

# REQUEST FOR PROPOSALS

## BATESBURG-LEESVILLE SECURITY FENCE AND GATE

# THE TOWN OF *Batesburg-Leesville*

Town of Batesburg-Leesville  
P.O. Box 2329  
120-A West Church Street (29006)  
Batesburg-Leesville, SC 29070

April 30, 2019

**Submittal Deadline May 17, 2019 by 4:00 P.M. EST**

**Mandatory Pre-Bid Conference Tuesday, May 7, 2019**

Request for Proposals  
Town of Batesburg-Leesville  
Security Fence and Gate

**Request for Proposals  
Security Fence and Gate  
Town of Batesburg-Leesville, South Carolina**

**SUMMARY**

The Town of Batesburg-Leesville is requesting proposals from contractors with experience in security fence and automatic gate installation to install new fencing and electronically controlled security gate at the Town's Water Treatment Plant facility. Respondents must comply with the minimum qualifications. The Town reserves the right to accept or reject any or all bids, or any part thereof. Work will begin upon approval by Town Council in summer 2019.

**BACKGROUND INFORMATION**

The Town of Batesburg-Leesville has received notice from SC Department of Health and Environmental Control (DHEC) to update the security fence and security gate at the Water Treatment Plant located at 366 Liberty Street, Batesburg-Leesville, SC. Currently, the gate in use is a static fence that must be manually opened and closed and only limits unauthorized entry. The Town is seeking bids from qualified contractors to update the security gate and install additional fencing to ensure the security of the facility.

**MANDATORY PRE-BID CONFERENCE**

Bidder or representative must attend the mandatory pre-bid conference on Tuesday, May 7, 2019 at 11am at Batesburg-Leesville Water Treatment Plant (366 Liberty St., Batesburg-Leesville, SC 29006). Staff will be available to answer questions, provide bid documents for review, and provide other assistance.

**MINIMUM QUALIFICATIONS**

All bidders must comply with the following minimum qualifications. Failure to provide or meet any of the qualifications below will result in a bid being deemed unresponsive and will not be considered.

- Must have a current business licenses to operate in the Town of Batesburg-Leesville (or obtain a business prior to work starting).
- Must carry a minimum of \$1,000,000 in liability insurance and must list Town of Batesburg-Leesville as additionally insured (copy must be provided with bid).
- Bidders must have and provide a copy of their workers compensation insurance.
- Provide a list of similar projects with contact information as references.
- Bidders must provide contact information for any and all subcontractors being considered for the job.

Bidders whom fail to provide the above mentioned documentation with their bid packet will be contacted and marked "Incomplete." All "Incomplete" packages will be deemed non-responsive at 4:01 PM on May 17, 2019. Bid packages from bidders failing to attend the mandatory pre-bid conference will be deemed non-responsive and not considered.

**SCOPE OF SERVICES**

The Town of Batesburg-Leesville is seeking bids from qualified contractors for the following:

1. Demolition and removal of existing fence and gate (approximately 60').
2. Install 6-foot high chain link fence with barbed wire (approximately 100').

3. Install 4-foot pedestrian walk-through gate with key code access.
4. Install 24-foot wide by 6-foot high aluminum slide gate designed and built for high volume cycles.
5. Install at-gate voice control box and wireless radio-controlled entry system.
6. Install pull-up to open/exit system with appropriate trailer safety feature.
7. Install battery back-up system for gate.

Responders must provide a list all materials and equipment to be installed and should be of sufficient quality to provide reliable service to the Town. Include any and all warranties and guarantees as attachments to the bid package.

In addition, the following conditions must be met:

1. The Town is seeking a turnkey operation with Contractor completing all appropriate electrical and fencing requirements.
2. The Town will perform either directly or via additional contract all improvements to driveway necessary to install gate system.
3. Contractor will be responsible for contacting the locating service to identify location of utilities prior to construction.
4. Contractor will be responsible for all traffic signage (pedestrian and vehicle), safety equipment, traffic cones and other items needed to inform the public of a construction site.
5. Owner will provide, as able, barricades to assist in pedestrian and traffic control.
6. Contractor and Owner will conduct site inspections to ensure project completion.

### **TIMELINE**

The Town proposes the following timeline with all activities being completed within 3-6 months.

<b>Event</b>	<b>Date/Location</b>
Request Issued	April 30, 2019
Bidders Conference	May 7, 2019 at 11:00 a.m. – Water Treatment Plant (366 Liberty Street, Batesburg-Leesville, SC 29006)
Responses Due	May 17, 2019 at 4:00 p.m. – Town Hall (120 W. Church Street, Building A)
Evaluation Period	May 17-24, 2019
Town Council Approval	June 10, 2019 at 7:00 p.m.
Notice of Intent to Award	June 11, 2019
Contract Start Date	July/August 2019

**Note:** Award and start dates are approximate.

### **REFERENCE MATERIALS**

The following reference materials can be found online.

