

# City of Myrtle Beach Request for Proposal

## RFP 23-R0020 Generator Maintenance & Repair Services

**Issue Date: February 8, 2023**



*First in Service*

The City of Myrtle Beach will not be responsible for any errors, omissions, or misrepresentations regarding any plans or solicitation documents that are obtained from any source other than the City of Myrtle Beach. It is the Contractor's sole responsibility to verify the authenticity of all documents associated with this project. The Contractor will be liable for any losses, damages, costs, and/or expenses incurred by operating from plans or documents that are not obtained directly from the City of Myrtle Beach.

[www.cityofmyrtlebeach.com/services/bids\\_and\\_purchasing/index.php](http://www.cityofmyrtlebeach.com/services/bids_and_purchasing/index.php)



City of Myrtle Beach Purchasing Division  
3231 Mr. Joe White Avenue  
Myrtle Beach, SC 29577

REQUEST FOR PROPOSAL	
RFP # 23-R0020 Generator Maintenance & Repair Services	
Buyer Contact:	Brandon Hancock 843-918-2173 bhancock@cityofmyrtlebeach.com
<b>Mandatory Pre-Proposal Conference:</b>	N/A
<b>Opening Date &amp; Time:</b>	<b>February 28, 2023 at 2:00P.M. (local time)</b>
Proposal Delivery Location:	City of Myrtle Beach Procurement Office 3231 Mr. Joe White Avenue Myrtle Beach, South Carolina 29577

**Bonds:** Proposals for a service only that is \$25,000.00 or greater must be accompanied by a bidder's bond or cashier's check in the amount of five percent (5%) of the total dollar amount of the proposal submitted, payable to the City of Myrtle Beach. No other forms of security will be accepted.

**Public Disclosure:** If proposal contains proprietary, privileged, or confidential information, Offeror **MUST** check box. Failure to check box may be cause for public disclosure. See Section 3.09 for further details.

No proposals will be accepted unless submitted on the forms furnished herein. All pages of the proposal must be in a sealed envelope and delivered in accordance with these instructions:

- The envelope must be marked with company name, proposal number/name, and time/date of proposal opening.
- Proposal packages shall be delivered to the address listed above. The City of Myrtle Beach is not responsible for late or misdirected mail.

If the above criteria are not met, your proposal shall be rejected. Proposals are not subject to public reading.

Offerors are advised that from the date of issue of this solicitation until award of the contract, no contact with City personnel related to this solicitation is permitted. All communications/requests for clarification are to be directed to the Buyer listed above.

It is the intent and purpose of the City of Myrtle Beach that this Request for Proposal promotes competitive proposals. It shall be the Offeror's responsibility to advise the Purchasing Division if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this Request for Proposal to a single source. Such notification must be submitted in writing and must be received by the Purchasing Division no later than three (3) City of Myrtle Beach business days prior to the proposal opening date.

**Offeror to complete this section:**

Name of Offeror: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please note:** Signature is required on page 22.

**CITY OF MYRTLE BEACH – GENERAL INSTRUCTIONS  
MUST BE SIGNED AS PART OF REQUEST FOR PROPOSAL PACKAGE**

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1.02 DEFINITIONS:

- A. City of Myrtle Beach – herein referred to as “City.”
- B. RFP – Request for Proposal
- C. Offeror – any vendor, proprietor, business, company, service provider, or corporation who submits a proposal to the City.
- D. Proposal – the collection of documents that includes these general instructions, the scope of work and/or specifications, a written offer, and signature page to be used for consideration in negotiations and/or contract development.
- E. Addendum – a written change, addition, alteration, correction, or revision to a proposal document.
- F. Bond – provides financial assurance that the proposal has been submitted in good faith, that an offeror will enter into a contract at the amount proposed, and will provide the appropriate performance and payment bonds.
- G. Bid Bond – an insurance agreement, accompanied by a monetary commitment, by which a third party accepts liability and guarantees that the offeror will not withdraw from the proposal, must be submitted with proposal package if over \$25,000.00
- H. Performance Bond – guarantees execution of the terms of a contract, required for work valued at \$25,000.00 or more for construction and/or any type of service, must be received within ten (10) calendar days from date/time of notification of award.
- I. Payment Bond – covers payment of subcontractors, laborers, materials, and suppliers associated with the project, required for work valued at \$25,000.00 or more for construction and/or any type of service, must be received within ten (10) calendar days from date/time of notification of award.

2.0 AUTHORITY:

- 2.01 **Equal Weight and Force.** The instructions herein contained are given for the purpose of guidance in properly preparing an applicable proposal. These directions have equal weight and force with the specifications and strict compliance is required with all of the provisions. Unless otherwise stated in the special instructions of the proposal, these general instructions shall apply.
- 2.02 **Written Explanations.** Only written information from the procurement manager or an authorized representative of the purchasing division is binding; therefore no verbal instructions or verbal information from any other source shall be binding on the City. The City shall not be responsible for any other explanation or interpretation and the decision of the procurement manager or an authorized representative of the purchasing division shall be final and binding upon each Offeror.
- 2.03 **Disputes with Written Explanations.** The written specifications are considered clear and complete. Failure of the Offeror to call attention in writing to any disputes, definitions, discrepancies, inconsistencies or incompleteness before the opening of the proposal in the time and manner set forth herein is a waiver of right to do so upon opening of the proposals. Clarifications requested by Offerors must be in writing not less than three (3) days before date and time set for receipt of proposals.

**2.04 Written Addenda.** Should the procurement manager deem it necessary to alter proposal specifications, those alterations shall be made in the form of written addenda that shall be posted on the City website, and may be advertised in the South Carolina Business Opportunities (SCBO) online publication and the local newspaper. The Offeror is responsible for monitoring all of these sources and should not rely on a single source for updates. These addenda shall then be considered as part of these specifications. No interpretations of the meaning of the proposal specifications shall be made orally.

### **3.0 REQUIREMENTS FOR WRITTEN DOCUMENTS:**

**3.01 Availability of Documents.** Proposal documents may be obtained through the City of Myrtle Beach website ([www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com)), or in person at the City of Myrtle Beach Purchasing Office, 3231 Mr. Joe White Avenue, Myrtle Beach, SC 29577, Monday through Friday (excluding City holidays), from 8:00 AM to 5:00 PM. Proposal documents may be mailed or sent via e-mail by vendor request only.

**3.02 Responsive Proposals.** The City of Myrtle Beach will review proposals on a pass/fail basis to determine whether the proposal is “responsive” to this RFP. A responsive proposal will contain all required documents and forms that are completed in their entirety. Documents and forms must be unaltered, legible, signed, sealed appropriately, and free from errors without noted corrections. The City reserves the right (at its sole discretion) to determine whether a proposal is responsive.

**3.03 Non-Responsive Proposals.** Proposals that are incomplete, unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, corrections without initials, ambiguities, alterations, and/or irregularities of any kind, may be declared non-responsive.

**3.04 Document Completion.** A proposal and signature document is provided as part of the solicitation. This form must be used in submitting a proposal and all pages of the proposal document must be completely filled out in blue or black ink and signed by the Offeror. No proposal shall be accepted unless submitted on the forms furnished herein. The format of the proposal documents shall not be altered in any way. Written errors made on the proposal documents prior to submission must be corrected by marking through the entry in blue or black ink and making the correct entry adjacent to the written error and initialed by the Offeror in blue or black ink.

**3.05 Contents of Proposal Packet.** The general instructions, scope of work and/or specifications, and the proposal and signature document constitute the proposal packet. By submitting a proposal, the Offeror is deemed to have accepted all of the terms and conditions set forth in the proposal packet documents. Alternative proposals shall not be considered. All proposal packet documents, after completion by the Offeror, must be returned with the proposal in the same order as received by the Offeror.

**3.06 Single Package Requirement.** Unless otherwise stated in the special instructions section of this proposal request, submit one complete proposal package using the attached form(s), for proposed pricing.

**3.07 Proposal Submission.** Each proposal must be enclosed in a sealed envelope, clearly marked on the outside with the company name/address in the upper left-hand corner and

proposal number/name and time/date of opening in the lower left-hand corner. This sealed envelope must be delivered to the procurement buyer. If the required information is not clearly stated on the outside of the envelope, the proposal is considered nonresponsive. It is the Offeror's responsibility to ensure that the proposal is delivered by the official opening date and time. Proposals submitted after the date and time set for receipt shall be considered late, regardless of the degree of lateness or the reason related thereto, including causes beyond the control of the Offeror. Late proposals shall not be opened and will be returned to the Offeror unopened. The City of Myrtle Beach is not responsible for late or misdirected mail.

**3.08 Proposal Delivery/Opening.** All proposals must be sealed, marked and delivered in accordance with these instructions to Purchasing Division, City of Myrtle Beach, 3231 Mr. Joe White Avenue, Myrtle Beach, SC 29577. Proposals received prior to the advertised hour of opening shall be securely kept sealed. Proposals are not subject to public opening.

**3.09 Document and Content Ownership.** All documents, reports, proposals, submittals, working papers or other material submitted to the City from the Offeror shall become the sole and exclusive property of the City and in the public domain. However, as per the South Carolina State Procurement Code, Section 11-35-410, commercial/financial/price information and design concepts, methods, procedures, and recommendations can be held privileged and confidential, provided that the Offeror clearly marks that information as such. This includes biographical data on key employees. It will be the Offeror's responsibility to label information as proprietary. Failure to clearly identify information as privileged, confidential, and/or proprietary may be cause for public disclosure. The Offeror shall not copyright, or cause to be copyrighted, any portion of any of said documents submitted to the City as a result of this solicitation.

#### **4.0 FULL EXAMINATION:**

**4.01 Thorough Investigation.** Offerors shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment and/or service to be performed as required by the proposal conditions. No plea of ignorance by the Offeror of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Offeror to make the necessary examination and investigations, or failure to fulfill in every detail the requirements of the contract documents, shall in no way relieve the Offeror from any obligation in respect to the proposal.

**4.02 Pre-Proposal Meetings.** When Offerors are required to make site visits or attend mandatory pre-proposal meetings, all expenses shall be paid for by the Offeror, unless previous written arrangements are made with the City. Offeror must be physically present at the sign-in location with the Buyer at the start of the scheduled meeting time. The official start of each pre-proposal meeting will be determined by the Buyer with an announcement of the time and the final closing for Offerors to sign-in. Any Offeror arriving after the declared time announcement and closing of sign-in shall not be admitted to the pre-proposal meeting, and any proposals received shall be considered non-responsive.

**4.03 Evidence of Examination.** Submission of a proposal will be considered as conclusive evidence of the Offeror's complete examination, understanding and acceptance of the specifications.



