



Georgetown County, South Carolina

129 Screven Street, Room 202

Post Office Drawer 421270

Georgetown, SC 29442-1270

(843) 545-3083 • Fax (843) 545-3500

E-Mail • purch@georgetowncountysc.org

Website • <http://www.georgetowncountysc.org>

INVITATION FOR BIDS (IFB)

BID NUMBER: 09-017

ISSUE DATE: Friday, May 15, 2009

OPENING DATE: Wednesday, June 03, 2009

OPENING TIME: 3:30 PM (Eastern Time)

Bid Opening Location: Georgetown County Courthouse, Room #201, (Small Conference Room)

Pre-Bid Conference: (none)

PROCUREMENT FOR: **CTC Rural Roads Improvement Program, FY09**

Commodity Code(s): 96859

Subject to the conditions, provisions and the enclosed specifications, sealed bids will be received at the location and time stated herein and will be publicly opened and read.

MAILING ADDRESS:

County of Georgetown
Post Office Drawer 421270
Georgetown SC 29442-1270
Attn: Purchasing

STREET ADDRESS:

Georgetown County Courthouse
129 Screven Street, Room 202
Georgetown SC 29440-3641
Attn: Purchasing

IMPORTANT OFFEROR NOTES:

1. Bid Number & Title must be shown on the OUTSIDE of the delivery package.
2. Federal Express does NOT guarantee delivery to Georgetown, SC before 4:30 PM Eastern Time on Next Day Service.
3. UPS WILL guarantee delivery to Georgetown, SC before 10:30 AM Eastern Time on Next Day "Early AM" Service.
4. You must register a contact name, company name, fax and/or e-mail with the Purchasing Office as below to ensure your name will be added to the contact list for future amendments and addenda.

Purchasing Contacts:

Ann Puckett

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Kyle Prufer

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kprufer@georgetowncountysc.org

This solicitation does not commit Georgetown County to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services. It is the responsibility of each bidder to see that the Georgetown County Purchasing Office receives bids on, or before, the date and time specified for the bid opening. No bid will be accepted thereafter. The County assumes no responsibility for delivery of bids that are mailed. Georgetown County reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.

Time Line: Invitation for Bid #09-017

Item	Date	Time	Location
Date of Issue:	Friday, May 15, 2009	n/a	n/a
Pre-Bid Conference:	(none)	n/a	n/a
Inquiry Cut-Off Time:	Wednesday, May 27, 2009	3:00PM ET	Room 202
Bid Delivery Cut-Off Time:	Wednesday, June 03, 2009	3:30PM ET	Room 202
Bid Opening:	Wednesday, June 03, 2009	3:30PM ET	Room 201
County Council Approval:	Wednesday, July 14, 2009	5:30PM ET	Room 215
Notice to Proceed:	Thursday, July 23, 2009	n/a	n/a
Pre-Construction Meeting:	Friday, July 24, 2009	TBD	TBD

Bid #09-017
CTC Rural Roads Improvement Program, FY09

The Georgetown County, South Carolina Department of Public Services is soliciting sealed public bids to award a contract for the paving of certain roads and/or streets with Hot Mix Asphalt (HMA) pavement materials. Work is scheduled to begin in the summer of 2009. Included in the work are eight (8) local roads in Georgetown County, totaling 3.3 miles in combined length. Work on the roads will consist primarily of grading, stone base, and asphalt paving for two lanes, with a total asphalt width of 20 feet. Improvements must be completed within eight (8) months after contract award.

Bidder must furnish all labor, materials, and equipment required for the performance of the following described work in connection with the construction or improvements at **Wyndham Road, Leisure Lane, Old Waccamaw Dr, Spanish Moss Dr, Sophia Lane, Hayfield Rd, Crow Hill Dr, and Carnell Loop.**

GENERAL SPECIFICATIONS

1. INTENT:

It is the intent of the County of Georgetown, South Carolina to award a contract for the paving of certain roads and/or streets with Hot Mix Asphalt (HMA) pavement materials. The Contractor will be responsible to provide roadway paving consisting of compacted GABC or equivalent and Type "C" Asphalt Surface Course for the County roads listed below. The Contractor shall follow all provisions and specifications listed in the bid package for roadway construction.

2. SCOPE OF WORK:

- 2.01 The Contractor shall furnish all labor, material and equipment to prepare the existing road bed for paving. Preparation shall be such that a smooth transition is obtained from newly paved areas to existing pavements. Payment for preparation will be lump sum per project location.
- 2.02 When the existing pavement surface is gravel or stone or when a new gravel or stone base is constructed, the surface shall be graded and compacted by rolling to produce a smooth and uniform surface prior to paving with HMA. The cost of grading and compacting shall be included in the lump sum cost per project for preparation.
- 2.03 The Contractor shall furnish all labor and equipment to maintain traffic during construction. The cost of maintaining traffic shall be included in the cost of the various items.

- 2.04 Pavement markings, if required to be furnished by the Contractor, will be paid for by the lineal foot applied.
- 2.05 The Contractor shall provide written notification to the appropriate utility if any existing castings for manholes, catch basins, inlets, and valve boxes must be adjusted to meet grade, and shall coordinate with the appropriate utility for the correction or replacement of the casting involved. The Georgetown County Public Works Department (GCPWD) should be copied to document all notification correspondence, however notice and coordination will be the responsibility of the Contractor.
- 2.06 The Contractor shall furnish all labor, equipment and materials to pave existing paved street, alley, and residential or commercial driveway approaches with the same HMA mixture used for the surface on the street or alley being paved. Approaches shall be paved in such a manner as to provide a smooth transition to the new pavement surface and as required to promote drainage of surface runoff. The asphalt will be crowned with a 1/4" per foot slope to assure positive drainage of all water off the road surface. The aggregate base and asphalt thicknesses shall be consistent with the road improvements. The contractor will install HMA pavement in driveways where such driveways currently exist and match existing conditions for width, however twelve (12) feet will be the minimum width and the paved surface will not extend any further than fifteen (15) feet from edge of road. Each driveway will have a twelve (10) foot minimum radius, and all intersecting streets must have a twenty-five (25) foot radius. Payment for approach paving must be included in the lump sum per project location.
- 2.07 Upon completion of the paving work, the Contractor shall grade the pavement shoulders to a minimum width of three (3) feet with a minimum slope of -0.8% from the edge of the new pavement surface to assure positive drainage of all water off the road surface. In the event that there is insufficient material in the existing shoulder to provide a uniform slope, clean fill soil shall be furnished, placed and compacted by the Contractor. Payment will be per ton of fill soil placed. In the event that shoulders must be cut-down to promote proper drainage, the material removed shall be utilized as fill soil in those locations where it is needed.
- 2.08 There is to be no additional drainage improvement (storm drains or ditching) included in the project, except that rerouting any existing ditches that are disrupted by the pavement and shoulder placement will be the responsibility of the contractor.
- 2.09 All sub-base, base, binder, and surface coat inspections are described below for local and commercial paving. No paving will be allowed at temperatures below 40 degrees Fahrenheit, on frozen or saturated ground or base. Moisture content must meet approved standards, tested by an approved lab, if so called for by the Georgetown County Public Works Department (GCPWD). All base, asphalt binder and topcoats must conform to approved standards for their respective use. The GCPWD may require design mix specifications prior to placement to ensure compliance.
- 2.10 In the event that unsuitable base material is encountered, it will be the contractor's responsibility to notify GCPWD who will authorize the removal and disposal of unsuitable materials, and the replacement will suitable fill material (muck and fill). The contractor will provide a cost per ton price as placed for this eventuality.
- 2.11 It will be the contractor's responsibility for the removal and disposal of all waste or unused material.

3. SPECIAL PROVISIONS:

- 3.01 All materials, equipment and construction methods shall meet the requirements of the GCPWD as contained herein.
- 3.02 A copy of the South Carolina Department of Transportation (SCDOT) Certified Plant Certificate for the plant(s) producing HMA mixtures for this project must be submitted with the bid.
- 3.03 Hot Mix Asphalt (HMA) Pavement
This work shall consist of one or more courses of HMA base, intermediate, or surface mixtures produced and placed in accordance with the specifications herein. The mixture type shall be “Type C”, must meet the requirements specified:

Mixture Type	Type C
Design ESAL	11,000,000
AADT	>30,000
Surface	9.5,12.5 mm
Surface PG Binder	64-22
Intermediate	9.5,12.5,19.0 mm
Intermediate PG Binder	76-22
Base	25.0 mm
Base - PG Binder	64-22

3.04 ILLEGAL IMMIGRATION: Construction

By signing its bid or proposal, Contractor certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Contractor and its subcontractors or sub-subcontractors; or (b) that Contractor and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. (An overview is available at www.procurement.sc.gov)

3.05 Certification of Non-Segregated Facilities

The federally-assisted construction contractor certifies that he does not maintain or provide, for his employees, any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally-assisted construction contractor certifies that he will not maintain or provide, for his employees, segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally-assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this Contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause and that he will retain such certifications in his files.

3.06 Additional requirements for compliance with SC-DOT Road Enhancement Projects involving Federal Aid:

- 1) In accordance with the Code of Federal Regulations, 23CFR 1.11 and 635.105, the SCDOT has delegated administration and management of this Federal-aid project to Georgetown County, South Carolina, as a Local Public Agency (LPA). The LPA will be responsible to administer and manage this project in accordance with federal and state guidelines.
- 2) All design and construction work must be completed in accordance with each of the following as applicable to the project:
 - a) SCDOT Standard Specifications for Highway Construction
 - b) AASHTO Standard Specifications for Highway Bridges and latest Interim Specifications AASHTO's "A Policy on Geometric Design of Highways and Streets"
 - c) ADAAG (American with Disabilities Act Accessibility Guidelines)
 - d) AASHTO's "Guide for the Development of Bicycle Facilities"
 - e) SCDOT's "Proposed Transportation Enhancement Projects on SCDOT's Right of Way" SCDOT's Pavement Design Guide
 - f) SCDOT's Construction Manual
- 3) Compliance with EEOC and other State and Federal Laws: To the extent set forth in the respective statutes, Contractor shall comply with the provisions of:
 - a) Title VII of the Civil Rights Act of 1964;
 - b) Age Discrimination in Employment Act of 1967;
 - c) Title I of the Americans with Disabilities Act of 1990;
 - d) Equal Pay Act of 1963;
 - e) Fair Labor Standards Act of 1938;
 - f) Immigration Reform and Control Act of 1986;
 - g) South Carolina Wages Act, S.C. Code § 37-10-10 et seq.; and
 - h) 1.6.8 South Carolina Worker's Compensation Act, S.C. Code § 42-1-10 et seq.
- 4) Buy American
The contractor certifies, by submission of a bid proposal, that steel and each manufactured product are produced in the United States, as defined in the clause Buy American – Steel and Manufactured Products for Construction Contracts and that components of unknown origin are considered to have been produced or manufactured outside the United States. Exceptions to this are listed by the contractor below or on a separate and clearly identified attachment to this bid proposal. Where this provision is inconsistent with the North American Free Trade Agreement (NAFTA), the provisions of NAFTA control.

3.07 All Construction Contracts Over \$2,000:

- a) Davis-Bacon Requirements. These contracts need to include a provision for compliance with the Davis-Bacon Act (40 USC 276a to a—7) and the Department of Labor implementing regulations (29 CFR Part 5). Under this Act, Contractors are required to include the contract provisions in Section 5.5 (a) of 29 CFR Part 5, and to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in the wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less than the minimum wages specified in the wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less often than once a week.
- b. Contract Work Hours and Safety Standard Act Requirements. The contracts must include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5). Under Section 103 of the Act, each Contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate not less than one times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer of mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- a) Copeland “Anti-Kickback” Act Requirements. All construction contracts over \$2,000.00 must include a provision for compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). This act provides that each Contractor shall be prohibited from inducing, by any means, persons employed in the construction, completion, or repaid of public work to give up any part of their compensation.

