

Submit Responses Online using the City of Columbia's Bid Online Phone Number: (803)545-3470	CITY OF COLUMBIA INVITATION FOR BID BIDDER ACKNOWLEDGEMENT
--	---

Date: November 12, 2015	Bids will be opened at 2:00 P.M. on 11/23/15 and may not be withdrawn within 60 days after such date and time.	Bid No: 019-15-16
--------------------------------	---	--------------------------

Bid Title: Assessment, Testing and Promotion Services	Reason For No Bid:
Vendor Name:	
Vendor Mailing Address:	
City-State-Zip:	
Telephone No:	
Fax No:	

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of the bid and certify that I am authorized to submit this bid. In submitting a bid to an agency of the City of Columbia, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the City of Columbia all rights, title, interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of South Carolina for price fixing relating to the particular commodities or services purchased or acquired by the City of Columbia. At the discretion of the City of Columbia, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the bidder.

AUTHORIZED SIGNATURE (MANUAL)

AUTHORIZED SIGNATURE/TITLE (TYPED)

E-MAIL ADDRESS

General Conditions

Electronic Bids: All bids must be submitted using the Bid Online System. Bids not submitted on the Bid Online System may be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. EXECUTION OF BID: Bid must be submitted online by an authorized representative.
2. NO BID: If not submitting a bid, respond by indicating no-bid using bid online and explain the reason in the space provided for comments.
3. BID OPENING: Shall be public on the date and at the hour specified on the bid. It is the bidder's responsibility to assure that his bid is submitted. Bids which for any reason are not so submitted may not be considered. Offers by telegram or telephone are not acceptable. A bid may not be altered after the opening of the bids.
NOTE: Bid tabulation will be posted online under the tabulations section of bid online. Bid tabulations will not be provided by telephone.
4. PRICES, TERMS, & PAYMENT: Firm prices shall be bid and shall include all packing, handling and shipping or delivery charges.
 - A. Discounts: Bidders may offer a cash discount for prompt payment. However, such discounts shall not be considered in determining the lowest net cost for bid evaluation purposes. Discount time will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the office specified, whichever is later.
 - B. Mistakes: Bidders are expected to examine the specifications, delivery schedule, bid prices and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In case of mistake in extension, the unit price will govern.
 - C. Condition & Packaging: It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current model at the time of this bid). All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.
 - D. Safety Standards: Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act, and any standards there under, as well as bearing Underwriters Laboratories labels where appropriate.
 - E. Invoicing & Payment: The contractor shall be paid upon submission of properly certified invoices to the City of Columbia Accounting Division, P.O. Box 147, Columbia, S.C. 29217. At the prices stipulated on the contract at the time the order is placed, after delivery and acceptance of goods, less deductions if any, as provided, invoices shall contain the Contract Number and Purchase Order Number. The City of Columbia will not pay invoices submitted from a third party. Invoices shall be submitted by the company shown on the Purchase Order.
5. MANUFACTURER'S NAME & APPROVED EQUIVALENTS: Any manufactures names, trade names, brand names, information and/or catalogue numbers listed in a specification are for information and are not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit with his bid, cuts, sketches and descriptive literature and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. The City of Columbia reserves the right to determine acceptance of item(s) as an approved equivalent. Bids, which do not comply with these requirements, are subject to rejection. Bids lacking any written indication of intent to bid an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form. The Division of Purchasing is to be notified of any proposed changes in (a) materials used, (b) manufacturing process, or (c) construction. However, changes shall not be binding upon the City unless evidenced by a Change Notice issued and signed by the City Purchasing Agent.

General Conditions Continued

6. **INTERPRETATIONS:** Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the bid opening. Inquiries must reference the date of bid opening and bid number. No interpretation shall be considered binding unless provided in writing by the City of Columbia in response to requests in full compliance with this provision

7. **CONFLICT OF INTEREST:** All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the City of Columbia or any of its agencies. Further, all bidders must disclose the name of any City employee who owns directly or indirectly, an interest of five percent (5%) or more in the bidder's firm or any of its branches.

8. **AWARDS:** As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof; on a geographical district basis and/or on a statewide basis with one or more suppliers; to reject any and all bids or waive any minor irregularity or technicality in bids received. When it is determined that there is no competition to the lowest responsible bidder, evaluation of other bids is not required. Bidders are cautioned to make no assumptions unless their bid has been evaluated as being responsive.

9. **SERVICE & WARRANTY:** Unless otherwise specified, the bidder shall define any warranty service and replacements that will be provided during and subsequent to this contract. Bidders must explain on an attached sheet to what extent warranty and service facilities are provided.

10. **SAMPLES:** Samples of items, when called for, must be furnished free of expense, and if not destroyed, may upon request, be returned at the bidder's expense. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, bid number, and item reference. Samples of successful bidder's item(s) may remain on file with the Purchasing Division for the term of the contract. Request for return of samples shall be accompanied by instructions, which include shipping authorization and name of carrier, and must be received within ninety (90) days after bid opening date. If instructions are not received within this time, the commodities shall be disposed of by the City of Columbia.

11. **NON-CONFORMANCE TO CONTRACT CONDITIONS:** Item(s) may be tested for compliance with specifications under the direction of the Purchasing Division, or by other appropriate testing laboratories. The data derived from any tests for compliance with specifications are public record and open, to examination. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in bid and/or purchase order may result in bidder being found in default, in which event any and all re-procurement costs may be charged against the defaulting contractor. Any violation of these stipulations may also result in:

- A. Suppliers name being removed from the Purchasing Division's vendor mailing list.
- B. All City divisions being advised not to do business with the supplier without written approval from the Purchasing Division until such time as the supplier reimburses the City for all reprocurement and cover costs.

12. **INSPECTION, ACCEPTANCE & TITLE:** Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency unless loss or damage results from negligence by the ordering agency. The contract supplier shall be responsible for filing, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the ordering agency will:

- A. Record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading.
- B. Report damage (Visible and Concealed) to the carrier and contract supplier, confirming such reports, in writing, within 15 days of delivery, requesting that the carrier inspect the damaged merchandise.
- C. Retain the item and its shipping container, including inner packing material, until inspection is performed by the carrier, and disposition given by the contract supplier.
- D. Provide the contract supplier with a copy of the carrier's Bill of Lading and damage inspection report.

13. **PATENTS & ROYALTIES:** The bidder, without exception, shall indemnify and hold harmless the City of Columbia and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process or article manufactured or used in the performance of the contract, including its use by the City of Columbia. If the bidder uses any design, device or materials covered by letters, copyright or patent, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in anyway involved in the work.

14. **PRICE ADJUSTMENTS:** Any price decrease effectuated during the contract period by reason of market change shall be passed on to the City of Columbia. This shall also apply to all in-place equipment or rent or lease plans.

15. **CANCELLATION:** This contract, for the protection of both parties, may be cancelled in whole or in part by either party by giving thirty (30) days prior notice in writing to the other party.

16. **RENEWAL:** The Purchasing Division reserves the option to renew the period of this contract, or any portion thereof, for an additional contract period. Renewal of the contract period shall be by mutual agreement in writing.

17. **LIABILITY:** The supplier shall hold and save the City of Columbia, its officers, agents and employees harmless against the claims by third parties resulting from the supplier's breach of this contract or the supplier's negligence.

18. **FACILITIES:** The City reserves the right to inspect the bidder's facilities at any reasonable time with prior notice.

19. **LITERATURE & PRICE LIST:** The successful bidder must provide a copy of any product literature and price list in excellent quality.

20. **LICENSES AND PERMITS:** It shall be the responsibility of the successful bidder to secure any applicable licenses or permits necessary to do business in the City of Columbia.

21. Upon award to the vendor by the appropriate authority, the terms and conditions contained in the invitation to bid and any attached specifications or other documents attached thereto shall become the contract between the City of Columbia and the vendor.

22. Should funds not be appropriated by Columbia City Council during any of its fiscal years necessary to pay the City's monetary obligations under the contract, this contract shall immediately terminate, without further obligation by the City of Columbia.

23. If this invitation to bid is for professional services to be rendered by the vendor, the Addendum to the Invitation for Bids for Professional Services shall apply as if fully set forth herein verbatim.

24. Protested solicitations and awards.

(a) Right to protest. Any actual or prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation or award of a contract may protest to the appropriate procurement officer. The protest, setting forth the grievance, shall be submitted in writing within five (5) days after such, aggrieved persons know or should have known of the facts giving rise thereto, but in no circumstance after 10 days of notification of award of contract.