**5.0 PRICING:**

- 5.01 Unit Pricing.** Unit pricing will govern over extended prices unless otherwise stated in special instructions in this proposal request. All prices quoted should be firm. In those cases where a firm proposal cannot be made, consideration shall still be given to all Offerors. Also, maximum or ceiling prices should be quoted where possible when proposal contains non-firm prices.
- 5.02 Cash Discounts.** Cash discounts, if allowed, should be so stated on the proposal form. Prices must, however, be based upon payment thirty (30) calendar days after delivery.
- 5.03 Changes in Cost.** If during the term of the contract entered into as a result of this proposal, the cost of material(s) is/are increased through no act on the part of the contractor other than to comply with any prevailing rise in the market price(s) of material(s) used, it shall be the contractor's responsibility to notify the City of Myrtle Beach Purchasing Office in writing of the price increase(s) and the effective date of the increase(s). Price(s) shall be increased only to the point of absorbing additional cost(s) of material(s) paid for by the contractor. At any time during the term of the contract, the City may request that the contractor provide written documentation from the manufacturer/supplier of the material(s) to substantiate price increase(s). If during the term of the contract, the cost of material(s) to the contractor is reduced, then the contractor shall reduce the contract price(s) and notify the procurement buyer in writing.
- 5.04 Price Evaluation.** The City of Myrtle Beach shall evaluate the Offeror's price proposal for completeness, price reasonableness, price realism, and unbalanced pricing. Price reasonableness shall be established by competition and determined primarily by comparison with other offers submitted. Price realism shall be established by analysis of the unit price submitted to determine whether the estimated proposed price reflects a clear understanding of the requirements, are realistic for the work to be performed, and are consistent with the methods of performance and materials described in the Offeror's proposal. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated and poses an unacceptable risk to the City. The City may determine that a proposal is unacceptable if the proposed price is materially unbalanced between line items.

**6.0 TAX INFORMATION:**

- 6.01 Sales Tax/Federal Tax.** The City of Myrtle Beach pays South Carolina State Sales Tax. The City is exempt from Federal Excise Tax and shall issue exemption certificates if required. All prices should be quoted without tax applied. Tax will be applied at the time of invoicing according to the current state sales tax rate.
- 6.02 Payment of Taxes.** The contractor agrees to pay all taxes and license fees of whatever nature applicable to conduct business and furnish the City of Myrtle Beach, if requested, with duplicate receipts or other satisfactory evidence showing the prompt payment of all taxes and fees when referred to and showing that all licenses are in effect.

**7.0 MATERIAL ASSESSMENT:**

- 7.01 Product Documentation.** Proposal shall include adequate brochures, latest printed specification and advertising literature describing the product(s) offered in such a fashion as to permit ready comparison with the specifications on an item-by-item basis where applicable.
- 7.02 Safety Data Sheet (SDS).** If so requested in the proposed documents, a completed SDS for the item(s) indicated must be provided with the proposal documents. Failure to submit this form upon request may result in rejection of proposal.
- 7.03 Evidence of Work/Product.** All Offerors must be prepared to present suitable evidence of similar work recently completed or goods supplied. Products are to be brand name or equal unless otherwise specified. If submitting an equal product, supporting documents must be provided with proposal.
- 7.04 Sample Submission.** When samples are required with a proposal, they must be submitted with the proposal unless approved by the purchasing manager or purchasing manager's authorized representative.
- 7.05 Sample Ownership.** Samples submitted shall become the property of the City of Myrtle Beach. The entire cost of the sample(s) shall be paid for by the Offeror unless previous written arrangements are made with the City.
- 7.06 Furnished Items.** Offerors are required to state exactly what they intend to furnish; otherwise, they shall be required to furnish the items as specified.
- 7.07 Quality of Items.** Offerors shall submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are proposing. Unless otherwise specified, the Offeror shall unconditionally guarantee the items and workmanship being proposed. If any defects or signs of deterioration are noted which, in the City's opinion, are due to faulty workmanship or material, the Offeror, upon notification and at the expense of the Offeror, shall replace the items to the complete satisfaction of the City. Upon the Offeror's failure to replace items, the City may return the rejected items to the Offeror at the Offeror's risk and expense, or the City may dispose of them as its own property.

**8.0 CHANGES IN SPECIFICATIONS:**

- 8.01 Authority of Specifications.** It shall be understood that in all cases the terms and conditions, as detailed in the specifications, shall supersede terms and conditions, as detailed in the general instructions. No verbal agreement or conversation with any officer, agent, or employee of the City shall affect or modify any of the terms and conditions.
- 8.02 Equipment.** If this proposal is for the purchase of equipment, the Offeror guarantees that the equipment offered is standard new equipment, latest model or regular stock product, with parts regularly used for the type of equipment offered; also that no attachment or part has been substituted or applied contrary to the manufacturer's recommendations and standard practices.

**8.03 Deviation from Specifications.** Any deviation from specifications must be noted in detail and submitted in writing with this proposal. Complete specifications should be attached for any substitutions offered, or when amplifications are desirable or necessary. The absence of a specification deviation statement and accompanying specifications shall hold the Offeror strictly accountable to the specifications as written herein.

**8.04 Material Preference.** The specifications, as listed herein, represent our preference in material; however, we are fully cognizant that no two pieces of comparable material are identical and/or same in size, function, and operation; and some of the specifications will not completely coincide with ours as listed. Please list your exceptions and explanations separately. It is not our intent to write specifications for any project on which only one proponent can submit a proposal.

**8.05 Changes after Award.** Any changes in specifications, after the purchase order/contract has been awarded, must be with the written consent of the purchasing division; otherwise, the responsibility for such changes shall be with the Offeror.

**8.06 Equivalent Items.** For items identified in this proposal as “brand name or equal,” the Offeror’s proposal must indicate each product that is being offered as an “equal” product by providing the following information:

- A. A description reflecting the characteristics and level of quality that will satisfy the salient physical, functional, or performance characteristics of “equal” products specified in the proposal
- B. A clear identification of the item by brand name and make/model number (if any)
- C. Descriptive literature such as illustrations, drawings, photographs, or a clear reference to previously furnished descriptive data or information that is readily available to the purchasing buyer
- D. A clear description of any modifications the Offeror plans to make in a product so that it conforms to the proposal requirements

Compliance verification is performed by the City purchasing buyer and their requestor(s). The purchasing buyer is required to evaluate “equal” products on the basis of information furnished by the Offeror, or identified in the proposal. The buyer is not responsible for locating, obtaining, or researching any information that is not provided. An Offeror’s product will not be considered as an “equal” product if there is an inadequate description of how the “equal” product meets the salient characteristics specified in the proposal.

## **9.0 MODIFICATIONS:**

**9.01 Additional Work.** The proposal shall not contain any unauthorized additions. No additional work shall be allowed or paid for unless such extra or additional work is ordered in writing by the purchasing division and with the price for such established and agreed upon before such extras are delivered or work is performed.

**9.02 Adjustments to Items/Work.** The City of Myrtle Beach shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the specifications. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the contractor. Any such adjustments in price shall be made in writing.

**9.03 Quantity Limits.** At the time of award, if required, the City reserves the right to set a maximum dollar limit that may be expended on the project or requirement. Contract quantities of any and/or all items may be increased, decreased, or eliminated to adjust the contract amount to coincide with the amount of service-related work or supply items to bring the contract value to within the established limit. All quantities are estimated and the City reserves the right to increase, decrease, or eliminate the contract quantities in any amount.

## **10.0 BOND REQUIREMENTS:**

**10.01 Bid Bonds.** If required, Offeror shall supply a bid bond of 5% of the total proposal amount to be submitted with the proposal package. Bonds are required if the contract work is valued at \$25,000.00 or more for construction and/or any type of service related requirement.

**10.02 Performance/Payment Bonds.** The successful Offeror at its own cost and expense shall furnish, if required, a valid performance and payment bond (payable to the City of Myrtle Beach.) The bond shall be in the full amount of this agreement conditioned on the full and faithful performance of the work under this agreement in accordance with the specifications and contract documents. Bonds are required if the contract work is valued at \$25,000.00 or more for construction and/or any type of service related requirement. The performance and payment bonds shall be executed by the contractor and a bonding company authorized to do business in the State of South Carolina and approved by the State of South Carolina to issue such performance and payment bonds. Bonds must be received within ten (10) calendar days from the date and time of notification of award. Only the forms provided by the City for the performance and payment bonds shall be accepted.

## **11.0 DELIVERY:**

**11.01 Warehouse Deliveries.** Unless otherwise stated in the special instructions section of this proposal request, deliveries will be accepted during the hours between 8:00 AM and 4:00 PM Monday through Friday, excluding City holidays.

**11.02 Dates.** The delivery date as stated in the proposal shall be the time required to deliver the complete item(s) after the receipt of the order or award of the contract. Where multiple items appear on a proposal request, the Offeror shall, unless otherwise stated by the City, show delivery date for each item separately. If only a single delivery date is shown, it shall be assumed to mean that all items included in the proposal can and will be delivered on or before the specified date. The Offeror certifies that the delivery shall be completed in the time the Offeror states, starting at the time the order is placed, provided that the time between the proposal opening and the placing of the order does not exceed the number of days stipulated in the proposal. The right is reserved to reject any proposal on which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended. Successful Offeror(s) shall be responsible for making any and all claims against carriers for missing or damaged items.

**11.03 Delivery Price.** Proposal prices are to be Delivered Price (FOB Destination). Proposal prices must include all delivery costs, including but not limited to, loading and unloading cost(s), transportation charge(s) and fuel surcharge(s). The City of Myrtle Beach shall not be responsible for any demurrage charge(s).

**11.04 Documentation.** Invoice(s), certificates of origin, warranties and guarantees must be submitted at the time of delivery of the item(s).

**11.05 Wrong Deliveries.** In the event that materials, supplies, etc. are delivered which do not comply with specifications and have not been approved by the purchasing division, the contractor, upon notification, shall immediately remove from the premises any such materials, supplies, etc. and replace them with materials, supplies, etc. in full accordance with the specifications.

**12.0 AWARD CRITERIA/TIMELINE:**

**12.01 Award Criteria.** For service and supply-related requirements, the award will be made within the time specified to the responsible Offeror meeting the specifications and having the lowest possible cost consistent with the quality and service needed for effective use. The following criteria shall be used in making this determination:

- A. Superior quality and specification adherence
- B. Adequate maintenance and service
- C. Delivery and/or completion time
- D. Guarantees and warranties
- E. Company's reputation and financial status
- F. Past experience and cost with similar or like equipment or service
- G. Anticipated future cost and experience
- H. Performance of proponent's equipment by other agencies, plants, and firms

Evaluation factors, if required, shall be stated in either a percent basis or a numerical format.

**12.02 Contract Issuance.** The award of a contract is accomplished by executing a written agreement that incorporates the entire proposal, Offeror's response, clarifications, addenda, and additions. All such materials constitute the contract documents. The Offeror agrees to accept the contract terms unless substantive changes are made without the approval of the Offeror. Offeror shall not add any provisions reserving the right to accept or reject an award. The procurement office is the sole point of contact for the issuance of the contract.

