



REQUEST FOR BID (RFB)

REQUESTOR: City of Georgetown
1134 North Fraser Street
Georgetown, SC 29440
Contact: Daniella Howard, Purchasing Agent
Email: dhoward@cogsc.com
Phone: 843.545.4043

PROJECT: Citywide Asphalt Paving Services

DATE ISSUED: Wednesday, June 26, 2019

DUE: On or before 2:00 pm EST (local time) Tuesday July 23, 2019

Return to this address only:

City of Georgetown
Attn: Purchasing - Bid Proposal
Citywide Asphalt Paving Services
1134 N Fraser Street
Georgetown, SC 29440

Project Summary

The City of Georgetown is soliciting sealed bids from qualified contractors to provide citywide asphalt paving services. Asphalt paving services shall be performed throughout the City Limits and service area outside of City Limits for the City of Georgetown Water Utilities Department.

Scope of Work

The asphalt paving of streets, alleys, parking lots, and principal artery routes currently owned and/or maintained by the City of Georgetown or SCDOT as identified by the Detailed Asphalt Paving Information & Map attached hereto and designated as Exhibit A.

Terms, Pricing and Payment

The term of the agreement shall be effective the date of signing through June 30, 2020. Proposers will be asked to bid on a square foot unit price for asphalt patching, square yard unit price for asphalt paving, and a square yard unit price on milling asphalt. Either party, without cause, may terminate this contract or any portion thereof, with a 30 day advance written notice.

The selected contractor shall be required to perform asphalt paving services which will vary month to month. Please see Exhibit A.

Prices quoted should include all labor, materials, any and all equipment used in the performance of work, tax and applicable insurance, permits, or fees. Bid price must remain in effect for 90 days from bid opening date. City reserves the right to accept all or part of this scope of work as budget allows and to make additions/removals as deemed necessary. Payment will be made for services rendered on a monthly basis in the amount agreed upon on the last Friday of each and every month during the term of the agreement. Selected vendor will submit invoice to the City of Georgetown staff contact on the last Monday of each month.

Schedule of Events

MILESTONE EVENT	DATE	TIME
1. Request for Bid (RFB) issued	Wednesday, June 26, 2019	
2. Deadline for questions - emailed to: purchasing@cogsc.com	Tuesday, July 9, 2019	4:00 pm
3. Deadline for addenda to be posted to the City's website, www.cogsc.com, under "Bids"	Thursday, July 11, 2019	5:00 pm
4. Bid due date	Tuesday, July 23, 2019	On or before 2:00 pm
5. Notice to Proceed (NTP) issued (tentative)	July 2019	

Submittal Instructions

Submittal package should be sealed and clearly marked on the outside “Citywide Asphalt Paving Services”. To be considered, submittal must include:

- 1 complete original initialed copy of this RFB and
- 4 copies of the Bid Form (Exhibit B)
- Certificate of Insurance

Bids will be publicly opened and read aloud. No submittal will be accepted after the due date and time specified above. Faxed or emailed submittals will not be accepted for any reason. The City reserves the right to waive any technicalities or informalities and to accept or reject any and/or all submissions as deemed by its sole judgement to be in its best interest. The City also reserves the right to terminate the selection process without notice, to waive any irregularities in any submittal, and to request additional information from any of the firms submitting a bid.

When the Purchasing Division is closed due to force majeure, bid openings will be postponed to the same time on the next official business day.

Contacts

Daniella Howard, Purchasing Agent
City of Georgetown
Phone: 843.545.4043
Fax: 843.546.5435
Email: purchasing@cogsc.com

Will Gunter, Water Utilities Manager
City of Georgetown
Phone: 843.545.4505
Fax: 843.520.2779
Email: wgunter@cogsc.com

Disqualification and Rejection of Bids

The City of Georgetown reserves the right to reject any proposer who has failed to perform satisfactorily, or complete on time, or in a manner consistent with the bid documents, contract of similar nature, or to reject the bid of a proposer who is not in a position to perform such contract satisfactorily. The City expressly reserves the right to award the contract to the proposer that best meets the requirements as set forth herein.

Assignment of Contract

Assignment by the selected contractor of any contract to be entered into in accordance with this bid will not be recognized by the City of Georgetown unless such assignment has prior written approval of the City.

