

**INFORMAL BID SHEET**  
**PQ-04-21**  
**City of North Charleston**  
**PROCUREMENT DEPARTMENT**  
**2500 CITY HALL LANE**  
**NORTH CHARLESTON, SC 29406**  
**PHONE: (843) 740-5899**  
**FAX: (843) 745-1083**

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**Project Title: INCLUSION OF JUNIOR TENNIS LINES ON EXISTING TENNIS COURTS**

**Project Background and Scope:** The Danny Jones Recreational Complex, located at 1455 Monitor Street, North Charleston, SC, has four (4) existing tennis courts. Staff is requesting quotes to have Junior Tennis lines painted on two of these existing courts. The tennis lines shall meet the criteria of the United States Tennis Association (USTA).

**Sketch Attached: Y/N** Yes. **Site map Attached: Y/N** No. Work to be accomplished within 30 calendar days after receipt of a purchase order.

For **technical information** prior to submitting your bid or to arrange a site visit, contact Doyle Best at **843-740-5814** or by email at [djbest@northcharleston.org](mailto:djbest@northcharleston.org).

**INSPECTION OF SITE:**

Each Bidder should visit the site of the proposed work and fully acquaint himself with the existing conditions relating to construction and labor and should fully inform himself as to the facilities involved, and the difficulties and restrictions attending the performance of the Contract. The Bidder should thoroughly examine and familiarize himself with the Drawings, Technical Specifications, and all other Contract Documents. The Contractor by the execution of the Contract, shall in no way be relieved of any obligation under it due to his failure to receive or examine any form or legal instrument, or to visit the site and acquaint himself with the existing conditions, and the City will be justified in rejecting any claim based on facts which he should have been on notice as a result thereof.

A Mandatory site visit will not be held. It is the vendors responsibility to inspect the site. The site is open and accessible Monday – Friday at 1455 Monitor Street, North Charleston, SC.

All questions should be emailed to Denise Badillo, [dbadillo@northcharleston.org](mailto:dbadillo@northcharleston.org) no later than 4:00 p.m. May 20, 2021 to be included in any Addenda, if necessary.

**Bid Submission:** Bids to be submitted not later than **2:00 PM, Thursday, May 27 2021.**

Emailed and or Faxed bids are acceptable and encouraged. Submit bid by completing Bid Sheet portion of this form and other required forms and **forward to the Procurement Department at the above fax number or email bid to [dbadillo@northcharleston.org](mailto:dbadillo@northcharleston.org).**

**It is the vendors responsibility to ensure your Bid Package arrived by the designated time.**

Bids may also be mailed, or hand delivered to arrive not later than the above submission time and date.

**Bid Submission Requirements:** Several forms provided further on comprise the complete bid submission 'package'. All forms must be completed and submitted to ensure your bid is considered. Failure to submit all required forms may cause your bid to be declared non-responsive and discarded. Forms required when submitting your bid are:

BID SHEET  
CITY OF NORTH CHARLESTON RESIDENT VENDOR PREFERENCE (if applicable).  
CERTIFICATION OF DRUG FREE WORKPLACE  
CERTIFICATION OF NONSEGREGATED FACILITIES  
LIST OF SUBCONTRACTORS (if applicable).

Bids are requested for services as described on the attached scope of work. All interested contractors are advised that at a minimum, the following insurance coverage is required: Commercial General Liability insurance and; Workmen's Compensation Insurance as required by applicable State or territorial law for all of his employees to be engaged in work at the site of the project and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of his employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance.

The successful bidder will be required to provide a copy of his/her insurance certificate prior to starting any work. It is recommended that all interested vendors fax a copy of their insurance certificate along with their bid response. This insurance certificate will be kept on file for future informal bid awards and alleviate the need for furnishing a copy each time a bid is submitted, or work is started.

**Licenses:** The attention of Bidders is directed to the provisions of the acts for licensing of General or Mechanical Contractors for the State of South Carolina and all requirements of such acts which have a bearing upon this work shall be deemed a part of the Specifications as if written therein in full. The showing by the Contractor or Subcontractor of his license number shall be deemed as their representation that he is legally qualified to enter into the prescribed Contract for any/all portions of the work included in his Bid. All Bidders submitting a Bid shall have a currently valid "Contractor's License" for the State of South Carolina. These license numbers shall be shown on the bid form. Subcontractors who will be engaged by the General Contractor shall also hold the required licenses.

The successful Bidder will be required to obtain a Business License from the City of North Charleston prior to beginning work, if said Bidder does not have a current license. Business License information may be obtained from the City of North Charleston by calling (843) 740-2634.

**Permits:** The successful Bidder shall at his own expense, secure and pay to the appropriate department of the Local Government, the fees or charges for all and any required permits relating to the work, such as, but not limited to: street pavement, sidewalks, sheds, removal of abandoned water tap, sealing of house connection drains, pavement cuts, building, electrical, plumbing, water, gas, sewer etc. Information on permit requirements may be obtained from the City of North Charleston, Building Department by calling (843) 740-2569. The permit shall be secured and posted at the Work Site prior to commencing work.

**Subcontractors:** Any bidder or proposer in response to a bid/proposal, shall include the name and the location of the place of business of each subcontractor who will perform work or render service to the prime contractor on or during the construction, and who will specifically fabricate and install a portion of the work. Failure to list subcontractors shall render the prime contractor's bid or offer unresponsive. No prime contractor whose bid/proposal is accepted, shall substitute any person as subcontractor in place of the subcontractor listed in the original bid/proposal, except with the consent of the awarding authority, for good cause shown.

**RESIDENT VENDOR PREFERENCE:** A Resident Vendor Preference of one percent (1%) of the aggregate bid amount shall be given to all qualified Resident Vendors in the award of all formal bids/proposals. Award of a Request for Proposals, where evaluation and selection of a vendor is determined by an evaluation committee based on suitability of the item, shall not be subject to the Resident Vendor Preference. Should the evaluation committee determine that the item offered by two vendors are identical and suitable for use by the City, and one of the vendors is a Resident Vendor, then the Resident Vendor Preference shall be used in determining award.

- a. Any vendor claiming the Resident Vendor Preference must submit a North Charleston Resident Vendor Preference Affidavit and a copy of their current North Charleston business license as part of the vendor's bid. The affidavit shall be included with each bid package furnished to a vendor. Failure of a vendor to return the affidavit and a copy of their current North Charleston business license with their bid shall disqualify the vendor for consideration of the Resident Vendor Preference.
- b. Nothing in the Resident Vendor Preference program shall be construed as increasing or decreasing the actual price of any bid. The actual cost which will be paid shall be the same as those bid. The percentage calculation is used only for award determination.
- c. The bid or proposal shall be awarded to the Resident Vendor if such bid does not exceed the lowest qualified bid from a nonresident vendor by more than one percent (1%).
- d. The Resident Vendor Preference shall not exceed a total amount of \$3,000.00 for any one bid or proposal award.
- e. In the event the procurement is to be made pursuant to State or Federal guidelines that prohibit or restrict local preference, then there shall be no local preference used in award.

**Termination:**

- a. Termination for Non-Compliance with Drug Free Workplace Act: In accordance with the Drug Free Workplace Act, this contract is subject to immediate termination, suspension of payment, or both, if the Contractor fails to comply with the terms of the Drug Free Workplace Act.
- b. Termination for Cause: If the Contractor fails to perform the work or any separable part thereof in a timely or workmanlike manner in accordance with the Contract Documents, or otherwise fails, in the sole opinion of the City, to comply with any of the terms and conditions of the Contract Documents, then this Contract may be cancelled and terminated by the City at any time within the Contract period without advance written notice, and the Contractor and his Surety shall be liable to the City for any excess cost occasioned the City. Default or breach of any clause of this contract shall constitute "cause" for termination.

Further, any act of omission by the Contractor which is contrary to law or public policy shall be considered "cause" allowing termination as provided herein. The City will not be liable for any termination costs where termination is for cause. Whether or not the Contractor's right to proceed with the work is terminated, it and its sureties shall be liable for any damage to the City resulting from Contractor's default/breach.