**12.03 Commencement of Work.** Upon execution and delivery of the contract and insurance certificates, the Offeror shall be notified to proceed with the work of the contract. The work of the contract shall be commenced within one (1) City business day following such notification, or as otherwise specified in the Notice to Proceed. The performance period shall be from date of issuance of Notice to Proceed through three hundred sixty-five (365) calendar days. Contract prices shall remain firm for the duration of the contract period. The City of Myrtle Beach reserves the right to adjust the performance period to meet the best interests of the City. Any such adjustment will be made in writing through the Purchasing Office.

**12.04 Contract Timeline.** In the event the successful Offeror fails or refuses to execute a formal written contract with the City of Myrtle Beach in form and content acceptable to the City, within ten (10) City business days after notice of acceptance of the proposal, the proposal may be revoked, and all obligations of the City in connection with the proposal may be canceled.

**12.05 Notification.** Proposal tabulations will be available on-line at [www.cityofmyrtlebeach.com/purchasing.html](http://www.cityofmyrtlebeach.com/purchasing.html). Winning Offeror shall be notified five (5) City business days after proposal tabulations are posted.

**12.06 City Business License.** The successful Offeror must obtain a City of Myrtle Beach business license in order to conduct business within our city. A business license is not required to submit a proposal; however, any offeror that receives an award under this proposal shall be required to obtain a City business license before work can begin. For further information on obtaining a city business license, contact the City Business License Office at 843-918-1200.

### **13.0 OFFEROR RESPONSIBILITIES:**

**13.01 Duration of Proposal.** Proposal prices, terms and conditions shall be firm for a period of at least one hundred twenty (120) calendar days from the deadline for receipt of submittal, or until such time as established in the proposal. The successful proposal shall not be subject to future price escalation or changes of terms if accepted during the one hundred twenty (120) day period, or the specified proposal time. Price decreases or changes in terms by others after the acceptance of a proposal shall not be considered.

**13.02 Transfer of Responsibilities.** The contractor shall not assign or otherwise transfer any of its responsibilities or obligations under the contract to any other person or entity without prior written consent of the City.

**13.03 Drug-Free Workplace.** In accordance with the provisions of the Drug-Free Workplace Act, the City of Myrtle Beach shall promote a drug-free workplace. Illegal drugs or narcotics in the workplace are strictly prohibited. The manufacture, possession, use, and/or distribution of a controlled substance of any kind while working on City property is subject to disciplinary action up to and including immediate discharge. As such, Offerors are required to insure that a drug-free workplace is provided in the performance of any City contracts. By submitting a proposal, Offeror certifies that, if awarded the contract, they and their subcontractors shall comply with the City's Drug-Free Workplace Policy. The failure of any Offeror to uphold and enforce this policy is subject to termination of contract.

**13.04 Subcontractors.** The contractor shall be wholly responsible for the performance of all subcontractors and for their acts and omissions, and those of persons either directly or indirectly employed by the contractor, and the fact that subcontractors are subject to the approval of the City of Myrtle Beach shall not affect the contractor's responsibility in this regard. The Offeror shall bind every subcontractor to all terms and conditions anywhere contained in the contract documents as far as applicable to the work of such subcontractor so that the subcontractor assumes toward the contractor and toward the work all the obligations and responsibilities that the contract assumes toward the City as to the performance of the subcontractor's portion of the work.

**13.05 Coordination and Contact.** The selected Offeror shall be required to assume responsibility for coordination, engineering, delivery, installation, and maintenance of all equipment, software and services offered in their proposal, whether they are the manufacturer or producer of them. Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or their right, title, or interest therein without prior written consent of the City. Further, the City of Myrtle Beach shall consider the selected Offeror

to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the lease or purchase of the entire service equipment and software configuration, when applicable. Only service and equipment offered by Offerors who have installed similar systems of comparable size shall be considered. All service and equipment offered shall be in current standard production and of the latest design.

**13.06 Liquidated Damages.** If the Offeror fails to deliver the supplies or perform the services within the time specified in the contract, the Offeror shall, in place of actual damages, pay to the City of Myrtle Beach liquidated damages of \$0 per calendar day of delay. If the City terminates the contract, in whole or in part, the contractor is liable for liquidated damages accruing until the City reasonably obtains delivery or performance of similar supplies or services from an alternate offeror. These liquidated damages are in addition to excess costs of repurchase due to contract termination. The Offeror shall not be charged with liquidated damages when the delay in delivery or performance is documented to be beyond the control and without the fault or negligence of the Offeror.

**13.07 Force Majeure.** Neither party shall be held responsible for failure to perform the responsibilities imposed by this proposal due to circumstances beyond reasonable control, including natural forces (fires, floods, tsunamis, hurricanes, tornadoes, earthquakes), political unrest (military action, embargoes, acts of terrorism, war), civil unrest (insurrections, riots, strikes, rebellions), public health crises (epidemics, pandemics), acts of God, and/or orders of any governmental authority having jurisdiction over such.

#### **14.0 INDEMNITY CLAUSE:**

**14.01 Hold Harmless.** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Myrtle Beach, its officers, representatives, departments, agencies, employees, and agents, free and harmless from and against any and all claims, losses, damages, fines, penalties, demands, actions, suits, settlements, costs, charges, fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with the breach by the Contractor of any covenant or condition hereunder, or the negligence or willful misconduct of the Contractor or any of its employees or agents or the fault of the manufacturer of goods supplied by the Contractor. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend at its expense, any claim, loss, or action arising out of or related to a breach of the contract and/or any related covenant or condition thereunder, and/or any negligence or willful misconduct of the Contractor, its employees or agents. This obligation shall extend to and include, all litigation costs, court costs, and reasonable attorney fees incurred by the City in response to such claims.

**14.02. Failure to Enforce.** Failure by the City at any time to enforce the provisions of the proposal shall not be construed as a waiver of any provisions. The failure to enforce shall not affect the validity of any part of the proposal.

**15.0 FEDERAL AND STATE LAWS:**

**15.01 Employment Regulations.** Offerors shall comply with all local, state, and federal directives, orders, and laws as applicable to this proposal and subsequent contract(s) including, but not limited to Equal Employment Opportunity (EEO), in compliance with executive Order 11246, Minority Business Enterprise (MBE), and Occupational Safety and Health Act (OSHA), as applicable to this contract and Immigration Bill H4400 which states that every contractor doing business with the City of Myrtle Beach for the physical performance of services with the total value of the contract to be performed in a twelve-month period exceeding fifteen thousand dollars (\$15,000.00) must agree to the following:

- A. Register and participate in the federal work authorization program to verify the employment authorization of all new employees; and require agreement from its sub-contractors to do the same; or
- B. To employ only workers who:
  - 1. Possess a valid South Carolina Driver's License or ID issued by the South Carolina Department of Motor Vehicles; or
  - 2. Are eligible to obtain a South Carolina Driver's License or ID card in that they meet the requirements; or
  - 3. Possess a valid Driver's License or ID card from another state where the requirements are at least as strict as those in South Carolina.

**15.02 Ethics of Employees.** The Contractor shall exercise due diligence to detect and prevent criminal character conduct and otherwise promote an organizational culture that encourages ethical behavior and a commitment to compliance with the law. To that end, for any service related contract, the Contractor must provide their employees with ethics awareness training to ensure professional attitude and conduct while working on City property.

**15.03 Nondiscrimination in City Contracts.** Any Offeror that enters into a contract for goods or services with the City of Myrtle Beach or any of its boards, agencies, or departments shall implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment-related decision or benefit on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status; however, some conditions may be a bona fide occupational qualification reasonably necessary for the completion of this proposal. Offer shall not discriminate in the performance of the contract on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status. Furthermore, Offeror agrees to incorporate the foregoing provisions in all subcontracts entered into with suppliers, subcontractors, and all labor organizations furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services.

**15.04 Compliance with Laws.** The Offeror shall, in the performance of work under this proposal, fully comply with all applicable federal, state, county, or municipal laws, rules, regulations, or ordinances, and shall hold the City harmless from any liability resulting from failure of such compliance.



**16.0 FINANCIAL ACCOUNTING:**

**16.01 Availability of Funds.** Unless cancelled prior to the RFP opening date, all proposals received on time will be opened as indicated in the solicitation. The City’s obligation under this requirement is contingent upon the availability of funds from which payment for contract purposes can be made. No legal liability on the part of the City for any payment may arise until funds are made available and until the Offeror receives notice of such availability from the City’s Purchasing division. If funding is not made available, the RFP will be cancelled.

**16.02 Payment.** Inspection and acceptance of the material, goods, and/or service by an authorized representative of the City shall be required prior to any payment. After acceptance by the City, payments shall be made to the contractor within thirty (30) calendar days of receipt of invoice.

**16.03 Representation.** The selected Offeror shall assign a competent account representative acceptable to the City of Myrtle Beach who will represent the Offeror in providing contracted services to the City. The account representative shall maintain accurate and detailed records, correspondence, and accounts relating all parts of the proposal. Records shall be kept in accordance with sound, generally accepted accounting principles. The City shall have the right to audit all records pertaining to the costs incurred under this proposal. If the account representative is removed by the Offeror, the new representative must be acceptable to the City.

**17.0 PROPOSAL REJECTION/WITHDRAWAL:**

**17.01 Reasons for Rejection.** The City of Myrtle Beach may reject a proposal if:

- A. The Offeror misstates or conceals any material fact in the proposal; or if,
- B. The proposal does not strictly conform to the law or requirements of the proposal; or if,
- C. The proposal is conditional, except that the Offeror may qualify his/her proposal for acceptance by the City on an “all or none” basis, or a “low item” basis. An “all or none” basis proposal must include all items upon which proposals are invited.

**17.02 Best Interest of City of Myrtle Beach.** The City may, however, reject all proposals whenever it is deemed in the best interest of the City to do so, and may reject any part of a proposal unless the proposal has been qualified as provided in statement. The City may also waive any minor informalities or irregularities in any proposal.

**17.03 Determination of Responsibility.** The City may make such investigation as it deems necessary to determine the ability of an Offeror to furnish the required goods/services, and the Offeror shall furnish to the City any requested information and data for this purpose at the Offeror’s expense. Information requested may include, but not be limited to: financial statements, credit ratings, criminal histories, references, records of past performance, and/or on-site inspections. The City reserves the right to reject any Offeror if the evidence fails to satisfy the City that such Offeror is properly qualified to carry out the terms of this proposal.