Provisions

The selected contractor will be required to provide and maintain proof of insurance throughout the contract term in the amount of \$1,000,000 as follows:

- Comprehensive General Liability (per occurrence)
- Comprehensive Auto Liability (per occurrence)
- Workers' compensation Liability (as required by State of South Carolina statutes)

The City of Georgetown is to be named as an Additional Insured on the above insurance coverage as respect to the City's interest under the contract.

Certificates showing proof of such insurance shall be submitted to City prior to commencement of services under the Agreement. Further, it shall be an affirmative obligation upon the contractor to advise the City's Risk Manager at Fax No. 843.527.6173; e-mail sanderson@cogsc.com, PO Box 939, Georgetown, SC 29442, within 2 days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of the Agreement.

Indemnification

The selected contractor agrees to indemnify, defend, and hold harmless the City of Georgetown and their authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liabilities arising from their acts, errors, or omissions and for any costs or expenses incurred by the City therefore under the agreement.

Compliance With Law

The selected contractor and its agents and employees shall be bound and comply with all federal, state and local laws, ordinance rules and regulations, as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.

Business License

The selected contractor shall be required to obtain all applicable City of Georgetown permits and business licenses before work commences. The business license department may be reached at 843.545.4041 or jgilliard@cogsc.com. These expenses shall be included in the total bid unit price.

Permits

The Housing & Community Development Department may be reached at 843.545.4010. These expenses shall be included in the total bid unit price.

Project Issues

The selected contractor agrees to notify the City of Georgetown staff contact in writing of any issues regarding asphalt paving on a timely basis.

Asphalt Paving Equipment

Vendor shall provide all necessary equipment to complete all asphalt paving jobs and milling asphalt jobs or both as required.

Vendor Disclosure -- Notice of SC Freedom of Information Act

Any proprietary information contained in the proposal should be so indicated as follows:

Vendor Disclosure

Notice of SC Freedom of Information Act

“The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA.”

We discourage you from including any information you consider propriety or trade secret, as this material is subject to the FOIA once it's in the City's possession. If you must include any such information in your submission, please identify it by color, labeling, and/or bold font so that it can be readily recognized. In the event the City receives a request for this material, the City will notify those parties who have identified information they believe is proprietary or trade secret of the request. The City has a 10 day deadline to respond to the request. This is your window to file an action challenging the release. Please be on notice that if the City is not served with such an action, the information will be released.

Approved by council 1.19.2017

AN ORDINANCE TO AMEND
CHAPTER 2 ADMINISTRATION –
ARTICLE IV PROCUREMENT

SECTION 2-185 COMPETITIVE SEALED PROPOSALS LOCAL VENDOR PREFERENCE

WHEREAS, Council has determined that the existing Purchasing Regulations of the City of Georgetown should be revised and updated; and

WHEREAS, Council desires to further its support of local businesses when awarding contracts for the provision of supplies and construction services to the City through established procurement procedures.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Georgetown, South Carolina that the existing Chapter 2, Article IV, of the City Code of Ordinances.

ARTICLE IV. PROCUREMENT
DIVISION 2. ETHICS IN CITY CONTRACTING

Section 2-185 Competitive Sealed Proposals (Bidding)

Local Vendor Preference Option

1. A vendor shall be deemed a Local Georgetown City/County vendor for the purposes of this Section if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the State, maintains an office in Georgetown County, and maintains a representative inventory or commodities within the City/County on which the bid is submitted, and has paid all taxes and business license fees duly assessed.

2. This option allows the lowest local bidder whose bid is within five -percent (5%) of the lowest non-local Bidder to match the bid submitted by the non -local Bidder and thereby be awarded the contract. This preference shall apply only when (a) the total dollar purchase is \$10,000 or more; (b) the vendor has a physical business address located and operating within the limits of Georgetown County and has been doing business in the City/County for a period of twelve (12) months or more; and (c) the vendor provides proof of payment of all applicable Georgetown City/County taxes, business license and fees if so requested.

3. Should the lowest responsible and responsive Georgetown City/County bidder not exercise its right to match the bid as granted herein, the next lowest qualified Georgetown City/County bidder shall have that right and so on. The right to match the non-Georgetown City/County bidder's bid shall be exercised within 24 hours of notification.

4. In order to qualify for the local preference authorized by this Section, the vendor seeking same shall be required to submit with its bid a statement containing relevant information which demonstrates compliance with the provisions of this Section. This statement shall be on the "MANDATORY VENDOR

SUBMITTAL” form included in this bid document. Failure to provide such affidavit at the time the bidder submits its bid shall constitute a waiver of any claim for preference.

