

City of Spartanburg

Procurement and Property Division

Post Office Drawer 5107, SC 29304-1749

Legal Notice Request for Proposal for T-Hangar Repairs

January 17, 2024

NOTICE IS HEREBY GIVEN – Spartanburg Downtown Memorial Airport (KSPA) requests proposals from established hangar construction companies for repairs to fire-damaged T-Hangars, located in Spartanburg, South Carolina. The City of Spartanburg owns and operates the Airport, which an Airport Director manages.

Proposal Number: 2324-02-27-01

The City of Spartanburg hereby notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties prior to awarding of the hangar repairs project. The business awarded the proposal will be required to obtain a City of Spartanburg Business License and all the required Building Permits.

The complete proposal package is also available at www.cityofspartanburg.org by following the links for Invitations for Bids.

Each bid must be accompanied by a Bid Bond payable to the Owner for five (5) percent of the total amount of the Bid. Bid Bond Shall be enclosed in a separate envelope. Bid Bond shall be a Certified Cashier Check or a raised security seal is required.

Mandatory Pre-Bid Conference/tour is scheduled for January 30, 2024 at 10:00AM at 800 Ammons Rd, Spartanburg, SC 29306

Any questions regarding this RFP should be directed to Terry Connorton, Airport Director, at tconnorton@cityofspartanburg.org or (864) 580-5004.

The email subject line should read: **Proposal No: 2324-02-27-01**

Sealed Proposals shall be submitted to Carl Wright, Procurement and Property Manager, on or before Tuesday February 27, 2024, by 3:00 pm, City Hall, 187 West Broad Street, at which time they will be publicly opened and read aloud in the Conference Room, same location

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg
P.O. Box 1749
187 W. Broad Street
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and a complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. A complete proposal package is also available at www.cityofspartanburg.org by following the links for Invitations for bids. The following Proposal Number Must be placed on the outer envelope in order for the bid to be Stamped in as accepted on time:

Spartanburg Downtown Memorial Airport

Request for Proposals

Established hangar construction companies

Proposal No: 2324-02-27-01

I. INTRODUCTION

Spartanburg Downtown Memorial Airport (KSPA) requests proposals from established hangar construction companies. The City of Spartanburg owns and operates the Airport, which an Airport Director manages. The City will enter into an appropriate agreement (“hangar repairs project”) with the successful proposer.

Initial Fire Damage Report

The physical evidence observed at the property indicated that the fire that reportedly occurred on June 28th, 2023, in Building G damaged 2 structural steel frames that spanned through Hangars 37, 40, and 41, 2711 square feet (162 linear feet) of interior wall framing and panels, 624 square feet of interior metal wall panels, 3822 square feet of roof framing and decking, 4 hangar doors (1368 total square feet), and 60 square feet of metal panels for the door to Hangar 36.

We did not observe physical evidence that indicated that the structural integrity of the concrete floor slab of the building was compromised by the fire.

To repair the damage to the building caused by fire, we recommend that 2 structural steel frames that spanned through Hangars 37, 40, and 41, 2711 square feet (162 linear feet) of interior wall framing and panels, 624 square feet of interior metal wall panels, 3822 square feet of roof framing and decking, 4 hangar doors (1368 total square feet), and 60 square feet of metal panels for the door to Hangar 36 be removed and replaced. The listed repairs were intended to include framing and panels with structural detriments only and do not address nor were intended to prohibit the replacement of additional building elements for other reasons such as rehabilitation or other similar reasons. All repair and replacement work should include materials of like kind and quantity and should be performed by qualified and licensed contractors in accordance with all applicable local, state, and industry codes and standards

See attached structural engineering report for ***Repair Documents For Fire Damaged Hangar G***



Project proposers interested in visiting the damaged T-Hangar before submitting their proposals may do so by coordinating with the Airport Director.