**17.04 Disqualification.** Any of the following factors may be considered just cause to disqualify a proposal without further consideration: evidence of either direct or indirect collusion among offerors in regard to the amount, terms, or conditions of the proposal; attempts to improperly influence any member of the evaluation team; evidence of offeror's inability to successfully complete required responsibilities and obligations of the proposal; existence of any lawsuit, unresolved contractual claim, or dispute between the offeror and the City; and/or default under any previous agreement with the City that resulted in the termination of the agreement.

**17.05 Withdrawal Timeline.** Proposals may be withdrawn on a written request, received from Offerors prior to the proposal closing date and time. Negligence on the part of the Offeror in preparing the proposal creates no right for withdrawal of the proposal after the proposal has been opened. No modifications, clarifications, or explanations of any proposals shall be allowed after the date and time of closing.

## **18.0 DISPUTES AND PROTESTS:**

**18.01 Informal Dispute Resolution.** An Offeror who has a concern with a decision made by the Purchasing Agent or designee, shall first inform the Purchasing Agent, or designee, within five (5) calendar days after the date the City posts a bid tab on the City's website stating its intention to make a contract award, or the contract is awarded, whichever occurs first, unless the proposal document specified a shorter time period. The Purchasing Agent or designee shall discuss the issue(s) with the Offeror in an attempt to resolve the dispute.

**18.02 Formal Dispute Resolution.** An Offeror who has a dispute that cannot be resolved by informal efforts may file a written protest with the City of Myrtle Beach in connection with any of the following:

- A. A solicitation or other request for a contract or agreement for the acquisition of materials, supplies, equipment, and/or services.
- B. An award of a contract or agreement for the acquisition of materials, supplies, equipment, and/or services.
- C. A termination or cancellation of the award of a contract or agreement for the acquisition of materials, supplies, equipment, and/or services if the objection is based, in whole or in part, on the allegation that the award of the contract or agreement was improper.

**18.03 Procedures/Timelines.** A formal protest may be filed in the following manner:

- A. A protest must be submitted in writing, filed by an Interested Party, and addressed to the Purchasing Agent or designee. An e-mail is not acceptable as a written protest.
- B. The protest must be signed by an authorized agent or representative of the Interested Party.
- C. An administrative fee shall be submitted with the written protest and shall be made in the form of a certified check or money order made payable to the City of Myrtle Beach. The administrative fee will be calculated as five percent (5%) of the protestor's proposal amount. In a case where the protestor did not submit a proposal, the administrative fee will be calculated as five percent (5%) of the lowest responsive and responsible proposal received by the City. The Administrative fee shall be returned if the protest is upheld; otherwise the fee is non-refundable.

- D. Within five (5) calendar days of discussing the dispute with the Purchasing Agent or designee, the written protest and administrative fee must be received by the Purchasing Agent or designee. A protest received after the five (5) calendar days, or without the appropriate administrative fee, will not be considered.
- E. The written protest shall include:
  - 1. The name and address to which certified mail is received on behalf of the protestor.
  - 2. An appropriate identification of the solicitation, and if a contract has been awarded, the contract number.
  - 3. A complete statement of the reasons for the protest, including exhibits, documents, or other evidence in support of the reasons for the protest.
  - 4. A request for a remedy sought by the protestor.
- F. Upon receipt of the protest, the Purchasing Agent or designee shall promptly deliver a copy of the protest to the City Attorney, and notify the Director of Financial Services and any/all other representatives of City departments associated with the solicitation.

**18.04 Stay of the Procurement.** When a protest has been timely and appropriately filed before the award of a contract or agreement, the contract or agreement shall not be awarded unless the Purchasing Agent or designee determines that the award of the contract or agreement during the pendency of the protest is necessary to protect substantial interests of the City.

When a protest has been timely and appropriately filed after the award of a contract or agreement, the Purchasing Agent or the designee shall direct the contractor not to engage in any further performance of the contract or agreement, unless the Purchasing Agent or designee determines that the performance under the contract or agreement during the pendency of protest is necessary to protect substantial interest of the City.

**18.05 Confidentiality of Information.** The Purchasing Agent or designee shall, upon written request, make available to any other interested party information submitted that bears on the substance of the protest, except where information is proprietary, confidential, or otherwise permitted or required to be withheld from disclosure by law or regulation. Persons or other entities that are involved in the protest that want to keep information submitted by them as confidential should request that the information not be disclosed by specifically identifying the confidential information within the documents submitted by indicating on the front page of each document that it contains confidential information.

**18.06 Post-Filing Formal Protest Process.** Once a protest has been filed appropriately, the Purchasing Agent or designee may, in its sole discretion, may engage in any or all of the following:

- A. Hold a conference between all parties to the protest in which resolution options are explored.
- B. Conduct an investigation of the merits of the protest allegations.
- C. Order the parties to the protest to engage in certain methods of discovery and set limits in terms of discovery scope and time.
- D. Schedule and conduct a protest hearing.

The Purchasing Agent or designee will render a decision on the merits of the protest after engaging in some or none of the activities listed above.

**18.07 Formal Protest Decision Timeline and Notification.** A decision on a protest shall be made by the Purchasing Agent or designee as expeditiously as possible, but no later than ten (10) City of Myrtle Beach business days after receiving the protest. In determining the protest, the Purchasing Agent or designee may terminate the contract or agreement, issue a new solicitation or other request for contract or agreement, or award a contract or agreement. The protest decision shall be mailed to the protester by certified mail, return receipt requested.

**18.08 Appeals.** To the extent permitted by law or court rules regarding appeals, an appeal of the decision regarding the protest may be made to a court of competent jurisdiction within the time set forth in the Rules.

**19.0 CITY RESERVED RIGHTS:**

**19.01 Reserved Rights.** The City of Myrtle Beach expressly reserves the following rights:

- A. To reject any and/or all irregularities in the proposals submitted
- B. To reject any and all proposals, or parts thereof, as deemed in the best interest of the City.
- C. To base awards due with regard on quality of services, experiences, compliance with specifications, and other such factors as may be necessary in the circumstances.
- D. To make the award to any Offeror who, in the opinion of senior management, is in the best interest of the City.
- E. To make award based on negotiations conducted in accordance with this solicitation or on the basis of a best and final offer by the Offeror.
- F. Only the evaluation factors specified in this solicitation may be used as a basis for award.

**19.02 Final Judgment.** If any doubt or difference of opinion arises between the City of Myrtle Beach and the Offeror as to the interpretation of this request for proposal, the decision of the City will be final and binding upon all parties.

**19.03 Clarification.** The City of Myrtle Beach reserves the right to obtain clarification on any point in the Offeror's proposal. The failure of the Offeror to make additional information available could result in the rejection of the response. Such clarification might involve the delivery of demonstration equipment to the City for evaluation purposes. Such hardware shall be provided at no cost to the City. The City is not obliged to evaluate any or all products.

**19.04 Price Increase.** The City of Myrtle Beach reserves the right to accept or reject any price increase(s) and to cancel any and all item(s) under the contract for which price increase(s) is/are considered unacceptable.

**19.05 Loss/Damage.** The City of Myrtle Beach shall not be responsible for the loss or damage of any items during the RFP process.

**19.06 Performance Failure.** In the event that the Offeror fails to perform any material obligations, the City of Myrtle Beach reserves the right to give the Offeror written cure notice of such failure. The Offeror shall then have five (5) calendar days to resolve the

failure. If the failure is not resolved within five (5) calendar days, the City reserves the right to withhold all money that is due and payable to the Offeror. Such a remedy is in addition to other remedies that might be available to the City. Moreover, the City reserves the right to terminate the contract if the Offeror exceeds the five (5) calendar days of non-performance without the approval of the purchasing manager.

**19.07 Termination for Convenience.** The City of Myrtle Beach reserves the right to terminate the contract with the Contractor when it is in the best interest of the City. If the contract is so terminated, the City shall provide the Contractor with thirty (30) calendar days written notice and shall compensate the Contractor for all necessary and reasonable direct costs of performing the services actually accomplished as of the date of termination. No other costs shall be allowed for a termination for convenience. No damages shall be allowed for a termination of convenience.

**19.08 Termination for Default.** The performance of work under this proposal may be terminated by the City in whole, or in part, upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or whenever the City determines that termination is in the City's best interest. Any such termination shall be communicated by a written notice of default, delivered to the Offeror, at least fifteen calendar (15) days before the date of termination, specifying the extent to which performance of the work is terminated, and the date upon which such termination becomes effective. The City of Myrtle Beach shall be entitled to recover all fees, costs, claims, or damages incurred as a result of the Contractor's breach of this Agreement, including reasonable attorney's fees and costs of legal action instituted by the City to collect such fees, costs, claims, or damages.

If the City, in its discretion, determines that the Contractor's breach constitutes a threat to public health, safety, or welfare of any person, or causes willful or negligent damage to City property, the City may terminate the contract immediately, without cure or show cause, effective upon notice in writing to the Contractor. In addition to any other remedies provided by law, the Contractor shall be responsible for all costs incurred by the City as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

**19.09 Negotiation.** Prior to the notice of award to any offeror, the City of Myrtle Beach may elect to open negotiations and ultimately reach an agreement with an Offeror who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the City that is fair and reasonable. The negotiation period shall be no more than five (5) City business days. In these negotiations, the City may address scope of work, unit pricing, or any other contractual requirements fairly contained within the proposal documents. In the event that negotiations should commence but fail, the City shall reject any or all proposals.

## **20.0 ADA COMPLIANCE:**

**20.01 Contact Information.** Questions concerning the proposal requirements or specifications should be directed in writing to the procurement buyer shown on the front page of this proposal package. If you need disability-related accommodations, please contact (843) 918-2170.

**21.0 SIGNATURES:**

**21.01 Accuracy and Completeness.** The authorized signer of the proposal shall represent and warrant that they have been sufficiently informed in all matters relating to the specified products; that they have checked their proposal for errors and omissions; that the prices stated in their proposal are correct and as intended are a complete and correct statement of prices.

**21.02 Non-Collusion.** The authorized signer of the proposal certifies that the proposal is made without collusion or fraud, and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor in connection with their proposal. Furthermore, the authorized signer certifies that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Prior compensated consulting shall not preclude an Offeror from submitting a proposal.

**21.03 Compliance.** By signature below the Offeror affirms that they have examined, understands, and accepts all instructions, specifications, terms and conditions of this solicitation. No additional Offeror terms or conditions will be considered unless listed in the Additional Terms and Conditions section of this solicitation and accepted by the City. Offeror shall provide for appropriate insurance, deposits, and performance bonds if required, and shall comply fully with specifications as attached for the agreed contract, especially where materials and work are involved, and that any and all registration requirements where required for Offerors as set forth in law are met.

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Signature of Offeror Date of Signing

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Print Name of Offeror

If more convenient, tabulations are available for pick-up after final award. No proposal tabulations will be faxed.

## **SPECIFICATIONS**

### **INTENT**

The intent of this Request for Proposal (RFP) is to establish a term contract for maintenance and/or repairs to be performed on various types and sizes of generator systems, direct drive engines, and pony engines located at various sites within the City of Myrtle Beach.