5. For all contracts for architecture, professional engineering, or other professional services governed by Section 2-187, Professional and Construction Services, the City shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

6. Local preference shall not apply to the following categories of contracts:

- (a) Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
- (b) Contracts for professional services except as provided for in Section 2-187 above;
- (c) Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
- (d) Purchases or contracts made pursuant to a noncompetitive award process, unless otherwise provided by this section; or
- (e) Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either City Council or City Administrator, or where such suspension is, in the opinion of the City Attorney, required by law.



MANDATORY VENDOR SUBMITTAL FORM

AN ORDINANCE TO AMEND
CHAPTER 2 ADMINISTRATION - ARTICLE IV
PROCUREMENT – JANUARY 19, 2017

SECTION 2-185 COMPETITIVE SEALED PROPOSALS LOCAL VENDOR PREFERENCE

ARTICLE IV.
PROCUREMENT
DIVISION 2. ETHICS IN CITY CONTRACTING

I certify that [Company Name] _____
is a **Resident Bidder** of Georgetown City/County as defined in the City of Georgetown
Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal
place of business is _____ [City and State].

I certify that [Company Name] _____
is a **Non-Resident Bidder** of Georgetown City/County as defined in the City of Georgetown
Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal
place of business is _____ [City and State].

(X) _____
Signature of Company Officer

(X) _____
Date



EXHIBIT A

Detailed Asphalt Paving Information & Map

Routine Paving

The selected contractor shall be present on the 15th day of every calendar month to complete routine asphalt paving work. The City shall submit to the selected contractor, in writing, the locations work is needed, no later than the 14th day of every calendar month. The contractor shall provide all equipment required for repairs. The contractor shall provide all traffic control devices required by SCDOT. Routine paving will include all areas located in the City Limits and the service area outside the City Limits, except for the main arteries.

Main Arteries

The selected vendor shall make arrangements to immediately repair any location on any main artery listed below after receiving notification from the City. The paving shall be completed within (forty-eight) 48 hours after notification, unless otherwise directed by the City. The contractor shall provide all equipment required for repairs. The contractor shall provide all traffic control devices required by SCDOT.

Fraser Street (Hwy 701 and Hwy 17) – Entire City Limits

Church Street (Hwy 17) – East City Limits to Fraser St.

Highmarket Street (Hwy 521) – Entire City Limits

Exchange Street – Entire Street (Fraser to Highmarket)

South Island Road – Fraser St. to Whitehall Ave.

Black River Road – Entire Road

Merriman Road – Entire Road



City of Georgetown
Request for Bid for
Asphalt Paving Services

EXHIBIT B

Due: Tuesday, July 23, 2019 on or before 2:00 PM

Bid Form

Company Name: _____

Square Foot Unit Price for 2" Patch

- areas 75 square feet or less \$ _____

Square Yard Unit Price for 1-1/2" Asphalt Paving

- areas 75 square feet or more \$ _____

Square Yard Unit Price for 2" Asphalt Paving

- areas 75 square feet or more \$ _____

Square Yard Unit Price for 1-1/2" Milling Asphalt

- areas 75 square feet or more \$ _____

Square Yard Unit Price for 2" Milling Asphalt

- areas 75 square feet or more \$ _____

Unit price shall be for every square foot or square yard of asphalt paving or milling work completed and shall include all labor, equipment, materials, taxes, applicable insurance, business license fees, permits, and any other costs relative to the scope of work herein.

Note: The City of Georgetown **is not** exempt from federal or state excise tax.

By signature hereto the undersigned declares that I acknowledge that I have read and understand all items to be furnished and will comply fully with the requirements and specifications, except where otherwise specifically noted. I also understand that the City shall evaluate proposals in accordance with its Municipal Code and policies, and that it reserves the right to reject any and all proposals and to waive any irregularities which it may deem to be in its best interest. I also represent that I am a duly authorized legal agent and/or employee of the vendor on which I am making the foregoing proposal on its behalf, and that no collusion in any form has occurred, either directly or indirectly.

Dated this _____ day of _____, Year _____

Signature _____

Typewritten/Printed Name _____

Title _____ Name of Firm _____

Federal ID# _____

Business Address _____

City, State, Zip _____

Telephone Number _____ Fax _____

Email: _____

Vendor Comments:
