

TOWN OF PINE RIDGE, SC



RFP 2022-05

Town of Pine Ridge Municipal Complex Ceiling Tile Replacement

August 29, 2022

**2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500
(803)955-0605 fax
www.townofpineridgesc.com**

RFP2022-05

Overview

The Town of Pine Ridge requests proposals from qualified companies to remove existing 2x4 ceiling tiles and replace with 2x2 ceiling tiles that are durable with temperature/mildew/mold resistant and noise reducing qualities. Replace existing damaged 2x4 ceiling tiles in other areas of the complex.

The RFP provides background information on the project, contact person for the project, general scope of services, required contents of the Proposal, rating/selection process, and the time and date to respond.

PROPOSALS ARE DUE BY 5:00 PM, FRIDAY, SEPTEMBER 30, 2022.

Subject to the conditions, provisions and the enclosed specifications, proposals with “RFP2022-05” clearly marked on envelope, will be received at this office until the stated date and time and then presented to Council on October 11, 2022, @7:00pm. Any proposal received after the September 30, 2022; deadline will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed.

- There is no expressed or implied obligation for the Town to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request.
- The Town of Pine Ridge reserves the right to accept or reject any/or all proposals, to waive irregularities and technicalities, and to request resubmission.
- Request for proposals may be canceled by notice at any time prior to the opening of proposals.
- The determination of award for more than \$5,000 to the low responsible vendor shall be made by council after receiving the recommendation of the Finance Committee.
- A tie proposal shall be awarded to the Vendor selected by a majority vote of council.
- Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of a contract may protest to the Town Council. A protest with respect to this Request for Proposal shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.
- If awarded, the Vendor will be required to purchase a Business License with the Town of Pine Ridge.
- The Town of Pine Ridge reserves the right to terminate this agreement for nonconformance with RFP2022-05 requirements.
- The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.
- Respondents are responsible for their own expense in preparing, delivering or presenting a proposal.

I. CONTACT FOR INFORMATION

Vendors responding to this solicitation should direct all inquiries to:

Brittany Burns
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500
prclerkofcourt@sc.rr.com

II. LOCATION OF PROJECT

The Town of Pine Ridge Complex
2757 Fish Hatchery Road
West Columbia, SC 29172

III. SCOPE OF SERVICES

A. Council Chambers/Court Room:

- 1) Room is approximately 1,564 square feet.
- 2) Remove existing 2x4 ceiling tiles, insulation & dispose of properly.
- 3) If possible, convert existing 2x4 ceiling grid work to 2x2.
- 4) If conversion is not possible, install 2x2 grid work.
- 5) Install 2x2 ceiling tiles, which should be temperature/mildew/mold/sag resistant and noise reducing (example: USG Alpine 1004 with ClimaPlus).

B. Remainder of Complex:

- 1) Remove approximately 40 existing damaged 2x4 ceiling tiles, insulation & dispose of properly.
- 2) Install approximately 40 new 2x4 ceiling tiles, which should have temperature/mildew/mold/sag resistant and noise reducing qualities that have a similar look to existing 2x4 ceiling tiles.

IV. CONTENT OF PROPOSAL

Vendor's price proposal must be complete and include all charges. The Town of Pine Ridge will not pay for any charges not listed in the proposal.

V. SELECTION PROCESS

- Evaluation of Responses: The selection process will be based on the proposal that will best serve the Town of Pine Ridge. The Town of Pine Ridge reserves the right to reject any and all responses (or portions of responses), to cancel a solicitation, and to waive any technicality if deemed to be in the best interest of the Town. The Town of Pine Ridge shall reserve the right to award the project to the respondent which is most advantageous to the Town of Pine Ridge. Responses will be evaluated objectively based on the vendor's responses to the RFP. The Town of Pine Ridge will not pay costs incurred in the proposal preparation including the costs for printing, demonstration, negotiation process, etc. All costs for the preparation of the response shall be borne by the proposing vendor.

- *Right of the Town of Pine Ridge to reject proposals:* The Town of Pine Ridge reserves the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the Town of Pine Ridge may deem necessary in its best interest. The Town also reserves the right to negotiate with any vendor, all or part of any proposal that is in the best interest of the Town.
- *Confidentiality of Documents:* All responses to the RFP submitted by vendors shall be deemed public documents at the time opened by the Town of Pine Ridge. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the vendor. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the Town of Pine Ridge to the submitter. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.
- *Notification of Withdrawal of Proposal:* Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the Town of Pine Ridge after the proposal submission deadline.

VI. CONTRACTUAL OBLIGATIONS OF SUCESSFUL RESPONDENT: The successful vendor will be required to undertake certain obligations that are not limited to the following:

- *Acquisition of a Business License:* The successful Vendor to this RFP will be required to obtain a Town of Pine Ridge Business License prior to commencing work inside the Town limits.
- *Indemnification:* The successful vendor shall indemnify and hold the Town of Pine Ridge and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of vendor, or of anyone acting under vendor's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract.
- *Insurance:* The successful vendor shall submit proof of liability insurance with limits of not less than \$1,000,000 per accident, in addition to workers compensation.
- Vendor is to field verify measurements before beginning work on the project.
- Vendor is responsible for all needed permits, drawings and must follow all local, State and Federal codes.

- Working hours shall be Monday-Friday 8am to 5pm, except Wednesday 8am to 1pm.
- Vendor shall protect equipment, furniture, carpeting with tarps and/or plastic sheeting.
- Vendor is to provide all necessary materials and equipment.
- Vendor is responsible for cleaning of the job site daily.

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BID PRICING FORM

COMPANY _____

ADDRESS _____

CONTACT _____ PHONE _____

EMAIL _____

A. TOTAL COST FOR COMPLETE PROJECT (Scope of Services A (3)):

\$ _____

B. TOTAL COST FOR COMPLETE PROJECT (Scope of Services A (4)):

\$ _____

C. Provide a line-item price sheet showing the materials and labor components in the pricing of the Project.

D. Please indicate the number of calendar days required to commence work, following purchase order and order placement.

Total Calendar days _____

E. Please indicate the number of calendar days anticipated to complete the work.

Total Calendar days _____