- c. Termination for Convenience: The City shall have the right to terminate this Contract for convenience upon ten (10) days advance written notice. In the event that this Contract is terminated or cancelled upon the request and for the convenience of the City, then the City shall pay Contractor for all materials purchased to date on the City's behalf and for the value of services rendered to date (including reasonable profit margin). The City shall not otherwise pay for costs of termination, opportunity costs, or any costs or amounts of other description. As a prerequisite to Contractor receiving payment for goods purchased on City's behalf, the Contractor shall first turn over possession and all right title or other interest in the materials to the City.
- d. Termination for Non-Appropriation of Funds: The City, by written advance notice, may terminate this Contract in whole or in part in the event that sufficient appropriation of funds from any source (whether a Federal, State, City or other source) are not made or sufficient funds are otherwise unavailable, in either case, to pay the charges under this Contract. If this Contract is so terminated, the Contractor shall be compensated for all necessary and reasonable direct costs of performing the work actually provided to the date of such termination. The Contractor will not be compensated for any other costs in connection with a termination for non-appropriation. Contractor will not be entitled to recover any damages in connection with a termination for non-appropriation, including, but not limited to, lost profits.
- e. Termination for Harassment/Discrimination: Neither Contractor, nor any employee or agent of Contractor, shall discriminate against or harass any person because of race, color, religion, sex or national origin. The Contractor shall take affirmative action to ensure that such conduct does not occur. Violation of this clause may result in immediate

termination of all contracts between the City and the Contractor "for cause" and may further result in Contractor being suspended or debarred from bidding on future contracts.

- f. Excusable delays: The right of the Contractor to proceed shall not be terminated for any delays in the completion of the work due:
- i) To any acts of the Government, including controls or restrictions on requisitioning of materials, equipment, tools, or labor by reason of war, National Defense, or any other National Emergency;
  - ii) To any acts of the City;
  - iii) To causes not reasonably foreseeable by the parties to this Contract which are beyond the control and without the fault of negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, acts of another Contractor in the performance of some other Contract with the City, fires, floods, epidemics, quarantine, restrictions, strikes, freight embargoes, and weather of unusual severity such as hurricanes, tornadoes, cyclones, and other extreme weather conditions;
  - iv) To any delay of any subcontractor occasioned by any of the causes specified in subparagraphs above. Provided, however, the Contractor promptly notifies the City within ten (10) consecutive calendar days in writing of the cause of the delay. Upon receipt of such notification the City shall ascertain the facts and the cause and extent of delay. If upon the basis of the facts and the terms of this Contract, the delay is properly excusable, the City shall extend the time for completing the work for a period of time commensurate with the period of excusable delay.

**SCOPE OF WORK:**

Contractor shall provide all labor and materials to perform the following: Add blended lines to two of four existing 78 Foot tennis courts at Danny Jones Recreational Center. These courts are being amended so that Junior Tennis, meeting the USTA standards, can be accomplished.

Work will include adding 36 foot and 60-foot blended playing lines to two (2) of the existing four courts.

All blended playing lines shall be textured line paint within the same family as the 78-foot court playing surface color.

All blended playing lines shall terminate 3 inches from the 78-foot court lines.

All blended playing lines shall be 1 ½” wide.

All blended playing lines shall be measured to the outside edge of the playing lines with the exception of the center lines which shall be measured out to center.

**COMMUNITY SAFETY:**

The contractor is always to maintain safety barriers around the work. No tools or equipment are to remain exposed on site overnight without permission from the City of North Charleston.

**ENVIRONMENTAL:**

The City continually strives to eliminate asbestos and lead-based coatings from all structures. Consequently, all new construction, improvements and repair work shall be accomplished using materials that do not contain those substances. The contractor shall provide a letter certifying that no asbestos or lead-based coatings were used in accomplishment of the project. The contractor shall provide Material Safety Data Sheets (MSDS) for any of the following materials used in the project:

Thermal Systems Insulation, including batt insulation, blown insulation, sprayed insulation, and any adhesives or sealants associated with systems installation. Also included is water, steam refrigerant and associated piping insulation.

Roofing materials including felt and resin paper, rolled roofing, asphalt, shingles and elastomeric roof covering.

Fire retardant materials including caulk, mineral wool, joint sealants, fireproofing mortar, spray-applied fire proofing, foam sealants.

|                                  |                                |
|----------------------------------|--------------------------------|
| Acoustical Spray/Ceiling Spray   | Ceiling Tile                   |
| Floor Tile and Adhesive          | Caulking and Sealing Materials |
| Gypsum Board/Tape/Joint Compound |                                |

Any troweled material including concrete, mortar, adhesives, stucco (including synthetic stucco)

Paint, Stain, Varnish, Polymer Coating Material, Primers, Liquid Surface Preparation Materials, Sealers.

BID SHEET

By submission of a response to this solicitation the bidder agrees to all of the provisions and conditions contained herein.

