



# Legal Notice

## Request for Proposals Integrated Electronic Portable Message Board System

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

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August 12, 2020

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**NOTICE IS HEREBY GIVEN** – The Spartanburg Police Department is looking to solicit proposals for an integrated electronic portable message board system. The systems will serve multiple purposes. They contain an integrated system of a variable message board, a radar observation unit to be used for speed deterrent, and a traffic study software that allows us to quickly and accurately measure the amount of traffic as well as speed patterns of every vehicle on the roadway.

### Proposal No: 2021-09-01-02

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 Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License.

Sealed proposals shall be submitted to Carl Wright, Procurement and Property Manager, on or before **Tuesday, September 1, 2020**, no later than 3 PM, City Hall, 145 West Broad Street, at which the time they will be publicly opened and read aloud in the Training Room, the same location.

Please remember due to the COVID-19 concerns we must remain vigilant about social distancing practices. In this season of uncertainty, there is the need to put your and our employee's safety first. Attendees will practice appropriate physical separation (six feet or more) as we go about our work. Please wear masks. Attendees must have temperatures checked.

Technical question regarding the scope of services should be directed emailed to [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org)

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

City of Spartanburg  
P.O. Box 5107  
145 W. Broad Street  
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at [www.cityofspartanburg.org](http://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: **Proposal No: 2021-09—01-02**

### **Scope of work**

The Spartanburg Police Department is looking to solicit bids for an integrated electronic portable message board system. The systems will serve multiple purposes. They contain an integrated system of a variable message board, a radar observation unit to be used for speed deterrent, and a traffic study software that allows us to quickly and accurately measure the amount of traffic as well as speed patterns of every vehicle on the roadway.

The message board feature will allow the department to post critical information and bulletins to the public. These could include messages about special events, safety hazards, road closures, and public health messages such as Covid testing sites or updates on the pandemic. The trailer would allow us to deploy these messages quickly and whenever they were needed.

They will also serve as a speed deterrent. These have integrated radar systems that display the speed of the approaching vehicles. These can be used in heavy traffic areas or areas that see a lot of citizen complaints. With our enforcement efforts down due to the pandemic, this is another deterrent to attempt to keep our roads safe.

They can also act as a traffic study software platform. While displaying the speeds of approaching vehicles, the trailers simultaneously record data from the vehicles. This gives us hard data to use to identify if a speeding problem exists, as well as identifying the times and days where the activity is the highest.

#### **At a minimum, these systems should include:**

- A single axle 4' x 8' pull behind trailer (all steel construction, powder coated with 4 leveling jacks to enhance stabilization)
- 2 communication ports (USB, Open)
- Solar Panel (140 watt) H
- Trailer tongue jack (removable tongue)
- 5 year warranty
- Rotating display board (360 degrees)
- 4 - 6 volt deep-cycle batteries or equivalent
- NTCIP compliant, 365 day calendar with on board computer and full sized key board
- Software which aids in the collection of traffic data and analysis
- Must be equipped with a speed awareness system (radar) and software to operate this system

Price should include any and all shipping cost, taxes and any other annual maintenance fees which will continue past the first year of purchase.

# 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\_\_.

NAME OF ORGANIZATION [ \_\_\_\_\_ ]

ATTESTED

\_\_\_\_\_

By: \_\_\_\_\_ (signature)

\_\_\_\_\_ (printed name)

Title: \_\_\_\_\_

**Exhibit B**

**CITY OF SPARTANBURG, SC**  
**Bidder Conflict of Interest Disclosure Form**  
**RELATED PARTY RELATIONSHIP & TRANSACTIONS**  
**QUESTIONNAIRE**

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**



# Price Page

Integrated electronic portable message board system

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:** \_\_\_\_\_

**At a minimum, these systems should include:**

- A single axle 4' x 8' pull behind trailer (all steel construction, powder coated with 4 leveling jacks to enhance stabilization)
- 2 communication ports (USB, Open)
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- 5 year warranty
- Rotating display board (360 degrees)
- 4 - 6 volt deep-cycle batteries or equivalent
- NTCIP compliant, 365 day calendar with on board computer and full sized key board
- Software which aids in the collection of traffic data and analysis
- Must be equipped with a speed awareness system (radar) and software to operate this system

**Lump Sum price**

**\$** \_\_\_\_\_

**Please complete the provided proposal sheet which outlines the cost.**

By: \_\_\_\_\_ Title: \_\_\_\_\_

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

Address: \_\_\_\_\_

**Telephone /** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Exhibit D****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 following factors listed below.

**The evaluation criteria will be:**

1. Specifications Compliance — 30%
2. Cost Requirements — 45%
3. Service, support and Warranty Requirements - 25%

**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, 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.

**AFFIDAVIT OF NON-COLLUSION**

**Exhibit E**

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: \_\_\_\_\_





## Exhibit F

### 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

## **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](mailto: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.

|                               |  |
|-------------------------------|--|
| <b>BID NO:</b>                | <b>DATE:</b>                           |
| <b>PROJECT NAME:</b>          | <b>ADDRESS:</b>                        |
| <b>PRIME CONTRACTOR:</b>      | <b>CITY:</b> _____ <b>STATE:</b> _____ |
| <b>CONTACT PERSON:</b>        | <b>EMAIL:</b>                          |
| <b>TELEPHONE: (    )    )</b> | <b>FAX: (    )    )</b>                |

**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    |            |             |         |       |                              | \$                 |           |

| <b>MWBE CLASSIFICATION</b>           |                                  |                         |  |
|--------------------------------------|----------------------------------|-------------------------|--|
| <b>MBE-B</b> - African American      | <b>MBE-S</b> - Asian American    | <b>MBE-H</b> - Hispanic |  |
| <b>American WBE</b> - American Woman | <b>MBE N/A</b> - 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        |            |             |         |       |                              | \$                 |           |