



INVITATION FOR BID

IFB # 2019-05

Wind Abatement/Impact Protection System/LEC

The Town of Bluffton is soliciting competitive sealed bids from experienced and qualified firms for the purchase and installation of a flexible wind abatement impact protection system at the Bluffton Law Enforcement Center (“LEC”) located at 101 Progressive Street in Bluffton, SC, 29910.

The general scope of services includes the following:

1. Acquisition of hurricane screen protection with the following specifications:
 - a. International Building Code Windborne Debris >140 mph
 - b. ASTM E 1886/E 1986 Missile Type “D”
 - c. ASTM E 1886/E1996(9000 Cycles)
 - d. ASTM E 330 (Static Pressure)
 - e. Design Pressure +62/-66 PSF
 - f. All fasteners shall be corrosion resistant as specified in the IRC and IBC
 - g. South Carolina Approved Engineering
 - h. Produced from a polypropylene, woven geotextile fabric or other lightweight material
2. Armor Screen / Angle application on the front entrance, approximately 825 sq. ft.;
3. Armor Screen / STD application on all windows, approximately 961 sq. ft.;
4. Armor Screen / Angle application on all garage bay doors, approximately 480 sq. ft.;
5. All bids shall include, at a minimum, the hurricane screen system, installation hardware, a laminated installation guide, and storage bags;
6. All bids shall include a one time, on-site training on how to install the system;
7. All hurricane screens shall be labeled to their exact location;
8. Winning bidder shall convey the original equipment manufacturer’s warranty to the Town for the standard duration offered or one year, whichever is greater, from the date of installation;
9. Winning bidder shall supply a one year warranty of workmanship on the installation.

The firm must be able to provide all of the required documents, meet the minimum qualifications, and provide proof of positive past performances to be considered a responsive and responsible bidder.

Mandatory Pre-Bid Meeting:

Bidders are required to attend a mandatory meeting to inspect the exterior of the building and to fully understand the scope of work. Failure to attend this meeting will result in disqualification of any response to this job. Pre-bid meeting shall be held:

Wednesday, August 8, 2018 at 10:00 am.

Public Works Facilities Building
2 Recreation Court
Bluffton, SC 29910

Submittal of Questions:

Questions must be submitted via email no later than ***Monday, August 13, 2018 at 2:00 pm*** to Brian Ranger, Public Works Facilities Supervisor at branger@townofbluffton.com, courtesy copy to Felicia Roth, Purchasing and Contracts Administrator at froth@townofbluffton.com with the email title ***IFB-2019-05, Wind Abatement/Impact Protection System/LEC Questions.***

Submittal of Sealed Bids:

Sealed bids shall be received by or prior to:
Monday, August 20, 2018 at 3:00 pm.

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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Attn: Brian Ranger**

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:

Monday, August 20, 2018 at 3:15 pm
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. No other information will be provided to the public until after a final contract has been awarded.

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.

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 seven (7) calendar days prior to the submittal due date. 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.

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 a bid package will be read aloud and recorded. No other information will be provided to the public until after a final contract has been awarded.

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 Response Form;
2. Sample Contract;



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BID FORM

Bidders shall provide a firm, fixed price. Change orders shall only be permitted in accordance with the terms and conditions of the sample contract, attached. Signer certifies that s/he has the authority to bind the company, and the price will be valid for a period of 90 days from the date of bid opening.

Materials	Pricing		
	Cost	Unit	Total
Screen system inclusive of all installation hardware and storage bags.	\$_____	Lump sum	\$_____
Markup		_____ %	\$_____
Sales tax		6%	\$_____
Total Materials			\$_____

Labor (add rows for add'l labor categories, as applicable)	Pricing		
	Hourly Rate	Hours	Total
Installer	\$_____	_____	\$_____
Total Labor			\$_____

Total Materials	Total Labor	Total Firm Fixed Price
\$_____	\$_____	\$_____

CONTRACTOR: _____

Owner/Manager: _____

Signature: _____

Telephone Number: _____

Business License #: _____

Date: _____