The Contractor shall provide all materials, supplies, parts, tools, equipment, labor, supervision, and transportation for on-site preventive maintenance and repair services by certified technicians.

### **SITE VISITS**

It shall be the responsibility of Contractors to make all examinations and investigations necessary to thoroughly inform themselves regarding the services to be performed as required by these specifications and the terms and conditions set forth herein.

The City recommends that Contractors schedule site visits and conduct initial inspections of the equipment to be covered under this contract to ensure that the Contractor is familiar with the equipment and fully understands the services that will be required during the term(s) of the contract.

When known, the type, size, model number and serial number of the specified equipment has been listed in the Price Schedule, however, the City does not guarantee that the information given is completely accurate nor represents the entire unit. It shall be the responsibility of each Contractor to verify the information provided and to submit proposal prices based on information obtained in the field, these specifications and the terms and conditions contained herein.

No plea of ignorance by a Contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Contractor to make the necessary examinations and investigations, or failure to fulfill, in every detail, the requirements of the contract will be accepted as a basis for varying the requirements of the City or for compensation to the Contractor.

**Site visits may be scheduled by contacting Rusty Heath at 843-918-2025 or rheath@cityofmyrtlebeach.com.**

### **SCOPE OF WORK**

The general requirements of this contract include servicing, troubleshooting, repairing, and replacing parts on generators in accordance with the manufacturer's recommendations to ensure each unit is operating as designed.

### **REQUIRED WORK**

The successful Contractor shall schedule and perform on a semiannual maintenance service schedule, and if required by the City, perform routine and emergency repairs on an "as needed" basis.

All equipment shall be serviced and maintained in accordance with the applicable manufacturer's recommended procedures, these RFP specifications, and the terms and conditions stated herein.

## **SPECIFICATIONS (continued)**

### **SERVICE**

The Contractor shall be available for service and maintenance and shall be able to respond to a request by the City for service(s) as specified. Consistent failure by the Contractor to respond to service calls within the allowed response time (twenty-four [24] hours after receiving notification for repair service[s]; four [4] hours for emergency services) may place the Contractor in default and subject to cancellation of the contract. Consistent failure is defined as not responding within the allowed response time at any or all locations on two (2) out of three (3) consecutive occurrences.

Contractors must have a minimum of two (2) qualified technicians present when performing the services of this contract. The service technicians shall be fully qualified to work on the listed equipment of this RFP.

### **MAINTENANCE SERVICE**

Effective immediately upon contract award, the successful Contractor shall contact and schedule and perform a preventative maintenance inspection on any generator(s) due for inspection.

To ensure that the generators are in peak operating condition during hurricane season (June 1 through November 30), preventative maintenance inspections shall be scheduled and performed during the months of June and December of each year.

All maintenance inspections shall be performed during normal business hours unless instructed otherwise by the City. Maintenance inspections shall include, but are not limited to, the following (as applicable to the type of generator being serviced):

#### **Prestart**

- Check unit and associated work area to ensure that they are clean and free from obstruction
- Check paint condition

#### **Air Intake System**

- Wet type: inspect air cleaner element and housing and change oil and clean or change element when needed
- Dry type: inspect filter element and housing and clean or change element when needed
- Service crankcase breathers and air box drains as required
- Replace safety cleaners as needed
- Check air intakes, outlets, and emergency stop
- Check condition of ductwork and inspect louvers for proper operation during start-up operation.
- Lubricate linkage when applicable

#### **Cooling System**

- Check coolant level, fill if needed and record any amount added
- Check for coolant leaks
- Check coolant filter and change annually or as needed
- Check coolant heater/block heater for proper operation
- Check water-cooled and heat exchanger systems for leaks and proper operation
- Check water filter and change annually or as needed



## **SPECIFICATIONS (continued)**

- Check water heater for proper operation
- Inspect cooling fins, fans, shrouds, etc. on air-cooled systems. Clean and adjust if needed for proper operation
- Check belt condition and tension. Adjust as needed
- Check hoses for wear and tighten loose hose clamps as needed
- Inspect heat exchanger treatment plugs and replace when needed
- Check condition and operation of remote radiator
- Check radiator for air restrictions and clear if needed
- Lubricate fan pulley
- Check and record DCA and antifreeze protection concentrations
- Pressure test system when required
- Perform coolant analysis when needed
- Drain, flush system and replace coolant every two (2) years or as needed
- Check expansion tank level and add rust inhibitor if needed when coolant is changed

### **Lubrication System**

- Check engine oil level, add oil if needed and record any amount added
- Change engine oil and oil filter annually. Record type and quantity of oil used
- Check hydraulic governor oil level and record any amount added
- Change hydraulic governor oil annually or as needed
- Check for oil leaks
- Check crank case breather system for proper operation and clean if required
- Inspect oil heater for proper operation

### **Electrical System**

- Check condition of battery cables and terminal connections. Clean cables and battery posts when needed and lubricate battery posts
- Check battery electrolyte/water levels and adjust if necessary
- Hydrometer test battery and record battery specific gravity reading
- Check alternator for proper operation and charge rate during start-up operation. Check alternator belts and adjust as needed
- Check starter for proper operation during start-up operation. Check condition of starter connections and wiring
- Clean and adjust or replace ignition condensers and points as needed
- Check and set timing when necessary
- Check battery charger operation and charge rate during start-up operation and adjust if needed
- Load test battery(s)

### **Fuel System**

- Change fuel filter element(s) annually
- Check fuel lines and priming pump for fuel leaks
- Check leak detection alarm system for proper operation
- Check condition of hoses, piping, fittings, and connections and tighten or replace as needed
- Check injectors on diesel systems and pop test when necessary

## **SPECIFICATIONS (continued)**

- Check fuel transfer pump and solenoid valve for proper operation
- Inspect and lubricate governor actuator to rack ball joints
- Check linkage for freedom of movement and wear
- Check day tank operation
- Drain any condensation from tank(s) and filter(s)
- Check fuel tank(s) and fuel line for excessive sludge, rust, or deterioration
- Check and clean sediment bowl(s) as needed
- Inspect for contamination growth
- Pressure test diesel fuel systems when required
- Check primary storage tank and record fuel level
- Test fuel supply quality semiannually

### **Exhaust System**

- Check for exhaust leaks
- Check connections and condition of piping and tubing
- Check and clean spark box if needed
- Check for corroded silencer and exhaust components
- Inspect exhaust mounting hangers and insulation blankets for wear
- Check and/or empty condensate trap on silencer if needed
- Check for proper operation of rain cap
- Check exhaust back pressure
- Check air discharge rates

### **Engine**

- Check engine for proper operation
- Check engine gauge(s) and meter(s) for proper operation
- Check and adjust belts as needed
- Perform frequency check and governor adjustment as needed
- Check engine blow-by
- Check engine heater operation
- Check engine charging system and adjust if needed
- Perform engine tune-up as required

### **Engine Protection System**

- Check oil and water sensing devices for proper operation
- Check over-crank alarm for proper operation
- Check over-speed governor and record RPM
- Check operation of emergency shutdown mechanism

### **Generator**

- Check for dust and dirt and clean vent screens as needed
- Check wiring for adequate insulation, loose connections, chafing, deterioration and overheating
- Tighten connections as needed
- Check brushes for proper setting and operation and adjust as needed

## **SPECIFICATIONS (continued)**

- Inspect and clean commutators and slip rings
- Lubricate bearings as needed
- Check generator heater for proper operation
- Check output voltage and adjust if necessary
- Check unit controller functions including emergency shutdown and emergency stop functions

### **Generator Control Panel**

- Check illumination of all panel lights, safety lamps, and alarms. Replace lamps as needed
- Check pre-alarms for proper operation
- Check controls for proper operation and start ability during start-up operation
- Check panel and system alarms for proper operation during start-up operation
- Check gauges and meters for proper operation during start-up operation and record readings
- Check and record, as applicable, starting and no load voltage during start-up operation

### **Transfer Switch**

- Test transfer switch for proper operation
- Check wiring connections for fraying or wear
- Clean contacts and lubricate all moving parts
- Check exercise clock, timers, timer settings and accessories for proper operation and adjust if necessary

### **After Shutdown**

- Take oil sample and recheck for proper crankcase level
- Reset all controls to automatic

## **LOAD TESTS**

Upon completion of each maintenance inspection performed in June, each generator shall be load tested and recertified as operational at no additional cost to the City. Load tests shall be performed for at least one (1) hour and must be coordinated with the applicable department/division prior to the test being performed.

The Contractor shall furnish load banks for testing and load tests shall include certification of all automatic operation of the transfer switch and generator set, if applicable. All manual transfer equipment shall be certified as operational. Amp meter(s) is/are to be checked to ensure correct voltage output and operation and all gauges are to be checked for proper operation.

Load test results shall be documented and a copy of the test results shall be provided to the City upon completion of testing.

## **ROUTINE/EMERGENCY REPAIR SERVICE**

Repairs with a cost of less than twenty-five thousand dollars (\$25,000.00) per job will be authorized under this contract. Repairs expected to exceed twenty-five thousand dollars (\$25,000.00) per job shall be bid separately by the City.

## **SPECIFICATIONS (continued)**

For proposal purposes, work required that does not constitute an emergency but should be completed as soon as possible to eliminate inconvenience to the City or to prevent damage to equipment shall be defined as a “routine repair.”

The Contractor shall confirm receipt of a request for routine repair service(s) within twenty-four (24) hours after receiving notification of the need for repair service and shall schedule a time when work will commence. Unless instructed otherwise by an authorized City representative, routine repairs shall be completed during normal working hours.

For proposal purposes, work required due to immediate safety hazard(s)/concern(s), security threat(s), inevitable damage to equipment/facilities or reduction in operational effectiveness shall be defined as an “emergency repair.”

The Contractor shall immediately confirm receipt of a request for emergency repair service and, unless instructed otherwise by an authorized City representative, shall respond on-site within four (4) hours and, upon receiving authorization by the City, perform the necessary repair(s). The City shall bear the sole responsibility in determining what constitutes an emergency and the Contractor shall respond on-site upon the City’s request.

Emergency repair(s) completed during normal working hours shall be billed at the routine repair service hourly labor rate unless the four (4) hour on-site response time is met, in which case the emergency repair service hourly labor rate will apply.

The Contractor shall notify the City immediately should any equipment need to be placed out of service until repaired.

Prior to performing a repair, the Contractor shall provide to the City the estimated cost to complete the work. The estimate shall include total labor cost and, when applicable, the cost for any part(s) required to complete the work. After receiving authorization from the City, the Contractor shall proceed with the work. The City shall not be responsible for the cost of any completed repair(s)/part(s) replaced that has/have not been approved in advance by the City.