4. **MEASUREMENT AND PAYMENT:**

- 4.01 The measurements shown in the bid documents are believed to be sufficient to complete the specified work; however, they are approximate and are shown for the purpose of comparing bids. Payment to the Contractor will be made only for those quantities of work actually completed and accepted in accordance with the specifications.
- 4.02 The quantities for payment may be upon field measurements as agreed upon by the Contractor and the County.
- 4.03 Payment will be made to the Contractor for the accepted quantities of work at the contract bid price per unit.
- 4.04 No payment for quantities in excess of those shown in the bidding documents will be made to the Contractor without prior written approval from the County authorizing such additional quantities.

5. INSPECTION AND TESTING:

- 5.01 The County shall have the right to reject defective materials and/or workmanship. Material and/or workmanship not in conformance with the specifications will be considered defective.
- 5.02 Rejected materials and/or workmanship, at no additional cost to the County/City, shall be satisfactorily corrected in place, or replaced with work conforming to the specifications, or subject to an appropriate adjustment in price.
- 5.03 **Inspections:** The following is a list of required inspections at each phase of roadway construction;
- a) **Sub-grade:** All sub-grades will be inspected for compaction with a roll test, minimum weight of forty (40) U.S. tons, as determined by weigh ticket. If any area fails two (2) scheduled roll tests the contractor will be required to provide independent laboratory test results to confirm compaction at the required areas as determined by the GCPWD. Sand Cone or Nuclear Densometer testing or other similar test as approved by GCPWD will be required. No base (stone) is to be installed without first passing sub-grade compaction inspection. **Sub-base compaction must meet 95% proctor.**
 - b) **Base (GABC):** After sub-grade passes compaction test, base material can be installed to the approved specified depth. A roll test will be performed as above. If any area fails two scheduled roll tests the contractor will be required to mitigate these areas to obtain compaction as required above.
 - c) **Binder:** Prior to surface coat, binder will be inspected for cracking, washing, raveling, sanding and or any abnormalities. Irregularities must be mitigated prior to surface coat installation.
 - d) **Surface Coat:** Inspected upon completion. Corrections as required.
- 5.04 Cost of inspections and testing must be included in the lump sum bid per project location. The Contractor must specify the in the bid documents the agency designated to provide inspections and testing. The agency so designated is subject to approval by the SC-DOT, and cannot then be changed without prior written approval by Georgetown County. The contractor is required to file a copy of the results of each test with the GCPWD in a timely manner, and such test copies must be received prior to final payment.

6. LOCATION SPECIFICATIONS:

Segment 1: Wyndham Road (0.2 miles long), between S. Causeway and terminus

- a) Grade the road 21' wide for the placement of stone base course.
- b) Install a 21' wide by 4" thick Type "GABC" Stone Base Course.
- c) Install a 20' wide by 1 1/2" thick type "C" Asphalt Surface Course.
- d) Final grade shoulders.

Segment 2: Leisure Lane (0.08 miles long), between Wyndham Rd and Blockade Dr

- a) Grade the road 21' wide for the placement of stone base course.
- b) Install a 21' wide by 4" thick Type "GABC" Stone Base Course.
- c) Install a 20' wide by 1 1/2" thick type "C" Asphalt Surface Course.
- d) Final grade shoulders.

Segment 3: Old Waccamaw Dr (0.7 miles long), Both sides of Hagley Dr from Emerson Lp to Old Plantation Dr

- a) Grade the road 21' wide for the placement of stone base course.
- b) Install a 21' wide by 4" thick Type "GABC" Stone Base Course.
- c) Install a 20' wide by 1 ½" thick type "C" Asphalt Surface Course.
- d) Final grade shoulders.

Segment 4: Spanish Moss Drive (0.26 miles long), between Beneventum Rd and terminus

- a) Grade the road 21' wide for the placement of stone base course.
- b) Install a 21' wide by 4" thick Type "GABC" Stone Base Course.
- c) Install a 20' wide by 1 ½" thick type "C" Asphalt Surface Course.
- d) Final grade shoulders.

Segment 5: Sophia Lane (0.21 miles long), between Choppee Rd and terminus

- a) Grade the road 21' wide for the placement of stone base course.
- b) Install a 21' wide by 4" thick Type "GABC" Stone Base Course.
- c) Install a 20' wide by 1 ½" thick type "C" Asphalt Surface Course.
- d) Final grade shoulders.

Segment 6: Hayfield Road (0.38 miles long), between Rose Hill Rd and terminus

- a) Grade the road 21' wide for the placement of stone base course.
- b) Install a 21' wide by 4" thick Type "GABC" Stone Base Course.
- c) Install a 20' wide by 1 ½" thick type "C" Asphalt Surface Course.
- d) Final grade shoulders.

Segment 7: Crow Hill Drive (1.18 miles long), between Hwy 17 and terminus

- e) Grade the road 21' wide for the placement of stone base course.
- f) Install a 21' wide by 4" thick Type "GABC" Stone Base Course.
- g) Install a 20' wide by 1 ½" thick type "C" Asphalt Surface Course.
- h) Final grade shoulders.

Segment 8: Carnell Loop (0.29 miles long), entire loop off of Midway St

- i) Grade the road 21' wide for the placement of stone base course.
- j) Install a 21' wide by 4" thick Type "GABC" Stone Base Course.
- k) Install a 20' wide by 1 ½" thick type "C" Asphalt Surface Course.
- l) Final grade shoulders.

7. SUPPLEMENTARY GENERAL CONDITIONS

7.01 The initial term of this contract shall be for a period effective upon endorsement and remain in force for a one (1) year base period.

7.02 The County reserves the right, at its sole option, to renew the contract for two (2) additional consecutive terms of one year each.

