

REQUEST FOR PROPOSAL



Professional Contractor Services Remodel Municipal Building

RFP 2021-005 BMP_OASIS

**Due Date: October 8, 2021
5:00 PM EST**

**City of Seneca
221 E. North First Street
P.O. Box 4773
Seneca, South Carolina 29679**

THIS IS NOT AN ORDER

REQUEST FOR PROPOSAL 2021-005 BMP_OASIS
DATE OF INVITATION: SEPTEMBER 22, 2021

QUOTES WILL BE RECEIVED AT:

City of Seneca
221 E. North First Street
P.O. Box 4773
Seneca, South Carolina 29679

UNTIL 5:00 P.M. LOCAL TIME ON **FRIDAY, OCTOBER 8, 2021.**

| | |
|--------------------|---|
| Project Name: | <u>Professional Contractor Services</u> |
| Project Location: | <u>625 North Townville Street</u> |
| City/County/State: | <u>Seneca / Oconee / South Carolina 29678</u> |
| Project Number: | <u>RFP 2021-005 BMP_OASIS</u> |
| Response Deadline: | <u>October 8, 2021 5:00 P.M. EST</u> |

INTRODUCTION

City of Seneca (herein, Owner) via the Buildings and Projects Department is soliciting bids from qualified vendors for Professional Contractor Services for the remodel of a city owned building. The project consists of structural interior realignment and installation of ADA compliant amenities. The objective is to receive repair recommendations and cost estimates associated with recommended repairs.

Proposals/Quotations must be submitted on the form contained herein; proposals/quotations may be submitted via facsimile transmission. The submitted quotes shall reference this Project as RFP 2021-005 BMP_OASIS and be clearly labeled on the face of the envelope/page/sheets. Quotes must be complete and in U.S. dollars. See instructions and conditions enclosed herein.

The Owner reserves the right to reject any and all proposals/quotations, or any part thereof, negotiate changes in quotes, accept any quotes or any part thereof, waive minor informalities or defects in any quotes, and not to award a contract if it is in its best interest.

The Owner shall not be held responsible for bidder's lack of understanding of what is required by this solicitation. Should a bidder not understand any aspect of this request or require further explanation or clarification regarding the intent or requirements, it shall be the responsibility of the bidder to seek guidance from the Owner's designated representative.

An Agreement/Contract resulting from this solicitation may be awarded to the responsive bidder whose quote conforming to this solicitation appears to be the most advantageous to the Owner.

Each bidder/responder shall fully examine the building and list recommended repairs. Failure to visit the site and acquaint themselves with existing conditions shall be the responder's responsibility. Access to the building is prohibited without prior notification given to the City's authorized representative.

This solicitation is not to be construed as a commitment of any kind nor does it commit the City of Seneca to pay for any costs incurred in the submission of an offer or for any other incurred cost. BIDDER/RESPONDER TERMS AND CONDITIONS: PROSPECTIVE BIDDERS ARE CAUTIONED TO PAY PARTICULAR ATTENTION TO THIS CLAUSE. Bidder/Contractor imposed terms and conditions which conflict with the terms and conditions of this RFP are considered counter offers and, as such, will cause the Owner to consider the quote non-responsive.

If a bidder attaches additional terms and conditions as part of the proposal/quotation, such attachments must be accompanied by a disclaimer stating that in the event of conflict between the terms and conditions of this RFP and the terms and conditions of the Bidder/Contractor; the terms and conditions will prevail.

The City of Seneca reserves the right to reject any or all quotes, waive informalities and minor irregularities, if such action is in its best interest.

Direct all questions to:

Randall Molloseau
Buildings and Projects Director
P.O. Box 4773, Seneca, SC 29679
864-506-5171 cell
864-885-2703 office
Email: rmolloseau@seneca.sc.us

Relevant questions must be submitted prior to 4:00 pm E.S.T. Thursday, October 7, 2021. Questions submitted after that date and time will not be due a response.

SCOPE OF WORK

1. DESCRIPTION OF SOLICITATION

The City of Seneca Building Maintenance & Project Department seeks to receive proposals for professional contractor services to remodel a city owned building located at 625 North Townville Street, Seneca, South Carolina 29678 (**map coordinates: 34° 41' 36.6"N 82° 57' 19.7"W**).

Contractors qualified and interested are requested to submit a proposal/quotation to:

- a. Provide, deliver, and fully warrant installation of Interior Remodeling Services as prescribed.