The City may, at the City’s option, request a written quote for any needed repair prior to approving the work. When requested, the written quote shall be provided no later than two (2) working days from date of request. The quote shall include: 1) detailed description of work to be performed, 2) total number of labor hours required to complete the work, 3) itemized list of all parts required and the cost of each, 4) total cost to complete the work. It shall be the Contractor’s responsibility to obtain all information necessary to prepare as accurate a quote as possible. Upon authorization to complete work when a written quote has been provided, actual cost of the work shall not exceed the quoted price without prior approval of the City.

Time charged for all repairs shall begin upon arrival and beginning of work at the job site and shall end upon completion of work and departure from the job site.

## **SPECIFICATIONS (continued)**

### **PARTS**

The Contractor shall maintain or have immediate access to commonly used replacement parts to ensure that all work can be completed in a timely manner.

The City understands that the Contractor may not supply all parts required for all work to be performed, however, the Contractor must commit to providing all effort necessary in obtaining all needed parts in an expeditious manner.

All parts used shall be new and shall be original equipment manufacturer (OEM) parts or approved equal. An approved equal shall meet or exceed OEM specifications for the part being replaced.

All parts provided shall be Underwriters Laboratory (UL) listed and comply with all UL standards in cases where UL has published lists and standards applicable for the part provided and the application for which its use has been assigned.

Any owner's manual(s), instructions, or other documentation supplied with part(s) shall be provided to the City upon completion of installation.

Upon request by the City, worn, damaged and/or defective parts replaced shall be returned to the City for inspection. Parts returned for the City's inspection shall be labeled, identifying the part and the equipment from which the part was taken.

### **PARTS WARRANTY**

The warranty period for parts furnished shall be the manufacturer's standard warranty period. The Contractor shall provide to the City any written manufacturer warranty documents upon completion of installation.

### **WORKING HOURS**

Working hours shall be defined as follows:

**Normal Working Hours:** 8:00 AM - 5:00 PM; Monday through Friday, excluding City holidays

**Emergency Working Hours:** 5:00 PM - 8:00 AM, all day Saturday, all day Sunday, and all City holidays.

All work shall be accomplished during normal working hours with the following exceptions:

1. Emergency repairs that cannot be completed during normal working hours
2. Other work performed outside normal working hours approved by the applicable department/division management staff or their authorized representative.

The Contractor shall immediately notify the City of any worn, damaged or defective part(s) that need(s) to be replaced or of any needed repair(s) that is/are identified during the maintenance inspection and shall replace the required part(s)/make the needed repair(s) **only after** receiving authorization to do so from the City.

## **SPECIFICATIONS (continued)**

Upon completion of each maintenance inspection, a written service report shall be completed and must include the service date, service location, name of technicians performing the work, list of equipment serviced, detailed description of all maintenance and testing performed and, when applicable, repairs completed and total number of labor hours worked. The report shall also list any worn, damaged or defective parts replaced and shall describe, in detail, any additional work needed or recommended that was not completed during the maintenance inspection. An authorized City representative shall sign the report and a copy of the report shall be provided to the City within ten (10) working days after completion of the work.

**NOTE: The cost for all oils, fluids and lubricants replenished or changed during maintenance inspections shall be included in the maintenance service proposal prices and shall not be billed separately.**

### **ADDITIONS/DELETIONS TO/FROM CONTRACT**

During the term of the contract, the City shall reserve the right to add new and/or delete existing equipment to/from the contract if/when the need arises. Such additions/deletions shall in no way affect, vitiate or make void the contract or any part thereof, except that which is necessarily affected by such additions/deletions.

Maintenance costs for any added equipment shall be at the proposal price established as a result of this RFP for similar equipment or determined through negotiation between the City and Contractor when a bid price has not been established for similar equipment.

Repair service hourly labor rates for any added equipment shall be at the hourly labor rate established in the proposal prices of this RFP unless the equipment to be added is of a substantially different type and/or configuration than any of the equipment specified, then, the cost for repair(s) shall be established through negotiation between the City and Contractor.

The cost for parts required for any added equipment shall be at the percentage over cost established as a result of this RFP.

If/when equipment is deleted from the contract, the Contractor shall be paid any outstanding balance for services performed on the deleted equipment that has been completed and accepted as satisfactory by the City.

City departments/divisions not included in the contract that have a need for routine/emergency repair(s) for equipment similar to that specified may also utilize the contract using the proposal price(s) established for such repair(s).

In any case of neglect or refusal by the Contractor to perform any extra work which may be authorized by the City or to make satisfactory progress in the execution of the same, the City may employ any person or persons to perform such work and the Contractor shall in no way interfere with the person or persons so employed.

## **SPECIFICATIONS (continued)**

### **SPECIAL WORK REQUIREMENTS**

The Contractor shall coordinate all working hours with the City and the working hours must be approved by the City. Once work begins, work will be continuous and conducted daily until complete and shall not be delayed for any Contractor reasons.

All tools and equipment used while performing the work required under this contract shall be appropriate for the task being performed, shall be well maintained, in proper working order and, when applicable, properly calibrated. City facilities shall not be used to clean contractor tools and/or equipment.

All work shall be completed in a professional and workmanlike manner according to industry standards. The Contractor shall guarantee all work performed under this contract against any defects in workmanship and shall satisfactorily correct, at no cost to the City, any such defect that becomes apparent within a period of one (1) year after completion of work. The warranty period shall commence upon date of acceptance by the City.

Work shall be completed in such a manner as to minimize disruption to the normal operation of employees. Access to building(s) and work area(s) must be maintained at all times.

The Contractor shall be totally responsible for the safety of the job site and all associated hazards/liabilities of the work to be conducted. Sound safety practices must be adhered to.

The Contractor shall take proper measures to protect adjacent or adjoining property that might be injured and/or damaged by any process of the work to be done. In case of injury or damage due to negligence on the part of the Contractor, the Contractor shall, at the Contractor's expense and to the satisfaction of the City, restore the injured or damaged property to a condition similar or equal to that existing before such injury or damage was done.

The Contractor shall provide any and all barricades and lights required for the work or portion of the work within which operations are being conducted. All operations and stockpiles of material and/or stored equipment shall be adequately barricaded and lighted.

Upon completion of all work, the Contractor shall remove from the job site all materials, supplies, tools, equipment, trash and debris associated with the work being performed and shall properly dispose of all waste. The entire work area shall be cleaned to a normal or "first class" condition as judged by the City.

### **LICENSES, REGISTRATIONS, CERTIFICATIONS, PERMITS, FEES AND TAXES**

The Contractor shall be responsible for securing and keeping current and valid at all times during the term of this contract, all other applicable licenses and all applicable registrations, certifications and/or permits required to perform the specified work. No license, registration, certification or permit shall be applied for in the name of, or on behalf of, the City of Myrtle Beach.

### **SPECIFICATIONS (continued)**

The Contractor shall bear the cost of securing all required licenses, registrations, certifications and permits and for the payment of all applicable fees and/or taxes required to perform the work required under this contract.

After award, if any applicable contractor license, registration, certification or permit is suspended or revoked, notice must be given to the City within one (1) working day.

The City reserves the right to, at any time during the term of the contract, request copies of all applicable licenses, registrations, certifications, permits and/or receipts or other suitable documentation showing fees and taxes paid.

### **STATUTES, REGULATIONS, STANDARDS, CODES AND ORDINANCES**

The Contractor shall comply with all applicable federal, state, county, municipal and local statutes, regulations, standards, codes, and ordinances at all times while performing the work required under this contract. The latest edition(s) or, when applicable, edition(s) as adopted by the local authority having jurisdiction shall apply.

No plea of ignorance on the part of the Contractor shall, in any way, relieve the Contractor from responsibility for compliance with said statutes, regulations, standards, codes and ordinances.

### **DRUG FREE WORKPLACE**

The Contractor shall maintain a drug free workplace throughout the entire term of the contract. A “drug free workplace” means a site for the performance of work done in connection with a specific contract of an entity at which employees of the entity are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.

### **HAZARDOUS MATERIALS**

The Contractor shall be responsible for ensuring that any material and/or supplies required and/or disposed of during the term of the contract that are considered hazardous are properly handled, packaged, labeled, marked and shipped in compliance with all federal, state, county, municipal and local statutes, regulations, standards, codes and ordinances then in effect including, but not limited to, the provisions of the Hazardous Materials Transportation Act.

### **SAFTY DATA SHEETS (SDS)**

The Contractor must acquire and maintain up-to-date Safety Data Sheet(s) (SDS) for any/all applicable product(s) used to perform the work required under this contract. The City shall have the right to, at any time during the term of this contract, request and receive copy(s) of any or all applicable SDS sheet(s).

Requested SDS sheet(s) shall be provided at no charge to the City. The City reserves the right to reject any product(s) it feels could be harmful to persons or property.



## **SPECIFICATIONS (continued)**

### **SERVICE CALL TELEPHONE NUMBER**

The Contractor must maintain at all times during the term of the contract, and shall, upon award of the contract, furnish to the City, a service call telephone number. It shall be the Contractor's responsibility to notify the City any time the service call number is changed, out of order, or disconnected.

### **ATTIRE**

All contractor employees shall wear company uniforms or other appropriate attire while performing the work required under this contract. Shirts and shoes must be worn at all times while performing work for the City.

### **PAYMENT OF FINES AND PENALTIES**

The Contractor shall pay all fines and/or penalties assessed the City by any law organization or entity having jurisdiction for the Contractor's violations of applicable statutes, regulations, standards, codes, ordinances and/or orders arising in connection with the Contractor's performance of work under the contract.

### **EXCLUSIVITY**

This contract shall be for the services specified, however, this agreement should not be considered exclusive. The City reserves the right to also obtain these services from other Contractors when deemed necessary and determined to be in the best interest of the City to do so.

### **TERM**

The term for this contract shall be for a period of one (1) year with the option to renew the contract for four (4) additional one (1) year periods, provided both parties agree. Both parties shall have the right to cancel this contract at any time for any reason by providing thirty (30) days written notice to the other party.

Proposal prices shall remain firm for the entire term of the contract. If needed, a price increase for maintenance services may be considered only at the beginning of each contract renewal period, should the contract be renewed. However, price increase(s) shall not exceed the percentage of price increase established as a result of this RFP for each renewal period.

If at any time during the term of this contract other customers receive general price decreases, these price decreases must also be afforded to the City.

### **PROPOSAL SUBMISSION**

Submission of a proposal will be considered as conclusive evidence of the Contractor's complete examination and understanding of the specifications and all other information contained in these RFP documents and acceptance of all terms and conditions set forth in this bid.

By submission of a proposal, the Contractor represents that the Contractor and all employees and agents of the Contractor are fully competent, properly trained, qualified and, when applicable, properly licensed to perform all work required under this contract. The Contractor further represents that the Contractor is experienced in this type of work and that all work performed hereunder shall be of the highest professional quality.

