

Invitation for Bid

Remodel of City Hall

For

City of Goose Creek

Responses are due No Later Than
Monday, February 6, 2023, at 11:00 AM

To: Sherry Bodden
Purchasing Coordinator
PO Drawer 1768
519 N. Goose Creek Blvd
Goose Creek, SC 29445

Properly submitting a response to this solicitation to the Purchasing Office at Goose Creek City Hall on or before the due date and time will be the sole responsibility of the proposer. The City of Goose Creek will in no way be responsible for delays caused by overland or electronic delivery systems. It is the sole responsibility of the proposer to confirm that a response has been received on or before the due date and time.

Contact: Sherry Bodden
sbodden@cityofgoosecreek.com
843-797-6220, ext. 1109

Invitation For Bid

The City's tentative Schedule for this Invitation For Bid (IFB) is as follows:

IFB Issue Date	January 6, 2023
Questions/Meeting	January 17 – January 31, 2023
Bid Due Date	February 3, 2023 @ 11:00am
Bid Evaluations	February 8, 2023

INVITATION FOR BID:

The City of Goose Creek will accept IFB responses through Friday, February 3, 2023, At 11:00AM. The City of Goose Creek is not responsible for and will not accept, IFB which are received late due to mail delivery or electronic delivery.

SUBMITTAL REQUIREMENTS:

The City of Goose Creek will not assume responsibility for any cost related to the preparation or submission of the offer. The IFB must be submitted to the Purchasing Coordinator of Goose Creek by the due date and time.

One copy electronically sent to sbodden@cityofgoosecreek.com and one hard copy (1) of the IFB response must be received in a sealed envelope and addressed to:

By Mail:

City of Goose Creek
Sherry Bodden
Purchasing Coordinator
PO Drawer 1768
Goose Creek, SC 29445

In-Person:

City of Goose Creek
Sherry Bodden
Purchasing Coordinator
519 N. Goose Creek Blvd.
Goose Creek, SC 29445

In order for your offer to be considered, the following should be included and should be returned.

- a) One (1) original bid proposal
- b) One (1) electronic copy of bid proposal
- c) W9
- d) COI showing Workers Comp Insurance

INSURANCE REQUIREMENTS:

Contractor will procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance will be included in Contractors bid.

Policy must show the City of Goose Creek as an Additional Insured.

Minimum limits of insurance contractor will maintain limits no less than:

Commercial General Liability limits for bodily injury, personal injury, or property damage \$ 1,000,000 per occurrence \$ 2,000,000 aggregate and a minimum limit of \$1,000,000 for products/completed operations.

Automobile Liability: \$ 1,000,000 combined single limit per accident for bodily injury and property damage.

Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the laws of the State of South Carolina and Employers' Liability limits of \$1,000,000 / \$1,000,000 / \$1,000,000 per accident.

The City requires the professional to comply with the standard insurance requirements for contractors and, additionally, to maintain during the life of the contract and to provide evidence of professional liability insurance, errors and omissions insurance, malpractice insurance or similar insurance by whatever title known. Such insurance must comply with Section I B of the general requirements and be written in an amount not less than \$1,000,000 limit. If coverage is written on a claims-made form The City of Goose Creek may require the continuation of coverage for a period of time after completion of the contract or may require an extended reporting period if the policy is cancelled after the term of the contract.

BUSINESS LICENSE REQUIREMENT:

It is required that each contractor and sub-contractor awarded a contract agreement with the City of Goose Creek, either secure a business license or update their current business license for the contract amount for the work being done inside the city limits. The successful contractor is required to contact the Business License Office at 843-797-6220.

PERMIT REQUIREMENT:

Applicable permits must be applied for from the City of Goose Creek and permitholder must abide by permit requirements as well as the applicable inspections, however there are no associated permit fees.

IFB REQUIREMENTS:

The invitation for bid must include the following information in this specific order:

- a) Legal name of the Business
- b) Business Address
- c) Copy of necessary licenses to perform the scope of work
- d) Contact person within the Business to receive all IFB communications
- e) Provide a Conflict-of-Interest Statement that the business, its sub-contractors have no conflicts of interest with the City of Goose Creek, any of the City's employees, and that no member of the proposed business has a family member employed, elected, or appointed to any public position with the City of Goose Creek who may have influence over this Bid or would benefit financially by the selection of this business.

SCOPE OF SERVICES:

The Contractor shall build 6 offices, remodel public restrooms, and upgrade electrical service to City Hall. There is an addendum for the expansion of the breakroom. The work shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, shall meet warranties and be in conformance to all applicable laws, codes, and regulations. The successful Contractor's services shall, at a minimum, include but not be limited to the specifications outlined herein. The vendor selected must be a licensed contractor and have a valid City of Goose Creek business license, and workers' compensation insurance in effect.

Public Restroom:

- Vanity with undermount sink
- Touch free faucets
- Touch free soap & towel dispensers – to be provided by client
- Replace partition walls
- Install touch free toilets & urinals
- Refurbish existing group and tile
- Replace mirrors
- Paint
- Clean/refresh wall tiles, re-grout wall tile if necessary

Remove & relocate firewall where vending machines are**Install new electrical panel****Build 6 Office Spaces in Finance Area**

- Wood Door with Glass (match other doors in City Hall)
- Stain Doors
- Glass transom to allow light

- New Flooring
- Paint
- Install electrical outlet and Cat 6 in Vault
- Change glass wall on one office to sheetrock wall with transom window
- Relocate HVAC supply and returns

Addendum 1 - Expand Breakroom

- Sunroom area
- Add Pergola out from Sunroom area
- Match existing Pergola
- Change 4 light fixtures

INDEMNITY PROVISION

Contractor assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of injury, or alleged injury (including death) to any person, or damage, or alleged damage to property of The City or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work/service by the contractor, his subcontractors, agents and employees, including losses, expenses or damages sustained by The City, and agrees to indemnify and hold harmless The City, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on any such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, contractor agrees to purchase and maintain during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof.

BILLING:

All billing notices must be sent to the City of Goose Creek accounts payable department. All invoices shall identify the specific items/service being billed. The invoice may be sent to ap@cityofgoosecreek.com