



# FOUNTAIN INN

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## **INVITATION FOR BID**

**THE CITY OF FOUNTAIN INN,  
Fountain Inn Natural Gas (FING)  
IFB #2020 – 006**

**Natural Gas Main and Service Line Leak Survey**

**ISSUE DATE:**

**09/22/2020**

**SUBMISSION DEADLINE:**

**10/07/2020**

**12:00 P.M. (EDST)**

**CITY OF FOUNTAIN INN, SOUTH CAROLINA, NATURAL GAS  
DEPARTMENT INVITATION FOR BID #2020-xxx NATURAL GAS MAIN  
AND SERVICE LINE LEAK SURVEY.**

The Natural Gas Department of The City of Fountain Inn, South Carolina (FING) is seeking competitive bids from qualified companies (QC) to provide the City with a complete price for a three (3) year commitment to perform leak surveys on all main lines, service lines (active and inactive), meter sets, and visual meter check for atmospheric corrosion across our territory.

Sealed bids will be received at 200 North Main Street; Fountain Inn, SC 29644 until 10/07/2020 at 12:00 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](http://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#2020-006  
TITLE: NATURAL GAS LEAK SURVEY  
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No bid may be withdrawn for a period of sixty (60) calendar days after the bid opening.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  
Office: (864) 862-0042 or  
[eduardo.noriega@fountaininn.org](mailto: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**

FING is seeking a natural gas leak inspection contractor to leak survey all FING’s mains, service lines (active and inactive), and meters, as well as perform a visual inspection of all meters for signs of atmospheric corrosion.

The following are the approximate total quantities to be inspected during the 3-year agreement. FING territory is about 130 square miles.

**Main and Service Lines Data**

Miles of Gas Mains	Number/Miles of Active Services	Number/Miles of Inactive Services
340 miles*	10,000 SL or 115 miles	100 SL or 1mile

Above quantities are approximate; for bidding purposes as know at the time IFB was released.

\*It includes 20 mile of the business district which must be done every year.

**NOTE:** *It will the responsibility of the winning contractor to divide the total workload into 3 evenly distributed areas to be inspected during each of the three years. The plan requires FING’s approval prior to starting the work.*

- A. Schedule: All work shall be performed during normal working hours Monday through Thursday, no Friday work (7:30AM to 5:00PM) and day light.
- B. Equipment: Contractor shall supply all the necessary labor, leak detection equipment, transportation, PPEs, I-Pad or equivalent to up-load FING’s maps and other materials.
- C. Assistance: Due to a personnel shortage, FING will not provide QC with a full time individual to help in performing the leak survey. FING will, however, assist with general questions and in circumstances where the facilities cannot be easily located by the QC.

**Contractor Requirements**

Contractor requirements shall include, but not be limited to:

- A. All work performed and recommendations provided must comply with applicable mandated rules and regulations, whether Federal, state, or local. Examples of these mandated rules and regulations include, but are not limited to, 49 CFR parts 191 and 192, OSHA, DOT, and ANSI.
- B. Contractor must have a 49 CFR 192 OQ plan and Drug and Alcohol Plan; copies must be submitted if you are the selected bidder.
- C. All contractor’s field employees performing the work must by OQ approved and drug tested.

- D. Prior to the start of the survey, the QC will submit to FING all required calibration records for the equipment used during the leak surveys, as well as OQ compliance records and Drug Testing Plan.
- E. The QC will classify all leaks in accordance with FING Policy and Procedures. All leaks will be properly documented on the appropriate FING provided electronic or paper form.
- **Grade 1** leaks must be reported immediately to FING personnel, and QC inspector **shall** remain on site until FING personnel arrive and obtain the necessary information from the inspector regarding the leak.
  - **Grade 2 and 3** leaks shall be reported at least on a weekly basis to FING personnel.
- F. 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).
- G. The QC shall furnish a vehicle to its employee to safely perform their work. This vehicle must be properly insured to meet South Carolina insurance standards. This vehicle must be marked "FING Contractor-Pipeline Inspection" on both sides and rear end of the vehicle.
- H. The QC will invoice FING every 2 to 4 weeks. The invoice will clearly indicate name of inspector, the number of hours worked, miles of pipeline, and the number of service lines and meters inspected.
- I. At the completion of the survey, the QC will provide FING with:
- An electronic file showing all GPS points traveled during the performance of the job. At a minimum, the report must have date, time, and GPS coordinates and either a time or distance metric to be agreed on before starting the survey.
  - A summary of all leaks found by date, grade, and location.
- J. Leak survey must start after January 1<sup>st</sup> and be completed no later than May 31<sup>st</sup> of each year. **Failure to complete the work to FING's satisfaction by May 31st will result in a \$175 per calendar day penalty until the work is completed, unless mutually agreed to extend the deadline prior to April 1st.**

### **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. Describe your company's history and organizational structure. Include the size of the company, location of offices, years in business, name of owner(s).
  - 2. List the office and members of your team who will be responsible for providing the products and services.
  - 3. What is your company's experience? Describe comparable projects performed by your company in the last five years, including the number of projects, scope of work and status of the projects.
- C. Pricing

The pricing will be submitted on a per-foot basis of inspected pipe and will be all inclusive (labor, equipment, vehicle, etc.)
- 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 and Experience            | 15% |
| 2. Questions/ Response to the Scope of Work | 5%  |
| 3. <b>Pricing per foot inspected</b>        | 75% |
| 4. References and Schedule                  | 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**