## **SPECIFICATIONS (continued)**

### **PROPOSAL PRICES**

Proposal prices for maintenance services shall be all inclusive. The cost for oils, fluids and lubricants replenished or changed during maintenance services shall be included in the maintenance service proposal prices and shall not be billed separately. All other applicable costs including, but not limited to, labor, truck charges, travel time, mileage, per diem, fuel costs, fuel surcharges, hazardous material handling fees, environmental impact fees and waste disposal fees shall also be included in the maintenance service proposal prices.

The hourly labor rate for repair services shall be all inclusive excluding parts. All other applicable costs, including but not limited to, labor, truck charges, travel time, mileage, per diem, fuel costs, fuel surcharges, hazardous material handling fees, environmental impact fees and waste disposal fees shall be included in the hourly labor rate proposal prices.

**No additional service charges or incidental charges of any kind will be allowed.**

Any part(s) required shall be billed at cost to the Contractor plus the percentage of mark-up over cost established as a result of this RFP. The City will reserve the right to, at any time during the term of the contract, request copies of manufacturer/supplier's invoices to substantiate the cost of parts to the Contractor.

### **PROPOSAL REQUIREMENTS**

To simplify the review process and to obtain the maximum degree of comparability, the proposal must follow the outline described below and, at a minimum, contain the required information. Proposals shall be organized in the following manner:

- Company Overview (max. 6 pages)
  - Brief history of company
  - Number of employees, service vehicles and inventory of commonly used parts and supplies
  - Office location(s)
- Qualifications of assigned staff
  - Licenses, credentials, certifications, and training of key employees
- References of similar work
- Price Schedule and signature pages

### **AWARD CRITERIA**

Proposals will be examined promptly and award will be made at the earliest possible date. Award shall be made to the responsive and responsible proposer whose offer will be most advantageous to the City; having the lowest possible cost consistent with the quality and services needed for the performance of work. Proposals will be scored on the following basis:

- Company Overview, Ability to Respond, Locality – 25%
- Availability of Equipment/Parts – 20%
- Qualifications – 20%
- References – 15%
- Price – 20%

The City will conduct a direct comparison of one proposal with another in order to determine which proposal best provides what the City needs. Award will be made to the Contractor with the highest rated point total whose proposal meets all requirements of this RFP. The City reserves the right to consider other references and experiences of the Contractor as part of its evaluation process. Exhibit 1 shows the rubric that will be used to evaluate and compare all responsive proposals. Proposals shall be submitted to:

City of Myrtle Beach Procurement Division  
3231 Mr. Joe White Avenue  
Myrtle Beach, SC 29577  
Attention: Brandon Hancock, Buyer

### **CONTRACT AWARD**

Contractors understand that the City of Myrtle Beach ranks all proposals using the evaluation rubric in this RFP. Buyers may use other factors to evaluate proposals. Other factors include, but are not limited to: Section 3.02 - Responsive Proposals; Section 3.03 – Non-Responsive Proposals; Section 5.04 – Price Evaluation; Section 12.01 – Award Criteria. Accordingly, please note that the award will be made to the responsible Contractor whose proposal conforms to the solicitation that is most advantageous to the buyer on basis of price, technical capability, and performance of work. No partial proposals will be allowed. Proposals will be awarded on an “all or none” basis.

### **INVOICING**

The cost for maintenance services shall be billed in two (2) equal installments annually. Invoices shall be submitted for payment upon satisfactory completion and acceptance of each service by the City and services performed for each department/division must be invoiced separately. No invoices shall be submitted prior to services being performed. Invoices shall be submitted to:

City of Myrtle Beach  
Accounts Payable  
PO Box 2468  
Myrtle Beach, SC 29578-2468  
Or via email to: [accountspayable@cityofmyrtlebeach.com](mailto:accountspayable@cityofmyrtlebeach.com)

**Exhibit 1** below shows the rubric that will be used to evaluate and compare all responsive proposals.

**EXHIBIT 1 – EVALUATION RUBRIC**

Evaluator’s Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Proposer’s Name: \_\_\_\_\_

<b>Criteria</b>		<b>Maximum Score</b>	<b>Assigned Score</b>
<b>A.</b>	Ability to respond and complete services in a timely manner from a local office	25	
<b>B.</b>	Availability of equipment, parts, and common replacement parts	15	
<b>C.</b>	Qualifications of assigned staff	20	
<b>D.</b>	Knowledge of, and experience with, similar work, technical nature, and complexity	20	
<b>F.</b>	Pricing	20	
		<b>Total Score:</b>	
Comments:			

## PRICE SCHEDULE

In accordance with the specifications in the contract, the Contractor shall provide all supervision, labor, materials, equipment, supplies, and transportation necessary to complete this scope of work. Prices to include all taxes and costs, including (but not limited to): supplies, tools, equipment, labor, supervision, delivery, loading/unloading, truck charges, mileage, travel time, per diem, fuel, fuel surcharges, energy surcharges, hazardous material handling fees, environmental impact fees, and waste disposal fees.

All work shall comply with all federal, state, and local laws and regulations, industry and construction codes and standards, manufacturer's specifications and recommendations, all contract special provisions, and terms and conditions.

Item #	Description	Qty.	Unit of Issue	Unit Proposal Price Per Visit	Total Proposal Price Per Year
1	Procurement and Equipment Maintenance: fixed site generator- 200 KW Kohler Diesel, model unknown, SN 110484082N 3231 Mr. Joe White Avenue. Preventative Maintenance Inspections to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
2	Water, fixed site, 100 KW Perkins Diesel, Model 100D560, SN 354639, location Arcadian Shores Booster Station. Preventive Maintenance Inspections to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
3	110 KW White Hercules Diesel, model D4800TX130, SN 4011462, location 79th Avenue Well. Preventive Maintenance Inspections to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
4	Water, portable, 20 KW Onan Diesel, model 200DL4-15R, SN D870884208. Preventive Maintenance Inspections to be held during the months of June and December of each year	2	2	\$ _____	\$ _____

**Company Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

5	Sewer, fixed site, 50 KW White Diesel, model D3050RSE, SN 1307, location Forest Pump Station. Preventive Maintenance to be held during the months of June and December of each year.	2	2	\$ _____	\$ _____
6	120 KW Detroit Diesel, model DE95886-2, SN unknown, location Chestnut Road Pump Station. Preventive maintenance inspections to be held during the months of June and December of each year.	2	2	\$ _____	\$ _____
7	128 KW Detroit Diesel, model 3285A-1263A, SN AD128266CL6, location 5th Avenue South. Preventive Maintenance to be held during the months of June and December of each year.	2	2	\$ _____	\$ _____
8	80 KW Cummins Diesel, model 80DGDA, SN I970649463, location Broadway at the Beach Pump Station. Preventive maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
9	50 KW White Diesel, model D3050RSE, SN 1309, location Transfer Station Scale House. Preventive maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
10	200 KW Cummins Diesel, model 432 RSL4017, SN LM 2431290603, location Public Works. Preventive maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
11	150 KW Onan Diesel, model OTPCB-5567860, SN HO20406683, location Water Tower Pump Station. Preventive maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
12	Sewer Portable, 100 KW Fermont Diesel, Model 100DH Sn, 6814-001. Preventive maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____

**Company Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

13	125 KW Kohler Diesel, model 125RO2J7, SN 360149. Preventive maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
14	100 KW Kohler Diesel, model 100 AOZJ71, SN 359069. Preventive maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
15	50 KW Onan Diesel, model 50ODL68, SN A870863497. Preventive maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
16	Direct Drive Engines Auxiliary Drive Detroit Diesel, 4 cyl, 155 HP, model 10437100, SN unknown, location Spivey South. Preventive Maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
17	Auxiliary Drive Detroit Diesel, 4 cyl, 155 HP, model 10337100, SN 3A0093166, location 18th Avenue South Youpon Pump Station. Preventive Maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
18	Auxiliary Drive Detroit Diesel, 6 cyl, 240 HP, model 10657100, SN 6A0436769, location 27th Avenue South Pump Station. Preventive Maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____
19	Auxiliary Drive Detroit Diesel, 4 cyl, 109 HP, model unknown, SN 3A0093165, location Shore Drive Pump Station. Preventive Maintenance to be held during the months of June and December of each year	2	2	\$ _____	\$ _____

**Company Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

20	Pony Engines Auxiliary Drive Wisconsin Gas, 4 cyl, 47 HP, model V4650, SN 5905908, location North Wood Pump Station. Preventive Maintenance to be held during the months of June and December of each year	2	2	\$_____	\$_____
21	Auxiliary Drive Wisconsin Gas, 4 cyl, 47 HP, model V4650, SN 5565660, location 82nd Avenue North Pump Station. Preventive Maintenance to be held during the months of June and December of each year	2	2	\$_____	\$_____
22	Auxiliary Drive Wisconsin Diesel, 4 cyl, 60 HP, model FU291210337100, SN D1NISO-3046IFN, location Magnolia North. Preventive Maintenance to be held during the months of June and December of each year	2	2	\$_____	\$_____
<b>Grand Total Price (Line Items 1-22)</b>					\$_____
<p><b>Company Name:</b> _____</p> <p><b>Authorized Signature:</b> _____</p> <p><b>Email Address:</b> _____</p>					

Routine on-site repair during normal working hours other than Preventive Maintenance: \$\_\_\_\_\_/Man Hour

Emergency on-site repair after hours, weekends, and holidays: \$\_\_\_\_\_/Man Hour

Percentage of mark up over cost for parts if needed during preventive maintenance inspections and on-site and emergency repairs: \_\_\_\_\_%

Not-to-exceed price increase if renewed for option year 1: \$\_\_\_\_\_

Not-to-exceed price increase if renewed for option year 2: \$\_\_\_\_\_

Not-to-exceed price increase if renewed for option year 3: \$\_\_\_\_\_

Not-to-exceed price increase if renewed for option year 4: \$\_\_\_\_\_



**City of Myrtle Beach  
INSURANCE REQUIREMENTS**

**PUBLIC LIABILITY AND PROPERTY DAMAGE**

The Contractor shall purchase and thereafter maintain for the term of this agreement, and any subsequent extensions hereto, public liability insurance to protect Contractor from claims for bodily injury and/or property damage which may result from Contractor's performance of this agreement. The policy shall provide a combined single limit of liability of \$1,000,000 per occurrence for bodily injury and property damage with an aggregated limit of not less than \$1,000,000.

**AUTOMOBILE LIABILITY**

The Contractor shall purchase and thereafter maintain for the term of this agreement and any subsequent extensions hereto, comprehensive automobile liability insurance to protect the Contractor from claims for bodily injury and property damage which may arise from Contractor's use of motor vehicles in the performance of this agreement. The policy shall provide for a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage.