II. PROPOSAL SUBMITTAL AND DUE DATE:

The following is a schedule of events for this proposal process:

Distribution of Bidding Documents begins January 17, 2024

Proposals Due to the City of Spartanburg Procurement & Risk Department: Tuesday February 27, 2024, by 3:00 pm

Notification of Award: By March 9, 2024

Any questions regarding this RFP should be directed to Terry Connorton, Airport Director, at tconnorton@cityofspartanburg.org or (864) 580-5004. The email subject line should read ("Hangar Repairs Project") Proposal No: 2324-11-14-01

Interested proposers should submit five (5) copies of their proposals in a sealed envelope marked **Hangar Repairs Project No: 2324-02-27-01** by Tuesday February 26, 2024, by , **not later than 3:00 pm**, sent to the following address:

City Hall
187 W. Broad St
Post Office Box 1749
. Spartanburg, SC 29306

Carl Wright: Procurement & Risk Manager

Proposals received after 3:00 pm on, Tuesday, February 27, 2024, may not be considered.

NO FAXED OR EMAILED PROPOSAL DOCUMENTS WILL BE ACCEPTED.

III. BUSINESS QUALIFICATIONS

1. An established hangar construction company.
2. Have an Equal Opportunity Employment Program Plan.
3. A Detailed File Report on their corporation or Limited Liability Company
4. Provide Corporation/LLC Search/Certificate of Good Standing

IV. CONTENT OF PROPOSALS

Proposals must address, in detail, Section III of this RFP to be considered. Please provide a repair estimate and any additional information or products that should be considered in the evaluation of your proposal. If any proposal fails to address the specified requirements, the proposal shall be deemed non-responsive and will be disqualified.

Each proposal, in addition to the Sections cited above, shall include:

- Name, representative, address, and contact information for the proposer.
- A narrative of the Company's qualifications and performance record with existing or past clients.
- Three references with contact phone numbers.
- Details of insurance program to be provided by hangar construction business

V. REJECTION OF PROPOSALS

The City of Spartanburg may reject any proposals that are not in compliance with this RFP. The City of Spartanburg reserves the right to reject all proposals if it is in the best interest of the City.

VI. PROTESTS

Any complaints of perceived inequities related to the RFP shall be submitted to Carl Wright, Procurement & Risk Manager, at the address listed in this RFP within five (5) days after notification of the selected aviation business.

VII. COSTS

The City of Spartanburg is not liable for any costs incurred by a proposer in preparing proposals.

VIII. EVALUATION AND AWARD

The Airport Director and City Works Manager will select the proposer who is most qualified and meets the needs of the hangar repairs. The Airport Director and the City Works Manager will make a recommendation to the City of Spartanburg for the selection of the best-qualified proposer.

The successful proposer may begin providing services only after receiving written notice of their selection as the Hangar Repair Project Company and after the completion of a fully executed service agreement or contract.

Exhibit B



**Request for Proposal
for T-Hangar Repairs**

City of Spartanburg
P.O. Box 5107
145 W. Broad Street
Spartanburg, SC. 29304
Email:
cwright@cityofspartanburg.org

Proposer has examined this Request for Proposal, the Advertisement for this Request for Proposal, and the following Addenda (receipt of which is hereby acknowledged):

Company Name: _____

By: _____ (Signature)

_____ (Printed Name)

Title: _____ Date: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Addenda Number: #1 _____

Date: _____

Addenda Number: #2 _____

Date: _____

Addenda Number: #3 _____

Date: _____

Lump sum \$ _____

Please complete the provided proposal sheet which outlines the cost.

By: _____ Title: _____

Signature: _____ Date: _____

Address: _____

Telephone / _____ **Email:** _____

Authority to execute a contract

A RESOLUTION

FOR THE PURPOSE OF AUTHORIZING _____ TO EXECUTE AN CONTRACT WITH SPARTANBURG CITY

WHEREAS, _____ will or has submitted a bid/proposal to Spartanburg City of Spartanburg for the purpose of providing goods or services; and

WHEREAS, _____ may be or has been awarded a contract to provide good or services to Spartanburg City of Spartanburg ; and

WHEREAS, _____ Type of Organization is :

Check the applicable box):

- Sole Proprietorship
- Partnership
- Corporate entity (not tax-exempt)
- Corporate entity (tax-exempt)
- Government entity (Federal, State or Local)
- Other _____

NOW THEREFORE BE IT RESOLVED that the Board of Directors (or other appropriate governing body) of _____ does hereby approve and authorize
(Company's Name)

_____ to execute a contract with Spartanburg City of Spartanburg
(Name of Individual)

in an amount not to exceed \$_____.

