



INVITATION FOR BID

IFB # 2019-07

PUBLIC WORKS FACILITY SECURITY IMPROVEMENTS

The Town of Bluffton is soliciting competitive sealed bids from experienced and qualified fence supplier and installer to provide all necessary material and labor for the installation of a security gate at the Public Works Facility, 2 Recreation Court, Bluffton, South Carolina. The Town is requesting submission of sealed bids for the purchase and installation of an 8' x 24' galvanized green vinyl cantilever slide gate and heavy duty gate operator.

The general scope of services includes the following specifications:

- One 8'X 24' cantilever gate, green vinyl
- One 3" latch post
- Two 4" hinge post
- Two 4" nylon rollers
- All posts to be set in concrete.
- One 3' cantilever gate latch
- One gate operator (specify size) with battery back-up
- One radio receiver
- Six vehicle remotes
- Six infrared photo protector
- One free/safety reversing loop
- One key pad with 400 code capacity memory
- One knox box

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.

Submittal of Sealed Bids:

Sealed bids shall be received by or prior to:

August 23, 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

Public Works Supervisor

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:

Wednesday, August 23, 2018 at 3:15 pm

**Town of Bluffton Public Works Facilities
2 Recreation Court
Bluffton, South Carolina 29910**

No packages will be accepted at the Public Opening location. Packages must be submitted to the Town of Bluffton Town Hall, 20 Bridge, Bluffton South Carolina 29910 location prior to the deadline to be considered. Packages mailed or hand delivered to the Public Works Facilities 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.

Questions and inquiries regarding this solicitation shall be submitted to:

Brian Ranger
Town of Bluffton
Public Works Supervisor
branger@townofbluffton.com

with courtesy copy to:

Felicia Roth
Town of Bluffton
Purchasing & Contracts Administrator
froth@townofbluffton.com

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:

- Bid form
- Sample contract
- Insurance coverages



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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
Gate system including all hardware and accessories	\$_____	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			\$_____

Schedule		
Estimated Start	Estimated Completion	Total Number of Work Days

Please attach manufacturer's specification/cut sheets to this bid form.

CONTRACTOR: _____

Owner/Manager: _____

Signature: _____

Telephone Number: _____

Business License #: _____

Date: _____