- 7.03 Prices for subsequent terms shall be determined at the time of the bid opening through percentages over the previous years pricing, and shown in the section herein listed as “Mandatory Bid Submittal Form”. Pricing shall be firm for each contract term.
- 7.04 It is the desire of the County that this contract be awarded to the vendor(s) whose prices are firm for the period of the contract; however, if this is not feasible, vendor must state the length of time for which quoted prices are firm, the expected number of increases for the contract period, and the maximum percentage increase expected to be in force before expiration of the contract.
- 7.05 Any price increase incurred to the County shall be a result of actual increased cost passed from the manufacturer, excluding any additional profits to the supplier. The percentage differential shall remain constant for the life of any resulting contract.
- 7.06 The County reserves the right, at its option, to conduct on site visitations of any bidder’s facilities. The purpose of the visit will be to ensure the County of the bidder’s capabilities of successfully administering this contract. If, in the County’s opinion, any bidder does not have the required capabilities as listed herein, this shall be considered grounds for non award/cancellation.

8. DELIVERY OF SERVICES

- 8.01 In order to be considered responsive to this request, the bidder shall operate a full service commercial paving operation and be duly licensed and authorized to provide services.
- 8.02 The successful bidder(s) shall be required to provide all services ordered within the time quoted by the Contractor and accepted by the County.
- 8.03 Repeated delayed or partial deliveries of services or the inability to provide satisfactory services shall be interpreted as failure to meet contractual obligations and may be cause for cancellation of the contract.

9. VERBAL/WRITTEN PURCHASE ORDERS

- 9.01 The contractor shall provide services only after receipt of a written Georgetown County Purchase Order or a verbal request containing a purchase order number. Any services performed without a written purchase order or a verbal request containing a purchase order number shall be at the Contractor’s expense.
- 9.02 The contractor shall furnish an itemized ticket for all services rendered at the time services are provided. The ticket shall include the date, itemized and full description of the services performed and all materials used.

10. INVOICING

- 10.01 The contractor shall submit an invoice to the County for all Services. Said invoice shall be completely itemized, include the County purchase order number and in conformance with all requirements listed herein.

11. QUALIFICATIONS OF BIDDERS

11.01 The County may make such investigations as is deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

12. CONTRACTOR'S LICENSE

12.01 The Contractor license shall have the appropriate specialty classification that is predominant for the respective work. The Bidder shall indicate in the space provided whichever of the following notations is appropriate, inserting his contractor license number and specialty.

12.02 If the Bidder shall fail to provide this information on his bid and shall fail to promptly provide said Contractor license number to the County in writing when requested to do so before or after the opening of Bids, he shall be deemed to be in violation, and his bid will not be considered.

12.03 If a Bidder shall fail to obtain the required license prior to submission of his bid, the bid shall not be considered.

13. SUPERVISION AND CONSTRUCTION PROCEDURES

13.01 The contractor shall supervise and direct the Services, using his best skill and attention. He shall be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract.

13.02 The contractor shall be responsible to the County for the acts and omissions of his employees, Subcontractors and their agents and employees, and other persons performing any of the Services under a contract with the contractor.

14. CLEANING UP

14.01 The contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by his operations. At the completion of the Services, he shall remove all his waste materials and rubbish from and about the Project as well as all his tools, construction equipment, machinery and surplus materials.

14.02 The contractor will turn over any County owned materials or equipment of value to the County representative on the job site. The County representative on the job site will make the determination of what is valuable.

14.03 The contractor will be responsible for disposal of any and all removed, unused and surplus materials and any fees and transportation costs associated with the disposal.

15. GUARANTEE

15.01 All materials and workmanship shall be guaranteed for a period of twelve (12) months after acceptance by the County and repairs necessary shall be made by the contractor at his expense.

16. BID SECURITY

16.01 The successful offeror must provide a Performance Bond from a surety company qualified to do business under the laws of the State of South Carolina in the amount of 100 percent (100%) of the contract amount, within fifteen (15) days the after receipt of written notice of formal award of the Contract. Pricing for such Performance Bond should be indicated separately on the Vendor Bid Submission Form.

16.02 Each bid must be accompanied by a Bid Bond, or by a certified check payable to Georgetown County, SC, for an amount equal to five per-cent (5%) of the total base bid as a guarantee that if the bid is accepted, the required Contract will be executed within fifteen (15) days after receipt of written notice of formal award of Contract. Bids not including such a bid bond will not be considered. Bid Bonds will be returned to unsuccessful vendors after award of Bid.

16.03 The successful offeror must provide a Payment and Material Bond from a surety company qualified to do business under the laws of the State of South Carolina in the amount of 100 percent (100%) of the contract amount, within fifteen (15) days after receipt of written notice of formal award of Contract.

16.04 There will be a 10% RETAINAGE held by the County until all work is complete in a satisfactory manner.

17. RESPONSIBILITIES OF THE CONTRACTOR:

17.01 Contractor shall be responsible for maintaining traffic control during periods of construction. This includes providing and maintaining any necessary signs.

17.02 Contractor shall take full responsibility for any accidents or injuries that may occur during construction. The County shall not be liable in any form.

18. SITE INSPECTION:

18.01 The bidder is expected to have become familiar with and take into consideration, site conditions which may affect the work and to check all dimensions at the site.

18.02 Each bidder shall acquaint themselves thoroughly as to the character and nature of the work to be done. Each bidder furthermore shall make a careful examination of the site of the work and inform themselves fully as to the difficulties to be encountered in performance of the work, the facilities for delivering, storing and placing materials and equipment and other conditions relating to construction and labor.

18.03 The bidder shall examine the premises and the site and compare them with any applicable drawings and specifications. He/she shall familiarize themselves with the existing

conditions such as obstructive area levels and any problems related to erecting the required systems.

18.04 No plea of ignorance of conditions that exist or may hereafter exist on the site of the work, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigations and examinations, will be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill in every detail all the requirements of the contract documents and to complete the work for the consideration set forth therein, or as a basis for any claim whatsoever.

18.05 Insofar as possible, the Contractor, in carrying out his/her work, must employ such methods or means as will not cause interruption of or interference with the work of any other Contractor, or County personnel at the site.

