



Town of Meggett

Harry V. "Buster" Herrington III, Mayor

Stephanie Smith, Town Administrator
Ali Ravenel, Town Clerk
W. Andrew Gowder, Jr., Town Attorney

Tommy Butler Mayor Pro-Tem
Tom Hutto, Council Member
Keith McCarty, Council Member
Angela Watts, Council Member

BID – Design Bid Build Project # 2019-01

You are invited to submit a bid in accordance with the requirements of this solicitation as contained herein. It is requested that your Bid be submitted to the Town of Meggett ("TOWN") no later than 12:00 PM on Thursday, September 5, 2019, at which time respondents to this request will be publicly identified and recorded in the presence of one or more witnesses. All sealed bids will be opened at a Special Town Council Meeting, open to the public, in the Meggett Town Hall at 6 pm on September 5, 2019. Due to the possibility of negotiation with all offerors, the contents of any bid shall not be disclosed at the time of opening and shall not be considered public information until after contract award is made. The bid must be signed by an official authorized to bind the offeror and it shall contain a statement to the effect that the bid is firm for a period of at least 120 days from the closing date of submission of bid. The bid must be submitted inside a sealed envelope showing the above bid title, bid number, and closing date and time.

This Bid does not commit the Town to award a contract, to pay any cost incurred in the preparation of a bid, or to procure or contract for the articles of goods or services. The Town reserves the right to accept or reject any or all bids received as a result of this request, to negotiate with all qualified offerors, or to cancel in part or in its entirety this bid if it is in the best interest of the Town to do so.

I. General Information

- a. Bids will be considered as specified herein or as attached hereto all under the terms and conditions of this Bid.**
- b. Bids must be made in official name of the firm or individual under which business is conducted (showing official business address and contact phone number) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the Bid.**
- c. Offerors are to include all applicable requested information. Information submitted should be sufficient in detail to substantiate that services offered meet or exceed the specifications.**

II. Scope of Services Requested

- a. The purpose of this document is to solicit bids from qualified companies for installation services of a Two Model PIR S20 ABS Piranha Grinder Pump – as laid out in the attached plans by EM Seabrook. All work must be done in accordance with Department of Education, Office of School Facilities, and EM Seabrook.
- b. The grinder pump will be located in the parking area closest to the public sewer manhole. The pump station will collect the site sewage as laid out in the attached plans by EM Seabrook.
- c. All fees, permits, insurances \$1M/\$1M (General Liability/Workman Comp) and bonds are to be included. A current Town of Meggett Business License will be required.
- d. The Bid should include a schedule for completion for the project constructions phase of work; however, the entire project should not exceed ninety (90) calendar days. Note: weather events pose a potential threat, therefore, the Town will prioritize the most reasonable bids by qualified companies that can begin work on the earliest date. Include a reasonable start date or range in your bid. Any part of the install that restricts or temporarily shuts off any utility must be completed on a Saturday or Sunday.
- e. Site visits are encouraged and must be scheduled with the location front office, Lowcountry Leadership Charter School, 5139 Gibson Road, Meggett, SC 29449. The front office number is 843-889-5527. Current SCDL or SCID will be required to access the school grounds. (See attached letter from school explaining security system, RAPTOR).
- f. No Bids will be considered after the Bid Closing Date.
- g. If you anticipate any change orders, they should be submitted with the Bid.
- h. Bids must be in accordance with the Request for Bid noted below. Forms are also available from the Town of Meggett at 4776 Highway 165, Meggett, SC 29449 and on the Town's website, townofmeggettsc.org.
- i. Questions during the bidding process shall be considered and shall be addressed to Mrs. Stephanie Smith in writing either by mail (4776 Highway 165, Meggett, SC 29449) or e-mail (slsmith@townofmeggettsc.org) no later than 4 business days prior to the bid due date. All questions and answers will be posted online no later than 24 hours after they are submitted. **ALL MAILED QUESTIONS MUST BE RECEIVED NO LATER THAN THE 4 BUSINESS DAYS PRIOR TO THE BID DUE DATE, NOT POST MARKED.**

III. Award Criteria

The selected bidder will be contacted on September 6, 2019 after all qualified sealed bids are opened and considered in a Special Town Council Meeting on September 5, 2019 at 6 pm at the Meggett Town Hall. The winning bid will be awarded to the most reasonable bid provided by a qualified company that can begin work on the earliest date, pending such bid is received. The Owner/Contractor agreement will be provided using the AIA 104 Standard Abbreviated Form of Agreement.

IV. Ownership of Responsibility

- a. Town of Meggett/Lowcountry Leadership Charter School

- i. Professional Plans (included)
 - ii. SCDOT Encroachment Permit (included)
 - iii. SCDHEC Permit – not required by SCDHEC
 - iv. 3rd party Inspection Company – S&ME – paid directly by Owner
 - v. Running Power to and coordination with Dominion Energy for hot connection.
- b. Awarded Contractor
 - i. Installation of Grinder Pump as set in the provided plans by EM Seabrook
 - ii. Coordinating with Lowcountry Leadership Charter School to ensure no utility services are interrupted on days when school is in session.
 - iii. Coordinating with onsite Facilities Manager to schedule 3rd Party Inspections
 - iv. All employees working in the work zone, must meet all safety regulations in the school's policy, including but not limited to RAPTOR (see attached)
 - v. Coordinating with Hollywood Wastewater when needed.

V. Attached Documents

- a. Plans Prepared by EM Seabrook (11X17 or digital format)
- b. Drafted AIA 104 form
- c. RAPTOR Explanation letter from Lowcountry Leadership Charter School
- d. SCDOT Encroachment Permits
- e. S&ME Proposal (relevant information only)