



REQUEST FOR BIDS	
PROJECT NAME:	Overlay Districts Street Sign Program
DESCRIPTION:	Design, fabrication and installation of new street signs and decorative posts to be placed throughout the historic overlay districts in the City of Greenwood. The purpose of the signage is to better identify the city's historic and architecturally distinctive zoning districts. This project will require sign fabrication, once a design is approved by the Owner, and installation of the signs with approved posts. The City reserves the right to request a sample sign from all potential bidders prior to selection.
DATE ISSUED:	12/4/2019
CONTACT:	Ryan Thomas: Asst to the City Manager 864.942.8411 ryan.thomas@gwdcity.com

PRE-BID MEETING:	This project does not require a pre-bid meeting.
BID SUBMISSION: (Public Bid Opening)	Monday, December 23, 2019 at 2pm Hand Delivery: 520 Monument St., Room 230, Greenwood, SC 29648 Mail: PO Box 40, Greenwood, SC 29648 Reference: Overlay District Sign Program Attention: Ryan Thomas, Assistant to the City Manager *Bids must be submitted in a sealed package with project name and opening date printed on the exterior. Late bids will not be accepted.

NAME OF BIDDER (Full legal name of business submitting the bid)	
AWARD & AMENDMENTS:	Award and Amendment information will be available at the physical address listed above, at www.cityofgreenwoodsc.com or by contacting Ryan Thomas at 864.942.8411 or ryan.thomas@gwdcity.com . Award and Amendment information will also be distributed to all those submitting proposals.

ACKNOWLEDGMENT OF AMENDMENTS Bidder acknowledges receipt of amendments by indicating amendment number and issue date.	Amendment Number	Amendment Issue date	Amendment Number	Amendment Issue date

Drug Free Workplace Certification: By submitting a Bid, the Bidder certifies that, if awarded a contract, the Bidder will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.



The City of
GREENWOOD
 South Carolina

P.O. Box 40
 Greenwood, South Carolina 29648-0040
www.cityofgreenwoodsc.com

You must submit a signed copy of pages 1-2 with your Bid. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Bid open for a minimum of thirty (30) calendar days after the Opening Date. You agree that your bid can be made public under the **Freedom of Information Act, 5 U.S.C § 552**. The City of Greenwood reserves the right to reject any and all bids, and to waive any informalities or irregularities.

NAME OF BIDDER (Full legal name of business submitting the bid)	BIDDER'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____
PRINTED NAME (Printed name of person signing below)	
TITLE (Business title of person signing above)	

Instructions regarding Bidder's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the bidder above. A bid may be submitted by only one legal entity. The entity named as the bidder must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If bidder is a corporation, identify the state of Incorporation.)

TAXPAYER IDENTIFICATION NO.	STATE LICENSE NO.
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HOME OFFICE ADDRESS (Address of principal place of business):	PAYMENT ADDRESS (Address to which payments will be sent.)
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EMAIL:	PHONE:
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By signing below, the bidder certifies they are qualified and hold all licenses, permits and regulatory authority to perform the scope of work set forth in the bid description. Upon request, proof of licenses, permits and regulatory authority must be provided to the owner prior to contract award.

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding bid to enter contract on behalf of Bidder named above.)	DATE:
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BASE BID AMOUNT (84 new street signs)	\$
BID ADDITIVE #1 (50 new black, decorative posts)	\$
BID ADDITIVE #2 (Installation of all signs and posts, removal of old signs)	\$
TOTAL BID	\$

Include pages 1 & 2 with your bid



BACKGROUND

The City of Greenwood desires the services of a qualified sign manufacturer to design and fabricate new street signs and posts to replace the standard green street signs in two historic overlay districts. These new signs, 84 in total, will need to be more distinctive and historic in appearance to enhance the city's historic and architectural districts. The City of Greenwood has two zoning overlay districts; the Uptown Greenwood Overlay and the Old Greenwood Village Historic Overlay District. The Old Greenwood Village Historic District contains 20 intersections with a total of 38 street sign names. The Uptown Greenwood Overlay district contains 28 intersections with 46 street sign names. Replacing the standard green signs with distinctive street name signs and posts will help better identify the significance of these districts and better define the districts' boundaries.

Earlier this year, the City of Greenwood created an Overlay District Sign Program to help identify the number and new style of street signs that were desired (see attached). Note that all sign examples in the Sign Program are conceptual only. These drawings are intended to show, to the fullest extent practical, the recommended proportions, fonts, and overall design of all signs. It is the responsibility of the contractor to design and fabricate signs in compliance with all federal and state regulations.