ADOPTED AND APPROVED this ____ day of _____, 20__.

ATTESTED

NAME OF ORGANIZATION [_____]

By: _____ (signature)

_____ (printed name)

Title: _____

Attachment 3
EVALUATION / AWARD CRITERIA

Note: The proposals will be publicly opened. Only the names of the proposers and prices will be disclosed at the opening. Contents of the proposal shall not be disclosed during the evaluation or negotiation phases. Proposals shall be available for public inspection after award of the agreement. Proposals must be clearly marked "*CONFIDENTIAL*" for each part of the proposal that is considered to be proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina, 1976, *as amended* ("South Carolina Freedom of Information Act"). If any part is designated as "*CONFIDENTIAL*", there must be attached to that part an explanation of how this information fits within one or more categories listed in Section 30-4-40. The City of Spartanburg reserves the right to determine whether this information should be exempt from disclosure.

City of Spartanburg shall evaluate each written proposal, determine whether oral discussions are necessary, then based on the content of the written proposal and any oral discussion, select the proposer best qualified for the project and which is most advantageous to City of Spartanburg, based on the lowest most responsible price.

Award Criteria:

City of Spartanburg shall evaluate each of the Proposals using the criteria set forth. The City reserves the right to request Proposers to appear for an additional presentation followed by a question and answer period, in order to further evaluate qualifications. The additional presentations, if any, will also be scored and combined with prior scoring to determine the successful Proposer. The City of Spartanburg is not obligated to accept the lowest cost proposal. The award of the contract, if awarded, will be made to the Proposer providing the most responsive, responsible proposal that provides the best overall value and service. The award, if awarded, will take into consideration several factors, including the soundness and flexibility of the proposal, functional capability, quality of performance, and quality of service, ability to provide support, overall cost, the Proposer's experience and the Proposer's references. At the City's discretion, one or more firms may be engaged for this work.

Representatives of City of Spartanburg will evaluate individual proposals. Any proposer determined to be technically unqualified, or whose **proposal is deemed unresponsive**, will not be considered further. Any proposer that has demonstrated poor performance during either a current or previous agreement with City of Spartanburg may be considered as an unqualified source and their proposal may be rejected. City of Spartanburg reserves the right to exercise this option as is deemed proper or necessary.

Exhibit D

**CITY OF SPARTANBURG, SC
Bidder Conflict of Interest Disclosure Form**

The information called for in this questionnaire is for use by the City of Spartanburg in connection with its risk assessment procedures and related activities

Does your organization have any officers, managers, employees, or officials that are related to any employees, officials, board members, committee members or City Council Members of the City of Spartanburg, SC?

___ **No** (Please sign the certification below and promptly return this page with the W-9)

___ **Yes** (Please sign and provide the name(s) of the individual(s))

CERTIFICATION

I certify that the information herein supplied in response to this questionnaire is complete and correct to the best of my knowledge and belief and understand that the information submitted is subject to audit and verification by the City of Spartanburg.

Name of Authorized Official

Title of Authorized Official

Date

Signature

Phone

Email Address

DRUG FREE WORKPLACE ACT STATEMENT

Exhibit E

The undersigned hereby certifies on behalf of the company listed below that it is in full compliance with the requirements set forth in Title 44, Code of Laws of South Carolina, 1976, Chapter 107, Paragraph 47 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, title V, Sec. 5153, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 U.S.C. § 702) and Department of Commerce implementing regulations published at 15 CFR Part 29, "Government-wide Requirements for Drug-Free Workplace (Financial Assistance)" (published in the Federal Register on November 23, 2003, 68 FR 66534).

