

ENGRFP0006-15-16  
Finlay Park Fountain Restoration (Design Build)  
City of Columbia



**CITY OF COLUMBIA, SOUTH CAROLINA**

Request for Proposal

ENGRFP0006-15-16

**Finlay Park Fountain Restoration (Design Build)**

Commodity Code: 906-25

Issue Date: May 18, 2016

Pre-Proposal Meeting Date: May 26, 2016, 11:00AM (EST)

Questions Deadline: May 31, 2016, Time: 5:00 PM (EST) and must be submitted  
through the Bid Online website.

Response Deadline: June 7, 2016 Time: 11:00 AM (EST)

Send Hardcopies and CD's to:

City of Columbia / Utilities & Engineering Department

Attention: Nadia M. Johnson

ENGRFP0006-15-16 Finlay Park Fountain Restoration (Design Build)

1136 Washington Street – 7<sup>th</sup> Floor

Columbia, SC 29201

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## I. Glossary of Terms

**Actual Cost:** All direct and indirect costs incurred for services, supplies, or construction, as distinguished from estimated or forecasted costs.

**Addendum/Addenda:** A written change, addition, alteration, correction or revision to a bid, proposal or contract document. Addendum/Addenda may be issued following a pre-bid/pre-proposal conference or as a result of a specification or work scope change to the solicitation.

**Allowable Costs:** Costs that are recognized by law, regulation, or the contract. A cost that is reasonable.

**Amendment:** An agreed addition to, deletion from, correction or modification of a document or contract. To revise or change an existing document; a formal revision, improvement or correction.

**Assignment:** Legal transfer of a claim, right, interest or property.

**Audit:** A detailed review and examination of records, documents and the business processes with the confirmation by outside experts of a situation or condition concluding with a detailed report of findings. A formal examination or verification of financial accounts or other business operations. Examples include financial, compliance and management audits.

**Capability:** The ability of a bidder to fulfill the contract at time of award.

**Contract:** An obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. A legally binding promise, enforceable by law. An agreement between parties with binding, legal and moral force, usually exchanging goods or services for money or other considerations. Term *Agreement* is interchangeably throughout this RFP.

**Contractor:** Any individual or business having a contract with a governmental body to furnish goods, services, or construction for an agreed-upon price.

**Cost:** The actual expenses incurred in delivering a product, service, or construction; includes both direct and indirect costs, but does not include fee or profit for the contractor.

**Debriefing:** A practice used primarily during the Request for Proposal process, whereby the contracting authority will meet with those parties whose proposals were not deemed appropriate for award. It is viewed as a learning process for proposers who may gain a better understanding regarding perceived deficiencies contained within their submitted proposal.

**Deliverable:** The completion of a milestone or the accomplishment of a task. Deliverables are used to measure successful performance.

**Descriptive Literature:** Information, such as charts, illustrations, brochures, and technical data, furnished by a bidder, on request as part of a bid, to describe the items offered; shows the characteristics or construction of a product, or explains its operation to determine the acceptability of the item.

**Disadvantaged Business:** A business owned or controlled by a majority of persons who are determined to have been deprived of the opportunity to develop and maintain a competitive economic position

because of specified social disadvantage. (i.e., Minority-Owned Business Enterprise, Women-Owned Business Enterprise, Disabled-Veteran-Owned Business Enterprise, and Small Business Enterprise)

**Engineer:** For this particular project the terms “City Engineer” and “Engineer” are defined to mean the City Engineer of the City of Columbia, SC, acting directly or through a duly authorized representative(s), such representative acting within the scope of particular assigned duties or authority. The duly authorized representative(s) will be referred to as the Owner’s Representative in this RFP.

**Functional Specification:** A specification setting forth the results required from the supply or service.

**Late Bid/Proposal:** A bid, proposal, withdrawal, or modification received, at the designated place for receipt, after the established due date and time. Procurement policies should be established in order to provide guidance regarding how late bids/proposals are handled administratively. In most public entities, late bids/proposals are not opened and may be returned to the bidder/proposer advising that the bid was received late (after the due date and time) and cannot be accepted.

**Mandatory:** Obligatory, required by order, a provision that may not be waived.

**Mandatory Requirements (Conditions):** Conditions set out in the specifications/statement of work that must be met without alteration. Not meeting mandatory requirements may be grounds for disqualification.

**Offeror:** The person/entity who submits a proposal in response to a Request for Proposals (RFP). One who makes an offer in response to a solicitation. Terms *Bidder* and *Respondent* are interchangeably throughout this RFP. *Also see definition of a Responsible and Responsive Offeror/Bidder and Responder/Respondent.*

**Pre-Bid/ Pre-Proposal Conference(Meeting):** A meeting held by the buyer with potential bidders/offerors, prior to the opening of the solicitation for the purpose of answering questions, clarifying any ambiguities and responding to general issues in order to establish a common basis for understanding all of the requirements of the solicitation. This may result in the issuance of an addendum to all potential providers. In certain situations, a mandatory conference may be advisable

**Price:** The total amount, in money or other consideration, to be paid or charged for a commodity or service; normally includes all costs (direct labor, overhead, materials) and profit or fee.

**Principal:** One who employs an agent. A person who has authorized another to act for him/her.

**Proposal:** A proposal is a document submitted by a vendor in response to some type of bid solicitation to be used as the basis for negotiations or for entering into a contract.

**Request for Proposal (RFP):** The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of Best and Final Offers. May be a single step or multi-step process. Introduced in the Armed Services Procurement Act of 1962 as well as by the Competition in Contracting Act of 1984.

**Responder/Respondent:** One who submits a response to a solicitation document.

**Responsible Bidder/Offeror:** Also referred to as Responsible Proposer or Respondent. A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

**Responsive Bidder/Offeror:** Also referred to as Responsive Proposer or Respondent. A contractor, business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the IFB/RFP and all of its requirements, including all form and substance.

**Savings:** That part of disposable income not spent on current consumption; disposable income less consumption; any income that is not spent. *(Bishop, 2002)*

**Scope of Work/Services:** A detailed, written description of the conceptual requirements for the project contained within a Request for Proposal. The Scope of Work should establish a clear understanding of what is required by the entity.

**Service/Services Contract:** An agreement calling for a firm's time and effort. The furnishing of labor, time, or effort by a firm, which may involve to a lesser degree, the delivery or supply of products.

**Short List:** Names of candidates that have been narrowed considerably from a longer list of top-ranked Offerors.

**Solicitation:** An invitation for bids, a request for proposals, telephone calls or any document used to obtain bids or proposals for the purpose of entering into a contract.

**Technical Specifications:** Specifications that establish the material and operating requirements of products and services.

**Unsuccessful Bidder:** A vendor whose bid was not accepted for reasons of price, quantity, or failure to comply with specifications.

**Value Added:**

1. The increase in worth of a product or service as it moves through various stages of production and distribution.
2. What contribution a service function within an organization can make toward return on investment, increased productivity, or improved customer service.

*(Definitions above provided by the National Institute of Governmental Purchasing & Free Dictionary.com)*

## **II. GENERAL INFORMATION**

The City of Columbia (CoC or City) is a municipality located in Richland County, South Carolina. The City is governed by a council-manager form of government. The Mayor and City Council, who are elected for four-year staggered terms, are vested with the legislative and policy-making powers of the City. Day-to-day activities are administered by a council-appointed City Manager who serves as the chief executive officer of the City and is responsible to the City Council for proper administration of all affairs of the City.

The City owns and operates public water treatment and transmission/distribution facilities, and wastewater treatment, collection/transmission and disposal facilities providing utility services to both residential and nonresidential customers within the City limits as well as surrounding unincorporated areas. The service area of the Waterworks System includes all of the City of Columbia and portions of Richland County and Lexington County, and also includes the Towns of Forest Acres, Arcadia Lakes, Irmo, and Chapin and the Fort Jackson Military Reservation ("Fort Jackson"). The service area of the Sanitary Sewer System includes all of the City of Columbia and portions of Richland County, including Fort Jackson, and portions of Lexington County and the City of West Columbia. The entire System covers approximately 320 square miles with a population of approximately 410,000 persons living within that area. In June 2013, the City executed a Consent Order with DHEC relating to effluent limit violations of the City's NPDES Permits and the Clean Water Act.

The City is permitted under a Municipal Separate Storm Sewer System (MS4) General Permit.

Future capital expenditures to expand and improve the water, sewerage, and storm System are managed by the City through a rolling five-year Capital Improvements Program, which is approved annually by City Council as part of the adoption of the City's Budget Ordinance.

This solicitation is a Request for Proposals (RFP). Proposals must be submitted to Bid Online and hard copies received via mail or hand delivery. Submittals shall be sent to City of Columbia, Utilities & Engineering Department, 7<sup>th</sup> Floor, 1136 Washington Street, Columbia, SC 29201, Attn: Nadia M. Johnson, ENGRFP0006-15-16, Finlay Park Fountain Restoration (Design Build). The City will conduct a formal selection process to determine the best qualified respondent that meets the City's needs and budget. A selection committee will review the proposals, evaluate, and score. Top scoring firms will be short-listed and invited to interview (if necessary) for the project. The determination of the successful respondent will be based on a variety of criteria, including, but not limited to, the expected quality of the services and its recommendations, and qualification and experience of the respondent. An on-site pre-proposal meeting will be held.

The City is an equal opportunity employer and encourages Local Business Enterprise (LBE), Small, Women-owned, Minority, Veteran, or Disadvantaged or Historically Underutilized Business in accordance with SBA guidelines and/or similar state or federal certification programs participation to the extent legally feasible.