All recommendations in the Manual are subject to SC Department of Transportation (SCDOT) approval. All sign copy will be Clearview Highway or equivalent **Federal Highway Administration/American Association of State Highway and Transportation Officials (FHWA/AASHTO)** - approved typeface. The final size and placement of sign copy is subject to SCDOT approval. All installed signs will meet federal and state requirements for minimum height and breakaway features.

The contractor will be responsible for ensuring compliance with all applicable codes and regulations. This includes all permits, work, and materials specified and unspecified in this document. Furthermore, the sign installer will be responsible for site maintenance and protection during the installation process. The repair of any site damage incurred during the installation process will be the responsibility of the sign installer. All sign materials and manufactured products will be utilized and installed in strict accordance with specifications and requirements as recommended by the manufacturer. Additionally, all materials and labor must be covered by a one-year warranty from the date of sign installation.

SCOPE OF SERVICES

The project consists of furnishing all labor and materials to undertake all necessary tasks. The City of Greenwood is searching for a qualified sign manufacturer to provide the following:

1. Detailed drawings of the "Old Greenwood Village" street name signs and "Uptown District" street name signs to be approved by the City of Greenwood and the SC Department of Transportation prior to fabrication.
2. Fabrication of all signs approved for each district.
3. Supplying black, decorative, breakaway posts to replace the existing posts at each intersection in the overlay districts.
4. Installation of all new posts and signs in the overlay districts.
5. Removal and disposal of all previous street signs and posts.
6. A minimum one-year warranty on all labor and materials from the date of sign installation.



The Owner has opted to include the decorative posts and installation/removal as Bid Additives to offer flexibility in the cost to complete this project. Please ensure that your costs are itemized on the Bid Form (pg. 2).

PROPOSAL FORMAT & CONTENT

Proposals are to follow the format listed below and are to contain information listed in this section. In order to be responsive, proposals must address all items listed in this section.

1. Application (pgs 1 & 2 above)
2. Letter introducing the sign manufacturer. This letter should include:
 - a. Information outlining previous experience with similar projects.
 - b. Information regarding current workload. The City of Greenwood wants to ensure that our project will be a top priority and can be handled with all other projects currently underway or committed to by the sign manufacturer.
 - c. A timeframe for which each phase of this project can legitimately be completed.
 - d. Information regarding whether this project will be completed in house or outsourced to another sign manufacturer. If being outsourced, please provide the name(s) of the company intended to be used.
3. Proposed specification and design rendering for both the street signs and decorative posts.
4. Provide a copy(s) of work from at least two similar projects completed by your company. Include contact information of these projects to use as references.

SPECIAL CONDITIONS OF CONTRACT

1. The Owner reserves the right to reject any or all Bids and waive any technicalities or informalities.
2. The Owner may request references and experience records of the successful Bidder prior to the Contract award.
3. Specific monies have been allocated to do this project. Should the bid exceed the funds allocated; the Owner reserves the right to award that portion of the Contract within the available funding limit.
4. The Contractor shall meet the current state guidelines for minority and women owned business participation if subcontracting any portion of this work.
5. The Contractor shall complete the work as noted in the Detailed Specifications.
6. **STANDARD OF QUALITY** - Equipment, material or articles, if herein specified, are all of design or construction as selected for this Contract, and they shall be construed as being a minimum standard. Should the Bidder desire to quote on equipment materials or articles claimed to be equal to that specified he may do so, provided that he shall submit cuts and complete descriptive matter of such other equipment, materials or articles with the submitted bid.
7. No bid may be withdrawn within thirty (30) days of the bid opening date.
8. **CHANGE ORDERS:** Changes to the Work must be approved by the City in writing prior to additional work being started.
9. **TIME OF COMPLETION - TIME OF COMPLETION/DEFAULT** - The work to be performed under this contract shall be commenced within 15 days of the signed Agreement and issuance of the Notice to Proceed (NTP). Weather permitting; work shall be completed within 60 days ("Project Completion Time") after issuance of the NTP. Contractor shall give written notice to the Owner within 5 days of any weather delay extending the Project Completion Time by stating the weather



condition causing the delay, specific work delayed and the total time of the delay. This delay notice must be approved in writing by the City Manager. Otherwise the project completion time will not be extended. In case of failure on the part of the Contractor to complete the work within the Project Completion Time or approved extensions thereof, the Contractor shall be liable to the Owner for all damages sustained by the Contractor's failure to complete the work in a workmanlike manner. Time is of the essence in this contract and the Contractor shall pay to the Owner, not as a penalty, but as liquidated damages, 1% of the contract price for each calendar day that Contractor shall be in default completing the work within the Project Completion Time, as extended only by the City Manager's written approval. Because of the difficulty of fixing damages suffered by the Owner because of such default, damages are herein agreed upon as stated. In the event Contractor defaults under the terms of this agreement, the Owner may seek all available remedies, at law and in equity, and recover all costs of enforcement of this agreement, including reasonable attorney's fee.

