



Legal Notice

COMPETITIVE DESIGN AND INSTALLATION OF FIRE PROTECTION SYSTEMS FOR FOUR (4) FIRE STATIONS

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

April 28, 2022

NOTICE IS HEREBY GIVEN – The City of Spartanburg is seeking submissions to design and install fire protection systems for four (4) fire stations of the City of Spartanburg Fire Department.

Proposal No: 2122-05-25-01

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.

A pre-bid meeting will be held on **May 04, 2022**, at 10:00 am Eastern time at 450 Wofford Street, Spartanburg, SC 29301. We highly recommend attendance.

Sealed proposals shall be submitted to Carl Wright, Procurement and Property Manager, on or before **Wednesday, May 25, 2022**, 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.

Technical questions regarding the scope of services should be directed to Carl F. Wright at 864-596-2790 or emailed to 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 a complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at 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: 2122-05-25-01**

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CITY OF SPARTANBURG

COMPETITIVE DESIGN AND INSTALLATION OF FIRE PROTECTION SYSTEMS FOR FOUR (4) FIRE STATIONS

I. INTENT AND GENERAL INFORMATION

The City of Spartanburg (“City”) is seeking submissions for a professional services proposal to design and installation of fire protection systems for four (4) fire stations for the City of Spartanburg Fire Department (SFD).

BACKGROUND

The City of Spartanburg is a municipality in the State of South Carolina with approximately 19 square miles and a population of 38,000. The Fire Department is tasked with responding to nearly 3,000 emergencies per year. The department is authorized for shift totaling 23 personnel with six response apparatus across five stations. The four (4) substations were built before fire protection system installation codes were required. Fire protection systems are essential to the public and city personnel’s safety. As such, the City of Spartanburg Fire Department is soliciting bids to design and install fire protection systems in each of the four fire stations. The design and installation will be funded with grant funds, so timelines and benchmarks are critical.

Grant Administrator: Joyce Lipscomb, City of Spartanburg

Bid Specifications Administrator: Marion F. Blackwell, City of Spartanburg

Interim Construction Manager: Bo Owens, City of Spartanburg

Procurement Manager: Carl F. Wright, City of Spartanburg

SPECIFICATIONS

The SFD is soliciting services to design and install fire protection systems for four (4) fire stations.

The contractor shall be able to provide onsite services at the City of Spartanburg, including all services required in the agreement.

A cover letter attesting to the company’s background, experience, and evidence of construction capabilities shall accompany the proposal.

The proposal shall include a list of clients where the company has completed the installation of both NFPA-72 compliant Fire Alarm Systems and NFPA-13 Fire Suppression Systems.

Subject Matter Experts (SME) and staff resumes shall be submitted with the proposal and/or upon request.

II. SUBMISSION AND DEADLINE

Proposals must be **received by 3:00 pm Tuesday, May 25, 2022.**

One (1) original, three (3) copies and one (1) electronic copy (thumb drive) of the submission shall be sent to:

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

Attn: Procurement and Property Division

Envelopes must be marked:

**“COMPETITIVE DESIGN AND INSTALLATION
OF FIRE PROTECTION SYSTEMS FOR FOUR
(4) FIRE STATIONS
PROPOSAL NO. 2122-05-25-01**

Questions regarding this RFP may be directed to, Carl F. Wright 864-596-2790 or emailed to cwright@cityofspartanburg.org.

III. SCOPE OF WORK

- 1) Design of Four (4) NFPA 72 Compliant Fire Alarm Systems that meet 2018 IBC/IFC, state and local requirements
- 2) Design of Four (4) NFPA 13 Compliant Commercial Fire Suppression Systems that meet 2018 IBC/IFC, state and local requirements
- 3) Materials to install designed systems
- 4) Labor to install designed systems
- 5) Bidder is responsible for underground main installation, water main tie-in and coordination with Spartanburg Water System.
- 6) Bid should include costs for all PE, State and local submittals
- 7) Bid should have one cover sheet with total project cost with an attached individual submissions for each location to include the proposal cost, the type of suppression, brand name of system utilized, brand name of the fire alarm panel, along with the proposed location of the system within the facility.
 - a) Station 2 – 905 Union Street, Spartanburg, SC 29302
 - b) Station 3 – 510 Magnolia Street, Spartanburg, SC 29306
 - c) Station 4 – 200 Camelot Drive, Spartanburg, SC 29031 (Dry System)
 - d) Station 5 – 1075 Fernwood Glendale Road, Spartanburg, SC 29307
- 8) Training: The vendor must provide a training workshop after installation of the fire protection systems. This training must include instructions on the operations of the installed systems. The vendor must provide the hands-on training in each facility on fully installed, operational fire protection systems.
- 9) Specific Instructions: This proposal includes design, submittal, material, and installation to install a new NFPA compliant fire sprinkler and fire alarm systems for each property.
- 10) Bid should also include any costs associated with PE, State and local submittals. All work must comply with seismic requirements to include restraints and/or bracing.
- 11) Pipe should be concealed where possible. Contractor is responsible for removal and reinstallation of ceiling systems and other fixtures as necessary to complete installation.
- 12) This proposal must include the required new fire sprinkler supply underground main installation. Bedding and backfill shall reused material removed during trenching operations. Compaction shall be no greater than 95% proctor of the adjoining undisturbed soil. Areas where concrete and asphalt are removed shall require a maximum of 12” crusher run to fill to existing level. Contractor to comply with the city standards for street cuts. See attachment “City of Spartanburg Street Cut Ordinance”
- 13) Bid must include the specific terms of warranties for material and workmanship on each system.
- 14) Bid security in an amount equal to at least five percent 5% of the amount of the bid shall be required for all competitive bidding for construction contracts exceeding \$100,000. Bid security shall be a legitimate bid bond provided by a surety company authorized to do business in South Carolina, or the equivalent in cash, certified check, cashiers’ check,

