



FOUNTAIN INN

est 1886

INVITATION FOR BID

**THE CITY OF FOUNTAIN INN,
IFB #2020 – 007**

**Natural Gas Lines & Sewer Lines Right-of-Ways
Mowing/Clearing**

ISSUE DATE:

10/05/2020

SUBMISSION DEADLINE:

10/19/2020

2:00 P.M. (EDST)

**CITY OF FOUNTAIN INN, SOUTH CAROLINA, INVITATION FOR BID
#2020-007.**

The City of Fountain Inn, South Carolina (The City) is seeking competitive bids from qualified companies (QC) to provide The City with a complete price for a three (3) year commitment to perform Right-of-Way (R/W) mowing/clearing across our service territory.

Sealed bids will be received at 200 North Main Street; Fountain Inn, SC 29644 until 10/19/2020 at 2:00 p.m. from qualified contractors at which time they will be publicly opened and read aloud. Details of the award will be posted on www.fountaininn.org . Bids received after the time and date set for receipt of bids will not be accepted and will be returned to the bidder.

All bids must be in a sealed envelope and marked:

**CITY OF FOUNTAIN INN
SEALED BID: IFB#2020-007
TITLE: Right of Way Mowing
ATTN.: FINANCE DEPARTMENT
200 NORTH MAIN STREET
FOUNTAIN INN, SC 29644**

All bids are subject to the City of Fountain Inn's Procurement Ordinance, Ordinance #2010-001 dated February 2, 2010. The Procurement Ordinance is available on the City's website.

No bid may be withdrawn for a period of sixty (60) calendar days after the bid opening. Should the pricing included in the bid be higher than the amount allocated by the City for this project, the City reserves the right to negotiate in good faith with the successful bidder. Failing an agreement, the City may reject all bids and resubmit for new bids or make any decisions it deems to be in its own interest.

No bid will be accepted from a contractor who is not currently licensed, in good standing by the South Carolina Department of Labor, Licensing and Regulation (if applicable).

City Contact: Questions regarding this IFB may be made in writing (**no phone calls**) and addressed to:
Eduardo Noriega, Gas Director
eduardo.noriega@fountaininn.org

Upon receiving the "Notice of Award," the successful bidder has ten (10) calendar days to submit all required bonds, insurance, permits and licenses and meet with the City to discuss any problems or questions pertaining to the project.

If the bidder discovers any ambiguity, conflict, discrepancy, omission, or other errors in the IFB, bidder shall immediately notify the City of such error in writing and request modification or clarification of the document. The bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other erroring the IFB or it shall be deemed waived.

The successful contractor shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

Project Scope of Work

The City is seeking a qualified contractor to perform the mowing and/or clearing of our R/W across its service territory. The approximate linear footage to be maintained is 20,000 feet of natural gas lines at a minimum of 10-foot wide, and 33,600 feet of sewer at a minimum of 25-foot wide is require unless approved in advance by The City.

All the locations to be maintained are listed in Exhibit A for gas and Exhibit B for sewer. Other R/W sections may be added later as The City continues to grow. It is the responsibility of the contractor to properly ensure all locations are accessible and the required mowing/clearing can be done.

The contractor shall perform two (2) cuts per year and will work closely with The City to coordinate the work.

This a 3-year agreement.

- A. Schedule: The work can be performed any time, any day, even weekends, but not at night.
- B. Equipment: Contractor shall supply all the necessary labor, equipment, transportation, PPEs, and other tools to properly clear and maintain the right-of-way.
- C. Assistance: The City will assist with general questions and in circumstances where the R/W cannot be easily located by the QC. It is the responsibility of the QC to notify property owners when the work will be performed.

Contractor Requirements

Contractor requirements shall include, but not be limited to:

- A. It is the QC's responsibility to ensure its employees' safety and well-being during the performance of their job by supplying them with all appropriate Personal Protective Equipment (PPEs).
- B. The QC shall furnish a vehicle/equipment to its employee to safely perform their work. This vehicle/equipment must be properly insured to meet South Carolina insurance standards.
- C. The QC will invoice on a regular basis while the work is taking place. The invoice will clearly indicate:
 - Gas or Sewer
 - The date the work was done.
 - The location of the work.
 - The length and width maintained.
- D. The first cut for natural gas R/W **MUST** be completed by December 31, 2020 unless otherwise agreed. The other cuts will be coordinated with The City.

Proposal Outline to be Submitted

The proposal shall be organized and submitted with the following elements:

- A. Cover Page
- B. Executive Summary - provide a brief summary describing the company's ability to perform the work requested, a history of the company's background and experience providing the products and services, the qualifications of the company's staff to be assigned to this project, any subcontractor, and/or suppliers and a brief history of their background and experience and any other information called for by this IFB. This summary should be brief and concise.
- C. Response to Scope of Work - Each company shall provide responses and information to fully satisfy each item in this section.
- D. Attachments, if necessary.

Response to Scope of Work

- A. Company and General Information
 - 1. Company name and address.
 - 2. Letter of transmittal signed by an individual authorized to bind the company stating that the company has read and will comply with all terms and conditions of this IFB.
 - 3. General information about the primary contact who would be able to answer questions about the proposal. Include name, title, telephone number and email address of the individual.
- B. Qualifications and Experience of the Company
 - 1. What is your company's experience? Describe comparable projects performed by your company in the last 2 years, including the number of projects, scope of work and status of the projects.
 - 2. List of the equipment to be used for the work (tractor, bushhog, etc.)
- C. Pricing

The pricing per cut will be all inclusive (labor, equipment, vehicle, etc.) lump-sum after all sections are completed but separated between gas and sewer.
- D. References

List the name, address, and telephone number of references from at least three (3) recent similar projects. Include a brief description of the work provided for each reference.
- E. Certificate of Insurance

The City will require the successful company to provide Certificates of insurance evidencing required coverage types and the minimum limits.

F. Business License

The proposing organization does not require a City of Fountain Inn business license to respond to the IFB. However, the successful proposer will be required to acquire a City of Fountain Inn Business License during the contracting process and maintain an active license throughout the contracted period.

G. Standard City Professional Services Agreement

The City will require the successful company to execute a professional services agreement with the City. Please review the attached City Standard Agreement and identify any questions or clarifications.

Evaluation of Proposals

Proposals will be evaluated on the company's ability to provide the services that meet the requirements set forth in this IFB. The City reserves the right to make such investigations as it deems necessary to determine the ability of the company to provide the products and services to a satisfactory level of performance in accordance with the City's requirements. Interviews and presentations may be requested if deemed necessary to fully understand and compare the company's capabilities and qualifications.

Proposals will be evaluated based on the following criteria:

- | | |
|--|-----|
| 1. Qualifications, Experience, and references | 5% |
| 2. Pricing Lump-Sum per cut (all sections) separated by gas and sewer | 90% |
| 3. Equipment to be used | 5% |

As reflected above, the contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating all the proposals received and discussing them further with the finalists, the City reserves the right to further negotiate the scope of work and/or the fabrication and installation method and amount of compensation.

END OF IFB