**Project Title: Inclusion of Junior Tennis Lines on Existing Tennis Courts  
COURTS 1455 Monitor Street, North Charleston, SC 29405**  
**Project No.: PQ-04-21,**

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We propose to furnish material and labor, complete in accordance with the described scope of work and complete the Work in accordance with applicable building codes for the sum of:

\_\_\_\_\_ (\$ \_\_\_\_\_)

If awarded this Work, I understand that, if a current copy is not already on file, we shall provide a CURRENT copy of proof of Liability and Worker's Compensation Insurance prior to issuance of a Purchase Order and commencing Work to the Pocurement Department at the listed address/fax number.

The Contractor agrees to complete all work within 30 consecutive calendar days after receipt of purchase order.

Contractor's License No. if required for this type of work \_\_\_\_\_

Classification \_\_\_\_\_

Expiration Date \_\_\_\_\_

Firm Name \_\_\_\_\_

Mailing Address including Zip \_\_\_\_\_

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Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

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(Signature)

(Typed or printed name)

Title \_\_\_\_\_

**NOTE: The successful bidder will be notified as soon as possible after bids are reviewed**

CITY OF NORTH CHARLESTON RESIDENT VENDOR PREFERENCE

AFFIDAVIT

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Personally appeared before me \_\_\_\_\_ who, being duly sworn, certifies that the vendor identified in this bid response meets the following qualifications for the resident vendor preference: Has a principal place of business located within the corporate limits of the City of North Charleston. (A post office box or temporary construction or office trailer shall not be considered a place of business). Has a valid City of North Charleston business license and is in compliance with any state requirements or local ordinances regarding the type of business engaged in.

By this written claim bidder requests that the one percent (1%) resident vendor preference (not to exceed \$3,000.00) be exercised in consideration of contract award of this bid. Failure to complete and return this affidavit and a copy of your current City of North Charleston business license with your bid will result in not being eligible to receive the benefits of the resident vendor preference.

BUSINESS NAME: \_\_\_\_\_

NORTH CHARLESTON STREET ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_ State of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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Signature of Notary Public

Commission Expires

## SUBCONTRACTORS

Listed below are the names, addresses, and South Carolina Contractor's license number of the proposed Subcontractors for review and approval by the Owner:

#1. Work to be subcontracted: \_\_\_\_\_

Name of subcontractor: \_\_\_\_\_

License Number: \_\_\_\_\_

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

\_\_\_\_\_

#2 Work to be subcontracted: \_\_\_\_\_

Name of subcontractor: \_\_\_\_\_

License Number: \_\_\_\_\_

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

\_\_\_\_\_

#3. Work to be subcontracted: \_\_\_\_\_

Name of subcontractor: \_\_\_\_\_

License Number: \_\_\_\_\_

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

A bidder or offerer shall submit, along with the bid, the name and the location of the place of business of each subcontractor who will perform work or render service to the prime contractor to or about the construction. No prime contractor whose bid is accepted shall substitute any person as subcontractor in place of the listed subcontractor, except with the consent of the owner, for good cause shown.

CERTIFICATION OF DRUG FREE WORKPLACE

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The contractor certifies that he maintains a drug-free workplace and has or will establish a drug-free awareness program that informs employees about the dangers of workplace drug abuse; the contractor's intent to maintain a drug-free workplace; the existence of any available drug counseling, rehabilitation or employee assistance programs; and the penalties that may be imposed upon employees who abuse controlled substances in the workplace.

In the event of the Contractor's noncompliance with the drug free workplace certification of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further contract awards with the City of North Charleston.

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

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

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

Official Address (including Zip Code) \_\_\_\_\_

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CERTIFICATION OF NONSEGREGATED FACILITIES

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The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and washrooms, 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, color, religion, or national origin, because of habit, local custom, or otherwise.

In the event of the Contractor's noncompliance with nondiscrimination clauses of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further contract awards with the City of North Charleston.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