### **III. INTRODUCTION AND PROJECT DESCRIPTION**

Finlay Park's fountain, located along Taylor St. between Gadsden St. and Assembly St., is currently out of service due to damaged pump and motors. The fountain system consists of a spiral structure, control panel, wall skimmer assembly, a diffuser assembly, five 250 GPM pumps, a pump station with two 2,300 GPM pumps, discharge lines, suction lines, and a lake as the main water source. The existing below ground pump station is classified as a confined space, and is approximately 15 to 17 feet deep. See Exhibit A.

The City of Columbia (COC) has procured a Peerless 8AE12 horizontal split-case pump (2,300 GPM, 95 TDH) with a 75 HP motor to replace the damaged assembly. A new motor will be required to replace the damaged motor on the functioning pump. COC is requesting an assessment of existing condition of the fountain system including pump station, control panel, spiral structure, etc. COC requests the design of a new above ground pump station to eliminate the confined space and relocate the pumps to a space easily accessible for maintenance and repairs.

It is the intent of this Request for Proposals (RFP) to select one Design Builder that can perform the services as outlined below. Services to be provided under this contract are to be completed by one hundred twenty (120) days after Notice to Proceed.

### **IV. SCOPE OF SERVICES**

The Design Builder will be responsible to provide services in a two phase approach. The Design Builder will provide all design and preconstruction services during the first phase. In the second phase of services, the Design Builder will hold the construction contract with the City for construction of the project. At the point where the construction documents are 30%, 60% and 90% complete and are ready to permit, the Design Builder will assume the risk of delivering the project through a Guaranteed Maximum Price contract. The Design Builder will be responsible for construction means and methods. The scope of services shall include, but may not be limited to, the following tasks to be performed by the successful Design Builder: Assessment of existing condition of the fountain system including pump station, control panel, spiral structure, etc.; removal of existing below ground pumps station (if needed); design and construction of above ground pump station; testing of fountain system; and applicable permitting.

The Design Builder may compete to self-perform limited amounts of work. During construction, construction administration services will be provided by the design team.

Phase I - Design and Preconstruction phase services by the Design Builder may include:

- Validations of and adjustments to programming documents and project estimates prepared in support of this project;
- Coordination with various City of Columbia departments, outside agencies, and City consultants;
- Project planning and scheduling;

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- Iterative detailed project cost estimating and knowledge of market conditions;
- Alternate systems evaluations, value engineering, and constructability assessments;
- Long-lead item/systems assessments and procurement;
- Coordination with the City of Columbia plan review and permitting management;
- Quality assurance to minimize risk to the City and Design Builder;

Phase II - Construction phase services by the Design Builder may include:

- Construction administration by the design professionals;
- Construction scheduling;
- Management of site operations and supervision of all subcontractors;
- Management of disputes or demonstrations by organized interests;
- Quality assurance to minimize risk to the City and Design Builder;
- Quality control in all aspects of the construction;
- Contingency management;
- Bonding and insuring the construction in accordance with City of Columbia requirements;
- Compliance with all federal, state, and local permitting requirements;
- Construction job site safety;

Phase III – Post Construction phase services by the Design Builder shall include:

- Operation & Maintenance (O&M) Plan;
- Approval of Construction;
- Provide as-built drawings and warranties, plus all documents in electronic file format

A mutually agreeable detailed scope of work will be developed at the onset of contract negotiations and will be included within a design and preconstruction services agreement.

## **V. MANDATORY REQUIREMENTS**

The successful respondent must have confined space certification and an understanding of mechanics of pumps and fountains.

## **VI. Proposal Submittal Instructions**

### **A. Schedule of Events.**

The RFP process includes the following schedule:

<b>Task</b>	<b>Date</b>	<b>Time (if applicable)</b>
RFP Issuance in Bid Online	May 18, 2016	
Pre-Proposal Meeting	May 26, 2016	11:00 AM (EST)
Questions Deadline	May 31, 2016	5:00 PM (EST)
Submittal Deadline	June 7, 2016	11:00 AM (EST)
Evaluation Period	June/July 2016	
Anticipated City Council Review/Approval	July 2016	

The Pre-Proposal meeting will be held May 26, 2016 at 11:00 A.M. (EST) at the City of Columbia, 7<sup>th</sup> Floor Conference Room, 1136 Washington Street, Columbia, SC 29201. Immediately following the Pre-Proposal meeting will be a Site Visit. City representatives will lead a tour of the site.

**B. Submittal Format**

To standardize responses and simplify the comparison and evaluation of responses, all proposals must be organized in the manner set forth below, separated into sections, and appropriately entitled. All information and materials requested shall be provided in the Proposal under a single cover. The following must be included in this section in order for a respondent to be considered responsive:

- 1. Cover Letter and Executive Summary.**
  - a. The cover letter must be signed by an authorized signatory.
  - b. The cover letter must include contact information for the project manager.
  - c. A statement that you have reviewed the Proposal Certification (Appendix IX) and signed this certification, certifying your proposal.
  - d. A statement that you have reviewed Section IX and exceptions, if any, to the City Standard Terms and Conditions must be declared here.
  
- 2. Organization and Key Staffing Qualifications.** The respondent shall provide the services of qualified, experienced staff members to this project sufficient to perform the duties described in this document. The respondent shall also provide the following:
  - Name, Address, Phone of Design Builder
  - Company Name, Address, Phone of General Contractor
  - Company Name, Address, Phone of Designer
  - Name of Lead Designer and Firm they represent
  - Name of Site Superintendent and Company they represent
  - Name of Project Manager and Company they represent

Resumes for all key project personnel should be included and show at least the following:

- a. Name, specialty, title, and project assignment.
- b. Description of relevant experience with firm (and previous employers), to include project names and scope, role on project, and other pertinent information. **All project/experience description must include dates.**

- c. Office location where employed.
- d. A synopsis of experience, training or other qualities which reflect the individual's related experience and contribution to the project. Provide any certifications, licenses, etc. on performing this type of work

A listing of any subconsultants and/or subcontractors that will be employed on this project must be included on the Subconsultant Business Information Record (Appendix IV). Identify the services they will provide. This document must be included in Section X. Forms / Appendices.

This project does lend itself to the Mentor Protégé Program, and it is not a requirement for a firm to be considered responsive. Information pertaining to the City's Mentor Protégé Program can be found at <http://www.columbiasc.net/business-outreach/mentor-protege/>.

The respondent should also provide information concerning participation with Disadvantaged Business Enterprises on similar projects as applicable.

Business Information Statement (within Appendix VI) – This document must be completed for the prime.

- 3. Experience/Past Performance.** Submit a one page each summary of five (5) relevant projects, at least three (3) of which have been completed, to illustrate the specialized expertise, demonstrated experience, applicable qualifications, and available resources of the Design-Builder. Past experience with fountain system including pump station, control panel, spiral structure, etc. design and construction is preferred. In addition, submit a minimum of 3 reference questionnaires from previous clients. This document (Appendix VIII) is included in Section X and must be included within this section of your proposal. The Design-Builder's quality of the completed work and the performance of the project team may be verified by contacting the current and previous clients.

Each project summary shall include the following information:

Project name, location, description, dates of services, and status

- a. Role of firm
- b. Firm's project manager
- c. Key project team members (with emphasis on the participation of team members proposed for this project)
- d. Specialized expertise and/or resources applied during project, with concise explanation of their value and relevance to the Scope of Services of this project
- e. Experience of the office charged the administration of this particular contract
- f. Name and current telephone number of a client contact person for each project
- g. Results of work, fees collected, basis of fee, and duration of project work

The Design Builder shall submit a sample of work product for at least one (1) of the relevant projects of which has been completed.

The Design-Builder is encouraged to provide a complete list of additional relevant projects (in addition to the five (5) relevant projects requested). This list should include the location, dates of service, basis of fee and fee, firm's project manager, and the name and telephone number of a client contact person.

Litigation History. Submit a summary of the litigation history for your firm for the past five (5) years, including the following information for each case:

- a. Style of the case
  - b. Parties to the litigation
  - c. Court in which litigation was filed and civil action number
  - d. Nature of claims
  - e. Whether the case is pending or resolved, and if resolved, the date of and manner in which it was resolved (e.g., relief granted by court, settlement by or among parties, dispositive motion, trial verdict)
- 4. Approach and Scope of Work.** The Design-Builder shall describe in detail its approach to the project outlined in the Project Description and Scope of Services. This section must present written and graphic information in sufficient detail so that the City can ascertain the Design-Builder understands the scope and nature of the work involved. The respondent shall fully describe its approach, provide specific details regarding how the City's requirements will be met, and explicitly identify any deviations, exceptions, and/or alternatives. The respondent shall provide the project duration (number of calendar days) for all phases.
- 5. Availability.** The firm shall outline its current and projected workload and state its commitment to provide the requested services as well as a schedule to begin this project. In addition, the full name and address of the firm and the branch office that will perform the services shall be described herein.
- 6. Cost.** A Financial Proposal is requested for services part of this project with the exception of Engineering Design and listed on Appendix XII. The Financial Proposal must also be submitted to the City via Bid Online.
- Individual project bonding capacity
  - Total bonding capacity
  - Amount of bonded contracts currently in process
  - Total Contract Price
- 7. Forms / Appendices.**

The following forms shall be included in one's submittal unless specified otherwise below:

- a. Local Business Enterprise Qualification Statement (Appendix I)  
The intent of the Local Business Enterprise program is to promote opportunities for businesses located within Calhoun, Fairfield, Kershaw, Lexington, Newberry, Richland

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and Saluda counties to participate in the procurement process for professional services. See Appendix I for eligibility requirements. This designation must be obtained and approved by the Compliance Office prior to issuing your proposal. The prime firm submitting must have the designation in order to qualify. This form shall be submitted ONLY if the entity meets the qualification. Not meeting this qualification (having the LBE designation) does not disqualify a firm from responding to this RFP.