- 10. **COLLUSIVE BIDDING:** More than one bid or one contract from an individual, a firm or partnership, corporation, or an association under the same name or different names will not be considered. Reasonable grounds for believing that the Bidder is interested in more than one bid for the same work will cause the rejection of all bids in which such Bidder is interested. Any or all bids will be rejected if there is any reason for believing that collusion exists among any of the Bidders; participants in such collusion will not be considered in future bids.
- 11. **GENERAL LIABILITY INSURANCE:** This insurance to be on the comprehensive form, shall protect the Contractor, and shall be written to include the City of Greenwood against any/all claims arising from injuries to the public, or damage to property of others arising out of any act or omission of the Contractor, his agents, employees or subcontractors.

The Contractor and all Subcontractors shall carry Workman's Compensation and Employer's Liability Insurance with the statutory limits applying to employer's liability (\$100,000.00) covering all employees employed by him or Subcontractors while engaged under this Contract.

The Contractor shall carry comprehensive general liability insurance with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident
	\$1,000,000.00 - Aggregate

The liability coverage under this policy shall contain no exclusion relative to blasting, explosive, collapse of buildings or damage to underground property. Liability limits under this policy shall be not less than the following:

Bodily Injury:	\$1,000,000.00 Each Person
	\$1,000,000.00 Each Accident
Property Damage:	\$1,000,000.00 Each Accident
	\$1,000,000.00 Aggregate

The Contractor shall carry comprehensive fleet liability policy with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident



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12. **WORKMAN'S COMPENSATION INSURANCE:** The Contractor and all Subcontractors shall carry Workman's Compensation insurance. A Certificate shall be provided to the City as proof of coverage.
 13. **PAYMENTS** - The Owner shall pay the Contractor for the work described herein, subject to additions and deductions from approved and written change orders, in accordance with the amount stipulated in the bid, at the completion of the work and acceptance by the Owner. Partial payment will be considered based on percentage of satisfactory work completed.
 14. **CHANGES IN CONTRACT PRICE** - The contract price may be changed only by a written Change Order which shall be executed by the Contractor and approved by the Owner setting forth the change in the scope of work and setting the price for that change.
 15. **PERMITS, FEES & LICENSES**
 - The Contractor and any sub-contractor shall promptly pay all federal, state, and local taxes which may be assessed against him in connection with the work or his operations under the Agreement and/or the other contract documents, including, but not limited to, taxes attributable to the purchase of materials and equipment, to the performance of services, and the employment of persons in the prosecution of the work.
 - The selected Contractor and all subcontractors will be required to obtain a City of Greenwood Business License.
 - All contractors, facilities, supervisors, workers, air samplers, project designers, building inspectors, and management planners involved in either the inspection, design, air monitoring, in-place management, removal, cleanup, or other handling of regulated asbestos-containing materials must be licensed by DHEC in a discipline specific to their activity. Proof of valid license(s) to be provided to the City of Greenwood prior to contract award.

SUBMITTAL

One hard copy and one electronic copy of the bids are due in the office of the City Manager no later than **Monday, December 23, 2019 at 2pm**. Bids must be submitted in a sealed envelope and marked "Overlay District Sign Program". Bidders must acknowledge acceptance of any and all amendments

City of Greenwood Overlay District Sign Program

March 2019

Objective: The objective of the Overlay District Sign Program is to enhance the standard green signs in Greenwood’s overlay districts with more distinctive signs that will help demarcate the districts’ boundaries. New signage would also help both residents and visitors better identify the city’s historic and architecturally distinctive districts. The new signs would highlight the areas’ uniqueness to Greenwood and hopefully encourage a greater sense of civic pride among its residents.

Currently, the City of Greenwood has two overlay districts; The Uptown Greenwood Overlay District and The Old Greenwood Village Historic Overlay District. Both districts require approval from the Board of Architectural Review before building permits are issued for proposed external changes to a property. The Uptown Greenwood Overlay District is more of an architectural and design district, where buildings must meet a certain standard based on the architecture of Uptown Greenwood from 1890-1920. The Old Greenwood Village Historic Overlay District acts more like a traditional historic district where buildings cannot be demolished or changed externally without BAR approval.

