



YORK COUNTY GOVERNMENT

PURCHASING DEPARTMENT

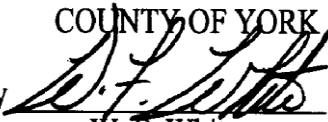
*PO Box 180, 6 South Congress Street
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(803) 684-8520
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INVITATION FOR BIDS

Date: April 28, 2009

Bid ID # 1879/5-12-09

Sealed bids for **the repair of concrete & brick walkways and steps for the York County Library in Rock Hill, SC** are subject to all the conditions, and provisions, etc., set forth herein and attached. **A Mandatory Pre-Bid Meeting will be held at the York County Library at 9:00 am on Tuesday , May 12, 2009.**

COUNTY OF YORK
By 
W. F. White
Director of Purchasing

Bid ID # 1879/5-12-09

SPECIAL CONDITIONS

The above bid # shall be shown on front of the envelope in which this bid is submitted. York County assumes no responsibility for unmarked envelopes being considered for award. Authorized company representative is required to sign in ink on the second page in the space provided. Electronic signatures are not acceptable. **Bids not signed will be automatically rejected.** It is requested that completed bids be typewritten. Facsimiles are not acceptable. If County offices are closed due to inclement weather, the proposals shall be accepted at the same scheduled hour on the 3rd working day (excluding County observed holidays) after the scheduled proposal receipt date.

INSTRUCTIONS TO BIDDERS

- a. **Submit one (1) signed original and one (1) signed copy of your bid.**
- b. Bids, amendments thereto or withdrawal requests received after the time advertised for bid opening will be void regardless of when they were mailed.
- c. Quote prices on units specified with packing included.
- d. Attach complete specifications for any permitted substitutions offered or when amplification is desirable or necessary.
- e. If specifications or description papers are submitted with bids, enter bidder's name thereon.
- f. If the article bid upon has a trade name or brand, show same in the bid.
- g. When required, furnish samples, free of expense, prior to the opening of bids.
- h. Show delivery time required after order is received (see BID below).
- i. Address and mark bids as indicated in the notice.

CONDITIONS

- a. The County reserves the right to reject any and all bids, and to waive all technicalities.
- b. Unit prices will govern over extended prices, unless otherwise stated in notice.
- c. Time in connection with discount offered, will be computed from date of delivery of commodities to carrier, when inspection and acceptance is at point of origin; or date of delivery at destination; or if laboratory inspection is made part of the bid, from date of laboratory report.
- d. In case of default of contractor, the County reserves the right to purchase any or all items in default in open market, charging contractor with any excessive costs. Should such change be assessed, no subsequent bids nor the defaulting contractor will be considered until the assessed charge has been satisfied.
- e. All materials and products offered must be guaranteed to meet the requirements of the specifications indicated, given or referred to.
- f. Prices bid must be based upon payment in thirty days. Discounts for payment in less than thirty days will not be considered in making award.
- g. The right is reserved in case tie bids are received to make award as considered to be most advantageous to the County.
- h. The right is reserved to reject any bid in which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended.
- i. Unless otherwise indicated by the Procurement Director, prices must be firm.
- j. The successful bidder shall indemnify and save harmless the County of York and all County officials, agents and employees, from all suits or claims of any character brought by reason of infringing on any patent trade mark or copyright.
- k. Bidders must guarantee price for a period of not less than 45 days.

DATE

AUTHORIZED SIGNATURE

COMPANY NAME

PRINT OR TYPE NAME ABOVE

COMPANY ADDRESS

Definitions of categories as related to your firm

Please check one

- ____ Not Minority Owned
- ____ African American
- ____ Caucasian Female
- ____ African American Female
- ____ Alute
- ____ Eskimo
- ____ East Indian
- ____ Hispanic American
- ____ Native American
- ____ Oriental

CITY, STATE, ZIP+4

COMPANY TELEPHONE NUMBER

COMPANY FAX # (IF APPLICABLE)

S. C. SALES TAX # (IF OUT OF STATE)

FEDERAL ID #

EMAIL ADDRESS

NOTICE OF PRE-BID MEETING CONCRETE AND BRICK WALKWAY REPAIR

GENERAL

A. The York County Library located in Rock Hill, SC is interested in contracting with a qualified construction contractor to repair specified concrete and brick paver walkways, and concrete steps in front of the Rock Hill main library building.

B. Through this Request, the York County Purchasing Department is soliciting interest, credentials, and pricing from qualified firms, or individuals, fully licensed with the South Carolina Department of Labor, Licensing and Regulation Department.