- b. Conflict of Interest Statement (Appendix II)  
This form shall be submitted with the response under "Cover Letter/Executive Summary."
- c. Small, Minority, Women-Owned Business Objectives Information (Appendix III)  
This form shall be submitted with the response under "Organization and Key Staffing Qualifications."
- d. Subconsultant/Subcontractor Business Information Form (Appendix IV)  
This form shall be submitted with the response under "Organization and Key Staffing Qualifications" even if subconsultants are not anticipated. Type "None" on this form if there are no subconsultants.
- e. Non-Collusion Affidavit (Appendix V)  
This form shall be submitted with the response under "Cover Letter/Executive Summary."
- f. Business Information Statement (Appendix VI)  
This form shall be completed by the prime and submitted with the response under "Organization and Key Staffing Qualifications."
- g. Maps (if applicable) (Appendix VII)  
This is for informational purposes only. You do not need to submit this with your response.
- h. Reference Questionnaire (Appendix VIII)  
This form shall be completed by previous clients and submitted with the response under "Experience/Past Performance."
- i. Proposal Certification Form (Appendix IX)  
This form shall be completed by the prime and submitted with the response under "Cover Letter/Executive Summary."
- j. Bid Bond - You are required to use this form. (Appendix X)
- k. Payment/Performance Bond – You are required to use this form. (Appendix XI)
- l. Cost form – You are required to use this form (Appendix XII)

m. City Holiday Schedule (Appendix XIII)

This schedule is for informational purposes only. You do not need to submit this with your response.

n. Bid Online Tutorial (Appendix XIV)

This tutorial is for informational purposes only. You do not need to submit this with your response.

**C. Instructions for Questions**

No interpretations or clarification of the meaning of the instructions or scope of services will be allowed orally (except for general information). Every request for such interpretation should be in writing through Bid Online at <https://bidonline.columbiasc.gov/ifas7/bidonline/>. Using Bid Online, the user must be logged in, and under the “Bid” tab, click solicitation number (i.e., ENGRFP0006-15-16), and then “Q and A.” The deadline for requesting additional information and/or asking questions is listed in Section VI. A. Any and all such interpretations and any supplemental instructions will be issued in the form of written addenda to the Request for Proposals.

**D. Public Opening**

Proposals will be publicly opened at the date and time listed in Section VI. A. at 1136 Washington Street, Columbia, SC in the 7<sup>th</sup> floor conference room.

**E. Instructions for Submitting a Proposal**

If your firm is interested in providing the described scope of work, you **MUST** submit a proposal through Bid Online at <https://bidonline.columbiasc.gov/ifas7/bidonline/>. One must be registered with this software in order to respond. All Proposals shall be submitted using Bid Online by the date and time listed in Section VI. A. The City is not responsible for late RFP’s caused by any method of delivery. Proposals received after the designated time may not be considered.

In addition to submitting through Bid Online, it is **REQUESTED** that five (5) hardcopies of a proposal and one (1) digital copy (i.e., CD or thumb drive) be hand delivered and/or mailed to: City of Columbia / Utilities and Engineering Department, Attention: Nadia M. Johnson, ENGRFP0006-15-16 Finlay Park Fountain Restoration, 1136 Washington Street, Room 714, Columbia, SC 29201. All information regarding the opening date, type of proposal, and name of City’s assigned contact should be clearly marked on the outside of the sealed envelope containing the response.

**1. Ownership of Proposal Documentation**

Upon receipt of the Proposal by the City, the Proposal and all included documentation shall

become the property of the City, without compensation to the respondent, for disposition or usage by the City at its discretion. The City assumes no responsibility or obligation to respondents and will make no payment for any cost associated with the preparation or submission of proposals.

## **2. Confidential Information**

All inquiries or correspondence relating to or in reference to this RFP and all proposals submitted shall become the property of the City when received and subject to public disclosure unless exempt from disclosure by law. Unless required by law, proprietary or financial information submitted by a Respondent will not be disclosed if Respondent visibly marks each part of the proposal which Respondent considers to be confidential or proprietary information with the word "Confidential."

## **VII. Proposal Selection Process**

### **A. Acceptance and Rejection**

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. The City reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The City also reserves the right to accept or reject any or all proposals received in response to this RFP and to negotiate separately with competing respondents. The City is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The City reserves the right to request additional information from any firm submitting under this RFP if the City deems such information necessary to further evaluate the firm's qualifications

### **B. Evaluation Criteria**

The Proposals will be evaluated on the basis of the information presented in the proposal package, and on an analysis or other available information. The City may conduct investigations or interviews as it deems necessary to assist in the evaluation of any proposal submitted and to establish to the City's satisfaction the qualifications of any respondent.

The criteria outlined below and described further hereinafter will be used to evaluate the Proposals. The proposal evaluation is based on a total maximum score of 100, with the following point breakdown per category.

RFP Evaluation Criteria	Rating Percentage
<b>Organization and Key Staffing Qualifications</b> - Submittal must include information outlining the capabilities of the firm as well as a list of personnel specifically assigned to the proposed project, including their qualifications, overall experience, recent experience on projects of similar nature and complexity to the proposed project, sub-consultant and disadvantaged business enterprise firm participation	Max. 25%
<b>Experience/Performance</b> - Review of past performance on projects of similar nature and complexity as the proposed project; evaluation of client references whether included in the proposal response or not; evaluation of litigation history for the past five years; and review of a sample work product	Max. 20%
<b>Approach/Scope of Work</b> – Review of respondent’s description of approach, how the City’s requirements will be met, and any deviations, exceptions, and /or alternatives. The City will take special note of Approach listed for Tasks listed	Max. 20%
<b>Cost</b> - Submittal must include a financial proposal for the project	Max. 20%
<b>Availability</b> – Evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; proposed time schedule; accessibility or location of the proposer’s offices or facilities from which the services are to be provided in relation to the City	Max. 10%
<b>Local Business Enterprise Qualification</b> – Awarded to a local vendor that has received the LBE Designation through the City’s Compliance Office.	5%

**C. Selection / Award Criteria**

Award will be made to the highest ranked, responsive and responsible respondent whose offer is determined to be the most advantageous to the City.

Proposals must be responsive to the requirements stated in the Introduction and Project Description, Scope of Services, Response Requirements, Proposal Submittal Instructions, General Information and Instructions, and Terms and Conditions.

Submittals will be evaluated per criteria listed in Section VII.B. The City may short list the top rated firms and request an interview phase. Scoring for interviews, should they be used, will be on a separate scale (in addition to the 100 point proposal review scale). The City reserves the right to hold interviews in addition to proposal document review in order to select a top ranking firm if it is determined to be needed. The following ratings are given for interviews: 1, 5, 10.

It is anticipated that the submitted proposals will be evaluated and the top ranking firm will enter the contract negotiation stage. Negotiations will be entered into with the highest ranked firm in an effort to confirm a pricing structure that is acceptable to all and address any questions remaining after the selection process. If an appropriate contract can be successfully negotiated between the parties, it will be executed by the City Manager after City approval. City Contracts equal to \$49,999.01 or more must be approved by City Council. If a successful contract cannot be negotiated with the highest ranked firm, negotiations will be undertaken with the next firm in order of ranked preference.

Respondents are allowed to request a Debriefing of their scores after the project has been awarded, unless otherwise required by law.

**D. Acceptance Period**

Any proposal in response to this solicitation shall be valid for 120 calendar days. At the end of this time the proposal may be withdrawn at the written request of the respondent if no award has been made. If the RFP is not withdrawn at that time, the proposal in its entirety, including the price structure, shall remain in effect.

**E. Contract (Agreement)**

Upon award of the contract by the City, the Design-Builder shall agree to deliver services in accordance with the terms and conditions set forth therein and any negotiations that may occur. Design-Builder shall understand that minor technical adjustments may be necessary as work progresses. Timely, quality service is critical to continuation of work under this contract.

Proposed Terms and Conditions are included (see Section IX). All responders should thoroughly review prior to submitting a proposal. Any proposed revisions to the terms or language must be submitted in writing with the Firm's response to the Request for Proposal within the Cover Letter. The certification contained herein shall be signed by an officer of the firm having authority to execute the contract.

## **VIII. General Information and Instructions**

### **A. Request for Proposal Process**

The RFP is not a bid. In the event that the City elects to negotiate a contract with a selected respondent, any contract shall contain at a minimum the terms and conditions (or substantially the same terms and conditions) as hereinafter stated. The City reserves the right, in its sole discretion to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rests solely within the sole discretion of the City.

### **B. Confidentiality**

Unless otherwise required by law, and until the public opening of the proposals, all information, materials and other documents submitted by a respondent shall not be released or made available to any person or entity except City representatives assisting in this procurement process. Unless required by law, proprietary or financial information submitted to the City by a respondent will not be disclosed if the respondent visibly marks each part of the proposal that the respondent considers confidential, financial or proprietary information with the work "Confidential."

### **C. Respondent's Duty to Inspect, Advise and Declare All Costs**

Each respondent shall become fully acquainted with the City's requirements and the scope of the services to be provided. Respondents have a duty to request any information from the City as it deems necessary to prepare the RFP. Such requests shall be made in compliance with Section VI.C. No change order will be granted or additional compensation permitted if it is based upon information that the respondent knew, or should have known, as part of the respondent's duty to become acquainted with the City's circumstances and requirements.