The Old Greenwood Village Historic District contains 20 intersections with a total of **38** street sign names. The Uptown Greenwood Overlay District contains 28 intersections with a total of **46** street sign names. Replacing the standard greens signs with distinctive street sign names will help identify the importance of these areas in the City of Greenwood and hopefully encourage a better understanding of the districts’ boundaries.

Proposal: The staff of the Greenwood City/County Planning Department has proposed, and the City of Greenwood Board of Architectural Review has approved the exploration of changing the existing signs with new signs that have the district name attached. The new signs would be brown or white and have the district name and a possible design printed on the street sign name itself. See example below.



Examples of combining the topper with the sign, brown or white in color

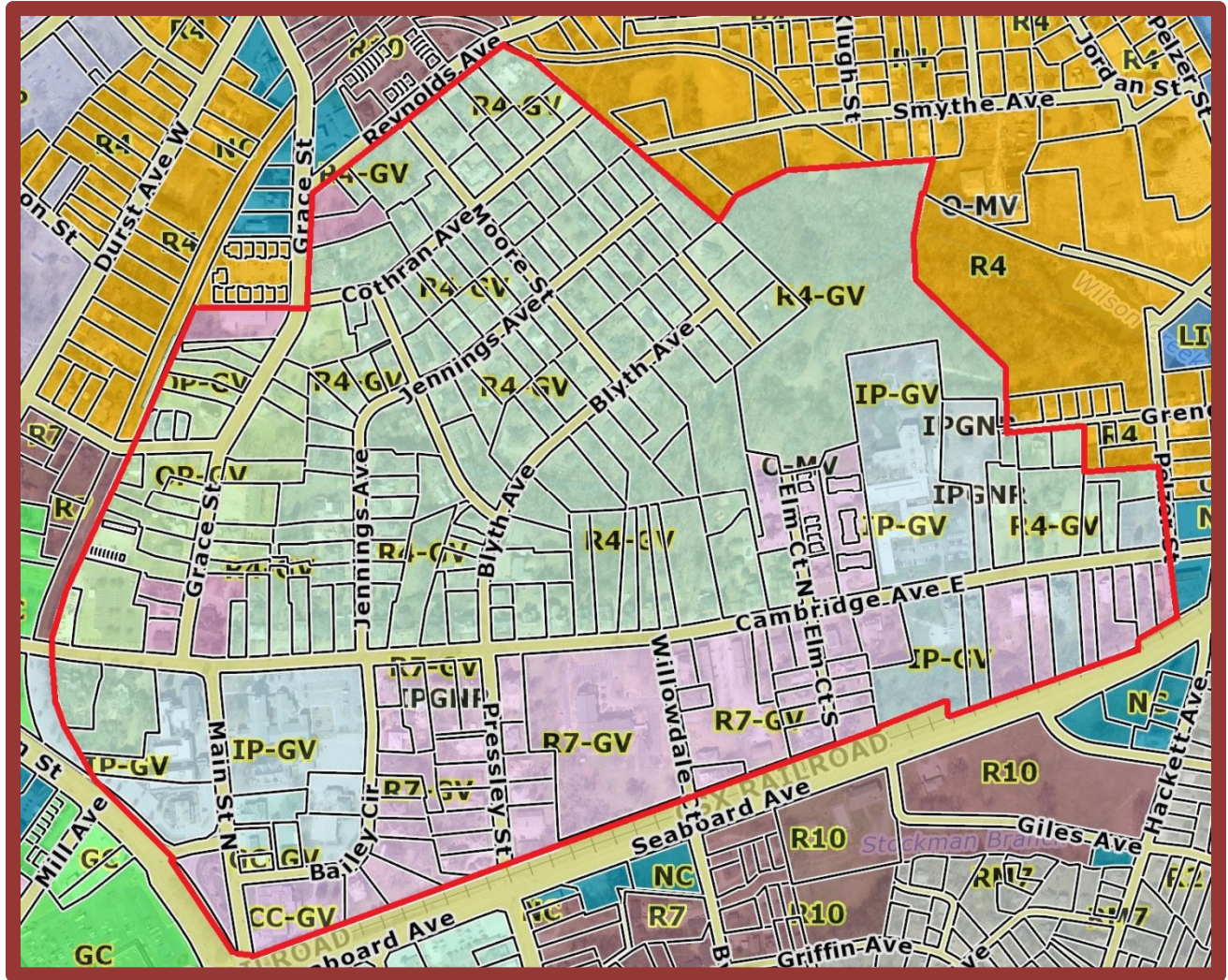
Also attached is a spreadsheet of intersections and existing signs in the overlay districts. A handful of intersections are missing signs. We propose adding street sign identification at these intersections

The Board of Architectural Review has also approved exploring the option of replacing the existing metal street sign poles, with more historic-looking, decorative posts (black, aluminum, fluted design).



