



REQUEST FOR PROPOSAL

Water Fountain Maintenance Galleria Mall

Sealed competitive bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until 10:00 A.M. local time on October 21, 2009 at which time they will be opened publicly and read aloud. The requested Fountain Maintenance is for our 2 fountains at the Galleria Mall. The term of this agreement is 24 months with two 12 month options, for a total of 48 months, if options are exercised.

The bid opening will begin promptly at the appointed time in the Conference Room of the City of Rock Hill Operations Center, located at 349 Columbia Avenue, Rock Hill S.C. No bid may be submitted after the bid opening begins.

No bid may be withdrawn for a period of thirty (30) calendar days after the bid opening.

Bids may be mailed to the Purchasing Division, City of Rock Hill, P.O. Box 11706, Rock Hill, SC 29731-1706 or hand delivered to the Purchasing Office, located in the Warehouse/Garage Complex at 349 Columbia Ave., (adjacent to the Operations Center) prior to the appointed time of the bid opening.

The contract period will begin on the designated date and continue until completion. All prices quoted must be valid for the duration of the contract.

All bidders must comply with all State, Federal, local laws and ordinances regarding fees, insurance, licensing and bidding requirements.

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. The City of Rock Hill Insurance forms included herein are to be used to submit evidence of required coverage.

A MANDATORY pre-bid conference will be held at the fountains located at the Galleria Mall entrance, Dave Lyle Blvd., Rock Hill, SC 29730 on October 09, 2009 @ 10:00 A.M. Your bid will not be considered if you do not attend this meeting. Please call (803) 329-7070 for directions.

Payment to contractor will be in monthly increments upon receipt of invoice from the contractor and approval by the Property Maintenance Supervisor.

All prices quoted are to include all material, supplies, equipment, and labor to perform the stated task in a workmanlike manner. All prices are to include all applicable taxes and materials, (CRH will provide filters).

If an award is made, it will be to the lowest responsible and responsive bidder meeting all specifications, terms and conditions.

Should all bids be higher than the amount allocated by the City of Rock Hill for this service, 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 decision it deems to be in its own best interest.

The City reserves the right to accept or reject any or all bids, waive technicalities, and make decisions as it deems in its own best interest.

All bids must be in a sealed envelope and marked “SEALED BID; Fountain Maintenance; OPEN OCTOBER 21, 2009 10:00 A.M.”

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 pursuant 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 the 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.

Questions regarding insurance requirements should be directed to Dorothy Archie @ (803) 329-7025. For questions regarding required services, contact Steve Walters @ (803) 329-8726. Contact Marty Burr @ (803) 329-5551 with questions about bid terms and conditions.

INSTRUCTIONS TO BIDDERS

Bidders are to use the Bid Sheet provided herein for submission of bid.

Enclosed insurance and business license forms are to be submitted only by the successful bidder.

The enclosed Indemnity Provision is to be signed and submitted to the City of Rock Hill, only by the successful bidder.

The contract will start on November 01, 2009 for a period of 24 months with two 12 month renewal options.

See attachment A&B list of procedures to be performed.

Service Schedule: Once per week March thru September, and every other week October thru February.

City of Rock Hill at their cost will supply and replenish the cartridge filters as needed along with any additional repair parts (pumps, valves etc.).

Contractor will be responsible for all chemicals, cleaning equipment, supplies, and labor to perform said tasks.

The contractor must have a current Certified Pool Operators license in the State of South Carolina and be in compliance at all times with DHEC regulations.

Every employee of the contractor must wear a shirt identifying the name of the contract company.

The City of Rock Hill will provide a secure area for contractor to store its cleaning equipment.

The bid is to be expressed in terms of a monthly fee for providing all services detailed herein.

The City of Rock Hill reserves the right to terminate this contract at any time by submitting written notice to the contractor at least thirty (30) calendar days in advance.

Hours of operation: Work can be performed from 7:00 AM to 3:00 PM Monday through Friday.

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. _____

2. _____

3. _____

BID SHEET

We the undersigned, affirm that we have read, and understand, the terms, conditions, and the scope of services as stated in this bid solicitation. In accordance with the same, we hereby submit the following proposal:

Provide Fountain Maintenance at the Galleria Mall for the City of Rock Hill, for a period of twenty four (24) months at a monthly rate of;

\$ _____ per month

Company Name: _____

Address: _____

Name of Officer: _____

Signature: _____

Title: _____ Date _____

Phone # _____ Fax# _____

Number of Years in Business: _____

Email address: _____

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 there from. 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 _____



Rock Hill Fountains

Attachment A

Maintenance Procedure:

Once per week:

- 1- Test water chemistry and adjust as needed.
- 2- Add chlorine tablets to feeder and adjust control valve for proper setting.
- 3- Vacuum and brush the feature.
- 4- Using tile brush and recommended cleaner, clean granite.
- 5- Turn the recirculation pump "off" and clean hair and lint basket.
- 6- Rinse and clean vault floor checking that sump pump is functioning correctly.
- 7- Raise the float at the sump pump tray to test the high water alarm system. The bell and external flashing red light should activate.
- 8- Open the electrical panel and check the timers for correct time setting.
- 9- Check the auto fill control for correct operation. Auto fill should activate when turned to manual position and off when in auto if water level is correct.
- 10- Check and adjust the nozzle water height for correct setting, checking for debris. Power drive inside the electrical panel should be at the same setting. CAUTION: do not adjust power drive settings without direction from manufacturer.
- 11- Check vent fan for correct operation. Clean vent screen at top of PVC loop of debris.
- 12- Check PSI on gauge at top of filter. Pressure should not exceed 12 PSI above a clean filter pressure. Clean filter if needed.



Rock Hill Fountains

Attachment B

Vacuuming Procedure:

- 1- Turn recirculation pump off.
- 2- Close Main Drain valve and open the Vacuum valve at the suction side of pump.
- 3- Remove the vacuum port cap in the feature. Cap is located in the middle of the street side wall of the feature approximately 6" below water level. Cap is a brass flush mounted cap and may require tool to remove.
- 4- Assemble vacuum hose, head and pole. Place head into water and then submerge vacuum hose to evacuate all air before connection to vacuum port.
- 5- Turn pump on, vacuum feature.
- 6- When finished, turn pump off, close vacuum valve and open main drain valve.
- 7- Restart recirculation pump.
- 8- Replace vacuum port flush cap. This must be replaced after each use to insure that no one can be injured by the suction force if valves are not correct.
- 9- Check for proper flow and PSI on the filter gauge.

Filter Cleaning Procedure:

- 1- Turn recirculation pump off.
- 2- Close the main drain and the return valves off.
- 3- Open and remove filter top.
- 4- Remove the filter and remove from vault to area that can be used to hose clean filter. Wash between all pleats while in vertical position to allow debris to be removed while washing.
- 5- Replace filter and lid. Clean the O-ring at base of the lid for proper seal. Do not over tighten retaining nut at top of the filter.
- 6- Open valves to the correct position.
- 7- Restart recirculation pump checking for leaks and the PSI gauge for correct pressure. Open air bleed at top of filter to allow trapped air to escape.