(b) Authority to resolve protests: The appropriate procurement officer shall have authority, prior to the commencement of an administrative review, as provided in this article, to settle and resolve a protest of an aggrieved bidder, offeror, contractor or subcontractor, actual or prospective, concerning the solicitation or award of a contract. This authority shall be utilized in a manner consistent with regulations or laws governing the procurement of supplies, services and construction for the city.

(c) Decision. If the protest is not resolved by mutual agreement, the appropriate procurement officer shall promptly issue a decision in writing within 10 days. The decision shall state the reasons for the action taken.

(d) Notice of decision. A copy of the decision under subsection (c) of this section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.

(e) Finality of decision. A decision under subsection (c) of this section shall be final and conclusive, unless fraudulent, or unless any person adversely affected by the decision requests a review in writing, setting forth the grievance, to the city manager within 10 days of the decision. The protestant may also request an interview with the city manager.

(f) Request for review. The request for a review shall not stay the contract unless fraudulent.

SC ILLEGAL IMMIGRATION REFORM ACT

Chapter 14 of Title 8 of the SC Code of Laws (July 2008). By signing this offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the City of Columbia upon request any documentation required to established either: (a) that Title 8, Chapter 14 is inapplicable both to you and your subcontractors or sub-contractor; or (b) that you and your subcontractors or sub-contractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with their sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

An overview is available at www.columbiasc.net/purchasing

LOCAL BUSINESS ENTERPRISE PREFERENCE POLICY

Resolution R-2010-066 adopted and incorporated Local Business Enterprise Preference Policy into the City Procurement Regulations. Whereas, the City of Columbia has a significant interest in encouraging the creation of employment opportunities for residents and businesses located within the Columbia-Newberry Combined Statistical area ("CSA"). It is in the interest of the City of Columbia to give preference on eligible local projects to local business enterprises having a moderate degree of employment interchange within the CSA. To claim local vendor preference you must complete the Local Business Enterprise Qualification Statement and upload it with your bid using bid online. The Combined Statistical Area includes: Calhoun, Fairfield, Kershaw, Lexington, Newberry, Richland, and Saluda.

An overview is available at www.columbiasc.net/purchasing

PURCHASING DIVISION
1136 WASHINGTON STREET 4TH Floor
COLUMBIA, S.C. 29201

I N V I T A T I O N F O R B I D S

Sealed bids for qualified consultants to develop and implement an Employee Assessment Testing and Promotion Services for the City of Columbia Police Department are subject to the conditions, and all provisions, etc., set forth herein and attached, and will be received electronically using Bid Online until 2:00 (P.M.) November 23, 2015 then publicly opened and read.

Bid No. 019-15-16

By: Michelle Novak, Buyer
Michelle Novak

**QUANTITIES/COMMODITIES,
OR SERVICES**

**UNIT PRICE
DOLLAR CENTS***

(1) Total cost for providing Assessment Testing and Promotion Services as described in specifications and outlined herein (Reference line items 1 through 15). The total cost submitted must include all services and travel related expenses.

\$ _____

(2) Optional Legal Representation Services at an Hourly Rate (Reference line item 16)

\$ _____

*Price is to be entered onto Bid Online. **DO NOT** include the sales tax in the price.

Note:

1. In addition to submitting bid response using Bid Online, vendor will also attach to Bid Online, mail, and/or hand deliver pages 1, 4, 8-9, 11, and 12-13 of bid package before bid opening. If delivered package must clearly be marked BID# 019-15-16.

2. All questions must be submitted to Bid Online by November 17, 2015 at 2:00 P.M.

3. All bids (pricing) must be submitted online.

NOTICE TO BIDDERS: Bids must be submitted online. Bids made otherwise will be subject to rejection. All taxes on any item that the City may be required to pay must be shown separately, not included in the price bid.

I. Introduction

The City of Columbia will receive sealed bids from qualified consultants to develop and implement an Employee Promotional Assessment Program for the City of Columbia Police Department. The successful vendor will administer a validated written test and assessment process for promotion of current employees of the City of Columbia Police Department to Corporal, Sergeant, and Lieutenant ranks as needed. All Offerors shall be able to provide professional services to comply with the scope of work provided to allow all qualified employees the opportunity to advance in leadership roles within the City of Columbia Police Department.

The award will be made to the lowest, responsive and responsible Offeror. The contract shall be in effect beginning approximately November 25, 2015 and ending June 30, 2016, with the option for one (1) additional 12 month term ending June 30, 2017.