(Name of Corporation or Entity)

By: _____ (Signature)

_____ (Print name)

Title: _____

Date: _____

Exhibit F

EXISTENCE OF SUBCONTRACTORS FORM

Will you subcontract any part of this Work? Yes ____ No ____ If so, please list the names, addresses and licenses of the subcontractors to be used for the portions of the work listed below.

1. SUBCONTRACTOR NAME _____

SUBCONTRACTOR DUTY _____

TYPE OF LICENSE: _____
(Attach copy of subcontractor license)

2. SUBCONTRACTOR NAME _____

SUBCONTRACTOR DUTY _____

TYPE OF LICENSE: _____
(Attach copy of subcontractor license)

3. SUBCONTRACTOR NAME _____

SUBCONTRACTOR DUTY _____

TYPE OF LICENSE: _____
(Attach copy of subcontractor license)

4. SUBCONTRACTOR NAME _____

SUBCONTRACTOR DUTY _____

TYPE OF LICENSE: _____
(Attach copy of subcontractor license)

5. SUBCONTRACTOR NAME _____

SUBCONTRACTOR DUTY _____

TYPE OF LICENSE: _____
(Attach copy of subcontractor license)

Exhibit G

EXPERIENCE/ REFERENCES

List five jobs, similar in size, completed by Proposer. List dollar amount, brief description reference name and phone number for each job.

a. Name of Project: _____ Owner/Engineer:

Telephone No.: _____
Address: _____
Date Started: _____ Date
Completed: _____ Value of Contract: _____
Project Description: _____

b. b: Name of Project: _____ Owner/Engineer:

Telephone No.: _____
Address: _____
Date Started: _____ Date
Completed: _____ Value of Contract: _____
Project Description: _____

c. Name of Project: _____ Owner/Engineer:

Telephone No.: _____
Address: _____
Date Started: _____ Date
Completed: _____ Value of Contract: _____
Project Description: _____

AFFIDAVIT OF NON-COLLUSION

Exhibit H

I state that I am _____ (title) of _____ (name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at **independently and** without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on **by the City of Spartanburg** in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **City of Spartanburg** of the true facts relating to the submission of Offers for this contract.

(Authorized Signature)

(Name of Company/Position)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary

My Commission Expires: _____

GOOD FAITH DOCUMENTATION MUST ACCOMPANY THE BID DOCUMENT

City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award. Each proposer shall attest that they engaged in good faith efforts in an endeavor to achieve the City's M/WBE goal of 10%.

Any questions or any assistance please contact Mrs. Natasha Pitts.

Contact Information

Phone 864-596-3449

Email npitts@cityofspartanburg.org

INTENT TO PERFORM CONTRACT WITH OWN WORKFORCE

I HERBY CERTIFY THAT IT IS OUR INTENT TO PERFORM 100% OF THE WORK REQUIRED FOR THE ABOVE PROJECT. IN MAKING THIS CERTIFICATION, THE BIDDER STATES THAT THE BIDDER DOES NOT CUSTOMARILY SUBCONTRACT ELEMENTS OF THIS TYPE OF PROJECT, AND NORMALLY PERFORMS AND HAS THE CAPACITY TO PERFORM AND WILL PERFORM **ALL ELEMENTS OF THE WORK** PROJECT WITH HIS/HER OWN CURRENT WORK FORCES; AND IF THE BIDDER DOES NOT PERFORM 100% OF THE WORK REQUIRED, THE BIDDER WILL PROVIDE A LIST OF SUBCONTRACTORS

THE BIDDER AGREES TO PROVIDE ANY INFORMATION OR DOCUMENTATION TO THE CITY OF SPARTANBURG IN SUPPORT OF THE ABOVE STATEMENT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE OR SHE HAS READ THIS DOCUMENTATION AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENTS HEREIN SET FORTH.

The listing of an MWBE shall constitute a representation by the bidder/responder to City of Spartanburg that such MWBE has been contacted and properly appraised of the upcoming City of Spartanburg project. Bidders/Responders are advised that the information contained herein is subject to verification by the Minority & Women Business Enterprise Program Coordinator and that submission of said information is an assertion of its accuracy. These documents are a part of this solicitation and contract. You are required to fill out this information.