or money order. The City, at its option, may require bid bonds on construction contracts under \$100,000 when the circumstances warrant. Noncompliance with this provision mandates that the City reject the bid. Bid security will be returned to the unsuccessful bidders upon contract award by the Procurement and Property Manager.

- 15) Contractor needs to provide 1 year warranty from date of acceptance.
- 16) Contractor needs to provide Payment and Performance Bond of 100% of the Construction Contract price.
- 17) Project duration shall be ninety (90) days, liquidated damages shall be \$500 per day after ninety days.
- 18) Site visits shall be schedule through Assistant Fire Chief Philip Starck at (864) 591-4373.
- 19) Last day to receive questions via email shall be **May 18, 2022 by 5:00 pm.**
bownes@cityofspartanburg.org and mblackwell@cityofspartanburg.org.

IV. SUBMISSIONS

The City will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any review of the submissions.

Respondents shall submit their proposal in the following format:

1. One (1) original and three (3) printed copies of the proposal shall be submitted for review. An electronic copy shall be submitted via a thumb drive.
2. Cover Letter indicated in Section I above
3. Completed City of Spartanburg Exhibits B, C D, E, G, and H below
4. Work plan or approach to Scope of Services included herein.
5. Statement of ability to perform all professional requirements as stated in Qualifications and Scope of Services sections
6. Listing of proposed staff, including resumes, credentials and applicable licenses.
7. Related Experience of firm as it relates to this RFP.
8. Names, Addresses and Telephone numbers of references (minimum of three).
9. Additional information, not included above, which you feel may be useful and applicable to this project.

Procurement & Property Division



Request for Proposal

DESIGN AND INSTALLATION OF FIRE PROTECTION SYSTEMS FOR FOUR (4) FIRE STATIONS

Proposal No. 2122-05-25-01

(Show this number on envelope and all correspondence)

_____ submits herewith our proposal in response to the bid request
(Company Name)

number shown above in compliance with the description(s) and specifications (s) for the following:

Bidder will supply materials for the following fixed price:

	Location	Total Cost
1	Fire Station 2 Located at <u>905 Union Street</u>	
1	Fire Station 3 Located at <u>510 Magnolia Street,</u>	
1	Fire Station 4 Located at <u>200 Camelot Drive,</u>	
1	Fire Station 5 Located at <u>1075 Fernwood Glendale Road,</u>	
	Total	

In compliance with the proposal invitation and subject to all conditions thereof, the undersigned agrees:

- A. This proposals is stated, is open for acceptance for a period of 60 calendar days from day of pending.
- B. To furnish any and all items at the prices set forth the items unless otherwise specified, within 30 Calendar days after receipt of purchase order; contract and/or notice proceed.
- C. By Signing this Proposal form Proposer agrees all Addendum have been read and understood.

Company Name:	
Street Address:	
City, State, Zip:	
Telephone #:	
Fax #:	
Federal ID or SS #:	

SIGNATURE OF PROPOSALER'S REPRESENTATIVE

Name & Title: _____

Date: _____

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Exhibit C

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 D

**CITY OF SPARTANBURG, SC
Bidder Conflict of Interest Disclosure Form**

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

Exhibit E

DRUG FREE WORKPLACE ACT STATEMENT

The undersigned hereby certifies on behalf of the company listed below that it is in full compliance with the requirements set forth in Title 44, Code of Laws of South Carolina, 1976, Chapter 107, Paragraph 47 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, title V, Sec. 5153, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 U.S.C. § 702) and Department of Commerce implementing regulations published at 15 CFR Part 29, "Government-wide Requirements for Drug-Free Workplace (Financial Assistance)" (published in the Federal Register on November 23, 2003, 68 FR 66534).

(Name of Corporation or Entity)

By: _____ (Signature)

_____ (Print name)

Title: _____

Date: _____

Exhibit G

EXPERIENCE/ REFERENCES

List five jobs, similar in size, completed by Proposer. List dollar amount, brief description reference name and phone number for each job.

a. Name of Project: _____ Owner/Engineer:
_____ Telephone No.:
_____ Address:
_____ Date Started: _____ Date
Completed: _____ Value of Contract:
_____ Project Description:

b. b: Name of Project: _____ Owner/Engineer:
_____ Telephone No.:
_____ Address:
_____ Date Started: _____ Date
Completed: _____ Value of Contract:
_____ Project Description:

c. Name of Project: _____ Owner/Engineer:
_____ Telephone No.:
_____ Address:
_____ Date Started: _____ Date
Completed: _____ Value of Contract:
_____ Project Description:

Exhibit H

AFFIDAVIT OF NON-COLLUSION

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: _____