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Instructions for Bidders
Bid #09-017
CTC Rural Roads Improvement Program, FY09

1. Written sealed public bids for a Term Contract to provide **CTC Rural Roads Improvement Program, FY09** shall be received in the Purchasing Office, Second Floor, Room 202, 129 Screven Street, Georgetown, SC until the cut-off time shown in the bid timeline on page (2) of this document. Bids will then be publicly and promptly opened at the designated time by the Purchasing Officer. Bids that are not in the Purchasing Officer's possession prior to the stated opening date and time will be considered **NON RESPONSIVE** and returned unopened. An official authorized to bind the offer must sign all proposals submitted.
2. Two (2) photocopies and one (1) unbound, reproducible ORIGINAL of bids must be submitted in a sealed envelope and clearly marked as follows:

OFFEROR'S NAME
BID ITEM NAME
BID NUMBER
3. No Bidder may submit more than one bid. Multiple bids for different manufacturers but represented by the same firm will not be accepted. Bids offered directly from manufacturers shall indicate if a local dealer/representative will be involved.
4. Definitions:
 - a) The terms "Proposer", "Offeror", or "Bidder" refer to those parties who are submitting sealed bids for the work set forth in this document. The term "Contractor" refers to the successful Bidder.
 - b) The term "**CTC Rural Roads Improvement Program**" or "Service" refers to the **complete set of services** as specified in this document, in every aspect.
 - c) The terms "Owner" and "County" refer to the County of Georgetown, South Carolina.
 - d) Where the words "shall" or "must" are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification.
 - e) Where the words "should", "may", or "is desirable" are used, it signifies desirable, but not mandatory functions or capacities. Bidders who are able to provide these functions or capacities may be evaluated more favorably than those who cannot.
5. Correction or Withdrawal of Bids; Cancellation of Awards

An offeror must submit in writing a request to either correct or withdraw a bid to the Procurement Officer. Each written request must document the fact that the offeror's mistake is clearly an error that will cause him substantial loss.

 - a) Correction of awards : An offeror shall not be permitted to correct a bid mistake after bid opening that would cause such offeror to have the low bid unless the mistake in the judgment of the Procurement Officer is clearly evident from examining the bid document; for example, extension of unit prices or errors in addition.

- b) Cancellation of awards prior to performance: When it is determined after an award has been issued but before performance has begun that Georgetown County's requirements for the goods or services have changed or have not been met, the award or contract may be canceled and either reawarded or a new solicitation issued.
6. Faxed or E-mailed bids will not be accepted by Georgetown County.
 7. If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact the purchasing office as soon as possible.
 8. Any deviations from the specifications or modification of this bid and any extra or incidental work or reductions in work shall be set forth in writing and signed by both parties prior to making such change. Any increase or decrease in the bid price resulting from such change shall be included in writing.
 9. The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. This sheet shall be labeled "Exception(s) to Bid Conditions and Specifications," and shall be attached to the bid.
 10. The County reserves the right to reject any or all bids, waive any informality in bids and accept in whole or in part such bid or bids as may be deemed in the best interest of the County. Georgetown County reserves the right to reject any bid submitted, at sole option that the vendor may not be able to meet the service requirements of the bid.
 11. Publicity releases: contractor agrees not to refer to award of any resulting contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user.
 12. Material Safety Data Sheets: The County of Georgetown will not receive any materials, products, or chemicals which may be hazardous to an employee's health unless accompanied by a Material Data Sheet when received.
 13. Affirmative Action: The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of age, race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.
 14. Georgetown County has a 2% local vendor preference by ordinance. See the RESIDENCE CERTIFICATION FOR LOCAL PREFERENCE form attached for details.
 15. **All Construction Contracts Over \$2,000:**
 - a) Davis-Bacon Requirements. These contracts need to include a provision for compliance with the Davis-Bacon Act (40 USC 276a to a—7) and the Department of Labor implementing regulations (29 CFR Part 5). Under this Act, Contractors are required to include the contract provisions in Section 5.5 (a) of 29 CFR Part 5, and to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in the wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less than the minimum wages specified in the wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less often than once a week.

- b) Contract Work Hours and Safety Standard Act Requirements. The contracts must include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5). Under Section 103 of the Act, each Contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate not less than one times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer of mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- c) Copeland "Anti-Kickback" Act Requirements. All construction contracts over \$2,000.00 must include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). This act provides that each Contractor shall be prohibited from inducing, by any means, persons employed in the construction, completion, or repaid of public work to give up any part of their compensation.
16. Bidders must clearly mark as "confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under section 30-4-40, Code of Laws of South Carolina 1976, as amended (Freedom of Information Act). If any part is designated as confidential, there must be attached to that part an explanation of how this information fits within one or more categories listed in section 30-4-40. The County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the County or its agents for its determination in this regard.
17. CERTIFICATION REGARDING DRUG-FREE WORKPLACE:
The contractor certifies that the vendor(s) will provide a "drug-free workplace" as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by the complying with the requirements set forth in title 44, Chapter 107.
18. Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited.
19. Acknowledgement of Addenda
Each contractor is responsible to verify the number of total addenda issued prior to bid. **Failure to acknowledge all addenda shall disqualify the bidder.** All addenda are posted by the County at the website located at www.georgetowncountysc.org, select "Purchasing" and "Current Bids".
20. This Invitation for Bid covers the estimated requirements to provide **CTC Rural Roads Improvement Program, FY09** for the Georgetown County Public Services Department. The purpose is to establish a Term Contract with firm pricing and delivery under which the department may place orders as needed. The right is reserved to extend the use of this contract to any County Department.

21. TERMS OF AGREEMENT / RENEWAL

The initial term of this contract shall be for a period of one (1) calendar year, effective from date of contract award. The County reserves the right to negotiate with the successful bidder, after contract award, for an additional discount should available funds permit the purchase of additional units within the fiscal year. The County reserves the right, at its sole option, to renew the contract for four (4) additional consecutive terms, contingent upon satisfactory performance in the prior period, not to exceed a maximum term of five (5) years total.