- b. Include all costs for labor, materials, tools, abatement, permits, licenses, and equipment necessary for the completion of repairs to the facility.

2. PROJECT DESCRIPTION

The following is the projected 'Scope-of-Work', but is not limited to:

- Demolition of existing masonry wall, interior fixtures and finishes in the area of the remodel.
- Remove existing flooring and prepare area to install new floor for tie-in with room expansion, (*approx. 8-ft. floor cut of ±6-inch depth concrete*).
- Extend existing restroom approximately 6-feet, and update for ADA public use.
- Install new plumbing where needed per redesign layout.
- Construct new walls to create hallway
- Install 36-inch-wide door.
- Doors shall be 'hollow' metal doors with panic-bar and lockable handles
- Framed walls shall have drywall covering.
- Identify extended repair areas and/or recommended replacement.
- Install new VCT or equivalent floor tile.
- Install new and/or realign existing electrical wiring for, lights, outlets, and switches, as needed.
- Install new restroom amenities for ADA compliant.
- Install baby changing station.
- Install new acoustic ceiling.
- Add 2-additional fire safety sprinkler heads to the existing Fire Protection System.
- Paint and install rubber cove base on all new interior walls.
- Removal and proper disposal of all trash and debris associated with the project.

KEY TASKS:

- After the contract is awarded, the General Contractor's responsibilities will include all construction services necessary to complete the project as identified.
- Contractor shall be responsible for all required fees and permits.
- It is recommended each responder examine the premises to determine the extent of the work involved and the conditions under which the work will be performed.
- By submission of a proposal/quotation, it shall be construed as evidence that such examination has been made and no subsequent allowance will be acceptable in this connection.
- Scheduling an appointment to visit the site is required, courtesy notification should be forwarded to Randall Molloseau, Buildings and Projects Director, at the above referenced contact information.

3. ADDITIONAL REQUIREMENTS

- a) Responder shall provide evidence of appropriate certification and training of key personnel. The selected Contractor shall possess the appropriate license and registration required for this Project; have appropriate safety and emergency procedures; and key personnel may be required to pass background check.
- b) All work performed shall follow appropriate OSHA standards, Federal, State, County, and local ordinances/regulations. The selected Contractor shall obtain all required licenses, permits, and/or certifications.
- c) All work performed and completed in accordance with a valid Contract/Agreement will be subject to the acceptance of the City of Seneca by its authorized representative.
- d) The Contractor shall furnish the City of Seneca, *upon award of a Contract/Agreement*, a certificate of insurance, and may be required to name the Owner as an additional insured party in amounts requested by the Owner and all insurance policies shall be maintained for the life of the contract. The City may require it be named as "ADDITIONAL INSURED" for its interest on all policies of insurance except Worker's Compensation, Automobile Liability, and Professional Errors and Omissions, as regards ongoing operations, products and completed operations, and this shall be noted on the face of the Certificate of Insurance. As part of the certificate of insurance requirement the Contractor shall also include acknowledgement and acceptance of the waiver of subrogation provision granted to the City. This acknowledgement and acceptance should be included in the same section of the Certificate of Insurance that evidences the "Additional Insured" provision. The Contractor shall not allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained.
- e) The selected Responder shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from, or in conjunction with, the work performed on behalf of the Owner by the Contractor, his agents, representatives, employees, or subcontractors. Proof of coverage as prescribed herein shall be submitted prior to the commencement of work and such coverage shall be maintained by the Contractor for the duration of the contract period.

4. PROPONENT DECLARATION

By submittal of a proposal the Responder declares to be fully informed and satisfied that the scope-of-work is a bases used to obtain submitted price quote; therefore, it is understood that actual quantities may be subject to adjustment by either increase or decrease, as deemed necessary, per conditions encountered during project construction and agreed by both the Contractor and the City (*its representative*). And should the quantities of work items be decreased or increased; the actual work quantity shall be completed at the unit prices stated therein.

DEFINITIONS

City / Owner means the City of Seneca (*its authorized representative - Seneca Building Maintenance & Project Department*).

Contract / Agreement / Service Contract means a binding contract for services issued to formalize the accepted Quote.

Contractor means the person(s), firm(s), or corporations(s) selected, by the Owner, to carry out all duties, obligations, work, and service described in the RFP and all associated documentation, which may also include mutually agreed revisions subsequent to the submission of a Quote. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations, and responsibilities at the RFP stage, through evaluation process, execution, and delivery of the services.

