



**CITY OF ROCK HILL, SOUTH CAROLINA**

**REQUEST FOR PROPOSAL**

**ENERGY MANAGEMENT SYSTEM**

**CITY HALL**

**JANUARY 20, 2010 @ 10:00 AM**

The City of Rock Hill, South Carolina is seeking competitive bids from qualified firms to provide the City with upgrading its Energy Management System at City Hall.

The process of responding to this Request for Proposal (RFP) should involve interested companies reviewing and analyzing the information provided herein and responding in writing to any and all items where a response is requested.

**BACKGROUND**

The Rock Hill Property Maintenance Department is responsible for this project.

**BID REQUEST**

Sealed bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until 10:00 AM local time on January 20, 2010, at which time they will be publicly opened and read aloud. All companies submitting bids are welcome to attend, but attendance is not mandatory. Details of the bid can be obtained by visiting our website: [www.cityofrockhill.com](http://www.cityofrockhill.com), after January 21, 2010.

The bid opening will begin promptly at the appointed time at the City of Rock Hill Operations Center, 349 Columbia Avenue, Rock Hill, South Carolina 29730. No bid may be submitted after the bid opening begins. The bidder is solely responsible for the timely submission of his/her bid.

**MANDATORY PRE-BID MEETING**

We will have a mandatory pre-bid meeting on **January 05, 2010 @ 10:00 AM** at City Hall, room 201, located @ 155 Johnston Street, Rock Hill, SC 29731.

No bid may be withdrawn for a period of forty-five (45) calendar days after the bid opening.

Bids may be mailed to: City of Rock Hill, Attn: Marty Burr, P.O. Box 11706, Rock Hill, South Carolina 29731-1706 or hand delivered to Marty Burr, Purchasing Office, 349 Columbia Avenue, prior to the appointed time of the bid opening.

All bids must be in a sealed envelope and marked “**SEALED BID; ENERGY MANAGEMENT SYSTEM for CITY HALL, OPEN JANUARY 20, 2010 @ 10:00 AM.**”

All bids must be approved by the Property Maintenance Director and the City Manager.

Should the bids be higher than the amount allocated by the City for this project, the City reserves the right to negotiate in good faith with the low bidder. Failing an agreement, the City may reject all bids and resubmit for new bids or make any other decisions it deems to be in its own best interest.

Questions regarding Insurance requirements should be directed to Dot Archie, Risk Management @ 803-329-7025. Inquires, re: terms and conditions, etc., should be directed to Marty Burr @ 803-329-5551.

#### **City Contact**

If you have any questions regarding this RFP, contact Marty Burr with the Purchasing Office @ 803-329-5551.

If you have questions regarding product or product specifications, contact Steve Walters, @ 803-329-8726.

#### **Qualified Vendor**

A qualified vendor is defined for this purpose as one who meets, or by the date of bid acceptance can meet all requirements for licensing, insurance and service contained within this RFP.

## 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.

### **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.”

**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 Elizabeth Hurrell at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

Successful bidder must comply with the insurance provisions as detailed herein. For bids under \$5,000 an Insurance Certificate on the ACORD form is acceptable.

**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.

# INSTRUCTIONS TO BIDDERS

**Purpose:** The purpose of this document is to provide to potential bidders general and specific information in submitting a bid to supply the City needs as listed within.

## 1.1 **Definitions:**

- A) Bidder: This term is used to encompass the party seeking to have an agreement with the City of Rock Hill.
- B) City: This term is defined as the City of Rock Hill, South Carolina. All communications relating to the bid process or the resulting purchase should be directed to the City's Purchasing Office or to his designated contact.
- C) Purchase: This term means the agreement to be executed by the City and the successful bidder.

## 1.2 **Bid Preparation:** All bid responses shall be

- A) Prepared and submitted on the forms enclosed herein, unless otherwise prescribed.
- B) Typewritten or completed in ink, signed by the bidding firm's authorized representative with all erasures or corrections initialed and dated by said signer.
- C) Each bid constitutes an offer and may not be withdrawn except as provided herein. Bid prices are to remain firm for the period stated in the Bid Request.
- D) Each bid shall include the name, address, telephone number, fax number and e-mail address of at least three (3) current customers for whom they have provided similar products. These references may be contacted, and if so, their responses will constitute a significant part in the bid evaluation process.

## 1.3 **Bid Submission:** Three (3) copies of the Bid Response shall be:

- A) Submitted in a sealed opaque envelope with the following information written on the outside of the envelope:
  - \* The name of the bidding company;
  - \* Identification of items being bid; date and time of bid opening.
- B) Mailed or delivered to the address shown in the Bid Request for receipt by the City by the stated deadline.
- C) Bids not received by the time and date specified will not be opened or considered, unless the delay is a result of the City, its agents, or assigns.

- 1.4 Failure to bid:** Any company which does not desire to offer a bid should submit to the City a letter stating a reason for not bidding and whether the bidder desires their company's name be retained or removed from the City's bid list for future solicitations.
- 1.5 Errors in Bid:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price shall govern.
- 1.6 Award Criteria:** The award shall be made to a single bidder who submits the lowest responsible and responsive bid taking into consideration product quality, past performance, and compliance with the stated terms, conditions, and specifications. The City reserves the right to make such decision as it deems to be in its own best interest. The City alone shall make such determination.
- 1.7 Compliance with laws:** The successful bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with all other standards or regulations required by federal, state, county, or City statute, ordinances and rules during the performance of any purchase between the bidder and the City. Any such requirement specifically set forth in any purchase document between the bidder and the City shall be supplementary to this section and not in substitution thereof.
- 1.8 Brand Name:** The use of a brand name is for the sole purpose of describing the standard of quality, performance, and a characteristic desired and is not intended to limit or restrict competition.

## Energy Management System City Hall

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### Scope of Project

City of Rock Hill is looking to upgrade its current Barbra Coleman Network 8000 Energy Management System.

Quotations must include all labor and material to complete upgrade as outlined.

Existing temperature sensors and digital inputs will be reused. Existing electric transducers will be replaced. Existing variable air volume boxes and fan power boxes presently have pneumatic controls. These controls will be replaced with new controllers for each box. Each box will be supplied a new room thermostat and the fan power boxes will be supplied a discharge air sensor.

This system will be linked back to the host computer in the Property Maintenance Directors office located in the City Operations Center, 349 Columbia Avenue, Rock Hill, SC 29730

Listed as Options;

Installing 3 variable frequency drives on air handler unit numbers 1 and 2 on the East Wing and number 1 air handler unit on the West Wing.

City will furnish building blueprints at the pre-bid meeting.

All contractors' employees must be in uniformed clothing with company and employees name displayed.

Contractor and its employees must be presentable and act professional at all times.

WARRANTY: Will be 100% for two (2) years from the date of completion.

**Project must be completed by: May 1, 2010**

Please list three business references that you are currently engaged in similar type practice. Also to be included person of contact, phone number and address for each.

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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