22. PRICE ESCALATION/DE-ESCALATION:

Prices are to remain firm for the first contract period. In subsequent terms, the contractor may request, in writing at least sixty (60) days in advance of the contract ending date, an increase/decrease. Should the County elect to exercise the option to renew the contract for additional year(s), the contract prices for the additional years shall not exceed the percentage increase/decrease of the "Services" category of the CPI-W SECTION OF THE COMSUMER PRICE INDEX of the United States Bureau of Labor Statistics for the latest twelve month for which statistics are available. Should the price change be granted and the County elects to renew the contract, the purchase order will reflect the changes.

23. Bids must be made on Proposal or Bid Form furnished or will be rejected. Proposals shall be typewritten or written in ink on the form prepared by the County. The person signing the bid shall initial all corrections or erasures.

24. Deadline For Questions

It shall be the vendor's responsibility to contact the Purchasing Department with questions regarding this solicitation, **in writing**, no later than the date indicated in the Bid Timeline on page -2- of this document. Inquiries received after this date and time will not be considered. Verbal questions are not permitted. Written questions only must be faxed or e-mailed to:

Kyle Prufer, Purchasing Officer
Fax: (843) 545-3500
e-mail: kprufer@georgetowncountysc.org

25. Insurance

The successful bidder shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the County by the bidder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the bidder for the duration of the contract period; for occurrence policies.

a. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

1. Minimum Limits

General Liability:

\$1,000,000 General Aggregate Limit
\$1,000,000 Products & Completed Operations
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Each Occurrence Limit
\$50,000 Fire Damage Limit
\$5,000 Medical Expense Limit

b. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the bidder, his agents, representatives, employees or subcontractors.

1. Minimum Limits

Automobile Liability:

\$1,000,000 Combined Single Limit

\$1,000,000 Each Occurrence Limit

\$5,000 Medical Expense Limit

c. Workers' Compensation

Limits as required by the Workers' Compensation Act of SC. Employers Liability, \$1,000,000.

d. Owners' & Contractors' Protective Liability

n/a

e. Professional Liability

n/a

f. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the certificate(s).
2. The County of Georgetown, its' officers/ officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The offeror's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.
4. Shall provide 30 days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverage for subcontractors of the bidder shall be subject to all of the requirements stated herein.
6. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the bidder shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against the County, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
9. The bidder shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
10. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from County's Risk Officer.

26. Hold Harmless Clause

The Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the County, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

27. Condition of Items

All items shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. Verbal agreements to the contrary will not be recognized.

28. Workmanship and Inspection

All work under this contract shall be performed in a skillful and workmanlike manner. The County may, in writing, require the Contractor to remove any employee from work that the County deems incompetent or careless.

Further, the County may, from time to time, make inspections of the work performed under this contract. Any inspection by the County does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

29. Method of Payment

Upon delivery and acceptance of the equipment and/or services the contractor shall submit an invoice, detailing the appropriate charges.

Upon receipt of invoice and upon final inspection and acceptance of the equipment, the County will render payment within thirty (30) days. Invoices shall be submitted to:

County of Georgetown
Accounts Payable
P.O. Box 421270
Georgetown, SC 29442-1270

Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

30. Progress Payments

Contractor's Application for Payment shall be submitted to the Owner on AIA Document G702 and G703--1992 Edition, or such other form as may be mutually agreed upon. The period covered by each Application for Payment shall be not less than one calendar month. The Owner shall make progress payments to the Contractor on undisputed amounts certified by the Architect within twenty-one (21) days from receipt of the Application for Payment by the Owner in accordance with Title 29, Chapter 6 of the Code of Laws of South Carolina, 1976, as amended.

31. South Carolina Sales Tax

The County of Georgetown, SC is not exempt and pays the appropriate SC sales tax on all applicable purchases.

32. Assignment of Contract

This contract may not be assigned in whole or part without the written consent of the Purchasing Officer.

33. Termination

Subject to the provisions below, the contract may be terminated by the County upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

a. Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the County, without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

b. Termination for Cause

Termination by the County for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

c. Non-Appropriation:

It is understood and agreed by the parties that in the event funds are not appropriated in the current fiscal year or any subsequent fiscal years, this contract will become null and void and the County will only be required to pay for services completed to the satisfaction of the County.

34. Default

In case of default by the contractor, for any reason whatsoever, the County may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law

35. Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

36. Applicable Laws

This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina, U.S.A. All claims, disputes and other matters in question between parties arising out of, or relating to, this Agreement, or the breach thereof, shall be decided in the Circuit Court of the Fifteenth Judicial Circuit in Georgetown County, South Carolina. By executing this Agreement, all parties specifically consent to venue and jurisdiction in Georgetown County, South Carolina and waive any right to contest jurisdiction and venue in said Court.

37. Claims and Disputes:

All claims, disputes and other matters in question between parties arising out of, or relating to, this Agreement, or the breach thereof, shall be decided in the Circuit Court of the Fifteenth Judicial circuit in Georgetown County, South Carolina. By executing this Agreement, all parties specifically consent to venue and jurisdiction in Georgetown County, South Carolina and waive any right to contest jurisdiction and venue in said Court.

38. Rights of County

The County reserves the right to reject all or any part of any bid, waive informalities and award the contract to the lowest responsive and responsible bidder to best serve the interest of the County.

39. Award of Bid

In determining the lowest responsive and responsible bidder, in addition to price, there shall be considered the following:

- (a) The ability, capacity and skill of the bidder to perform the contract.
- (b) Whether the bidder can perform the contract within the time specified, without delay of interference.
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (d) The quality of performance on previous contracts.
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
- (f) The sufficiency of the financial resources to perform the contract to provide the service.
- (g) The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- (h) The ability of the bidder to provide future maintenance and service.
- (i) The discount terms and conditions of the bid.
- (j) Delivery time.

40. Notice of Award

A ***Notice of Intent to Award*** will be mailed to all respondents.

41. Protest

Bidders may refer to Sections 2-67, 2-73, and 2-74 of Ordinance #2008-09, also known as the Georgetown County, South Carolina Purchasing Policy to determine their remedies concerning this competitive process. The failure to be awarded a bid shall not be valid grounds for protest.