II. Scope of Services

The comprehensive assessment, testing and promotion process for the sworn officers' positions of Corporal, Sergeant and Lieutenant will be used to assist in determining the successful candidates for promotions. All candidates will be afforded equal opportunity to demonstrate his or her ability. The Consultant will be responsible for the departmental orientation process prior to the commencement of services. There will only be one orientation.

Applicants for Assessment, Testing and Promotion

The pool of applicants for all promotions will be sworn employees of the City of Columbia Police Department. All applicants must meet the minimum education, experience, and other requirements established by the City of Columbia Police Department and the Department of Human Resources.

It is the City's intention for the successful Consultant to conduct the initial assessments for Job Analysis between the dates of November 30, 2015 and December 14, 2015. Development of written exams and job related evaluation exercises will be the responsibility of the successful Offeror. A proposed timeline to include the multi-method job analysis, exam and exercise development, assessment exercises and final analysis must be included in the Offeror's submission. The City of Columbia Police Department estimates 130 participants to be tested and evaluated for possible promotion.

Testing Period

The process for testing should be completed within 5 consecutive weekdays (Monday thru Friday) with the actual scheduled dates to be mutually agreed upon by the successful Consultant and the City of Columbia's Police Department.

The successful Consultant will be responsible for any and all cost associated with travel, lodging and meal costs for consultants and assessors. A work schedule will be required to be submitted by the consultants, detailing all work to be completed with due dates noted for each step to be completed.

The City of Columbia will designate a TEAM of officials from the City of Columbia Police Department to work closely with the successful Consultant to review evaluation time lines, task lists, exams questions, exercises options and proposed matrix charts. City of Columbia officials will review interim work products for quality, accuracy and appropriateness.

The Annual Promotion Evaluation Process will include approximately 130 sworn officers from the City of Columbia Police Department.

Consultants must provide all company personnel to administer assessment and exams. Consultants submitting bids must identify all personnel when submitting a completed bid response.

Consultants shall be fully responsible for any and all cost associated with travel, lodging and meal costs for providing the services as outlined herein.

Services shall at a minimum include, but may not be limited to the following subject to the Offeror's recommended Assessment, Testing and Promotion Process:

Job Analysis

Perform an updated job analysis of all ranks to be tested or assessed. Include a list of provisions and or steps for producing a draft job analysis report for each rank. Include timeline for completion of each rank in daily units of measure and cost for each completed job rank analysis.

Written Exam

Develop and administer a 50 question written exam and scoring schedule to include in a matrix formula for promotion to Corporal and Sergeant classifications with City of Columbia designated TEAM members having final review and revision authority. Two exams per rank are to be created for the evaluation process with similar structure and content.

Assessment Center

Develop a validated assessment center protocol for written exam and assessment exercises to be administered for promotion to Corporal, Sergeant, and Lieutenant Classifications. City of Columbia will provide the facility and space for the assessment center activities.

Assessment Exercises

The assessment center exercises shall be developed with input from the City of Columbia Police Department designated TEAM members. The evaluation exercises are to represent those unique problems and situations that occur in an office setting or with the community in the field. Examples of evaluation exercises may include panel interviews, oral presentation, writing sample, tactical scenario, and or management simulation. The vendor is to provide a matrixes score chart to determine the abilities of candidates to deal effectively with such challenges uncovered in the exercise assessment scenarios.

- Corporal and Sergeant candidates will complete 2 assessment exercises. Assessment scores and written exam are to be included in the matrix charts for numerical rank standings in the final analysis reports.
- Lieutenant candidates will complete 3 assessment exercises. Assessment scores are to be included in the matrix charts for numerical rank standings in the final analysis reports.

Final Analysis

The completed report and review of the candidates for promotion should include and executive summary of the projects results. The final analysis and the findings will serve as the determining factor for promotion within each rank specified for evaluation.

- Consultants are to prepare a scored matrix review of exam scores, evaluation exercise scores and an executive summary of the top 15 candidates for each rank of Corporal, Sergeant and Lieutenant to include the strengths, weaknesses and justification for numerical standings.
- Final Analysis report to include the numerical standing of all candidates in each rank evaluated to include Corporal, Sergeant, and Lieutenant.

Candidate Feedback and Review

Prepare individual candidate report summaries of scores, strengths and weakness for distribution to applicants after completing the Annual Promotional Evaluation process.