### **D. Proposal and Presentation Costs**

The City will not be liable in any way for costs incurred by respondents in the preparation of their proposals in response to the RFP, in the presentation of their proposals or for participation in any discussion or negotiations.

### **E. Submittal of Proposals**

All responses to this RFP must be clearly marked "ENGRFP0006-15-16 – Proposal for Finlay Park Fountain Restoration (Design Build)". A minimum of five (5) hard copies and one (1) digital copy on CD, PC readable, labeled and not password protected shall be submitted. Save each attachment as a separate PDF file on the CD. Also save each attachment as a MS Word document, with each attachment saved separately.

All Proposals shall be submitted using Bid Online no later the date and time specified in Section VI.A. and the CD and hard copies shall be submitted to the City of Columbia Utilities & Engineering Department, 1136 Washington Street, 7th Floor Columbia, SC 29201. All late proposals will be rejected. The City is not responsible for late RFP's caused by delays in mail delivery or a delay in any other in method of delivery.

**F. Conflict of Interest; Contingency Fees; Non-Collusion Affidavit**

The following terms and conditions regarding Conflict of Interest, Contingency Fees, and Certification of Subcontractors will be included in the Design Builder Agreement for this project.

- 1. Conflict of Interest.** See Appendix II. Respondents shall promptly notify the Contract Administrator or Procurement Manager, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the City as to whether the association, interest, or circumstance would, in the opinion of the City, constitute a conflict of interest. The City will respond to such notification by certified mail within thirty (30) days.

By submitting this proposal, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the city or any other conflict as may be set forth herein.

No direct or indirect contact with the mayor of the City of Columbia or City of Columbia Council members will be allowed. If such contact is made, the city reserves the right to reject the proposal.

- 2. Prohibition against Contingent Fees.** The Design-Builder warrants that he and his Subcontractor(s) have not employed or retained any company or person other than a bona fide employee working solely for the Design-Builder or subcontractor(s) to solicit or secure this Agreement and that he and his Subcontractor(s) have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Design-Builder or his Subcontractor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of this Contract. For any breach or violation of this provision, the City shall have the right to terminate the Agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.
- 3. Non-Collusion Affidavit.** See Appendix V. More than one proposal from an individual, firm partnership, corporation, association or related parties under the same or different

names will not be considered. If the City believes that collusion exists among respondents, all proposals from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect ownership or profit sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws as applicable to this RFP and any resulting contract.

By responding to this RFP, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item, and they certify the knowledge that this would constitute an illegal action.

#### **G. Disadvantaged Business Enterprises (DBE) Participation**

The City encourages the participation of all businesses in offering their services and/or products. Disadvantaged Business Enterprise is defined as a business owned or controlled by a majority of persons who are determined to have been deprived of the opportunity to develop and maintain a competitive economic position because of specified social disadvantage. (i.e., Minority-Owned Business Enterprise, Women-Owned Business Enterprise, Disadvantaged-Veteran-Owned Business Enterprise, and Small Business Enterprise). This project may be solicited using the following methods:

1. City of Columbia's e-Procurement System (Bid Online)
2. City of Columbia's website at [www.columbiasc.net](http://www.columbiasc.net)
3. The State Newspaper
4. The Columbia Star
5. The Black News at [www.scblacknews.com](http://www.scblacknews.com)
6. South Carolina Business Opportunities at <http://procurement.sc.gov/PS/general/scbo/PS-scbo-online.phtm>
7. Minority Business Development Agency Business Center, United States Department of Commerce at <http://columbiambdcenter.com/>
8. Free Times Publication

### **IX. Terms and Conditions**

#### **A. Non-Discrimination**

The successful respondent will take affirmative action in complying with all federal, state and local requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

#### **B. Indemnification and Insurance**

ENGRFP0006-15-16  
Finlay Park Fountain Restoration (Design Build)  
City of Columbia

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.

The Design Builder shall procure and shall maintain during the life of this contract, whether such operation be by himself or by a subconsultant or anyone directly or indirectly employed by either of them, such insurance as required by statute, ordinance, or this contract, to adequately protect the owner from any claims or damages including bodily injury or death, which may arise from them during operations under this contract.

1. All insurance required shall be primary insurance as respects the City, its officials, employees or volunteers. Any insurance or self-insurance maintained by the City, its officials, employees or volunteers shall be in excess of insurance provided by the contractor and shall not contribute to it.
2. Insurance shall be obtained for not less than the limits of liability as specified by these instructions.
3. The Design Builder shall include all sub-consultants as insured under its policies, or shall furnish separate certificates and endorsements for subcontractors and shall be the same as provided in these instructions for the contractor.
4. Each insurance policy required by these instructions shall be endorsed to state that coverage shall not be suspended, voided, cancelled, by either party, reduced in coverage or in limits, unless thirty (30) days prior written notice, by certified mail, return receipt requested, has been given to the City.
5. Workers' Compensation Insurance - The Design Builder shall procure and shall maintain during the life of this contract, Workers' Compensation Insurance for all employees to be engaged in work on the project under this contract, and in case any work is sublet, the contractor shall require the subconsultant similarly to provide Workers' Compensation Insurance for all of the latter employees to be engaged in such work unless such employees are covered by the protection afforded by the contractor's Workers' Compensation Insurance. The Design Builder shall not permit any person who is not protected by Workers' Compensation

Insurance or a properly approved Self-Insured Workers Compensation Program to perform any activity related to this contract.

6. Liability Insurance - The Design Builder shall procure and maintain for the duration of the contract insurance against claims for any injuries to persons or damages to property, which may arise from or in connection with the performance of the work by the Design Builder, his agents, or representatives, employees or subcontractors. The City shall be specifically covered as an insured in all liability policies amount of such insurance shall be as follows:

Commercial General Liability Insurance: A separate general liability policy naming the Design Builder or other person who will be performing the activity as insured and also naming the City as an additional insured in an amount not less \$1,000,000.00 per occurrence, and \$2,000,000.00 aggregate limit for bodily injury, personal injury, property damage, and products completed operations

7. The Design Builder shall furnish the City with a certificate showing satisfactory proof of carriage of the insurance required, which shall be approved by the City prior to commencing work on this contract, nor shall the Design Builder allow any subcontractor to commence work on this contract until all similar insurance required of the subconsultant has been obtained and approved.

The City has determined that bonding is required for facilities improvement projects per 2 C.F.R. §200.325 and 2 C.F.R. §200.325 (a)-(c). Bonding requirements will include: A Guarantee equivalent to 5% of the fee, a Performance and Payment Bond at 100% of the fee.

### **C. Licenses, Permits and Taxes**

It shall be the responsibility of the Design Builder to obtain any approvals, permits and/or licenses as may be required by law, state or ordinance to perform work required under this Contract. The Design Builder shall be responsible for any costs relating to same.

The Design Builder shall be responsible for identifying and providing any applications and supporting documentation to the City for any approvals and/or permits required of the City in order for the Design Builder to perform the services required under this Agreement. Such approvals and/or permits may include, but not necessarily be limited to, SCDHEC Construction Permits, SCDHEC Stormwater Management for Construction Sites Permits, SCDHEC Water Resources Permits, Corps of Engineers Permits, City/County/SCDOT Encroachment Permits, Encroachment Permits for other utility rights-of-way and Railroad Right-of-Way Encroachment Permits/Agreements. The City shall obtain the approvals and/or permits identified by the Design Builder and pay any costs relating to same.

The Design Builder shall answer questions and consult with the City and/or appropriate authorities as necessary to assist the City's efforts in obtaining required permits/approvals.

The Design Builder shall procure a City of Columbia business license while performing services under this Agreement.

**D. Non-Appropriations**

Any contract entered into by the Design Builder resulting from this bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

**E. Ownership of Data**

All data, documents or other information of any description generated by or used by the Design Builder or any subconsultant retained by the Design Builder and related to the services required by this Agreement shall be the property of the City and shall not be used by the Design Builder for any purpose whatsoever except to perform the services required by this Agreement.

**F. Termination**

At termination of this Agreement, the Design Builder shall immediately provide the City with all records and data in any format the Design Builder is capable of producing and at no cost to the City, which were generated, created or received by the Design Builder in performance of the services required by this Agreement or as the City may deem necessary to perform the required services by the City or the Design Builder's successor. All records shall be free from any proprietary claims of interest. The Design Builder agrees to fully cooperate with the City and any successor to ensure an effective transition to continuously provide the required services.

The City may terminate the contract at any time upon any of the following grounds: 1) failure by the City to appropriate funds for the performance of any of the services required in this Agreement in any annual budget; 2) The Design Builder fails to perform any of the services required in this Agreement, and does not correct such deficiency within fifteen (15) days after having been notified of such deficiency by the City; 3) force majeure; 4) the City shall, at its sole option and discretion, have the right to terminate this contract for any reason whatsoever. A termination for default under this Agreement, if wrongfully made, shall be treated as a termination for convenience under this clause; 5) upon expiration of the term of the agreement; and 6) by mutual agreement.

Notice of termination shall be sent by registered mail, return receipt requested. In the event of termination, the Design Builder shall only be entitled to the actual direct costs of all labor and material expended on the services required under this Agreement prior to the effective date of the termination plus fifteen percent or the Design Builder shall be entitled to be paid a pro-rata percentage of the total Agreement price which is equal to its percent of completion, whichever of the two methods provides the lowest sum to be paid to the Design Builder. In no event shall the Design Builder be entitled to assert a claim in quantum meruit or any other measure of damages other than that stated herein.

