



Addendum 01
January 11, 2024
RFP 24-R0015
Fountain Maintenance and Repair

The purpose of this Addendum 01 to RFP 24-R0015 Fountain Maintenance and Repair, dated January 3, 2024, is to list the key points of discussion from the pre-proposal conference:

- Fountain locations, including the required maintenance and scheduling information, are listed in the RFP on pages 25 through 27.
- Normal working hours are 7:00AM through 5:00PM Monday through Friday, excluding City holidays. Emergency working hours are weekdays after 5:00PM, weekends and all City holidays.
- Aquatic Category 5 License is required due to the chemicals applied near wildlife and humans and should be included in the Proposal.
- Repairs and emergency repairs are included in this contract. Repairs may be needed for, but not limited to, the chemical systems, mechanical components, electrical components and/or plumbing systems of the fountains.
- Repairs of the specified equipment and related components with a cost of less than twenty-five thousand dollars (\$25,000.00) per job will be included in the contract and shall be performed on an “as needed” basis. Repairs expected to exceed twenty-five thousand dollars (\$25,000.00) per job shall be bid separately by the City.
- The contract price shall be the annual cost to provide fountain maintenance and repair services for all specified locations, however, the contract price will be divided into twelve (12) monthly payments, per location, and the City shall pay the successful Offeror a monthly payment for services rendered. Invoices will need to be submitted monthly for payment.
- All Offerors are encouraged to submit the Small Business Survey found at the beginning of the solicitation document. This survey is intended to gather data only and will **NOT** be used to make any determination of award.
- Proposal requirements are listed in the RFP on pages 36 through 37. The Evaluation Rubric that will be used to determine award is on page 38. Award will not be determined by lowest price only. RFP openings are not public.
- The sign-in sheet from the mandatory site visit is attached and is hereby made a part of this addendum.

- Additional questions are due no later than 12:00PM (noon) local time on Wednesday, January 17, 2024. Questions may be submitted via e-mail to lgreenough@cityofmyrtlebeach.com Official time of receipt will be marked by the time the e-mail is received, and not by the time that it is sent. E-mail messages can take up to ten (10) minutes or more to be delivered to the intended recipient. All questions received by the deadline will be answered via addendum.
- Sealed proposals are due in the Procurement Office no later than 2:00PM local time on Thursday, February 1, 2024. No electronic submissions will be accepted. The City of Myrtle Beach is not responsible for late or misdirected mail.

Please send in your sealed proposal to the address listed below:

City of Myrtle Beach Procurement Division

3231 Mr. Joe White Avenue

Myrtle Beach, SC 29577

Attn: Lynda Greenough



**PURCHASING
AND MATERIALS
MANAGEMENT**

**City of Myrtle Beach
SOUTH CAROLINA**

**(843) 918-2170
FAX: (843) 918-2182
www.cityofmyrtlebeach.com**

**MANDATORY PRE-PROPOSAL MEETING: RFP 24-R0015 Fountain Maintenance and Repair
Thursday, January 11, 2024 at 10:00 AM Local Time
City of Myrtle Beach – Procurement Office
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577**

Proposals Due: Thursday, February 1, 2024 at 2:00 PM Local Time

Please sign in

Company Name

Representative

1) Eclipse Fountain and Pond Services

Josh Starnes
Print

843 685-9648
Phone/Fax

[Signature]
Signature

Eclipseaquatics@gmail.com
Email Address

2) _____

Print

Phone/Fax

Signature

Email Address

3) _____

Print

Phone/Fax

Signature

Email Address