Optional Services - Legal Representation

The ranks of Corporal, Sergeant, and Lieutenant are not presently the subject of litigation; however, as with any such project, there is a possibility of future legal challenge. The consultant must be prepared and agree to defend any and all litigation complaints, appeals, or other legal charges pertaining to the process in the event necessary as an optional service included on a separate line item with a billable hourly rate of representation.

III. COST

Promotional Process Pricing and Timelines

Part 1 - Job Analysis

Line Item	RANK	# Days to complete 1 st draft of Job Analysis	Cost to Complete Final Analysis
1	Corporal	Business Days	\$
2	Sergeant	Business Days	\$
3	Lieutenant	Business Days	\$

Part 2 – Create Written Examinations

	RANK	# Days to complete 1 st draft Written Exam	Cost to Complete Final Exams
4	Corporal	Business Days	\$
5	Sergeant	Business Days	\$

Part 3 – Create Assessment Exercises

Line Item	RANK	# Days to complete 1 st draft Exercises	Cost to Complete Exercises
6	Corporal	Business Days	\$
7	Sergeant	Business Days	\$
8	Lieutenant	Business Days	\$

Part 4 – Administer and Score Written Exams

Line Item	Est. # Candidates	RANK	# Days to complete	Cost to Complete Exams
9	50	Corporal	Business Days	\$
10	50	Sergeant	Business Days	\$

Part 5 – Administer and Score Assessment Exercises

Line Item	Est. # Candidates	RANK	# Days to complete	Cost to Complete Exercises
11	50	Corporal	Business Days	\$
12	50	Sergeant	Business Days	\$
13	30	Lieutenant	Business Days	\$

Part 6 – Final Analysis Reports

Line Item	Est. # Candidates	# Days to complete	Cost to Complete Final Analysis
14	130	Business Days	\$

Part 7 – Candidate Feedback Reports

Line Item	Est. # Candidates	# Days to complete	Cost to Complete Final Analysis
15	130	Business Days	\$

Part 8 – Litigation and Appeals Support

Line Item	Litigation and Appeals Support Cost Per Hour
16	\$ per hour

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IV. PROPOSED SCHEDULE

November 12, 2015	Release date for Bid
November 17, 2015	Final date to receive written questions/exceptions due by 2:00 p.m.
November 23, 2015	Bid opening date at 2:00 p.m.
November 24, 2015	COC Evaluation Review/ Recommendation
November 25, 2015	Statement of Award

V. RESPONSE REQUIREMENTS

All bid responses must be received **NO LATER THAN November 23, 2015** by 2:00 PM EST. The cost/pricing information must be submitted to Bid Online and hard copies and or CD may be delivered or mailed to:

**City of Columbia Purchasing Department
Attn: Bid 002-15-16 Assessment, Testing & Promotion Services
1136 Washington Square, 4th Floor
Columbia, SC 29201**

All submittals must be delivered in a sealed envelope clearly labeled “Bid 019-15-16 Proposal for “Assessment, Testing & Promotion Services” on the outside of the packet.

A. Respondent’s Profile, Relevant Experience and Qualifications

1. Company overview
2. Address of the primary office
3. List of all offices and their addresses
4. Website address
5. Number of years
6. Name of primary contact
 - a. Address
 - b. Telephone number
 - c. Email
7. Qualifications/experience of the primary contact and other pertinent personnel who would be assigned to this project
8. Primary services of assigned personnel
9. Number of years that the company has provided this service

B. Qualifying Statement

Include a qualifying statement demonstrating the offeror's qualifications with a description in the form of a detailed resumé of all persons that will be involved in the project; and a statement of the relevant experience of the offeror (and any anticipated sub-contractors) including jurisdiction contact names, addresses and email addresses where similar studies have been completed indicating why the offeror is qualified to undertake this project.

C. Client References

Include three references; all of the references should have used your company for services similar to those outlined in the Scope and Statement of Work. These references should be within the past five years. If the references have not used similar services, please outline the services that your company has provided to these clients. Include the following information for each client.

1. Name of client
2. Name of primary contact
 - a. Address
 - b. Telephone number
 - a. Email address
3. Services provided

D. Scope / Statement of Work

Respondents shall submit a description of how the services outlined in the scope of work will be provided.

E. Proposed Costs

All bidders must provide a complete and detailed list of proposed costs to the City of Columbia by completing the Section 3. Cost: Promotional Process Pricing and Timeline schedule on page 8 and 9 of the solicitation.