Example of black, decorative fluted post.

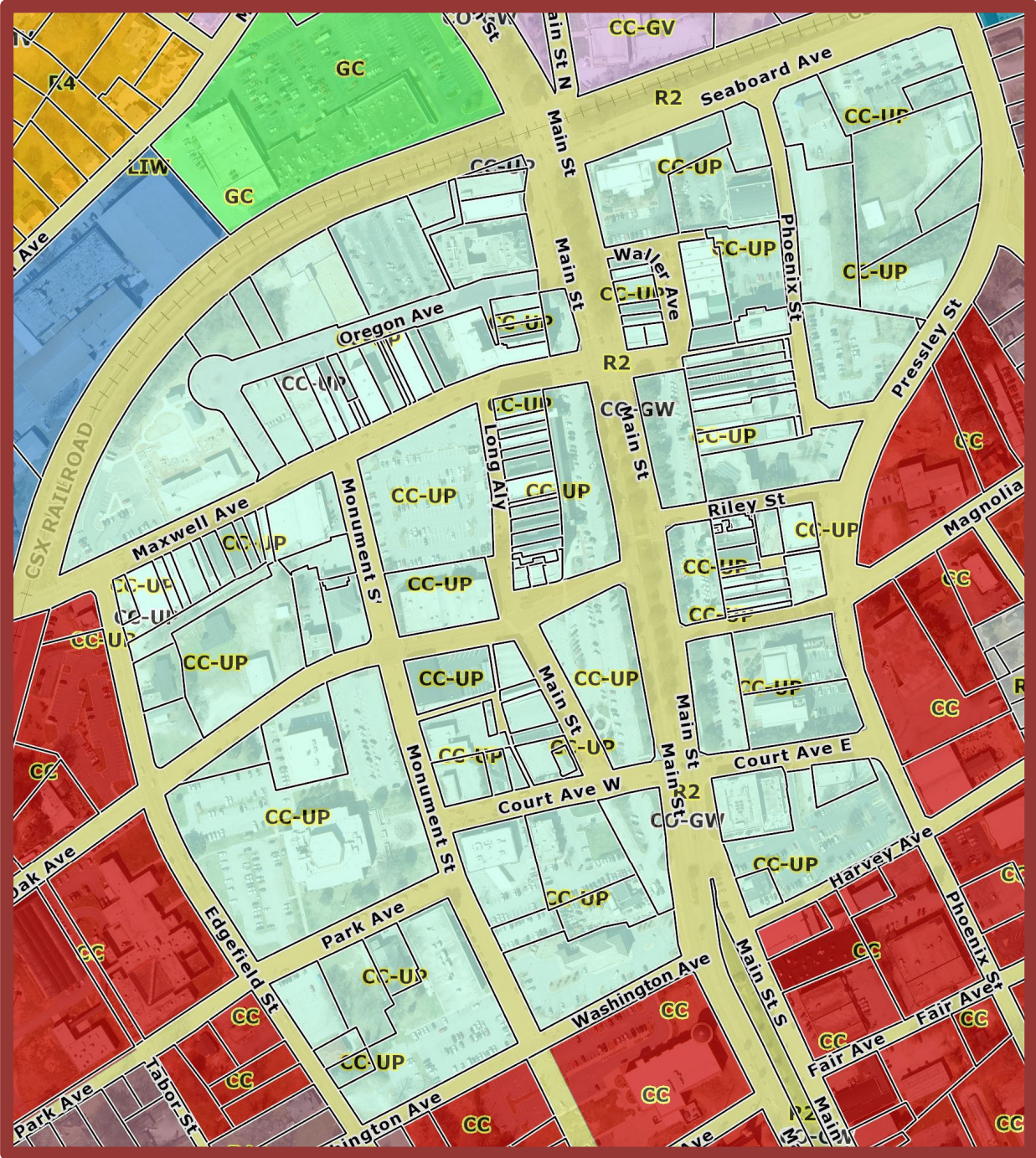
OLD GREENWOOD VILLAGE HISTORIC OVERLAY DISTRICT



20 Intersections

38 Individual Street Name Signs

UPTOWN GREENWOOD OVERLAY DISTRICT



28 Intersections

46 Individual Street Name Signs