



The Columbia Empowerment Zone, Inc. (CEZ, Inc.)

REQUEST FOR PROPOSALS

RFP #12162019-712RICHLAND – Office Renovation

December 16, 2019

Bid/ RFP Due Date: Wednesday, January 15, 2020 – 12:00 noon

Proposals received after the above-cited time will be considered late and are not acceptable.

The Envelope must be clearly marked **“RICHLAND ST. RENOVATION”**

Please direct questions in writing to xavier.smith@columbiasc.gov

Columbia Empowerment Zone, Inc. is seeking proposals from qualified contractors to renovate 2500 sq. office space at 712 Richland Street, Suite F, Columbia, SC 29201.

Scope of work:

The Contractor:

- Must remove all scrap, litter and debris resulting from the specified project herein and leave work and premises in clean and satisfactory condition.
- Contractor shall keep work area neat at the end of each work day and contained through the duration of the job.
- Contractor shall keep all entrances and exits accessible during the work day unless approved by the tenant.
- Contractor shall be responsible for pulling all necessary permits.
- Remove all wallpaper and make sheetrock repairs as necessary.
- Paint walls, trim and ceilings and CEZ, Inc. staff to select colors.
- Remove chandelier and install lighting fixture as selected by CEZ, Inc. staff.
- Change all light fixtures as needed.
- Install new window blinds as selected by CEZ, Inc. staff.
- Install new hardware on cabinets as selected by CEZ, Inc. staff.
- Remove built in desks from two office spaces.
- Install new high efficiency toilets.
- Install new ADA sink and high efficiency faucets.
- Install vent fan and light fixture in restrooms.
- Install mirror and paper dispenser in restrooms.
- Provide new floor covering and base throughout the suite.
- Remove all ceiling texture and repair before painting.
- Inspect all plumbing and electrical to ensure proper functioning.
- Repair and or replace any damaged ceiling or wall.

Submission Information:

Proposers must comply with the following submission procedures:

Sealed proposals shall be submitted marked **“RICHLAND ST. RENOVATION”** on the outside of the envelope, addressed to:

- Xavier Smith, Maintenance Technician, CEZ, Inc.
P.O Box 141 or 3200 Grand St.
Columbia, SC 29202 Columbia, SC 29203
- Proposals will be accepted until **12:00 noon on January 15, 2020**. Proposals received after this time will be returned unopened. Faxed or emailed proposals will not be accepted.
- The Proposal must be clearly marked - **#12162019-712RICHLAND BID**
- Please direct questions regarding this RFP to Xavier Smith at xavier.smith@columbiasc.gov

WITHDRAWAL OF PROPOSALS: A proposer will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for the opening of the proposals.

OPTIONAL SITE VISIT: All prospective bidders MUST register to participate in a scheduled tour of the property by contacting Xavier Smith at xavier.smith@columbiasc.gov. The Pre-Bid onsite visit will be held on **January 3rd and 6th, 2020** at **1:00pm**. Bidders are to meet outside at 712 Richland Street, Columbia, SC 29201. A Sign-In Sheet will be used to verify attendance.

RESERVATION OF RIGHTS AND PROPOSAL TERMS:

- A. The Columbia Empowerment Zone, Inc. reserves the right to reject any and all proposals, to waive technical, or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the project as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, care of tenant, the Contractor's qualifications and capabilities to provide the specified service, and other factors which CEZ, Inc. may consider. CEZ, Inc. reserves the right to issue an award under this RFP to a single or multiple firms, at its sole discretion. CEZ, Inc. may award all, or a portion thereof, of services at its sole discretion.
- B. CEZ, Inc. reserves the right to reject any or all bids, to waive or not waive informalities, or irregularities in the bids or bidding process, and to accept or further negotiate cost, terms, or conditions of any bid determined by CEZ, Inc. to be in the best interests of the CEZ, Inc. and its tenants even though not the lowest bid.
- C. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the CEZ, Inc. office to the mutually agreed-to date of Bid.
- D. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.
- E. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. A deadline for submission of the RFP's maybe adjusted to allow for revisions. The entire proposal document with any amendments should be returned. To be considered, an original proposal and two copies must be at the CEZ, Inc. office on or before the date and time specified.
- F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor's ability to meet the requirements of the RFP. Proposals shall be written

in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

- G. All dates of the bid review process are subject to change. If a significant date is changed, all known recipients of the original RFP will be notified of the new date. In addition, information will be posted at www.columbiasc./cez under the development corporation tab.

PROPOSAL SPECIFICATIONS

The Proposal shall include all of the following information. Failure to include all of the required information may result in disqualification of a bidder. Proposals are sought from firms with recognized expertise remodeling and renovation projects with experience in the public sector.

- A. Contractor's name, address, and names of primary contact person.

List as Addendum A

- B. Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this project.

List as Addendum B

- C. Statement of qualifications and experience.

List as Addendum C

- D. Provide a list of intended subcontractors.

List as Addendum D

- E. Provide a list of client references for similar projects.

List as Addendum E

- F. A proposed fee structure for the work to be performed, including costs from all anticipated subcontractors.

List as Addendum F

- G. Review insurance requirements. Note any limitations on meeting these requirements as outlined in the contract provisions.

List as Addendum G

- H. Have you ever defaulted on a contract? If so, where and why.

List as Addendum H

It is not the intent of this RFP to solicit an overly long response, but it is important the firm's experience/expertise be adequately described. It will, for example, be much more useful to address abilities and expertise directly comparable to this project than to include an exhaustive list of all projects completed by the firm. CEZ, Inc. staff will review the submitted proposals and if necessary will select vendors to meet with and discuss the proposal submitted and vendor qualifications in greater detail.

WARRANTY: The contractor shall submit a copy of any manufacturer's warranty indicating duration of said warranty.

COST/SCHEDULE: The bidder shall furnish a cost proposal and work schedule or time phase with expected completion date as part of the package. **The contractor shall complete the work by APRIL 3, 2020.**

SEPARABILITY: The Columbia Empowerment Zone, Inc. will accept only full packages for all requested elements. Proposals submitted without all scope of work items included shall be disqualified.

INSURANCE REQUIREMENTS: A copy of applicable insurance certificate(s) must be provided at award of contract. Minimum coverage is \$1,000,000 per occurrence, \$2,000,000 aggregate on general liability; Worker's Compensation Coverage in compliance with State Law.

COMPLIANCE WITH LAWS AND REGULATIONS: The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA requirements.