**G. Whole Agreement**

This Agreement represents the entire agreement between the City and the Design Builder and supersedes all prior communications, negotiations, representations or agreements, either written or oral. Only written Change Order signed by both the City and the Design Builder may amend this Agreement.

**H. State Law Applicable**

This Agreement shall be construed in accordance with the laws of the State of South Carolina. The Design Builder agrees to subject itself to the jurisdiction and venue of the Circuit Courts of Richland County, State of South Carolina as to all matters and disputes arising or to arise under this Agreement and the performance thereof. The City may seek attorney's fees and the Design Builder 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 Design Builder.

**I. Breach/Waiver**

The failure of either the Design Builder or the City to insist upon the strict performance of any provision of this Agreement 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 this Agreement at any time. Partial payment by the City shall not be construed as a waiver. Waiver of any breach of this Agreement shall not constitute waiver of a subsequent breach.

**J. Severability**

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

**K. 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.

**L. Protest Procedures**

1. Right to protest: Any actual or prospective bidder, Offeror, respondent, or sub-contractor 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.

2. 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.
3. 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.
4. 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.
5. 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.
6. Request for review. The request for a review shall not stay the contract unless fraudulent.

#### **M. Delays**

If delay is foreseen contractor shall give thirty (30) days prior written notice to the Utilities & Engineering Department. The City has the right to extend delivery date if reasons appear, in the sole discretion of the City, to be valid. Contractor must keep the City advised at all times of status of order. Default in promised completion times without accepted reasons) or failure to meet specifications, authorizes the Director of Procurement to purchase supplies, equipment or services elsewhere and charge full increase in cost and handling to defaulting contractor.

#### **N. Subconsultants**

The Design Builder will not assign or sublet its obligations to perform the services required by this Agreement without the written consent of the City. The use of subcontractors will not relieve prime Design Builder of any obligations and the awarding Design Builder remains liable for full and satisfactory performance per the contract term and conditions.

#### **O. Term of Agreement**

The successful Design Builder shall commence once the notice to proceed is issued.

The term of the project will be for a base period of two (2) years from award and contract execution, with the option to renew or continue with work for two (2) additional one-year periods at the mutual pleasure of both parties.

The decision whether to extend the contract, upon written request, shall be in the sole and exclusive discretion of the party receiving the request and neither party shall be under any obligation to agree to an extension of the initial term or any additional term.

**P. Ethics**

Design Builder and any Sub-Contractor is subject to the provisions of the 1991 Ethics Reform Act (S.C. Code Ann. §8-13-100, *et seq.*, as amended). Under this Act, "A person may not, directly or indirectly, give, offer, or promise anything of value to a public official, public member, or public employee with the intent to:

- (1) influence the discharge of a public official's, public member's, or public employee's official responsibilities;
- (2) influence a public official, public member, or public employee to commit, aid in committing, collude in, or allow fraud on a governmental entity; or
- (3) induce a public official, public member, or public employee to perform or fail to perform an act in violation of the public official's, public member's, or public employee's official responsibilities.

"Anything of value" includes, but is not limited to, lodging, transportation, entertainment, food, meals, beverages, money, gifts, honorariums, discounts and interest-free loans.

**Q. Notice**

Written notice to the City shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: Director of Utilities and Engineering, City of Columbia, Post Office Box 147, Columbia, South Carolina 29217.

Written notice to the Design Builder shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: Company, Company Representative, and Address.

**R. Miscellaneous**

This Agreement is subject to City Council approval.

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Design Builder.

The Design Builder shall be responsible for performance of all services required by this Agreement. The Design Builder does not act as the City's agent or employee.

In the event there are any disagreements between the City and the Design Builder with regard to any of the requirements, specifications or interpretation of this Agreement, the Design Builder agrees to defer to the reasonable interpretations of the City as, from time to time may be made by the City. Ambiguities in the terms of this Agreement, if any, shall not be construed against the City.

Scope of Services

Upon written notification by the City to proceed, the Design-Builder shall complete the scope of services more fully described in the Agreement. The Design-Builder shall perform any and all incidental services not specifically set forth in the Agreement, which are necessary to fully complete the scope of services described in the Agreement.

Amendments

The parties may amend the Agreement at any time provided that such amendments are executed in writing, signed by a duly authorized representative of both parties, and approved, where applicable, by the City's governing body.

The City may, in its discretion, amend the Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of, the activities to be undertaken as part of the Agreement, such modifications will be incorporated only by written amendment signed by both parties.

**X. Appendices**

**LOCAL BUSINESS ENTERPRISE QUALIFICATION STATEMENT – APPENDIX I**



**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.

ENGRFP0006-15-16  
Finlay Park Fountain Restoration (Design Build)  
City of Columbia

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

Tel: (803) 545-3049

Attn: LBE Administrator / Team

Fax: (803) 545-4130

PO Box 147 / 1136 Washington Street, 5<sup>th</sup> Floor

Email: [agdriggers@columbiasc.net](mailto:agdriggers@columbiasc.net)

Columbia, SC 29217

Qualified /  Not Qualified: \_\_\_\_\_ Date: \_\_\_\_\_

(Compliance Authorized Signature)

**CONFLICT OF INTEREST STATEMENT – APPENDIX II**

I, \_\_\_\_\_ (Design-Builder) certify, under penalty of perjury, that to the best of my knowledge and belief;

1. No circumstances exist which cause a Conflict of Interest in performing the services required by the Request for Proposal (RFP) or the contract to which this statement is attached, and
2. That no employee of the City, nor any member thereof, nor any public agency or official affected by the RFP or the contract to which this statement is attached, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to such contract.
3. The Design-Builder warrants that he and his sub-consultant(s) have not employed or retained any company or person other than a bona fide employee working solely for the responding firm or sub-consultant(s) to solicit or secure a contract agreement with the City of Columbia, as related to the RFP or the contract to which this statement is attached, and that he and his sub-consultant(s) have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the responding firm or his sub-consultant(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of such contract.

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SMALL, MINORITY, WOMEN-OWNED BUSINESS OBJECTIVES - APPENDIX III**

It is an important business objective of the City to promote the economic enhancement of small businesses (SBE), minority businesses (MBE), and women-owned businesses (WBE). The success of the City to track the amount of business received by SBE, MBE and WBE FIRMS (whether as a prime consultant or a subcontractor) is dependent upon the business community partnering with us in this important endeavor.

If you anticipate **subcontracting** to any of these businesses in the performance of this Agreement, you are requested to individually report the total dollars for each business classification. Failure to report the dollars in the categories below may result in the application of stronger requirements being placed on bidders to assure that SBE, MBE and WBE firms receive benefits from City agreements.

**Complete the following information and return the form with your package within the Section focusing on Qualifications/Experience.**

If you are a SBE, MBE WBE, or other type of disadvantaged business enterprise, please check one of the following boxes:

SBE       MBE       WBE       Other \_\_\_\_\_

1. In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if an Agreement is awarded to your firm. (If you do not intend to subcontract any work to others, even if you are a S/M/WBE, put zeros in the spaces below).

Total **SBE** Dollars to be Subcontracted \$ \_\_\_\_\_

Total **MBE** Dollars to be Subcontracted \$ \_\_\_\_\_

Total **WBE** Dollars to be Subcontracted \$ \_\_\_\_\_

2. If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this agreement, please state your reasons:

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Initial: \_\_\_\_\_



**NON-COLLUSION AFFIDAVIT – APPENDIX V**

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn, deposes and says that:

(1) He is \_\_\_\_\_ of \_\_\_\_\_, the Respondent that has submitted the attached Proposal:

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

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

(4) Neither the said Respondent 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 Respondent, firm or person to submit a collusive or sham in connection with the Contract for which the attached Proposal has been submitted or to retain from proposing 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 Respondent, 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

(Signed) \_\_\_\_\_

\_\_\_\_\_  
(Title)

**Subscribed and sworn to before me**

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public) My commission expires \_\_\_\_\_

**BUSINESS INFORMATION STATEMENT – APPENDIX VI**

Applicant Name: \_\_\_\_\_

Applicant Headquarters Address: \_\_\_\_\_

\_\_\_\_\_

Applicant Local Office Address: \_\_\_\_\_

\_\_\_\_\_

Applicant Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Tax ID No. (Soc. Sec. No., if Sole Proprietor): \_\_\_\_\_

Person who can respond authoritatively to any questions about this statement:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One: \_\_\_ Corporation \_\_\_ Sole Proprietor \_\_\_ Partnership

\_\_\_ Joint Venture \_\_\_ Other (Indicate)

1. Organization

A. How many years has your organization  
Been in business under its present business name? \_\_\_\_\_

B. Under what other former names has your organization operated?

\_\_\_\_\_

\_\_\_\_\_

C. If your organization is a corporation, please indicate:

Date of incorporation: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Secretary's Name: \_\_\_\_\_  
Treasurer's Name: \_\_\_\_\_

D. If your organization is a partnership, please indicate:

Type of partnership (if applicable): \_\_\_\_\_  
Date of organization: \_\_\_\_\_  
Name(s) of general partners: \_\_\_\_\_  
\_\_\_\_\_

E. If your organization is a sole proprietorship, please indicate:

Date of organization: \_\_\_\_\_  
Name of owner: \_\_\_\_\_

F. If the form of your organization is other than those listed above, describe it and name the principals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Submit a copy of the Applicant's current organization chart showing numbers of employees by discipline and the names and titles.

H. Is the Applicant related to another firm as a parent, subsidiary or affiliate?  
 Yes  No

If yes, give names and addresses of all affiliated parent and/or subsidiary companies. Indicate which companies are subsidiaries.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Judgments:

Has the Applicant or any officer, director or owner thereof had any judgments entered against him within the past ten years for breach of contracts for governmental or non-governmental construction, including, but not limited to, design-build or construction management?