Responder / Bidder / Proponent means anyone submitting a valid response to this RFP.

Proposals/Quotations means the submission by the Proponent.

Quote is the most current price and quantity at which a participant is willing to perform the requested services.

RFP (Request for Proposal) shall mean the solicitation of cost estimates to complete a designated work; including complete set documents, specifications, drawings, and addenda incorporated therein, and included in the RFP.

Services means and includes the provision by the selected proponent of all services, work, duties, and expectations as further described in the RFP. This will also mean the whole of the work, tools, materials, labor, equipment, travel, and all that is required to be completed and furnished by the Contractor.

Supply / Provide shall mean supply and pay for and provide and pay for the equipment, goods, materials, or other items to be provided by the Contractor/Vendor to the Owner under the Contract.

Shall / Must / Will / Mandatory means a requirement that is required to be met.

Certification Regarding Debarment & Other Responsibility Matters

Signed copies of the Certification Regarding Debarment and Other Responsibility Matters must be included in the proposal package.

By submitting a Quote, the responder/bidder certifies, to the best of his/her knowledge and belief, that:

- I. Responder and/or any of its Principals
 - (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency.
 - (B) Have not, within a three-year period preceding this quote, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of quotes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission or any of the offenses enumerated in paragraph I (B) of this provision.
- II. Bidder has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.
 - (A) The word "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; business manager; head of a subsidiary, division, or business segment, and similar positions).
 - (B) Bidder will provide immediate written notice to the Owner if, at any time prior to contract award, Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 - (C) If the Bidder is unable to certify the representations stated in paragraphs (I), Bidder must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Bidders responsibility. Failure of the Bidder to furnish additional information as requested by the Owner may render the Quote non-responsive.
 - (D) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a Bidder is not required to exceed that which is normally possessed by a prudent person in the

ordinary course of business dealings.

- (E) The certification in paragraph I (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Bidder knowingly or in bad faith rendered an erroneous certification, the Owner may terminate, for default, any Contract resulting from this solicitation, and in addition to other remedies available to the City of Seneca.
- (F) By signing, 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 project, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Authorized Signature

Date

QUOTE SUBMISSION FORM

City of Seneca
RFP 2021-003 BMP_OASIS
Professional Contractor Services
Remodel Municipal Building

BIDDER'S QUESTIONNAIRE

Note: Failure to provide the information requested in this questionnaire may be cause for rejection of the solicitation on the basis of non-responsiveness.

Name of Your Business: _____

Street Address: _____

Mailing Address if Different: _____

City: _____ State: _____ Mailing Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

How many years has the business been under the above name? _____

Previous business name(s) if any: _____

My Quote Acceptance Period is _____ Days. *(Quotes providing less than thirty (30) calendar days for acceptance may be considered non-responsive and may be rejected.)*

Are you acting as a broker or the primary supplier in this transaction?

- Primary Supplier
- Broker

Business Information *(Please check all that apply):*

- My business is Individual
- My business is a Partnership
- My business is a Non-Profit
- My business is a Joint-Venture
- My business is a Corporation incorporated under the laws of the State of _____

- My business is full-time
- My business is part-time

The Bidder shall list any variations from or exceptions to the Terms, Conditions or Specifications of the Solicitation:

Completed by: _____ Title: _____

Signature: _____ Date: _____

QUOTE FORM

**CITY OF SENECA
RFP 2021-003 BMP_OASIS
PROFESSIONAL CONTRACTOR SERVICES
REMODEL MUNICIPAL BUILDING**

The quote listed below must include all applicable cost relevant to demolition, excavation, disposal, construction, and delivery to site destination: 625 North Townville Street, Seneca, South Carolina 29678; and comply with the specifications or include detail specifications for optional recommendation.

Base Unit (Price must include all materials, tools, appurtenances, specifications, and warranty)

TOTAL QUOTE _____ **Dollars (\$**_____ **)**

Amounts are shown both in words and figures. If any discrepancy; the amount shown in words shall govern. The above quote prices include all labor, materials, and equipment, as required; cleaning, removal, overhead, profit, fees, insurance, etc., to cover the several kinds called for.

COMPANY NAME

SIGNATURE BY AND FOR THE BIDDER

COMPANY ADDRESS

PRINTED NAME OF ABOVE BIDDER

DATE OF QUOTE

CONTACT PHONE NUMBER

CONTACT EMAIL

City of Seneca reserves the right to reject any or all quotes and to waive any irregularities as deemed necessary.