

**Invitation for Bid**

**Electrical Repair Service**

**For**

**City of Goose Creek**

Responses are due No Later Than  
Monday, November 15, 2021, 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](mailto:sbodden@cityofgoosecreek.com)**  
**843-797-6220, ext. 1109**

## Invitation For Bid

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

<b>IFB Issue Date</b>	<b>October 11, 2021</b>
<b>Bid Due Date</b>	<b>November 15, 2021 @ 11:00am</b>
<b>Bid Evaluations</b>	<b>November 19, 2021</b>

### **PURPOSE:**

- a. The purpose of this Invitation for Bid is to acquire Electrical Services for the City of Goose Creek.
- b. Insurance – Offeror agrees to maintain such insurance as will fully protect Offeror and the City of Goose Creek from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this agreement, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the City of Goose Creek for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired, or non-owned vehicles used by Offeror or its employees, while providing services to the City of Goose Creek.
- c. Successful offeror may be required to provide proof of and maintain comprehensive general liability insurance with a limit of not less than \$1,000,000 per occurrence and naming City of Goose Creek as an additional insured party.
- d. Successful Offeror will be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.

### **INVITATION FOR BID:**

The City of Goose Creek will accept IFB responses through Monday, November 15, 2021, AT 11:00AM. The City of Goose Creek is not responsible for and will not accept, ITB which are received late due to mail 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. Four hard copies (4) 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.

- One (1) original and three (3) copies of your offer
- W9
- COI showing Workers Comp – If awarded will need to have City of Goose Creek listed as the Certificate Holder

**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.

**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 City of Goose Creek is requesting proposals for qualified contractors/firms interested in providing on-call electrical services, including, but not limited to periodic electrical repair and installation services at its city owned buildings, facilities, and parks. Contractor should be available twenty-four hours a day for service calls. Routine maintenance will be scheduled twenty-four (24) hours in advance and on an as-needed basis. Supplier selected must have the capability to repair ball field lights approximately sixty feet tall. The vender selected must be a licensed electrical contractor and have a valid City of Goose Creek business license, and workers' compensation insurance in effect

- Emergencies                      two-hour response time

- Non-Emergencies      four-hour response time
- Holidays                four-hour response time

Typical repairs include but are not limited to:

- a) On Call Electrical repair work – furnishing of all labor, materials, tools, equipment, supplies, services, tasks, and incidental and customary work necessary to competently perform on call electrical maintenance and repair work at various City facilities listed below
- b. Power distribution, new circuit installs, conduit and wire pulling
- c. Electrical outlet/switch repair

Work could be done at any of the following locations:

- City Hall/Police Department/Municipal Court – 519 N. Goose Creek Blvd.
- Goose Creek Recreation/Community Center – 519A N. Goose Creek Blvd.
- Dogwood Park – 460 Liberty Hall Rd. – soccer field, football field, covered picnic area, grill, playground
- Etling Park – 100 Ellen Dr. - basketball court, covered picnic area, playground
- Eubanks Park – 125 Old Moncks Corner Rd. – basketball courts, sand volleyball court, tennis courts, covered picnic area, grill, playground – available for rentals
- Fairfax Park – 100 Fairfax Blvd. – grill, picnic area, playground
- Felkel Field Complex – 100 Lucy Dr. – baseball/softball fields, concession stand, restrooms, playground
- Forest Lawn Park – 100 Giles Dr. – grill, picnic tables, playground
- Foster Creek Park – 100 Foster Creek Rd. – soccer fields, concession stand, restrooms, Playground
- Lake Greenview Park – 1 Pandora Dr. – trails, covered picnic area, picnic tables, grill, Playground
- Oak Creek Park – 100 Persimmon Circle – covered picnic area, grill, playground
- Ryan Creek Park – 229 Janice St. – benches, playground
- St. James III Park – 1007 Willowood Ave. – covered picnic area, grill, playground
- St. James Park – 107 Westminster Blvd. – covered picnic area, playground, tennis court
- Department of Public Works – 200 Button Hall Avenue
- Crowfield Golf Club – 300 Hamlett Circle
- Fire Department HQ – 201 Button Hall Avenue
- Fire Department Station 2 – 950 Crowfield Blvd
- Fire Department Station 3 – 535 Old Mt Holly Road

**TERMS OF AWARD:**

The contract period will be one (1) year from the date of award with the option to renew annually for up to two (2) additional years. If all conditions are met during this period of time.

**Pricing:**

It is understood that variable costs related to specific electrical activities cannot always be readily captured in a pricing proposal. Such cost includes boring, excavation, and material cost. For all other cost, please provide a summary to include:

- Normal Cost per hour for electrical services
- Normal Working hours
- Cost for after hours, weekend work, and holidays
- Minimum charge for service calls
- Itemize any additional cost that were not addressed previously

**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](mailto:ap@cityofgoosecreek.com)