

**REQUEST FOR PROPOSAL  
CONSTRUCTION SERVICES FOR PLUMBING SYSTEM  
AT THE 305 W HENRY STREET  
FOR THE CITY OF SPARTANBURG**

**General**

The purpose of this work is to provide construction services for installation of the Plumbing System at 305 W Henry Street Office. Work will include design, installation, and tying into the Spartanburg Sewer system.

The drawing will show the bathroom location as framed in, locations for lavatories, urinals, toilets, and showers are shown. The framing is in place with a 6 inch wall back to back of the fixtures.

**SCOPE OF WORK**

- Contractor work will consist of installation of drains, toilet flanges, shower flanges and installation of HC shower.
- Contractor shall pipe all domestic and sewer lines and exit building to make tap in sewer service in Henry Street.
- Contractor shall install dead wood in the cavities for placement of fixture service lines.
- Contractor shall size line and meet requirements per the International Plumbing Code.
- Contractor is required to have City Business License, city permit, state and federal license.
- Contractor shall provide and install Handi Cap showers 40" x 39½" ADA Transfer Shower – left and right
- Contractor shall install water stops at all fixture.
- Provide 1 year company warranty part and labor.
- City will owner provide and install fixture at a later date.
- Contractor shall maintain a clean site and remove all debris from building premises.
- Contractor shall provide necessary precautions and provide a safe working site.

**Pre Bid will be held Tuesday November 15, 2016 at 10:00 AM at the 305 W Henry Street Office in Spartanburg SC 29304**

Sealed Proposals shall be submitted to Carl Wright, Procurement and Property Manager on or before Tuesday, November 22, 2016 no later than 3 PM, City Hall, 145 West Broad Street at which time they will be publicly opened and read aloud in the Training Room, same location.

**Fees:** Contractor is responsible for all city, state and federal fees and licenses.

**Qualifications:** Contractor shall have license in the state of South Carolina for roof installation and the proposer shall demonstrate their knowledge and experience in providing the services listed above in the response. Firms shall have three year's experience in commercial roofing.

## Selection of Firms for Award of Contract

The City will act in what it deems to be its own best interest and may waive any and all irregularities or reject any Statement of Qualifications. The City will consider the experience, understanding of the project requirement, past performance, and any other factors the City considers relevant in its evaluation of the contractor. The City reserves the right to reject any and all Statements of Qualification.

## **Submission of Questions and Qualifications Statement**

Submit three (3) complete copies of the firm's Proposal Statement. Submittals received by facsimile machine or other electronic transmittal will not be considered. Submittals are to be in sealed envelopes or boxes marked with the caption "Proposal Statement for Construction Services" and must be submitted to the attention of Mr. Carl Wright, Procurement and Property Manager, City of Spartanburg, P. O. Drawer 5107, Spartanburg, South Carolina 29304-1749, by 3:00 p.m., November 22, 2016. If using courier service, submittals should be sent to the attention of Mr. Carl Wright, Procurement and Property Manager, City of Spartanburg, at 145 West Broad Street, Spartanburg, South Carolina 29306.

Technical questions regarding the scope of services should be directed to David Cook, Construction Project Manager, (864) 562-4398 or by email at [dcook@cityofspartanburg.org](mailto:dcook@cityofspartanburg.org). Questions regarding the RFQ process should be directed to Carl Wright, Procurement and Property Manager at 864-596-2790 or [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org).

## **Affirmative Action**

The contractor shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

## Attachment # 1

### CITY OF SPARTANBURG INSURANCE REQUIREMENTS FOR CONTRACTORS AND VENDORS

**CONTRACTOR'S/VENDORS LIABILITY AND OTHER INSURANCE:** The Contractor/Vendor shall purchase and maintain with a company acceptable to the City and authorized to do business in the State of South Carolina, such insurance as will protect him from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees, including claims insured by usual bodily injury liability coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting therefrom - any or all of which may arise out of or result from the Contractor/Vendor operation under the contract documents, whether such operations be by himself or any subcontractor or anyone directly or indirectly employed/volunteering by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than the limits of liability specified below, or required by law.

**Automobile Liability:** The amounts of such insurance shall not be less than: **Combined Single Limit - \$1,000,000; Split Limits: Bodily injury per person - \$500,000; Bodily Injury per Occurrence - \$1,000,000; and Property Damage - \$500,000**

**Commercial General Liability:** The amounts of such insurance shall not be less than: **Each Occurrence - \$1,000,000; Damage to Rented Premises - \$100,000; Med Expenses (per person) \$5,000; Personal & Advertising Injury - \$1,000,000; General Aggregate - \$2,000,000; and Products Completed Operations Aggregate - \$2,000,000.** This coverage shall be on an "Occurrence" basis. Coverage shall include Premises and Operations; Products and Completed Operations; Medical Expense in reference to General Liability, and Contractual Liability. Bodily injury and property damage liability shall protect the Contractor and any subcontractor performing work under this contract from claims of bodily injury, Personal & Advertising injury, and property damage which could arise from operations of this contract whether such operations are performed by the Contractor, any subcontractor or anyone directly or indirectly employed by either.