NONCOLLUSION AFFIDAVIT

State of _____)

)ss.

County of _____)

_____ being first duly sworn, deposes and says that:

(1) He is _____ of _____, the Bidder that has submitted the attached Bid:

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid:

(3) Such Bid is genuine and is not a collusive or sham Bid:

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **City of Columbia, S.C.** or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed) _____

(Title)

Subscribed and sworn to before me

this _____ day of _____, 20 _____

(Notary Public)

My commission expires _____

City of Columbia
Qualification Statement
Local Business Enterprise (LBE)
(DEPARTMENT OF UTILITIES & ENGINEERING)

Revised 10.15.14

By checking all boxes below, I certify that **My Company** meets all of the following qualifications to be eligible for the local vendor preference. I understand qualifications **will** be researched and verified by the Compliance Team. The City reserves the right to audit the company's qualifications for the local vendor preference as the City deems necessary and re-certify the company at least once every four years. A company must be certified PRIOR to bid openings. Yes, my company:

Is independently owned and operated (Ownership of a local business must be direct, independent, and by individuals and/or other businesses within the Columbia-Newberry CSA. Company owner **must** provide document verification of local residency. (Copy of driver's License, utility bill, most current individual or corporate state and/or federal tax return).

Is in good standing with State of South Carolina (LBE firm must be in good standing with the State of South Carolina regarding its payments of taxes and required business licenses).

Has a business license in one of the 7 counties making up the CSA jurisdiction.

Has at least one year of presence within the CSA Jurisdiction (LBE must have presence within any of the 7 CSA jurisdictions for at least one year prior to applying for LBE Certification issued by the City of Columbia).

7 CSA Jurisdictions include: Calhoun, Fairfield, Kershaw, Lexington, Newberry, Richland and Saluda.

Has at least 50% of employees residing within any of the 7 CSA jurisdictions. Applicant must attach a list of all owner/employee addresses and submit with this Qualification Statement - - *Names are optional, give street address, city, state & zip. (This rule applies to full-time, part-time and contract employees.)*

Note: Term of certification: Certification is valid for a period of 4 years from issue date. 30 days prior to expiration the LBE firm may submit documentation to re-certify.

Company Name: _____

Address: _____ **Type of Products or Services:** _____

Please self-identify ownership as one: Minority ___ **Women-owned** ___ **Other**_(tracking purposes only)

Current Business License Number: _____ **County?** _____

Phone Number: _____ **Email:** _____ **COC Vendor #** _____

I certify with my signature below that all of the information given above is true and accurate to the best of my knowledge. I also recognize that by signing that any false information indicated above may lead to penalties or sanctions.

Owner's Name: _____ (Print) _____ (Signature)

NOTARY - Sworn to before me this _____ **day of** _____ **20** _____

Notary Public for the State of _____ **My Commission Expires:** _____

Notary Name: _____ (Print) _____ (Signature)

Please submit this **ORIGINAL** document to:
Department of Utilities and Engineering
Attn: LBE Administrator / Team
PO Box 147 / 1136 Washington Street, 5th Floor
Columbia, SC 29217

Tel: (803) 545- 3369
Fax: (803) 545-4130
Email: agdriggers@columbiasc.net

Qualified / Not Qualified: _____ **Date:** _____
(Compliance Authorized Signature)

TERMS & CONDITIONS

A. Time for Receiving Bids

Bids received prior to the time of opening will be securely kept, unopened. The official whose duty it is to open them will decide when the specified time has arrived, and no bid there-after will be considered. No responsibility will be attached to the owner for the premature opening of a bid not properly addressed and identified. Unless specifically authorized, telegraphic and fax bids will not be considered.

B. Withdrawal of Bids

Bids may be withdrawn on written bids prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

C. Bidders Present

At the time fixed for the opening of bids, their contents will be made public for the information of bidders and the general public. Bidders will not be permitted to examine the bids until award is made.

D. Alternate Bid

Any Bid which does not conform to the specifications contained or referenced in the invitation for Bids may be rejected unless the invitation authorized the submission of Alternate Bids and the equipment or supplies offered as alternates meet the requirements specified in the invitation.

E. Ambiguous Bids

Bids which are uncertain as to terms, compliance to requirements and/or specifications shall be rejected.