**WORKERS' COMPENSATION INSURANCE**

Prior to beginning the work, the Contractor shall take out full compensation insurance for all persons which may be employed directly or indirectly in the performance of this agreement, coverage is to apply to all employees for statutory limits in compliance with the applicable state and federal laws. The policy must provide Employers Liability coverage in the amount of \$500,000 each accident; \$500,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit and shall be maintained in full force and effect during the term and any subsequent extensions hereto.

**EXCESS LIABILITY POLICY**

At the option of the Contractor, the limits of the primary general liability, automobile liability and employer's liability policies may be less than stipulated herein, with an excess policy providing the additional limits needed. This form of coverage must be approved by the City and will only be acceptable when both the primary and excess policies include the coverage and endorsements required herein.

**POLICY ENDORSEMENTS**

The following requirements shall apply to the policy(s) indicated below:

**A. General Liability and Automobile Liability**

It is understood and agreed that the City of Myrtle Beach, its officials, agents and employees are recognized as additional insured under the policy and, as such, will be provided thirty (30) days written notice by mail of non-renewal, exhaustion of aggregate limit, modification of coverage or cancellation for any reason, and the company hereby agrees to provide such notice. Failure of the company to provide the required notice shall cause the coverage to continue in force for the benefit of the City, its officials, agents and employees until proper notification, as required herein, is provided, the provisions of the policy or any Certificate of Insurance to the contrary notwithstanding.

**B. Workers' Compensation**

The cancellation provision is hereby amended to provide that the City of Myrtle Beach will be provided thirty (30) days written notice via mail in the event of coverage cancellation.

## **INSURANCE REQUIREMENTS continued**

### **NOTIFICATION OF INSURANCE COMPANIES**

It is the responsibility of the Contractor to notify all insurance companies to familiarize themselves with all the terms and conditions of this agreement. The insurance companies shall waive their right of notification by the City of any change or modification of this contract, or of decreased or increased work, or of the cancellation of this agreement or of any other acts by the City or its authorized employees or agents under the terms of this agreement. The waiver by the insurance companies shall in no way relieve them of their obligations under this agreement.

### **CERTIFICATES OF INSURANCE**

Contractor shall file with the City a Certificate of Insurance, which shall be approved by the City prior to the inception of any work. Renewal certificates shall be sent to the City thirty (30) days prior to any expiration date.

### **INSURER LICENSING AND RATING**

All insurance companies providing coverage to the City, shall be licensed to do business in the State and have an A.M. Best rating of "A-" or better.

### **INSURANCE COVERAGE ADJUSTMENTS**

In response to changing circumstance of loss exposures, the City reserves the right to modify the insurance coverage, limits of liability, policy endorsements and policy terms required in this contract. The City will provide written notice to the Contractor, which outlines such changes and allow Contractor a reasonable period of time in which to comply with the new requirements. However, in no event shall Contractor compliance period be longer than thirty (30) days.

### **COVERAGE CANCELLATION OR UNSATISFACTORY COVERAGE**

If at any time any of the foregoing policies shall be or become unsatisfactory to the City, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the City, the Contractor shall, upon notice to that effect from the City, promptly obtain a new policy and submit the same for approval to the City. Upon failure of the Contractor to furnish, deliver and maintain the insurance coverage's required herein, this agreement, at the sole discretion of the City, may be forthwith declared suspended, discontinued or terminated. Failure of the Contractor to take out and/or maintain any required insurance shall not relieve the Contractor from any liability under this agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the Contractor concerning indemnification.

### **HOLD HARMLESS**

Contractor agrees to protect, defend, indemnify and hold the City, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, cost, charges, professional fees or other expenses and liabilities of every kind and character arising out of, or relating to, any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind in connection with or arising out of this agreement, and/or the performance hereof, that are due to the negligence of the Contractor, its officers, employees or agents. The Contractor further agrees to investigate, handle, respond to, provide defense for and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

## INSURANCE REQUIREMENTS continued

### SAMPLE

<i>CERTIFICATE OF INSURANCE</i>					CERTIFICATE NUMBER	
<b>PRODUCER</b> Insurance Agent Name 4000 Insurance Pkwy Anytown, USA 99999			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE POLICY. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN.			
<i>COMPANIES AFFORDING COVERAGE</i>						
<b>INSURED</b> Bidding Firm's Name 1000 Any Street Anytown, USA 99999			<b>COMPANY A</b> <b>ABC INSURANCE COMPANY</b> COMPANY B COMPANY C COMPANY D			
<i>COVERAGES-THIS CERTIFICATE SUPERCEDES AND REPLACES ANY PREVIOUSLY ISSUED CERTIFICATE FOR THE POLICY NOTED BELOW</i>						
This is to certify that policies of insurance described herein have been issued to the insured named herein for the policy indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Aggregate limits shown may have been reduced by paid claims.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<i>General Liability</i> <input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims Made <input checked="" type="checkbox"/> Occur <input type="checkbox"/> Owners & Contractor's Prot	XYZ1234	00/00/00	00/00/00	General Aggregate Products-Comp/Op Agg Personal & Adv Injury Each Occurrence Fire Damage (any 1 fire)	\$ 1,000,000 \$ 1,000,000 \$ 1,000,000 \$ 1,000,000 \$ 50,000
A	<i>Automobile Liability</i> <input checked="" type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos	XYZ1234	00/00/00	00/00/00	Combined Single Limit Bodily Injury (Per person) Bodily Injury (Per accident) Property Damage	\$ 1,000,000 \$ \$ \$
	<i>Garage Liability</i> <input type="checkbox"/> Any Auto		00/00/00	00/00/00	Auto Only-Ea Accident Other than auto only: Each Accident Aggregate	\$ \$ \$
	<i>Excess Liability</i> <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other than Umbrella Form		00/00/00	00/00/00	Each Occurrence Aggregate	\$ \$
A	<i>Workers Compensation (and Employer's Liability)</i> The Proprietor/Partners Executive Officers Are: <input checked="" type="checkbox"/> Inc <input type="checkbox"/> Excl	XYZ1234	00/00/00	00/00/00	<input checked="" type="checkbox"/> WC Statutory Limits <input type="checkbox"/> Other EL Each Accident EL Disease-Policy Ltd EL Disease-Ea Employee	\$ 500,000 \$ 500,000 \$ 500,000
	<i>Other</i>					
<b>Description of Operations/Locations/Vehicles/Special Items:</b> City of Myrtle Beach is named as additional insured with respect to General and Automobile Liability						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>		
City of Myrtle Beach Attn: Purchasing Division Drawer 2468 Myrtle Beach, SC 29578-2468				Should any of the policies described herein be cancelled before the expiration date thereof, the insurer affording coverage will endeavor to mail <b>30</b> days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer affording coverage, its agents or representatives, or the issuer of this certificate.		
<b>INSURANCE AGENT SIGNATURE</b>						

**ADDITIONAL TERMS AND CONDITIONS**

1. Include with your proposal at least three (3) references of similar products/services provided by your company. Telephone number and person to contact must be included for proposal consideration.

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List any exceptions to specifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSAL AND SIGNATURE DOCUMENT**

**Proposal Number: 23-R0020**

The undersigned, as Offeror, declare that we have examined all proposal documents contained herein and will contract, thereon, with the City of Myrtle Beach (hereinafter referred to as the “City”) and do everything necessary for the fulfillment of this contract. We agree any addenda received are part of the proposal documents. (If no addenda have been received, please place a zero in the space provided.)

In addition, we propose to furnish the following services in strict conformance to the proposal specifications and proposal invitation issued by the City of Myrtle Beach for this proposal. Any exceptions are clearly noted as required.

We understand that any false statement made to meet any requirements may result in contract cancellation or initiation of action under federal or state laws, or both.

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**Offeror – Company Name**

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**Mailing Address**

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**Remittance Address (if different from mailing address)**

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**Telephone Number**

**Fax Number**

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**E-mail**

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**Authorized Signature**

**Date**

Addenda Numbers Received: \_\_\_\_\_

Printed Name: \_\_\_\_\_

City Business License Number: \_\_\_\_\_

South Carolina Sales Tax Registration Number: \_\_\_\_\_

If no SC Sales Tax Number, please give reason: \_\_\_\_\_

Federal Tax ID Number (FEIN): \_\_\_\_\_



**CITY OF MYRTLE BEACH  
LOCAL VENDOR PREFERENCE  
TO QUALIFY FOR LOCAL PREFERENCE  
FORM MUST BE SUBMITTED WITH BID**

APPLICATION OF ELIGIBILITY TO QUALIFY FOR LOCAL VENDOR PREFERENCE WITHIN THE DEFINED BOUNDARIES: MYRTLE BEACH CITY LIMITS, HORRY COUNTY, NESA AREA (NESA area is comprised of Horry, Georgetown, Williamsburg, Florence, Marion, Darlington, Dillon, Chesterfield, and Marlboro Counties).

City of Myrtle Beach Business License: (To qualify for Local Vendor Preference vendor must have had a City of Myrtle Beach Business License a minimum of ninety (90) days prior to the request for bid/ proposal being made public)

City of MB Business License Number: \_\_\_\_\_ Date issued: \_\_\_\_\_  
**\*NOT Horry County License Number**

*Complete all areas below. Incomplete forms may be rejected.*

1. LEGAL NAME OF BUSINESS: \_\_\_\_\_

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

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

(To qualify vendor must have maintained a physical address and office as a principal place of business within the defined boundaries of the category sought for at least one (1) year, and during that time have had a majority of full-time employees, chief officers and managers regularly conducting work and business from this office.)

2. Year business was established in the City of Myrtle Beach / Horry County / NESA area:

Year: \_\_\_\_\_ County: \_\_\_\_\_  
(Name of County)

\*\*\*\*\*  
Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the City in an attempt to qualify for local preference shall be prohibited from bidding on City of Myrtle Beach products and services for a period of one (1) year.

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

Printed Name & Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**LOCAL VENDOR PREFERENCE continued**

<b>Bid Amount</b>	<b>Within City Limits</b>	<b>Within Horry County</b>	<b>Within NESAs Area</b>
From \$7,500.01 to \$25,000.00	5% of Bid	4% of Bid	3% of Bid
\$25,000.01 and up	\$500.00 plus 4% of amount above \$25,000.00 with the maximum being \$2,000.00 including the \$500.00	\$400.00 plus 3% of amount above \$25,000.00 with the maximum being \$1,800.00 including the \$400.00	\$300.00 plus 2% of amount above \$25,000.00 with the maximum being \$1,600.00 including the \$300.00

If company/individual performs services on City property a Certificate of Insurance **must be** provided prior to commencement of work meeting requirements of the City.

**The vendor must submit this copy of the Local Vendor Preference Certificate with their proposal.**

An eligible business shall maintain such status throughout the term of any contract with the City. Failure to maintain such status or to keep current on all fees and taxes owed the City shall be grounds to terminate the contract.