OBJECTIVES

A. This Request contains, in general terms, the overall objectives of York County and the library administration in obtaining the services of a professional contractor. While an attempt is made to describe the general expectations of the County and the anticipated work to be performed, the County and proposing vendors may need to define a more specific scope of work, which will be done in a mandatory pre-bid meeting. If it becomes necessary to revise any part of this Request after the meeting written amendments will be provided to all potential bidders.

B. Each vendor providing a bid for consideration by the County is responsible for obtaining information on the conditions and restrictions involved in meeting the obligations and providing the services as set forth in this Request. The failure or omission of a vendor to obtain adequate information will in no way relieve the vendor of any obligation with respect to this Request or to an associated contract.

C. The County is only interested in seeking bids from firms, or individuals, with demonstrated expertise in sidewalk repair and forming concrete.

PRE-BID METTING

A. In an effort to provide an equal opportunity for all qualified vendors, a mandatory pre-bid meeting has been scheduled at the main library (job site) at **9:00 a.m.**, on **Tuesday, May 12, 2009** to critique this project, discuss the general requirements, review the scope of work, ask questions, and set a bid opening date. All interested contractors are requested to come to the main entrance of the library at that time. In attendance will be the library's maintenance staff, Bill White, York County Director of Purchasing and Colleen Carney, York County Library Administrator.

B. No pricing is required at this time. Relevant and/or additional specifications, pertinent information related to this bid, and a price sheet, will be mailed to all

vendors who participated in the pre-bid meeting, to include the bid opening date, time and place.

LOCATION

A. Geographically, York County is located in upstate South Carolina and is bordered by Lancaster, Chester, and Cherokee Counties in South Carolina and Mecklenburg County in North Carolina.

B. The City of Rock Hill is located in the upper region of York County and is approximately 10-miles south of the North Carolina/South Carolina state line.

C. The pre-bid meeting will be held at the library site location (main library), which is, 138 East Black Street, in downtown Rock Hill, SC 29730.

D. If necessary, additional directions can be obtained by contacting the York County Purchasing Department at 803-684-8520.

SCOPE OF WORK

A. Provide a lump sum price, to include labor, materials, supervision, delivery, installation, taxes, and all required permits to repair the concrete and brick areas specified in this Request. The library administration has identified four areas to be repaired as follows:

1. Cut, remove and pour 3000psi concrete on an approximately 40'x5' section of sidewalk on the right hand front of the library main entrance.
2. Cut, remove and pour 3000psi concrete on several sections of the walkway area; and level then reset existing brick pavers in front of the library main entrance.
3. Cut, remove and pour 3000psi concrete on 6 sections of the walkway area then level and reset existing brick pavers on the left hand front of the main entrance.
4. Completely remove all existing concrete steps on the left hand front of the library main entrance that connects with the Black Street sidewalk, then form and re-pore with 3000psi concrete. Also remove the brick wall, dig footing, and re-construct the wall with new brick, install metal hand rails that are ADA compliant, and landscape beside the steps.

B. This will be a turn-key project awarded to one vendor. All bidders will be required to submit a total lump sum price for materials, taxes and labor in their bid response.

C. It is essential that the successful vendor provides services at a time that is suitable to the library administration; therefore; a firm installation schedule will be established at a later date with the successful bidder.

D. Complete removal and disposal of demolished concrete is a requirement of this Request.

E. There have been no financial penalties considered by the County for this project. However, after a start work date is set by library officials and the vendor/contractor, a lack of performance or excessive lapses in work will delay payment.

F. The successful bidder will be required to obtain suitable permits from the City of Rock Hill prior to installation.

G. Conclusion of the Scope:

1. The successful bidder will be expected to completely repair the damaged areas to the satisfaction of the library administration, and immediately haul the replaced concrete off of the library's grounds. The successful bidder will be responsible for storing any construction, or demolition, tools and equipment while performing this process at days end. The successful bidder also shall maintain a safe and hazard free environment at all times, with special caution directed toward pedestrians and library employees. The successful bidder shall be responsible for discussing in advance with Colleen Carney work schedules, time frames, and the over-all project prior to beginning work.
2. After work has started, if an unforeseen repair or installation problem not covered in this document should occur, it should be discussed with Colleen Carney prior to making corrections.

INSTALLATION

A. Library officials are not interested in paying for over-time services; therefore, the successful bidder will be authorized to perform all services during and after normal business hours, 8:00 a.m. – 5:00 p.m., Monday – Friday, including Saturdays and, Sundays; and if applicable, on a previously announced holiday.

B. Any site preparation, such as barrier installation, or traffic control, would require a one day notice by the installer prior to the proposed day of installation.

C. Because the construction site is in front of a public facility, the successful vendor should prohibit employee egress into the building, or direct contact with library employees and/or citizens entering and exiting the library.

