



INVITATION FOR BID

IFB # 2019-26

New Town Hall Renovation Landscaping

The Town of Bluffton is soliciting competitive sealed bids from experienced and qualified firms to provide landscaping installation at 20 Bridge Street, Bluffton, South Carolina. The target date for providing these services is February 2019.

The general scope of services includes plant and tree procurement and installation in accordance with the attached plans, plus a one year warranty.

Submittal of Sealed Bids

Sealed bids shall be received by or prior to:
2:00 PM on the 24th day of January 2019

The closing date and time shall be scrupulously observed. Packages containing submittals shall be presented as such that they may be easily identified. The outside of the package shall be identified as follows:

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New Town Hall Renovation Landscaping
Attn: Gerry Diaz

Packages containing submittals and being delivered by postal, freight carrier, courier or in person shall be sent to:

Town of Bluffton
20 Bridge Street
Bluffton, South Carolina 29910

Public Opening of Sealed Bids

Due to the renovation of Town Hall and the inability to provide proper accommodations for all participants and attendees of the public opening, the public opening will be held immediately following the deadline and at the address, on the date and time specified below:

2:15 PM, January 24, 2019

Rotary Community Center / Oscar Frazier Park
11 Recreation Court
Bluffton, South Carolina 29910

No packages will be accepted at the Public Opening location. Packages must be submitted to the Town Hall

location prior to the deadline to be considered. Packages mailed or hand delivered to the Rotary Community Center will be rejected.

The names of the firms submitting qualifications packages will be read aloud and recorded. Overall price will be announced and recorded. No other information will be made available at the public opening.

Late Submittals

Under no circumstances shall qualifications statements be delivered after the time specified; such submittals will be returned unopened to the submitting firm. The Town will not be responsible for late deliveries or delayed mail. It is the firm's sole responsibility to assure that his/her submittal is complete and delivered at the proper time and place prior to the deadline. Submittals which for any reason are not delivered will not be considered. Offers by facsimile, telegram or telephone are not acceptable.

SOLICITATION TERMS and CONDITIONS

At any time during the solicitation process, the Town of Bluffton reserves the right to refuse any and all sealed bids and to waive any technicalities and formalities. The Town may cancel this solicitation in part or in its entirety at any time during the solicitation process if it is in the Town's best interest to do so. Updates to this solicitation shall be posted on the Town website; posting shall be considered notification to interested parties. **It is the Bidder's responsibility to check the website periodically to determine if an addendum has been issued.**

Contract Terms and Conditions

The Town will utilize its boilerplate contract with standard terms and conditions, sample attached. No bonds are required.

Bidders Responsibility

While the Town has used considerable efforts to ensure an accurate representation of information in this IFB, each prospective Bidder is urged to conduct its own investigations into the material facts and the Town shall not be held liable or accountable for any error or omission in any part of this IFB.

Before submitting a bid, each Bidder shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of a contract and to verify any representations made by the Town upon which the Bidder will rely. If the Bidder receives an award because of its submission, failure to have made such investigations and examinations will in no way relieve the Bidder from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the Bidder for additional compensation or relief.

A Bidder, by submitting a bid represents that the Bidder has read and understands the Request for Bids requirements and its response is made in accordance therewith and that the Bidder is familiar with the local conditions under which the awarded Bidder must perform.

It is incumbent upon each prospective Bidder to carefully examine these requirements, terms, and conditions. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing in accordance with procedures set forth herein. The Town will not be responsible for any oral representation given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

Questions and Inquiries

Questions and inquiries must be received no later than the date and time below. Replies considered necessary or critical to the solicitation will be issued through an addendum within the Bid Opportunities section of the Town's website at www.townofbluffton.sc.gov. **It is the Bidder's responsibility to check the website periodically to determine if an addendum has been issued.** Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect and may not be relied upon by potential firms in submitting their qualifications statement. Receipt of all addenda shall be acknowledged by the firm signing and enclosing said addendum acknowledgement with their bid.

Questions and inquiries regarding this solicitation shall be submitted as follows:

Due 4:00 PM, January 14, 2019

Gerry Diaz
gdiaz@townofbluffton.com

Restricted Discussions:

All prospective Bidders are hereby instructed not to contact any member of the Town of Bluffton Council, the Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this IFB or their response at any time during the IFB process. Any such contact shall be cause for rejection of your submittal.

Opening of Bids

The receipt and opening of packages containing bids shall be public, at the address, on the date and time specified above. The closing date and time shall be scrupulously observed. All bid packages that have been timely accepted by the Town will be formally opened and accepted for consideration. The names of the firms submitting qualifications packages will be read aloud and recorded. Overall price will be announced and recorded. No other information will be made available at the public opening.

Late Submittals

Under no circumstances shall bids be delivered after the time specified; such submittals will be returned unopened to the submitting firm. The Town will not be responsible for late deliveries or delayed mail. It is the firm's sole responsibility to assure that his/her bid is complete and delivered at the proper time and place of

the said opening. Submittals which for any reason are not delivered will not be considered. Offers by facsimile, telegram or telephone are not acceptable.

Acceptance / Rejection

The Town reserves the right to accept or reject any or all bids. The Town also reserves the right to waive any irregularities, informalities, or technicalities and may at its discretion, request a new solicitation.

Receipt of a bid does not indicate that the Town of Bluffton has pre-determined a company's qualifications to receive an award or contract. Such determination will be made after the opening and will be based on the Town's evaluation of the bids compared to the specific requirements and qualifications of a firm as contained and described in this document.

Public Record

A bid is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. A firm that cannot agree to this standard should not submit a bid.

Award

Award will be made to the lowest responsive and responsible Bidder. The Town reserves the right to consider criteria, such as, but not limited to, cost, past experience, ability, capability, reputation, and past performance. The Town may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

Attachments

1. Bid Form – to be submitted with response with schedule;
2. Bid Schedule;
3. Sample contract;
4. Drawings



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BID FORM

Bidders are requested to complete the bid form and sign. Schedule to be negotiated with the winning bidder.

CONTRACTOR: _____

Owner/Manager: _____

Signature: _____

Telephone Number: _____

Business License #: _____

Date: _____

This bid is in effect for 90 days following bid opening.
Bid pricing sheet attached.