Name _____

Phone number _____