F. Bid Opening Delay

If it becomes necessary to postpone a bid opening, the procurement officer shall issue the appropriate amendments to the solicitation postponing or rescheduling the bid opening. When the purchasing agency is closed due to force majeure, bid opening will be postponed to the same time on the next official business day. [Also see Z. Force Majeure.]

G. Sales Tax and/or Use Tax

Do not include any taxes that the City may be required to pay in the price. All prices and notations should be printed in ink or typewritten. Upon submission of a bid, the Purchasing Division will compute 8% sales and use tax when applicable (service and labor excluded), in determining the low bidder. This procedure conforms to the SC Tax Commission Sales and Use Tax Regulation 447-174-95.

H. Assignments

No contract may be assigned, sublet, or transferred without a written consent of the purchaser.

I. Manufacturers Brochures and Specifications Data

Bidders shall submit manufacturer's brochures and specifications data as parts of bid response. Submittal of such data shall not be deemed a counter offer unless so noted on bid response sheet. Bidders failing to comply will be deemed non-responsive.

J. Default

In case of default, the Purchaser reserves the right to purchase any or all items on the open market, charging contractor with any excessive costs. Should such charges be assessed, no subsequent bids of the defaulting contractor shall be considered until the assessed charges have been satisfied.

K. Venue

Bidder acknowledges and agrees that venue of any litigation commenced by the City of Columbia which pertains to this Invitation to Bid or performance of any Bidder's obligation, if awarded the contract by the City of Columbia, shall be in Richland County, South Carolina.

L. All responses to Request for Bids should be made on forms provided with bid package.

M. Ethics

Vendor is subject to the provisions of the 1991 Ethics Reform Act (8-13-100, et seq, South Carolina Code of Laws, 1976, as amended). Under this Act, City employees are prohibited from accepting anything of value from any person. "Anything of value" includes, but is not limited to, lodging, transportation, entertainment, food, meals, beverages, money, gifts, honorariums, discounts and interest-free loans.

N. Non-Discrimination in Contracting Policy

In carrying out the program, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or national origin. The Contractor shall take affirmative action to ensure equal employment opportunities for all applicants for employment, without regard to their race, creed, color, religion, ancestry, sex, sexual orientation, national origin, disability or other handicap, age, marital status, or status with regard to public assistance. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the government setting forth the provisions of this nondiscrimination clause. The Contractor will incorporate these nondiscrimination requirements in all subcontracts for program work.

O. Manufacturer's Name & Approved Equivalents

Any manufactures names, trade names, brand names, information and/or catalogue numbers listed in a specification are for information and are not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If proposals are based on equivalent products, indicate on the proposal form the manufacturer's name and number. Bidder shall submit with his proposal cuts, sketches and descriptive literature and/or complete specifications. Reference to literature submitted with a previous proposal will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. The City Columbia reserves the right to determine acceptance of item(s) as an approved equivalent. Proposals, which do not comply with these requirements, are subject to rejection. Proposals lacking any written indication of intent to submit with an alternate brand will be received and considered in complete compliance with the specifications as listed on the proposal form. The Division of Purchasing is to be notified of any proposed changes in (a) materials used, (b) manufacturing process, or (c) construction. However, changes shall not be binding upon the City unless evidenced by a Change Order issued and signed by the City Purchasing Agent.

P. Exceptions

Notwithstanding any prior negotiations, the specifications and terms and conditions provided herein take precedence. Formal objection is hereby made to any or different terms proposed by bidders unless listed on a separate sheet labeled "Exceptions", and agreed to in writing by the City of Columbia.

Q. Indemnification

The respondent will agree to indemnify, defend, hold harmless and reimburse the City, its agents, and employees from and against any and all losses, liabilities, expenses, and all claims for damages of any nature whatsoever relating to or arising out of any action or failure to act by respondent, its subcontractors, officers, agents and employees of any of the obligations under the contract. Losses, liabilities, expenses and claims for damages shall include, but will not be limited to, civil and criminal fines and penalties, loss of use or services, bodily injury, death, personal injury, or injury to real or personal property, defense costs, legal fees and costs, and attorney's fees for an appeal.

The respondent will also agree to promptly notify the City of any civil or criminal actions filed against the respondent or of any notice of violation from any federal or state agency, or of any claim as soon as practical as relates to the services provided. The City, upon receipt of such notice, shall have the right at its election to defend any and all actions or suits or to join in defense.