I certify that the above information is true to the best of my knowledge:

Signature: _____

Title: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Signature _____

Notary Seal

THIS DOCUMENT MUST BE PROVIDED WITH THE SUBMITTAL AND SIGNED BY THE PERSON SIGNING THE SUBMITTAL

MWBE Good Faith Effort Participation Commitment Contract

This form should be filled out completely and *included in your bid document*. This form should also be accompanied by an executed Letter of Intent from each Sub-Contractor firm listed in this form. You may use additional sheets if necessary.

BID NO:	DATE:
PROJECT NAME:	ADDRESS:
PRIME CONTRACTOR:	CITY: STATE:
CONTACT PERSON:	EMAIL:
TELEPHONE: ())	FAX: ())

MWBE SUBCONTRACTORS

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
Total MWBE Participation						\$	%
Total Contract Amount						\$	

MWBE CLASSIFICATION	
MBE-B - African American	MBE-S - Asian American
American WBE - American Woman	MBE N/A - Native American

NON-MWBE SUBCONTRACTORS

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
Total Non-MWBE Participation						\$	%
Total Contract Amount						\$	

Exhibit J

Debarment Statement

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Contractor certifies to the best of its knowledge and belief, that it and its principals:

- A. Are are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any State or Federal department or agency;
- B. Have have not within a three-year period preceding award of this consulting agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in Paragraph (b) above; and
- D. Have have not within a three-year period preceding award of this contract agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

Consultant Signature

Date

Typed or Printed Name

CERTIFICATION OF NON-SEGREGATED FACILITIES

Exhibit K

We, (print company name:) _____, certify to City of Spartanburg, South Carolina we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services at any locations, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are **segregated by explicit directive or are in fact segregated on the basis of race, religion, color or national origin because of habit, local custom or otherwise.**

We further agree that --- except where we have obtained identical certifications from proposed Subcontractors for specific time periods --- we will obtain identical certifications from proposed Subcontractors prior to the award of Subcontracts exceeding which are not exempt from the provisions of the Equal Opportunity clause; that we will retain such certifications in our files; and that we will forward the following notice to such proposed Subcontractors (except where the proposed Subcontractors have submitted identical certifications for specific time periods). ***NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.***

PLEASE COMPLETE BELOW AND INCLUDE THIS IN THE BID PACKAGE

Name of Company Representative: _____

Title: _____

Signature: _____

Date: _____

Exhibit L

South Carolina Immigration Reform Act

Company Name _____

Contractor/Owner Signature _____

Date _____

Immigration Reform Act

Contractor agrees to verify the hiring eligibility of its employees as required under South Carolina’s Eligible Immigration Reform Act, S.C. Code Ann., § 41-8-10, et seq. by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employ only workers who at the time of their employment possess a valid South Carolina Driver’s License or Identification Card or are eligible to obtain same or possess a valid Driver’s License or Identification Card from another state deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as those in South Carolina. Contractor certifies that it will comply with the Statute in its entirety and agrees to provide the Owner with documentation to establish applicability of the Statute to the Contractor and compliance by same.

Furthermore, The City of Spartanburg will have the right to request and receive legal status verification within five working days of any person working under Contract with Contractor or Sub Contractor. Failure to comply can result in the immediate cancellation of the contract.

_____ Contractor

_____ Subcontractor

Certifies that it is compliant with the South Carolina Eligible Immigration Reform Act by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employing only workers who at the time of their employment possess a valid South Carolina Driver’s License or Identification Card or are eligible to obtain same or possess a valid Driver’s License or Identification Card from another state which has been deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as South Carolina. By the signature below, the Contractor (Subcontractor, etc.) agrees to provide the City with documentation to establish the applicability of the Statute to the Contractor and by the signature below, certifies that it is compliant with the Statute with all regards. This certification and the requirements of this Statute require that the Contractor verify the hiring eligibility of its employees before and during the Project.

Signature

Date

Typed or Printed Name

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