Yes  No

If yes, provide details on any such judgment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. Contract Compliance:

Has your firm been found to be in substantial noncompliance with the terms and conditions of prior contracts with City of Columbia without good cause?

Yes  No

If yes, provide details of such instance.

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Has your firm been found to be in substantial noncompliance with the terms and conditions of prior contracts with any other public body without good cause?

Yes  No

If yes, provide details of such instance.

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K. Convictions:

Has the Applicant or any officer, director or owner thereof been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting?

Yes  No

If yes, provide details on any such conviction.

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L. Debarment:

Is the Applicant or any officer, director or owner thereof currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency or another state or agency of the federal government?

Yes  No

If yes, provide details.

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2. Confidential and Proprietary Information

Information submitted is subject to review under the Freedom of Information Act (FOIA). Please clearly disclose at the top of each page if the information contained on such page is proprietary information

ENGRFP0006-15-16  
Finlay Park Fountain Restoration (Design Build)  
City of Columbia

---

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

ENGRFP0006-15-16  
Finlay Park Fountain Restoration (Design Build)  
City of Columbia

**APPENDIX VII – MAPS (if applicable)**

**APPENDIX VIII – REFERENCE QUESTIONNAIRE**

To: \_\_\_\_\_  
*(Name of person completing survey)*

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Subject: Past Performance Survey of: \_\_\_\_\_  
*(Name of Company)*

\_\_\_\_\_  
*(Name of Individuals)*

The City of Columbia is implementing a process that collects past performance information on firms and their key personnel. The information will be used to assist the City in the selection of firms to perform various projects. The firm/individual listed above has listed you as a client for which they have previously performed work on. We would appreciate your taking the time to complete this survey.

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge in a particular area, please leave it blank.

Client Name: \_\_\_\_\_ Date \_\_\_\_\_  
 Project \_\_\_\_\_ Installed \_\_\_\_\_

NO	CRITERIA	UNIT	RATING
1	Ability to meet customer expectations	(1-10)	
2	Ability to manage costs (minimal change orders)	(1-10)	
3	Ability to maintain project schedule (completed on time or early)	(1-10)	
4	Your comfort level in hiring the firm/individual again based on performance	(1-10)	
5	Ability to increase value (quality)	(1-10)	
6	Ability to identify and minimize the users risk	(1-10)	
7	Ability to close out (proper documents, assisting contractor to perform)	(1-10)	
8	Leadership ability (minimize the need of owner direction)	(1-10)	

Signature of person completing this questionnaire:

\_\_\_\_\_

**APPENDIX IX – PROPOSAL CERTIFICATION**

**CERTIFICATION**

I certify that this proposal 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 proposal and certify that I am authorized to submit this proposal. In submitting a proposal to the City of Columbia, the respondent offers and agrees that if the proposal is accepted, the respondent 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 respondent.

The respondent's final response as accepted by the City of Columbia shall mean: the final cost and technical proposals submitted by the awarded respondent and any subsequent revisions to the awarded respondent's cost and technical proposals and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the RFP, and any other terms deemed necessary by the City of Columbia, except that no objection or amendment by the respondent to the RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless the City of Columbia has explicitly accepted the respondent's objection or amendment in writing.

Additionally, by signing you agree to the above and to all the terms and conditions set forth in this document and if awarded this proposal shall be referenced in the final contract.

WITNESSES AS TO RESPONDENT:

\_\_\_\_\_  
\_\_\_\_\_

RESPONDENT

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Appendix X – Bid Bond Form**

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS that we, the undersigned \_\_\_\_\_ as Principal, and \_\_\_\_\_ as Surety, are hereby held and firmly bound unto The City of Columbia, South Carolina, as owner, in the penal sum of \_\_\_\_\_

\_\_\_\_\_ for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, personal representatives, administrators, successors and assigns.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

The condition of the above obligation is such that whereas the Principal has submitted to the CITY OF COLUMBIA a certain bid, attached hereto and hereby made a part to enter into a contract in writing, for the **Project:** \_\_\_\_\_

NOW, THEREFORE:

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said Bid shall be accepted, and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

\_\_\_\_\_  
Attest Principal

\_\_\_\_\_  
Attest Surety

SEAL By: \_\_\_\_\_

Countersigned

By \_\_\_\_\_

Attorney-in-Fact

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, \_\_\_\_\_, certify that I am the secretary of the corporation named as principal in the within bond; that

\_\_\_\_\_, who signed the said bond on

behalf of the principal was then the \_\_\_\_\_ of the said corporation and duly authorized to sign on the said corporation's behalf; that I know the signatory's signature and the signatory's signature on the within bond is genuine; and, that the said bond was duly signed, sealed and attested to, for and on behalf of the said corporation.

\_\_\_\_\_(Corporate Seal)

By: \_\_\_\_\_  
Its: Secretary

(Power-of-attorney for person signing for surety company must be attached to bond.)

**Appendix XI – Payment/Performance Bond Form**

PERFORMANCE – PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS That we

(1) \_\_\_\_\_, a (2) \_\_\_\_\_

hereinafter called Principal, and (3) \_\_\_\_\_,

State of \_\_\_\_\_, hereinafter called Surety, are held and firmly bound unto the (4) The City of Columbia, South Carolina, hereinafter

**called Owner, in the penal sum of \_\_\_\_\_ (\$000,000.00)**

**Dollars in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, personal representatives and successors, jointly and severally, firmly by these presents.**

THE CONDITION OF THIS OBLIGATION is such that whereas the Principal entered into a certain contract with the Owner dated the \_\_\_\_\_ day of \_\_\_\_\_, 2016, a copy of which is hereto attached and made a part hereof for supplying certain

**Project: # \_\_\_\_\_**

Now, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good default, and shall promptly make payment to all person, firms, subcontractors and corporations furnishing materials for or performing labor in the prosecution of the work provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal, and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such work, and all insurance premiums on said work, and for all labor performed in such work, whether by subcontractor or otherwise, thence this obligation shall be void; otherwise, to remain in full force and effect.

PROVIDED FURTHER that the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration of addition to terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way effect its obligation on this bond, and it does hereby waive notice of any change, extension of time, alteration or addition to the terms of contract or to the work or to the specifications.

PROVIDED FURTHER that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF this instrument is executed in **four (4)** counterparts each one of which shall be deemed an original this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Principal Secretary

(SEAL)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

ATTEST:

\_\_\_\_\_  
Surety Secretary

(SEAL)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Principal

By \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Surety

By \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
**South Carolina** Registered Agent

1. Name of Contractor
2. Corporation, Partnership, Individual
3. Name of Surety
4. Name of Owner
5. If partnership, all partners should execute Bond

(Attach Power of Attorney where applicable)

**NOTE: DATE OF BOND MUST NOT BE PRIOR TO DATE OF CONTRACT**

**Appendix XII – Cost Form**

Name of Design-Builder: \_\_\_\_\_  
Name of General Contractor: \_\_\_\_\_  
Name of Lead Architect: \_\_\_\_\_  
Name of Site Superintendent: \_\_\_\_\_  
Name of Project Manager: \_\_\_\_\_

Project duration all phases: \_\_\_\_\_ (Calendar Days)

Assessment of existing condition of the fountain system including pump station, control panel, structure, etc. \$ \_\_\_\_\_  
Construction of above ground pump station \$ \_\_\_\_\_  
Testing of fountain system \$ \_\_\_\_\_  
Individual project bonding capacity: \$ \_\_\_\_\_  
Total bonding capacity: \$ \_\_\_\_\_  
Amount of bonded contracts currently in process: \$ \_\_\_\_\_

Guaranteed Maximum Price \$ \_\_\_\_\_

-----  
\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Printed Name of Firm Representative      Signature of Firm Representative

\_\_\_\_\_  
Street Address      City / State / Zip

\_\_\_\_\_  
Phone      Fax      Date

**APPENDIX XIII – CITY HOLIDAY SCHEDULE**



The following is the Holiday schedule for calendar year 2016. City offices will be closed on these days.

<b>Holiday</b>	<b>Official &amp; Designated Day - 2016</b>
New Year's Day	Friday, January 1, 2016
Martin Luther King, Jr. Day	Monday, January 18, 2016
Friday before Easter	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September, 5, 2016
Thanksgiving Day	Thursday, November 24, 2016
Day after Thanksgiving Day	Friday, November 25, 2016
Day in conjunction with Christmas	Thursday, December 23, 2016
Christmas Day	Monday, December 26, 2016

Appendix XIV  
**BID ONLINE TUTORIAL**



**Entering Solicitation Responses  
to Bid Online**

**October 1, 2014**

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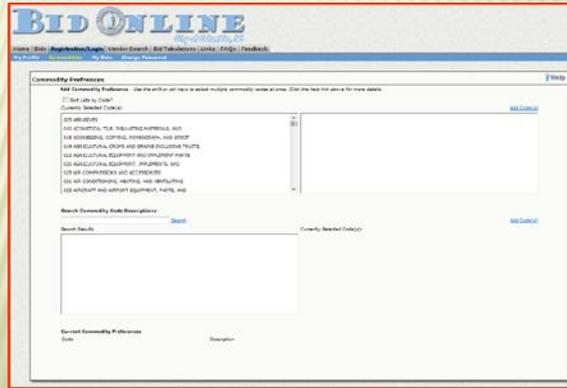
## **Important Notes**

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- In order for your registering experience to be a positive one, please use Internet Explorer (IE) 7 or higher. Also, please be aware that IE 9 and 10 may need COMPATIBILITY MODE enabled. Microsoft XP is no longer supported.
- Effective Monday, September 15, 2014 this site's address will change from <https://bidonline.columbia.sc.gov> to <https://bidonline.columbiasc.gov>. Please update your records, shortcuts and/or favorites accordingly.
- If you have not yet registered to Bid Online, assistance with registering will be available with a member of our purchasing department at the end of this training session. You will need your Tax ID to register.
- If you have already registered but are having problems login on to Bid Online or need your password re-set, setting up Commodity Codes, etc., help will be available with a member of our purchasing department at the end of this training session.
- A Bid Online tutorial can also be found on the main page of Bid Online. Click on "Online User Guides/Help".