R. Breach/Waiver

The failure of either the respondent or the City to insist upon performance of any provisions of the contract shall not be deemed to be a waiver of the right to insist upon strict performance of such provision or of any other provision of the contract at any time. Waiver of any breach of the contract by the respondent or the City shall not constitute a waiver of a subsequent breach.

S. Severability

In the event that any provision of the contract is determined to be void or unenforceable, all other provisions shall remain in full force and effect.

T. Successorship

The contract shall be binding upon the respondent and upon its successors and assignees. The contract shall be binding upon the City in accordance with its terms and provisions.

U. State Law Applicable

The contract shall be construed in accordance with the laws of the State of South Carolina. The respondent agrees to subject itself to the jurisdiction and venue of the Circuit Courts in Richland County, State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof. The City may seek attorney's fees and the respondent agrees to pay such fees as awarded by the Court or other body. No attorney's fees may be sought by nor will be paid to the respondent.

V. Whole Agreement

The contract shall contain the entire agreement between the City and respondent. In order to be binding, any modification thereof shall be in writing and signed by the City and the respondent.

W. Licenses, Permits and Taxes

It shall be the responsibility of the contractor to secure all Local, State, and/or Federal License and Permits required by law, state or ordinance to perform work.

All costs for required permits, licenses and taxes shall be borne by respondent.

Where proposers are required to enter or go onto City of Columbia property to deliver materials or perform work or service as a result of a proposal award, the successful proposer will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance and assure all work complies with all applicable Richland County and City of Columbia building requirements and State of South Carolina Building Code. The bidder shall be liable for any damages of loss to the City occasioned by negligence of the bidder (or agent) or any person the bidder has designated in the completion of the contract as a result of his or her bid.

X. Termination

The City may terminate the contract at any time upon any of the following grounds: 1) Failure by the City to appropriate funds in its budget to pay the respondent for the requested service; 2) The respondent fails to perform any of the services required in the contract, and does not correct such deficiency within fifteen (15) days after having been notified of such deficiency by the City; 3) force majeure; 4) Upon expiration of the term of the agreement; 5) by mutual agreement; and 6) For the convenience of the City, at the City's discretion, for any reason whatsoever deemed to be in the best interests of the City.

In the event that the contract is wrongfully terminated under any of the other grounds enumerated herein, termination shall be treated as a termination for convenience. If the contract is terminated for convenience, or wrongfully terminated upon any of the other grounds enumerated herein, the Contractor shall be entitled to payment as follows: the actual cost of the work completed in conformity with the agreement plus ten percent (10%) for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to the Contractor prior to the date of termination of the agreement. The contractor shall not be entitled to any claim against the City for any additional compensation or damages in the event of such termination and payment.

Y. Protest Procedures

Right to protest: Any actual or prospective bidder, offeror, respondent, or subcontractor who is aggrieved in connection with the solicitation or award of a contract may protest to the appropriate procurement officer. The protest setting forth the grievance shall be submitted in writing within five (5) days after such aggrieved persons know or should have known of the facts giving rise thereto, but in no circumstance after 10 days of notification of the award of the contract.

1. Authority to resolve protests: The appropriate procurement officer shall have the authority, prior to the commencement of an administrative review as provided in this article, to settle and resolve a protest of an aggrieved bidder, offeror, respondent or subcontractor, actual or prospective, concerning the solicitation or award of a contract. This authority shall be applied in a manner consistent with regulations or laws governing the procurement of supplies, services and construction for the City.
2. Decision: If the protest is not resolved by mutual agreement, the appropriate procurement officer shall issue a decision in writing within 10 days. The decision shall state the reasons for the action taken.
3. Notice of decision: A copy of the decision under Number 3 above of this section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.
4. Finality of decision: A decision under Number 3 of this section shall be final and conclusive, unless fraudulent, or unless any person adversely affected by the decision requests a review in writing, setting forth the grievance to the City Manager within 10 days of the decision. The protestant may also request an interview with the City Manager.
5. Request for review. The request for a review shall not stay the contract unless fraudulent.

Z. Force Majeure

Neither the City nor the contractor shall be liable for any excess costs if failure to perform the contract arises out of causes beyond the control and without the fault or negligence of either party. Such causes may include, but not restricted to acts of God or of the public enemy, acts of government in either its sovereign or contractual capacity, fires, floods epidemics, quarantine, restrictions, strikes, freight embargos, and unusually severe weather conditions; but in every case, the failure to perform is caused beyond the control of both the City and the contractor, and without the fault or negligence of either of them.