



FOUNTAIN INN

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REQUEST FOR PROPOSAL

**THE CITY OF FOUNTAIN INN,
FOUNTAIN INN NATURAL GAS (FING)**

RFP #2020 – 004

Natural Gas Operations and Maintenance Manual

ISSUE DATE:

08/04/2020

SUBMISSION DEADLINE:

08/18/2020

2:00 P.M. (EDST)

**THE CITY OF FOUNTAIN INN, SOUTH CAROLINA NATURAL GAS
DEPARTMENT REQUEST FOR PROPOSAL #2020-004 NATURAL GAS
OPERATIONS AND MAINTENANCE (O&M) MANUAL.**

The City of Fountain Inn, South Carolina Natural Gas Department is seeking from qualified companies to provide proposals for a new and complete Natural Gas O&M Manual.

Sealed proposals will be received at 200 North Main Street, Fountain Inn, SC 29644 until 08/18/2020 at 2:00 p.m. from qualified companies. Details of the award will be posted on www.fountaininn.org. Proposals received after the time and date set for receipt of proposals will not be accepted and will be returned to the Proposer.

All proposals must be in a sealed envelope and marked:

**CITY OF FOUNTAIN INN
SEALED BID: RFP#2020-004
TITLE: GAS O&M MANUAL
ATTN.: FINANCE DEPARTMENT
200 NORTH MAIN STREET
FOUNTAIN INN, SC 29644**

All proposals 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 www.fountaininn.org

No proposal may be withdrawn for a period of sixty (60) calendar days. Should the pricing included in the proposals 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 proposer. Failing an agreement, the City may reject all proposals and submit a new Request for Proposals or make any decisions it deems to be in its best interest.

No proposal 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 Request for Proposals may be made in writing (NO TELEPHONE CALLS) and addressed to:

Eduardo Noriega, Gas Director
100 S Weston St, Fountain Inn, SC 29644

or

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 proposer discovers any ambiguity, conflict, discrepancy, omission, or other errors in the Request for Proposals, proposer shall immediately notify the City of such error in writing and request modification or clarification of the document. The proposer is responsible for clarifying any ambiguity, conflict,

discrepancy, omission, or other erroring the Request for Proposals 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

Fountain Inn Natural Gas requires a new, of the shelf with minimum customizations Natural Gas Operations and Maintenance Manual. This manual must adhere to the requirements and meet all applicable sections of 49 CFR Part 192 – Transportation of Natural Gas and Other gas by Pipeline: Minimum Safety Standards” including all current Amendments.

Format of Proposal

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 scope of 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 request for proposals. This summary should be brief and concise.
- C. Response to Scope of Work - Proposers shall provide responses and information to fully satisfy each item listed in the Response to Scope of Work.
- 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 Request for Bids.
 - 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 creating a natural gas O&M Manual?

C. Pricing

List the total cost of the manual including two (2) complete printed copies and an electronic copy.

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. Schedule

Provide a schedule or timeline to complete the scope of work called for by this RFP.

F. Professional Services Agreement

The City will require the successful company to execute a professional services agreement with the City.

Evaluation of Proposals

Proposals will be evaluated on the company's ability to provide the services that meet the requirements set forth in this Request for Bids. 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 Proposer's capabilities and qualifications.

Proposals will be evaluated by a committee as designated by the city administrator. The evaluation shall be based on the following criteria:

- | | |
|------------------------------------|-----|
| 1. Qualifications and Experience – | 55% |
| 2. Price – | 35% |
| 3. References and Schedule – | 10% |

A contract award will be made to a responsible Proposer, not be based solely on price, but on a combination of factors as determined to be the most advantageous to the City. After evaluating all the proposals received, the City may choose to interview one or more of the Proposers. If interviews occur, Proposers will again be evaluated using the above criteria.

The City reserves the right to negotiate the scope of work, the schedule work shall be performed and/or the amount of compensation with the successful Proposer.

END OF RFP