This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability assumed under the indemnity provision of this contract and broad form property damage, explosion, collapse and underground utility damage stating if policy is written on an occurrence basis. Any policy written on a claim made basis must be approved by the City of Spartanburg in advance.

**Property Insurance including Builders Risks-**Property coverage will name the City of Spartanburg as loss payee in instances where the City has an interest in the property unless otherwise requested.

**Workers' Compensation and Employer's Liability** – This coverage shall meet the **STATUTORY requirement of the State of South Carolina.** Employers Liability shall be in the amount of \$500,000 each accident and disease - each employee and \$500,000 disease - policy limit. Sole Proprietors, Partners, Members of LLC and Corporate officers will not be excluded from coverage.

**Employers Liability:** Each Accident - \$1,000,000; Disease each employee - \$1,000,000; Disease Policy Limit - \$1,000,000

- This is part of Workers' Compensation coverage

**Umbrella Liability: Each Occurrence – TBD; Aggregate – TBD**

This coverage should be required for high hazard operations including excavation, roofing, water tower installation, painting, repair and removal, large construction projects. Should also consider for certain high hazard special event activities such as fireworks displays, inflatables, mechanical rides, etc.

**Professional Liability: Per Occurrence - \$1,000,000; Aggregate - \$1,000,000**

This coverage should be required for professional services such as accountant, attorneys, architects, design, engineering and most consultants.

*The Contractor/Vendor shall provide the City with insurance certificates certifying that the foregoing insurance is in force; and such insurance certificates shall include provisions that the insurance shall not be cancelled, allowed to expire or be materially changed without giving the City thirty (30) days advance notice by registered mail.*

**The City of Spartanburg, its employees, and agents shall be named as additional insured under the Contractor/Vendor's general liability policies.**

*The Contractor is advised that if any part of the work under the contract is sublet, he shall require the subcontractor(s) to carry insurance as required above. However, this will in no way relieve the Contractor/Vendor from providing full insurance coverage on all phases of the project/event, including any that is sublet.*

*When certain work is to be performed inside right-of-way owned by railroads, South Carolina Department of Transportation or other Agencies, both the Contractor and any subcontractor may be required to furnish individual insurance certificates made in favor by the controlling agency, with limits as established by that agency.*

*Cancellation and Re-issuance of Insurance: If any insurance required to be provided by the Contractor should be canceled or changed by the insurance company or should any such insurance expire during the period of this contract, the Contractor shall be responsible for securing other acceptable insurance to provide continuous coverage during the life of this contract.*

*Failure of the Contractor/Vendor to maintain continuous coverage as specified herein will result in this project/event being shut down and any payments due, or to become due, withheld until such time as adequate, acceptable insurance is restored. This would be in addition to any legal recourse open to the City under breach of contract.*

*All coverage's and provisions shall be in place, and documentation of such coverage shall be provided to the City of Spartanburg, before any work can began.*

\*\*All emailed Certificates of Insurance can be forwarded to:  
[kbooker@cityofspartanburg.org](mailto:kbooker@cityofspartanburg.org)

\*\* All Certificate of Insurance submitted via postal mail can be sent to:

City of Spartanburg  
145 W. Broad St.  
Spartanburg, SC 29306

Attn: Kenneth Booker

## Procurement & Property Division



### Request for Proposal Construction of Services for Plumbing for 305 W Henry Street

**Proposal No. 1617-11-22-03**

**(Show this number on envelope and all correspondence)**

\_\_\_\_\_ submits herewith our proposal in response to the bid request  
(Company Name)

number shown above in compliance with the description(s) and specifications (s) for the following:  
Bidder will supply materials and labor for the following fixed price:

In compliance with the proposal invitation and subject to all conditions thereof, the undersigned agrees:

- A. This proposals is stated, is open for acceptance for a period of 60 calendar days from day of pending.
- B. To furnish any and all material and labor at the prices set forth the items unless otherwise specified, within contract and/or notice proceed.
- C. Bidder acknowledges all addendums have been addressed in the proposal.

Total Price \_\_\_\_\_

Company Name:	
Street Address:	
City, State, Zip:	
Telephone #:	
Fax #:	
Federal ID or SS #:	

SIGNATURE OF PROPOSALER'S REPRESENTATIVE

Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_