# Commodity Codes

It is VERY IMPORTANT that if you have not yet done so, you register for any commodity codes that correspond with the products and/or services your company offers. These codes must be included in your profile in order for you to get the automatic message when the City posts projects to Bid Online. We highly encourage you to look over ALL of the available codes and register for any that fit the services/products your company provides. We also advertise projects on SCBO (South Carolina Business Opportunities <http://procurement.sc.gov/PS/general/scbo/PS-scbo-online.phtm>) and in the State Newspaper (mostly on Sundays).



# Entering Solicitation Responses to Bid Online



- Go to: [www.columbiasc.net](http://www.columbiasc.net)
- Next, click on Online Services then click on Bid Online.
- This will bring you to the City of Columbia Bid Online Website.



## Entering Solicitation Responses to Bid Online

Click on the Bids tab, then click on the solicitation on which you want to bid.

Bid Online - City of Columbia (Bidder ID: BQ00314)

**BID ONLINE**  
City of Columbia, SC

Home / Registrations/LogIn / **Bids** / Bid Tabulations / Awards and Cancellations / Vendor Search / Links / Faq's / Feedback

Open Bids

City of Columbia	Bid	Open Date	Close Date	Description	Commodity
	0011A123	7/1/2014 4:00 PM	7/29/2014 3:00 PM	Columbia Fire Training Academy Improvements	CONSTRUCTION SERVICES, GENERAL ENCL. MAINTENANCE
	001221A123	7/1/2014 5:00 PM	7/16/2014 2:00 PM	Professional Technical Services (PTC)	Technical/Consulting Services
	001231001A123	8/1/2014 8:00 AM	8/17/2014 3:00 PM	Remedia Remedial Use Resource Recovery	CONSULTING SERVICES
	0012321002A123	8/26/2014 8:00 AM	9/25/2014 3:00 PM	Water Main Construction At Various Locations	CONSTRUCTION SERVICES, HEAVY ENCL. MAINTENANCE
	0012331A123	8/1/2014 9:00 AM	8/1/2014 10:00 AM	Specialty Street and Pedestrian Lighting	CONSULTING SERVICES
	0012341002A123	8/1/2014 8:00 AM	8/16/2014 2:00 PM	Storm Drain Improvements	Maintenance and Repair, Trench and Storm Drain (I)
	0012351A123	8/1/2014 12:00 PM	8/19/2014 3:00 PM	Vertical Development Opportunity	CONSULTING SERVICES
	0012361A123	8/1/2014 8:00 PM	10/1/2014 3:00 PM	Instrumentation and SCADA System Maintenance	CONSULTING SERVICES
	0012371002A123	8/1/2014 8:00 AM	10/2/2014 2:00 PM	Greenway Park and Cedar Street	CONSTRUCTION SERVICES, HEAVY ENCL. MAINTENANCE

NOTE: All times above are in the Eastern Timezone (ET).

## Entering Solicitation Responses to Bid Online

Click "Bid Attachments" to upload your submittal package and all other supporting documents. There is a 30 mg file size limitation per attachment.

Bid Online - City of Columbia (Bidder ID: BQ00314)

**BID ONLINE**  
City of Columbia, SC

Home / Registrations/LogIn / **Bids** / Bid Tabulations / Awards and Cancellations / Vendor Search / Links / Faq's / Feedback

Open Bids / Awarded Bids / Canceled Bids

**Bid Information**

8/19/2014 4:30:00 PM - 10/1/2014 3:00:00 PM  
**Bid Number:** SF9022-14-15  
**Description:** Instrumentation and SCADA System Maintenance for the Metro Wastewater Treatment Plant and Collection System

**Bid Items**

Commodity	Product	Quantity	Description
910-00	91000	1	Instrumentation and SCADA System Maintenance Per described specifications

**Attachments**

[Return for Proposal](#)

**Actions**

- [Return To Bid](#)
- [View Bid Abstract/Details](#)
- [Bid Attachments](#)
- [Bid Shortlists](#)
- [Bid Chat](#)
- [Cancel Bid Response](#)

[Back](#)

## Entering Solicitation Responses to Bid Online: Attaching bid documents

**BID ONLINE**  
City of Columbia, SC

Home | Registration/Log In | **Bids** | Bid Tabulations | Awards and Cancellations | Vendor Search | Links | FAQs | Feedback

[Open Bids](#) | [Awarded Bids](#) | [Cancelled Bids](#)

Description	Type	Delete
<a href="#">Link</a>	BID_ATTACHMENT	<a href="#">Delete</a>

**New Attachment**

Description: \_\_\_\_\_ Attachment: Bid Online Response

Local File: \_\_\_\_\_

(Maximum File Size: 20M per document)

- Make sure to name your file in the DESCRIPTION field when attaching a document.
- Once you have successfully attached your submittal package or other supporting documents the title(s) will show under description.
- To remove an attachment, click "Delete."

## Entering Solicitation Responses to Bid Online

- Click on "Respond to Bid" to answer a set of questions that you will be prompted to complete. Click on "Submit" after answering all questions.

Bid Online - City of Columbia (Bidder ID B00014)

**BID ONLINE**  
City of Columbia, SC

Home | Registration/Log In | **Bids** | Bid Tabulations | Awards and Cancellations | Vendor Search | Links | FAQs | Feedback

[Open Bids](#) | [Awarded Bids](#) | [Cancelled Bids](#)

**Bid Information**

9/10/2014 4:30:00 PM - 10/1/2014 3:00:00 PM

**Bid Number:** RFP003-14-15

**Description:** Instrumentation and SCADA System Maintenance for the Metro Wastewater Treatment Plant and Collection System

**Bid Items**

Commodity	Product	Quantity	Description
918-00	92800	1	Instrumentation and SCADA System Maintenance Per described specifications

**Attachments**

[Request for Proposal](#)

**Actions**

- [Respond To Bid](#)
- [View Bid Response Details](#)
- [Bid Attachments](#)
- [Bid Submittals](#)
- [Bid CMB](#)
- [Cancel Bid Response](#)

## Entering Solicitation Responses to Bid Online

- These are the starting instructions the project.

Loan Servicing for Commerical Revolving Loan 1 2 3 4

One of the main objectives of the City of Columbia is to make its procurement process as simple and open as possible. The procurement process adheres to a procurement policy approved by the City Council.

Proposals for Loan Servicing for Commerical Revolving Loan for the City of Columbia is subject to the conditions, and all provisions, etc., set forth herein and attached, will be received electronically using Bid Online and all copies of the submittals will be received until 3:00 PM (EST), March 3, 2014 then publicly opened and read. The commodities and/or services must be furnished as described and specified. Pre-Proposal Meeting will be held Monday, February 17, 2014 at 3:00 PM (EST) at the Office of Business Opportunities 1225 Lady Street, 1st Floor, Columbia, SC 29201

Loan Servicing for Commerical Revolving Loan 1 2 3 4

I certify that this RFP/RFQ is in all respects fair and without collusion or fraud and fully meets the City of Columbia's General Terms and Conditions as listed here. [View Terms and Conditions here.](#)

**No RFP/RFQ will be accepted without agreeing to the terms and conditions!**

Have you read and agreed to all amendments posted to this solicitation, if applicable?

I Agree

- This tab applies to the terms, conditions and amendments of the solicitation.

## Entering Solicitation Responses to Bid Online

Loan Servicing for Commerical Revolving Loan 1 2 3 4

Item: Finance/Economics Consulting: Loan Servicing for Commerical Revolving Loan Fund  
Commodity: 910-49  
Product: 91049  
Quantity: 0100 EA

Are you Bidding on this Item? Yes

Unit Price 0

Comments

- This tab allows you to enter pricing and add comments (if necessary).

- This tab states the ending instructions to the solicitation. Click "Submit" for your response to be accepted.

Specialty Street and Pedestrian Lighting 1 2 3 4

Thank you for responding to the City of Columbia bid. Vendors are allowed to edit their bid responses until the deadline of the bid. However please remember to click the Submit button at the end of the bid to save your bid response.

**Bid Tabulations**  
Bid tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope. Bid tabulations will not be furnished until such time as award has been made. Bid tabulations will not be provided by telephone or fax.

**Attends**  
From time to time, it is necessary for the City to issue attends to Bids, RFPs and RFQs. Once you download a Bid, RFP or RFQ, it is your responsibility to check the site periodically or contact Procurement to see if there are any attends.

**NOTE: If you do go back into your bid response you have to click the submit button again on your bid WGL. NOT be submitted to the Purchase Department**

The formal QRL is due by September 12, 2014 at 10:00 AM and will be opened in the Purchasing Department located at 1136 Washington Street, 4th Floor, Columbia, SC 29201.