42. Debarment

By submitting a bid, the offeror certifies to the best of its knowledge and belief, that it and its principals, sub-contractors and assigns are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency. A copy of the County's debarment procedure in accordance with Section 2-68 of Ordinance #2008-09, also known as the Georgetown County, South Carolina Purchasing Policy is available upon request.

43. Firm Pricing for County Acceptance

Bid price must be firm for County acceptance for 90 days from bid opening date. "Discount from list," bids are not acceptable unless specifically requested.

44. Quotations to be F.O.B.: Destination

Quote F.O.B.: Destination for this competitive sealed bid. As an alternate, show exact cost for delivery.

45. Unit Prices and Extension

Bid unit price on quantity specified -- extend and show total. In case of errors in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.

46. Use of Brand Names (If Appropriate)

Unless otherwise stated in an Invitation for Bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion

determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. Any catalog, brand name or manufacturer's reference used in bid invitation is descriptive - NOT restrictive - it is to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than reference or specifications, bid must show manufacturer, brand or trade name, catalog number, etc. of article offered. If other than brand(s) specified is offered, illustrations and complete description must be submitted with bid. Samples may be required. If bidder makes no other bid and takes no exception to specifications or reference data, he will be required to furnish brand names, numbers, etc., as specified. Bidders must certify that item(s) bid upon meet and/or exceed specifications.

47. Mobilization After Notice to Proceed

Bid must show the number of days required to mobilize after receiving a Notice to Proceed under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promised may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.

48. Permits

The successful Offeror must be responsible for obtaining all necessary city, county, and state permits/licenses and must comply with all local codes and ordinances. Copies of such permits/licenses shall be made available to the County upon request. Building contractors working within Georgetown County must also secure a Contractor's License from the Building Department. Work within the Georgetown City Limits may require a City Business License.

49. Environmental Management:

Vendor/Supplier/Contractor will be responsible for complying with all federal, state and local environmental regulations relating to transportation, handling, storage, spillage and any other aspect of providing the services specified herein, as applicable.

50. Bid Tabulation Results

Vendors wishing to view the bid tabulation results may visit the Georgetown County, SC web-site at: <http://www.georgetowncountysc.org>. Select "Purchasing", then "Bids Information" and double click the link under the individual bid listing.

51. The Bidder hereby certifies that he or she has carefully examined all of the Documents for the project, has carefully and thoroughly reviewed this Request for Bid/Quotation, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this Bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid/ Documents. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.

52. Any attempt by the vendor to influence the opinion of County Staff or County Council by discussion, promotion, advertising, misrepresentation of the submittal or purchasing process or any procedure to promote their offer will constitute a violation of the vendor submittal conditions and will cause the vendor's submittal to be declared null and void.

53. Apparent omission of a detailed description concerning any point, shall be regarded as meaning the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used.

54. Response Clarification

Georgetown County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.

55. Ethics Certificate (May 2008): By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The county may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

56. Vendor Checklist

The items indicated below must be returned as a part of the Bid Submission package:

- Mandatory Bid Submittal Form
- Non Collusion Certificate
- Buy American Certification
- Mandatory Exceptions Page
- Certificate of Insurance must be on file prior to any award.

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NON-SUBMITTAL RESPONSE

Date _____

Kyle Prufer, Purchasing Officer
County of Georgetown
Post Office Box 421270
Georgetown, SC 29442-1270

Dear Mr. Prufer:

We, the undersigned, have declined to submit a proposal on **Bid # 09-017, CTC Rural Roads Improvement Program, FY09** for the reason(s) indicated below. Circle the number(s) indicating your reason for not bidding, or explain briefly in the space provided. It is not necessary to return any other portion of the bid document if you are not bidding. Please return this completed form by mail, as above, or by fax to (843)545-3500.

- 1) We do not offer this commodity/service
- 2) We do not manufacture/supply to this specification
- 3) Our schedule would not permit us to perform
- 4) Insufficient time to respond
- 5) We are unable to meet bonding requirements
- 6) We are unable to meet insurance requirements
- 7) Unable to bid competitively
- 8) Quantity/work too large
- 9) Quantity/work too small
- 10) Cannot meet delivery/completion requirements
- 11) Other reasons/additional comments
- 12) Remove our name from the County's List of Bidders

We understand that if neither a bid submission nor a non-response letter is returned after three successive attempts, our name will be deleted from the list of qualified bidders/offerors unless otherwise specified (as stated above).

Company Name: _____

Printed Contact Name: _____

Authorized Signature: _____

Telephone: _____ Fax Number: _____

E-Mail: _____

Unable to meet bid/proposal specifications because: _____

IF NOT SUBMITTING A RESPONSE, PLEASE RETURN BY FAX TO (843)545-3500.

NON-COLLUSION OATH)

COUNTY OF: _____)

STATE OF: _____)

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Offeror Herein, his agents, servants, and/or employees, to the best of his knowledge and belief have not in any way colluded with anyone for and on behalf of the Offeror, or themselves, to obtain information that would give the Offeror an unfair advantage over others, not have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS

_____ DAY OF _____, 2009

Authorized Signature of Offeror

NOTARY PUBLIC FOR THE

STATE OF: _____

My Commission Expires: _____

Print Name: _____

Address: _____

Phone Number: _____

(Note: Notary seal required for out-of-state offeror)



MANDATORY BID SUBMITTAL FORM
Bid #09-017
CTC Rural Roads Improvement Program, FY09

The undersigned, on behalf of the vendor, certifies that: (1) this bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bid is entered (4) they have read the complete Request for Bid and understands all provisions: (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

1. Name of Company submitting bid _____

2. Base Bid Figures:

<u>Segment 1: Wyndham Rd</u>	
Miles Included: 0.2 miles	<u>Segment Cost</u>
Road Improvement:	\$
Hydro Seeding (Alternate):	\$
Pavement Marking (Alternate):	\$
Sub-Total	\$

