



## Request for Proposals

### Allen- Black Marker Construction

### Rock Hill, South Carolina

**Date:** August 31, 2010

**To:** Qualified Construction Firms

**From:** City of Rock Hill  
Housing & Neighborhood Services  
Jimmy Mahon, Project Manager

**Reference:** Allen-Black Marker Construction Project

**General:**

The City of Rock Hill (CRH) and Housing Neighborhood Services are requesting Proposals (Bids) for Professional construction services. The project will consist of services to cover the installation of a Marker on the property of Mt. Prospect Church and Friendship College on Allen Street. The scope of work will be for the construction( Materials and Labor) for the installation - site prep, dig and install footing , build-up masonry block form to specifications , install masonry ( brick ) veneer to specification , brick cleaning and prep , and install signage on the main structure and plaques at each column per drawing concept . \* (Sign and Plaques will be provided to the contractor for installation.) Site should be ready for landscaping upon completion. Marker size is Sixteen (16) feet in length, Two (2) feet in width and Six (6) feet in height. Footing placement and support will be to code and specifications.

Services provided should be detailed to include:

- A ) Complete Construction Prep.- per a set of specifications.
- B ) Itemized budget for materials and labor.

C) Current Lic. (From SC LLR).

D) Permitting \* ( Including , but not limited to) City Of Rock Hill.

E) All Utility Coordination ( Location/ Re-location) and Right of Ways.

F) Current Insurance requirement for City of Rock Hill –Risk Management.

\*\* This project is for Three (3) sections-

# 1- Construction of the marker. Per design Drawings.

# 2 –Sign development (Oval Shape with wording). Per Design Drawings.

# 3 –Landscaping installation. Per design Drawings.

All Preliminary Plans / Drawings s are available for review at Housing & Neighborhood Services,

150 Johnston Street, Rock Hill, S.C., 29730.

To schedule a time to view said documents or to answer any questions, please contact:

Jimmy Mahon at 803-817-5116.

#### **Selection of Construction Firm:**

Selection of the construction firm will be based on a number of factors, including the following:

- Familiarity with CRH construction standards and procedures;
- Experience with suburban streetscape improvement projects;
- Qualifications of the personnel who will be involved in the project;
- References of previous clients for similar projects;
- Demonstrated ability to complete projects on time and within budget;
- Demonstrated ability to work cooperatively with property owners and city officials;
- Demonstrated ability to negotiate an agreeable fee structure with CRH; and
- Available resources to meet an aggressive design timetable.

Selected firms may be interviewed after proposal submittal and prior to the award of the contract.

The City of Rock Hill (CRH) will accept proposals for professional construction services for the referenced improvements until noon on September 17, 2010 pm. Two (2) copies of the proposal should be delivered to the Housing & Neighborhood Services Office, 150 Johnston Street, Rock Hill, South Carolina 29730. Envelopes should be clearly marked “Allen-Black Marker Project” and addressed to the attention of Jimmy Mahon.

Bids will be opened to the public at 1 PM on September 20, 2010, at Housing and Neighborhood Services, in the Conference Room at the above address.

### **WMBE Statement**

It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina. It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status. It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

### **Local Purchasing**

It is the intent of the City of Rock Hill to promote the use of local businesses and hiring citizens living within the local Rock Hill/York County area when possible. Contractor and or business must make every reasonable attempt to hire local Rock Hill/York County residents. Selected contractor(s) must make every reasonable effort to purchase/lease all material, equipment and supplies associated with the awarded bid to a local business with a valid City of Rock Hill Business License. Contractor(s) receiving award must supply City with a list of their employees working on the project which include the city/town in which they reside along with a list of all equipment, material, suppliers and subcontractors and their addresses. Special consideration may be given to companies that have products produced and/or manufactured in the United States.

### **City Business License**

The successful contractor, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Rock Hill, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact City Business License Office at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

### **Illegal Immigration Reform Act Compliance**

“The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled **Unauthorized Aliens and Public Employment** and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors.”

### **Indemnification**

Company agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys’ fees and costs of any suit related thereto), suffered or incurred by the City, arising from or related to Company’s negligent performance under this Agreement.

### **S.C. Code of Laws**

The state of S.C. Code of Laws Section 12-9-310 (A) requires that any entity within the state having a contract with a nonresident taxpayer conducting business or performing services of a temporary nature within this State, with such contract amounts exceeding the payment of ten thousand dollars (\$10,000.00) during any one (1) calendar year, must withhold two (2) percent of each payment to these nonresidents.

This does not apply to a nonresident which has registered with the Secretary of State or the Department of Revenue and by that registration has agreed to be subject to the jurisdiction of the department and the courts of the State to determine its SC tax liability, if any. Such registration is not an admission of tax liability nor must it be construed to require the filing of an income tax return.

If the entity having a contract with a nonresident obtains an affidavit from the nonresident stating that the nonresident is registered with the department or with the Secretary of State, then the entity is not responsible for withholding.

Business tax application is included herein. The successful bidder, if a nonresident, must fill in front side and section “C” on reverse side. Nonresident successful bidder must also submit form I-312 (enclosed). Failure to complete these two forms by nonresident will require the City to withhold 2% of all requested payments.



**INDEMNITY PROVISION**

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

Above provision specifically applies to the contract dated \_\_\_\_\_

between the City of Rock Hill and \_\_\_\_\_ for

(contractor)

\_\_\_\_\_.

(service or products)

NAME \_\_\_\_\_

PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_



## **No Idling Policy**

1. All City vehicles and or equipment must be turned off when not being used for emergency purposes that require the vehicle/equipment to run or maintain power for attached equipment, or when the vehicle/equipment must remain running to operate hydraulic lifts, generators, etc.
2. Running vehicles or equipment should not be left unattended.
3. Vehicles/equipment should not be started longer than necessary to clear ice from windows.
4. The City will facilitate an ozone email warning system, in conjunction with the state of South Carolina, by providing the email addresses of the appropriate persons in each department to receive such warnings as they are made. These persons will then act as an agent to post ozone warnings each day to alert City employees of the particular need to not run vehicles unnecessarily; a standard warning symbol should be posted in prominent locations throughout City facilities.