## Entering Solicitation Responses to Bid Online

- ❑ After submitting, a Bid Response Detail page should pop up that summarizes your response and confirms your successful submittal. Print this page for your records. *If you do not automatically get this page, go to the "View Bid Response Details" tab.*

**Bid Response Detail**

1212/2014 - R1A/R214  
 Bid Number: 00000000-00-00-000  
 Description: Year Bid for Training Expenses  
 Status: **Submitted**

**Bid Level Responses**  
 I certify that this bid is in full compliance and without collusion or fraud and fully meets the City of Columbia's General Terms and Conditions as listed here. [View Terms and Conditions Here](#)

**My Local Business Enterprise (LBE) Preference?** If you are claiming LBE Preference, please download and complete the LBE Qualification Statement and upload it to be included with your bid submission online.  
[Download Qualification Statement](#)  
[View LBE Preference Rules](#)  
 Have you read and agreed to all amendments posted to this solicitation, if applicable?

**Item Level Responses**  
 Item Name: 1 of 1 bid items  
 Item:  
 1

Commodity	Product	Quantity	Description
000-73	00073	1	Spring Salt Light

**Question Responses**  
 Are you bidding on this item?  
 Yes  
 Unit Price: 0.00  
 Comments:  
 1  
 Page

Please print this confirmation page for your records.

[Back](#)

## Entering Solicitation Responses to Bid Online

- ❑ Click on "View Bid Response Details" to confirm your status. It should read "Started" or "Submitted." Make sure it reflects SUBMITTED and print this page for your records.

**Note:** If the Response Detail Sheet states "Started" go back and click SUBMIT again.

**Bid ONLINE**  
 City of Columbia, MO

Home / Registration/Login / **Bids** / Bid Solicitations / Awards and Cancellations / Vendor Search / Links / Help / Feedback

**Bid Information**  
 1212/2014 4:30:00 PM - 1212/2014 3:00:00 PM  
 Bid Number: 000000-00-00-000  
 Description: Instrumentation and SCADA System Maintenance for the Metro Wastewater Treatment Plant and Collection System

**Bid Items**

Commodity	Product	Quantity	Description
900-00	90000	1	Instrumentation and SCADA System Maintenance Per described specifications

**Attachments**  
[Return for Proposal](#)

**Actions**  
[Return To Bid](#)  
[View Bid Response Details](#)  
[Bid Comments](#)  
[Bid Q&A](#)  
[Cancel Bid Response](#)

**Bid Response Detail**

1212/2014 - R1A/R214  
 Bid Number: 00000000-00-00-000  
 Description: Year Bid for Training Expenses  
 Status: **Submitted**

**Bid Level Responses**  
 I certify that this bid is in full compliance and without collusion or fraud and fully meets the City of Columbia's General Terms and Conditions as listed here. [View Terms and Conditions Here](#)

**My Local Business Enterprise (LBE) Preference?** If you are claiming LBE Preference, please download and complete the LBE Qualification Statement and upload it to be included with your bid submission online.  
[Download Qualification Statement](#)  
[View LBE Preference Rules](#)  
 Have you read and agreed to all amendments posted to this solicitation, if applicable?

**Item Level Responses**  
 Item Name: 1 of 1 bid items  
 Item:  
 1

Commodity	Product	Quantity	Description
000-73	00073	1	Spring Salt Light

**Question Responses**  
 Are you bidding on this item?  
 Yes  
 Unit Price: 0.00  
 Comments:  
 1  
 Page

Please print this confirmation page for your records.

[Back](#)

Bid Response Detail page

## Submitting Questions Thru Bid Online

- All questions should be asked thru Bid Online on or before the bid question deadline. Click Q&A tab to ask your questions and retrieve answers.

Bid Online - City of Columbia (Bidder ID: 800214)

# BID ONLINE

City of Columbia, SC

Home | Registrations/LogIn | **Bids** | Bid Tabulations | Awards and Cancellations | Vendor Search | Links | FAQs | Feedback

[Open Bids](#) | [Awarded Bids](#) | [Cancelled Bids](#)

---

**Bid Information**

8/19/2014 4:30:00 PM - 10/1/2014 3:00:00 PM  
**Bid Number:** 17P003-14-15  
**Description:** Instrumentation and SCADA System Maintenance for the Metro Wastewater Treatment Plant and Collection System

**Bid Items**

Commodity	Product	Quantity	Description
918-00	91800	1	Instrumentation and SCADA System Maintenance Per described specifications

**Attachments**  
[Request for Proposal](#)

**Actions**  
[Respond To Bid](#)  
[View Bid Responses Details](#)  
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## Cancelling a Bid Response

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**Bid Information**

3/3/2014 2:00:00 PM - 3/3/2014 3:00:00 PM  
**Bid Number:** COUMBSA-GL-APP13-1403  
**Description:** Design Build for Single Family Housing

**Bid Items**

Commodity	Product	Quantity	Description
918-00	91800	1	Design Build for Single Family House As per described specifications

**Attachments**  
[RFI Specifications](#)

**Actions**  
[Respond To Bid](#)  
[View Bid Responses Details](#)  
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**Bid Information**

2/5/2014 12:30:00 PM - 3/3/2014 3:00:00 PM  
**Bid Number:** COUMBSA-GL-APP0202014  
**Description:** Loan Servicing for Commercial Revolving Loan

**Bid Items**

Commodity	Product	Quantity	Description
918-48	91848	8100	Finance/Economics Consulting: Loan Servicing for Commercial Revolving Loan Fund

**Attachments**  
[RFI Specifications](#)

**Actions**  
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Message from webpage

Are you sure you want to cancel?



## Additional Bid Online Tabs

[Review Bid Tabulations](#)

Bid Online - City of Columbia (Bidder ID: B0200174)

# BID ONLINE

City of Columbia, SC

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### Bid Tabulations

Document	File Size	Posted
<a href="#">001-14-13 Police Park, Detachment and Museum Renovation.pdf</a>	134 KB	08/15/2014 10:39 AM
<a href="#">001-14-13 1050N or 1250a Detachment and Museum Transfer Request.pdf</a>	3 KB	08/15/2014 10:37 AM
<a href="#">001-14-13 (Revised) Detachment, Curbs, Trunk.pdf</a>	47 KB	08/15/2014 10:46 AM
<a href="#">001-14-13 Three Way Shower and Restroom Mobile Unit.pdf</a>	3 KB	08/15/2014 10:36 AM
<a href="#">001-14-13 14 Annual Bid for Water Meters FY 2013-2014 Bid Tabulation.pdf</a>	56 KB	08/04/2014 03:46 PM
<a href="#">ENR 201203 Saluda River Basin, SC and 13 Rehabilitation.pdf</a>	334 KB	04/11/2014 10:06 AM
<a href="#">ENR 201203 Saluda River Rehabilitation Basin, SC and 18.pdf</a>	30 KB	05/02/2014 02:51 PM
<a href="#">ENR 201204 Saluda River Rehabilitation Basin, SC 13 13.pdf</a>	30 KB	05/02/2014 02:52 PM
<a href="#">ENR 201409 Water Construction.pdf</a>	443 KB	03/18/2014 02:32 PM
<a href="#">ENR201204123 Aberdeen Incurvements, S&amp;W.pdf</a>	34 KB	01/30/2014 03:39 PM
<a href="#">ENR201201211 Business Street Improvements.pdf</a>	34 KB	04/29/2014 09:13 AM
<a href="#">ENR2012050212 Ground Storage Tank Demolition.pdf</a>	28 KB	01/08/2014 03:02 PM

## Additional Bid Online Tabs

[Review Awards and Cancellations](#)

Bid Online - City of Columbia (Bidder ID: B0200174)

# BID ONLINE

City of Columbia, SC

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Active Awards  Incomplete Awards

COMPANY NAME:

COMPANY OR SUBSYSTEM:

COMMUNITY CODE:  SUBSCRIPTION:

COMMENCED DATE:

ALL COMPANIES

999-00 - ALL COMPANIES

999-00 - Wireless Telephone and Tools

999-14 - Wireless, Cable, CTV, Fiber, Satellite, etc.

999-21 - Wireless, Telephony, Data

[Click here for search tips and support for this website.](#)

OWNERSHIP STATUS

Asian Female Owned

Asian Male Owned

African American Female Owned

African American Male Owned

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CITY:  ZIP:

STATUS:

15 records per page

## Additional Bid Online Tabs

[Access Important Links](#)



Bid Online - City of Columbia (Bidder ID: 8500314)

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### Online Resources

- South Carolina Business Opportunities (SCBO) Online Newsletters  
<http://procurement.sc.gov/PS/general/bsbo/PS-ads-online.shtml>
- SC Budget and Control Board Procurement Services  
<http://procurement.sc.gov/>
- SC Governor's Office of Small and Minority Business Assistance (OSMBA)  
<http://www.osmba.sc.gov/osmba/>
- South Carolina Department of Transportation Procurement Division  
<http://www.sdtd.org/divs/procurement.aspx>
- South Carolina Association of Governmental Purchasing Officials (SCAGPO)  
<http://www.scagpo.org/>
- ADSP: The Institute for Public Procurement  
<http://www.adsp.org>

## Additional Bid Online Tabs

[Access Our Frequently Asked Questions](#)



Bid Online - City of Columbia (Bidder ID: 8500314)

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### Frequently Asked Questions

Registration & Account

1. How do I create an account?
2. How do I verify my account?

Logging into My Account

3. How do I login to my account?
4. How do I change my password?
5. How do I change my email address?
6. How do I change my phone number?

Using Bid Tables

7. How do I use the Bid Tables?
8. How do I use the Bid Tables to view bid information?

Online Resources

9. How do I use the Bid Tables to view bid information?
10. How do I use the Bid Tables to view bid information?

Registration Settings

11. How do I change my account type?
12. How do I change my account type?
13. How do I change my account type?
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18. How do I change my account type?