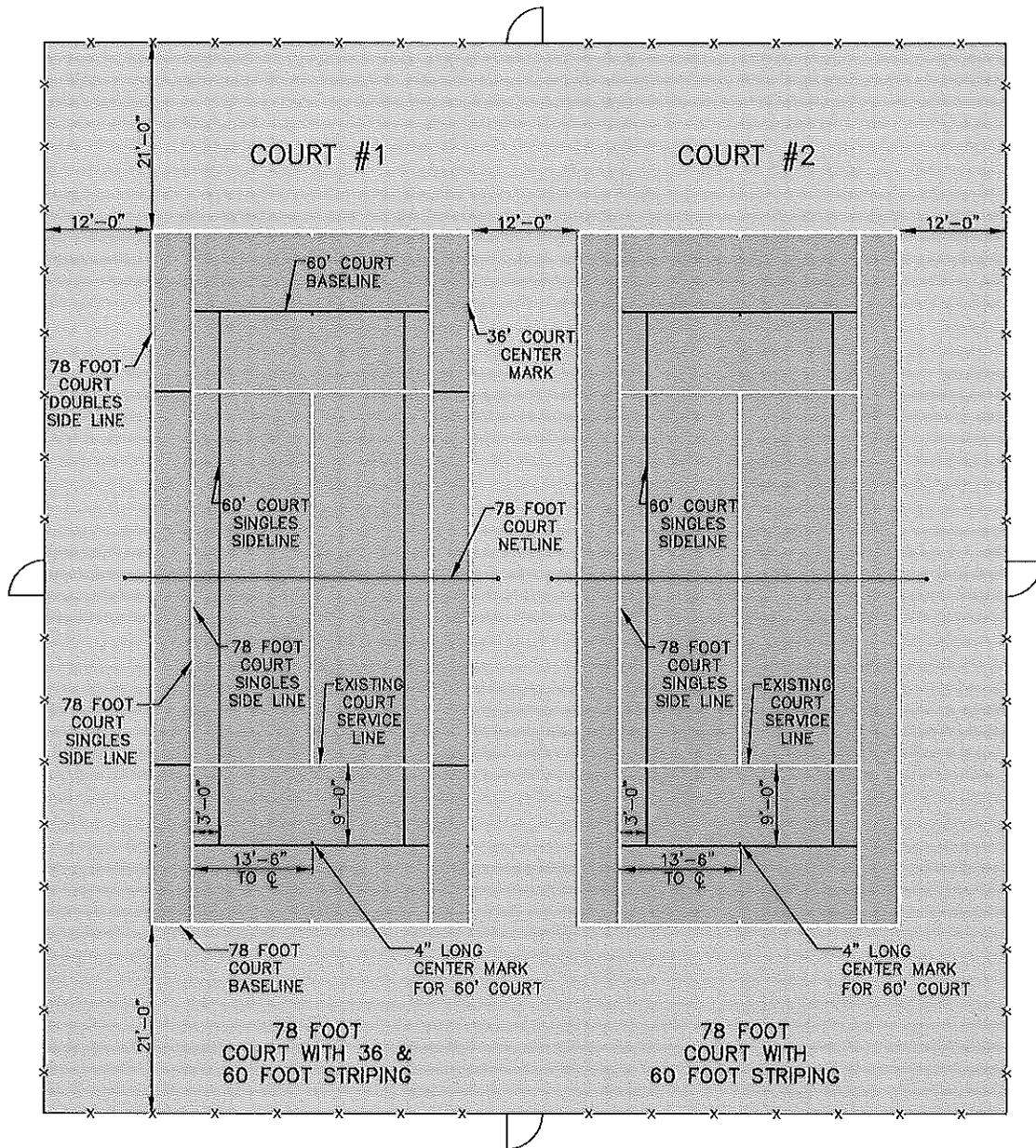
By: \_\_\_\_\_

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

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

Official Address (including Zip Code) \_\_\_\_\_

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**TWO 78 FOOT TENNIS COURTS WITH 36 FOOT  
AND 60 FOOT BLENDED PLAYING LINES**

NOT TO SCALE

NOTES:

1. ALL BLENDED PLAYING LINES SHALL BE TEXTURED LINE PAINT WITHIN THE SAME FAMILY AS THE 78 FOOT COURT PLAYING SURFACE COLOR.
2. ALL BLENDED PLAYING LINES SHALL TERMINATE 3 INCHES FROM THE 78 FOOT COURT LINES.
3. ALL BLENDED PLAYING LINES SHALL BE 1 1/2" WIDE.
4. ALL BLENDED PLAYING LINES SHALL BE MEASURED TO THE OUTSIDE EDGE OF THE PLAYING LINES, WITH THE EXCEPTION OF THE CENTER LINES WHICH SHALL BE MEASURED OUT TO CENTER.

**GENERIC STRIPING PLAN**

TWO 78 FOOT COURTS,  
TWO 60 FOOT COURTS,  
TWO 36 FOOT COURTS



DRAWN BY: DWL

DATE: 2020