D. The successful bidder shall be responsible to protect all existing and newly installed work, utilities, structures, vegetation and automotive equipment at all times while on site. Any and all property, or incidentals, damaged during the course of providing services shall be repaired or replaced to the satisfaction of the County.

E. All work being performed shall fully conform to all local, state, and Federal safety regulations.

SUBCONTRACTORS

A. All subcontractors shall be the responsibility of the contractor who was awarded the bid, and they should be properly licensed to do construction work in the City of Rock Hill and the state of South Carolina.

LICENSE NUMBER

A. All bidders shall be fully licensed. The Contractors License Number shall be attached to the bid form when submitting a price.

CERTIFICATE OF INSURANCE

A. All bidders shall attach a copy of their certificate of insurance to include workers compensation, to their bid response. No contractor, or subcontractor, will be allowed to commence work without proof of insurance; failure to attach the certificate to this bid may cause rejection.

INFORMATION

- 1. DOCUMENTS:** Pricing, schedules and an authorized signature shall be included in the bid response.
- 2. EXAMINATION:** Bidders are required to attend the pre-bid meeting to carefully examine the work site and gather information in order to submit a bid price.
- 3. BID SECURITY:** Is not required at this time, but will be discussed at the pre-bid meeting.
- 4. PERFORMANCE AND PAYMENT BOND:** Is not required.
- 5. SUBCONTRACTORS:** Names of any subcontractors, if applicable, and their license numbers shall be provided to library officials prior to starting work.
- 6. LICENSE NUMBER:** Each bidder is responsible for providing a registered and current business license number in their bid response.
- 7. NOTIFICATION AND WITHDRAWAL:** Bids may not be modified after submittal. No bid shall be withdrawn or modified after the bid opening except where the award of contract and/or purchase order has been delayed for more than 90-days.
- 8. DISQUALIFICATION:** The County and library officials reserve the right to disqualify bids, before or after opening, upon evidence of collusion with intent to defraud or other illegal practice upon the part of the bidder. All bidders shall warrant that his/her bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and

is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid; bidder has not solicited or induced any person, firm or corporation to collusion to obtain for himself any advantage over other bidder or over York County and the library administration.

- 9. OPENING:** All bids will be publicly opened precisely at the designated time agreed at the pre-bid meeting and then read aloud. Bidders are not required to attend the bid opening.
- 10. AWARD:** York County and library officials reserve the right to reject any and all bids, to waive any and all informalities not involving price, time or changes in the work and to negotiate contract terms with the successful bidder, and the right to disregard all nonconforming, un-responsive, unbalanced or conditional proposals. Also, the County and library officials reserve the right to reject the bid of any bidder if we believe that it would not be in the best interest of the project to make an award to a bidder because the bid is not responsive, the bidder is unqualified, is of doubtful financial ability, or fails to meet any other pertinent standard criteria that has been established by York County. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In evaluating bids, county and library officials will consider the qualifications of the bidder, whether or not the bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the bid form or prior to the notice of award.

- 11. EXECUTION OF CONTRACT:** York County reserves the right to accept any bid, and to waive irregularities and reject any and all bids, or to negotiate contract terms with the various bidders, when such is deemed by county and library officials to be in our best interest.

Each bidder shall be prepared, if so requested by York County, to present evidence of his experience, qualifications, and financial ability.

The successful bidder shall agree, if this bid is accepted, to enter into an agreement with the York County Library in the form specified or indicated for the contract price and within the contract time indicated in this bid and in accordance with the bid documents.

The successful bidder shall be prepared to commence work on the pre-agreed start date.

- 12. COMPLETION OF WORK:** Time period for completion of work has not been set and will be discussed at the pre-bid meeting and further discussed with the successful bidder prior to the start of work.

INFORMATION

A. It is the intent and purpose of the County and library officials that this Request permits competition. It shall be the bidder's responsibility to advise York County if any language, requirements, etc., or any combinations thereof, inadvertently limit the requirements stated in this request to a single source.

B. Each bidder will be offered ample time and opportunity to contact library officials and ask technical questions and gather pertinent information for proper equipment bidding. All such questions/information should be made during normal business hours (8:00a.m. – 5:00p.m.) Monday-Friday, to:

- Colleen Carney
- (803) 981-5858 Phone
- E-mail: colleen.carney@yclibrary.net

C. Any clarifications regarding the bid documents, or bidding process, should also be made during normal business hours, Monday-Friday, to:

- W.F. White, Purchasing Director
- Purchasing Department
- 803-684-8520 Phone
- E-mail: bill.white@yorkcountygov.com