

Request for Proposal
Platt's Alley E/C/T
Conversion Project

The City of Conway is receiving bids for the Platt's Alley E/C/T conversion project. A complete copy of the bid package can be obtained from City Hall. Any questions and to obtain plans for this project please contact: J. William Gobbel 843-369-0521

BID SUBMISSION

- A. Bids submitted after 2:00 p.m. May 16, 2008 will be returned to the Bidder unopened.
- B. Offers will be opened publicly immediately after the time for receipt of Bids.
- C. Amendments to the submitted offer will be permitted if received in writing prior to Bid closing and if endorsed by the same party or parties who signed and sealed the offer.

2.02 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. [Work of this proposed Contract consists of installing various vaults and conduits for Santee Cooper, Time Warner Cable, HTC and Verizon for use by these utility companies to convert overhead utility lines to underground. This Project is to be completed in two (2) separate phases to facilitate the conversion of overhead utility lines into an underground conduit system. This Contract is for the installation of the underground conduit system for the individual utility companies, as shown on the plans. The individual utility companies will be responsible for pulling the wires, cables, etc., and installing their equipment. The contractor will be required to assist the utility companies during the phase 2 utility conversions.]
- B. Location Platt's Alley in the City of Conway.

2.03 CONTRACT TIME/PENALTY

- A. Contractor shall complete all work, within sixty (60) calendar days from the date of the Notice to Proceed (\$500.00 per day penalty).

Phase Two of the project will begin immediately after the completion of Phase One. All work in this contract must be completed within Twenty One (21) Days after the utility companies have completed their overhead conversions, and the poles have been removed. This includes all asphalt milling and overlay work, repairing the concrete or asphalt around the holes where the poles have been removed, and any other outstanding issues. Failure to complete the entire project within this time will be grounds for the Owner to assess a \$500 per day penalty for delayed completion.

AVAILABILITY

- A. Bid Documents may be obtained at the office of J. William Gobbel for a non-refundable fee of \$100.00 per set.
- B. Bid Documents are made available only for the purpose of obtaining bids for this project. Their use does not grant a license for other purposes.

3.04 EXAMINATION

- A. Bid Documents may be viewed at the office of J. William Gobbel.
- B. Upon receipt of Bid Documents, verify that documents are complete. Notify J. William Gobbel should the documents be incomplete.
- C. Immediately notify J. William Gobbel upon finding discrepancies or omissions in the Bid documents.

3.05 QUERIES/ADDENDA

- A. Direct questions to: J. William Gobbel 843-369-0521
- B. Addenda may be issued during the Bidding period. All Addenda become part of the Contract Documents. Include resultant cost adjustments in the Bid Price.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by Bidders must be in writing not less than two (2) days before time set for receipt of Bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

3.06 PRODUCT/SYSTEM SUBSTITUTIONS

- A. Where the Bid Documents stipulate a particular product, substitutions will be considered, unless otherwise stated by the Engineer/Owner, if submitted prior to or within fifteen (15) days after the date of the agreement, with no adjustment in price.
- B. In submission of substitutions to products specified, Bidders shall include in their Bid, any changes required in the Work to accommodate such substitutions. A later claim by the Bidder for an addition to the Contract Time or Contract Sum/Price because of changes in Work necessitated by use of substitutions shall not be considered.

4.01 SITE EXAMINATION

- A. The Bidder is responsible for visiting the project site before submitting a Bid in order to become familiar with site and soil conditions.
- B. The premises at the project site are open for examination by Bidders.

5.01 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualifications for performing the Work of this Contract, Bidders must be licensed to perform work in the State of South Carolina and as evidenced by their Contractors and Bidders license number appearing on bid documents.
- B. The successful Bidder must complete a minimum of 70% of the work involved in the project construction. The remainder may be accomplished by subcontractors which must be approved by the Owner and the City prior to award of contract.

5.02 SUBCONTRACTORS/SUPPLIES/OTHERS

- A. The Owner reserves the right to reject a proposed Subcontractor for reasonable cause.
- B. Information on subcontractors shall be furnished by the Bidder to the Owner as requested.
- C. All Subcontractors must be approved in writing by the Owner prior to any Construction by the Subcontractor.
- D. All Subcontractors must provide a Bidder's Representation, a Noncollusion Affidavit, and a certified Insurance Certificate.

6.01 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their Bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed and sealed with the required security in a closed opaque envelope, clearly identified with Bidder's name and license numbers (Bidders and Contractors), Owner's name and labeled "Bids for Platt's Alley Project" on the outside.
- C. Bids mailed shall be enclosed in another envelope. Insert the closed and sealed Bid Form in the envelope to be mailed.
- D. Improperly completed information, irregularities in bid bond, may be cause not to open the Bid Form envelope and declare the Bid invalid or informal.

- E. A summary of submitted Bids will be made available to all Bidders within five (5) working days following Bid opening.

6.02 BID INELIGIBILITY

- A. Bids that are incomplete, unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, will at the discretion of the Owner, be declared unacceptable.

7. BID ENCLOSURES/REQUIREMENTS

7.01 SECURITY DEPOSIT

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than five (5%) percent of the Bid Price. (Include Power of Attorney).
 - 2. Certified check in the amount of five (5%) percent of the Bid Price.
 - 3. Other types of security may be allowed if pre-approved in writing by the Owner.
- B. Bids shall also be accompanied with Proper Bid Proposal, Bidder's Representation, Noncollusion Affidavit, and List of Subcontractors.
- C. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the Contractor as principal and the Surety.
- D. The security deposits will be returned after delivery to the Owner of the required Performance and Labor and Materials Payment Bonds by the accepted Bidder.
- E. Include the cost of Bid security in the Bid Price.
- F. After a Bidder has been accepted, all securities will be returned to the respective Bidders 30 days from the Bid Opening.
- G. If no contract is awarded, all security deposits will be returned.

7.02 PERFORMANCE ASSURANCE

- A. Contracted Bidder: Shall provide a Performance, Labor and Materials Bond and Payment Bond as described in the General and Supplemental General Conditions.
- B. Include the cost of performance assurance bonds in the Bid Price.

7.03 BID FORM REQUIREMENTS

- A. Complete all requested information in the Bid Form and Appendices.

7.04 BID FORM SIGNATURE

- A. The Bid Form shall be signed by the Bidder, as follows:
 - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
 - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the words "Partner" under each signature. Affix seal to each signature.
 - 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts under each signature. Affix the corporate seal. If the Bid is signed by officials other than the President and Secretary of the company, or the President/Secretary/Treasurer of the company, a copy of the by-law resolution of the Board of Directors authorizing them to do so must also be submitted with the Bid Form in the Bid envelope.
 - 4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

8.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the Bid closing date.

8.02 ACCEPTANCE OF OFFER

- A. The Owner reserves the right to reject any or all offers.
- B. The Owner reserves the right to waive informalities and to award the contract in the best interest of the Owner.