- Facility Drawing

Website: <http://batesburg-leesville.org/rfpsbid-opportunities>

## **RESPONSE REQUIREMENTS AND INSTRUCTIONS**

All proposals will be evaluated by a Town Selection Committee (TSC). The TSC will consist of the Town Manager, Assistant Town Manager, and Public Works Supervisor, and other designated staff members, as necessary. The TSC will select a Contractor in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the TSC.

The TSC will evaluate each proposal meeting the qualification requirements set forth in this RFP. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the Town's requirements as set forth in this RFP. **All bids must be accompanied by a Bid Form.** Any bidder submitting a bid without including a bid form will be considered non-responsive; and the proposal will not be reviewed.

As a result of this RFP, the Town intends to award a contract to the responsible bidder(s) whose response conforms to the RFP and whose bid presents the greatest value to the Town, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the Town. The goal is to award a contract to the bidder(s) that proposes the Town the best quality as determined by the combined weight of the evaluation criteria. The Town may award a contract of higher qualitative competence over the lowest priced response.

### **Pricing:**

1. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
2. Bidder shall provide an overall bid for the project and a bid for each component.
3. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the Town.
4. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and Town only after completion of the initial term.

### **Award:**

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled "**Evaluation Criteria/Selection Committee.**"
2. The committee will recommend award to the bidder(s) who, in its opinion, have submitted the proposals that best serves the overall interests of the Town and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest price.
3. The Town reserves the right to reject any or all responses that materially differ from any terms contained in this RFP, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the Town.
4. The Town reserves the right to award to a single or multiple contractors.
5. The Town has the right to decline to award this contract or any part thereof for any reason.

6. Town Council approval to award a contract is required and will be scheduled at the earliest possible date.

**Invoicing:**

1. Contractor shall invoice the Town, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory receipt of product and performance of services.
3. Town shall notify Contractor of any adjustments required to invoice.
4. Invoice(s) shall contain Town Purchase Order (PO) number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the PO.

**RESPONSES**

Responses to this RFP will be accepted until 4:00pm on May 17, 2019. Submittals must be mailed, emailed or delivered to the following:

<b><u>Contact Person</u></b>	<b><u>Mail</u></b>	<b><u>Delivery</u></b>
Seth Duncan Assistant Town Manager <a href="mailto:sduncan@batesburg-leesville.org">sduncan@batesburg-leesville.org</a> (803) 532-4601	Town of Batesburg-Leesville P.O. Box 2329 Batesburg-Leesville, SC 29070	Town of Batesburg-Leesville 120-A West Church Street Batesburg-Leesville, SC 29006

Late submittals will not be considered.

**BID FORM**  
**TOWN OF BATESBURG-LEESVILLE**

**GENERAL INFORMATION**

Total Cost of Bid: \_\_\_\_\_

Official Name of Bidder: \_\_\_\_\_

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

B-L Business License Number: \_\_\_\_\_

Is the Principal Bidder or named subcontractors listed on any (Federal or State) debarred, suspended or other excluded parties list? Circle one. Yes    No

How long has the bidder been in business? \_\_\_\_\_

Is the business Minority or Woman owned? \_\_\_\_\_

**SUBCONTRACTORS**

For work outlined in this document, Bidder expects to engage the following subcontractor(s):

<b>Subcontractor</b>	<b>Description of Work</b>	<b>Dollar Amount (\$)</b>

BIDDER REFERENCES (MINIMUM OF THREE)

Company/Individual Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Scope of Work (Similar Projects): \_\_\_\_\_

Company/Individual Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Scope of Work (Similar Projects): \_\_\_\_\_

Company/Individual Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Scope of Work (Similar Projects): \_\_\_\_\_

Company/Individual Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Scope of Work (Similar Projects): \_\_\_\_\_

Company/Individual Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Scope of Work (Similar Projects): \_\_\_\_\_

The unit

Item	Quantity	Price/Unit	Est. Cost
Demolition of Existing Fence (labor and material disposal)	1		
6-Foot High Chain Link Fence with barbed wire with installation	~170 L.F.		
4-Foot Walk Through Gate with keypad access with installation	1 Each		
24-Foot Wide Aluminum Slide Gate with installation	1 Each		
Battery Back-up System with installation	1 Each		
Pull-up to exit system with trailer safety system (noted if included w/ gate)	1 Each		
Radio-controlled entry devices (list cost per unit)			
<i>total</i>			

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Include all warranties and guarantees with this bid form.