<u>Segment 2: Leisure Ln</u>	
Miles Included: 0.08 miles	<u>Segment Cost</u>
Road Improvement:	\$
Hydro Seeding (Alternate):	\$
Pavement Marking (Alternate):	\$
Sub-Total	\$

<u>Segment 3: Old Waccamaw Dr</u>	
Miles Included: 0.7 miles	<u>Segment Cost</u>
Road Improvement:	\$
Hydro Seeding (Alternate):	\$
Pavement Marking (Alternate):	\$
Sub-Total	\$

<u>Segment 4: Spanish Moss Dr</u>	
Miles Included: 0.26 miles	<u>Segment Cost</u>
Road Improvement:	\$
Hydro Seeding (Alternate):	\$
Pavement Marking (Alternate):	\$
Sub-Total	\$

<u>Segment 5: Sophia Ln</u>	
Miles Included: 0.21 miles	<u>Segment Cost</u>
Road Improvement:	\$
Hydro Seeding (Alternate):	\$

Pavement Marking (Alternate):	\$
Sub-Total	\$

Segment 6: Hayfield Rd	
Miles Included: 0.38 miles	Segment Cost
Road Improvement:	\$
Hydro Seeding (Alternate):	\$
Pavement Marking (Alternate):	\$
Sub-Total	\$

Segment 7: Crow Hill Dr	
Miles Included: 1.18 miles	Segment Cost
Road Improvement:	\$
Hydro Seeding (Alternate):	\$
Pavement Marking (Alternate):	\$
Sub-Total	\$

Segment 8: Carnell Lp	
Miles Included: 0.29 miles	Segment Cost
Road Improvement:	\$
Hydro Seeding (Alternate):	\$
Pavement Marking (Alternate):	\$
Sub-Total	\$

3. Cost for Performance Bond _____
4. **Total Bid Cost** (Lines 2 [all segments] + 3):\$ _____
5. Fill Soil placed for Shoulder Slope to Grade, Cost per ton placed: \$ _____
6. Muck and Fill Unsuitable Sub-grade Materials, 1000 cubic yards, as needed: \$ _____
7. The above prices include all construction staking, labor, materials, inspection and testing, bailing, shoring, removal, overhead, profit, insurance, sales taxes, all other applicable taxes and fees, and all other incidentals to perform all work as shown on the plans and outlined in the specifications.
8. The OWNER reserves the right to hold all proposals for a period of- 60 calendar days prior to acceptance, and during said period, the proposal submitted herein shall be a valid offer to the BIDDER.
9. Upon receipt of written notice of the acceptance of this bid, BIDDER will execute the formal contract within 15 calendar days and deliver a surety bond or bonds as required. The Bid Surety attached in the sum of 5% of the amount bid is to become the property of the Owner in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.
10. SC State Contractor License Number: _____

License Specialty: _____

11. A copy of the SCDOT Certified Plant Certificate for the plant(s) producing HMA mixtures for this project must be attached to this bid. **Yes** **No**

12. Agency designated to provide inspections and testing: _____

13. Number of days for mobilization after Notice to Proceed: _____

14. Contact Address: _____

15. Contact Person : _____

16. Telephone Number _____ Fax Number _____

17. E-Mail address _____

18. Remittance Address: _____

19. Accounting Contact _____

20. Telephone Number _____ Fax Number _____

21. E-Mail address _____

22. FEIN or Social Security Number: _____

23. Does your individual or company structure require the filing of a W-9 form to the IRS on the part of Georgetown County, SC? **Yes** **No**

24. Will you honor the submitted prices for purchase by other departments within Georgetown County and by other government entities who participate in cooperative purchasing with Georgetown County, South Carolina?

Yes **No**

25. Acceptance of Invitation for Bid Content: The contents of the successful IFB may be included as contractual obligation in applicable clauses of the contract; therefore, the selected contractor must be prepared to be bound by his proposal.

26. **RENEWAL OF CONTRACT**

The County reserves the right, at its sole option, to renew this contract for up to two (2) additional one-year terms. Pricing for additional terms shall be based on the information below, but shall not exceed the Consumer Price Index (CPI) as published by the United States Bureau of Labor Statistics.

Renewal - April 2010 through March 2011

Maximum Percentage Increase above First term's prices _____%

Renewal - April 2011, through March 2012

Maximum Percentage Increase above Second term's prices _____%

The continuation of the terms, conditions, and provisions of any resulting contract beyond the fiscal year is subject to approval and ratification by the Georgetown County Council and appropriation by them of the necessary money to fund said contract for each succeeding year.

27. CUSTOMER REFERENCES, for projects of similar size and scope of services:

Entity Name:	
Contact:	
Title:	
Street:	
City, State & Zip:	
Primary Telephone:	
Primary FAX:	
E-Mail Address:	
Brief Explanation of Relationship:	

Entity Name:	
Contact:	
Title:	
Street:	
City, State & Zip:	
Primary Telephone:	
Primary FAX:	
E-Mail Address:	
Brief Explanation of Relationship:	

Entity Name:	
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Contact:	
Title:	
Street:	
City, State & Zip:	
Primary Telephone:	
Primary FAX:	
E-Mail Address:	
Brief Explanation of Relationship:	

28. Any attempt by the vendor to influence the opinion of County Staff or County Council by discussion, promotion, advertising, misrepresentation of the submittal or purchasing process or any procedure to promote their offer will constitute a violation of the vendor submittal conditions and will cause the vendor's submittal to be declared null and void.

29. The lowest or any proposal will not necessarily be accepted and the County reserves the right to award any portion thereof. I/We, the undersigned, hereby confirm that all the above noted documents for Request for Proposal No. 09-017 were received.

30. Printed Name of person binding bid _____

31. Signature _____

32. Date _____

NOTE: THE ENTIRE IFB PACKET NEED NOT BE RETURNED. Please be sure to provide the requested number of copies of all offeror provided attachments. Thank you.

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EXCEPTIONS PAGE

MANDATORY BID SUBMISSION FORM

List any areas where you cannot or will not comply with the specifications or terms contained within the bid documentation.