



**Town of Ridgeland
1 Town Square / P.O. Box 1119
Ridgeland, SC 29936
843.726.7500**

**REQUEST FOR BIDS: TOR 2021-01 (A)
GENERAL SERVICES BUILDING GENERATOR INSTALLATION**

BIDS DUE: FRIDAY, APRIL 23, 2021 @ 11:00 AM

MAIL BID RESPONSE TO:

Town of Ridgeland
Attn: Dennis E. Averkin, Town Administrator
P.O. Box 1119
Ridgeland, SC 29936

HAND DELIVER BID RESPONSE TO:

Town of Ridgeland
Attn: Dennis E. Averkin, Town Administrator
1 Town Square
Ridgeland, SC 29936

TABLE OF CONTENTS

A. OVERVIEW	3
B. SCOPE OF WORK.....	3
C. INSTRUCTIONS TO BIDDERS	3
D. SELECTION CRITERIA	4
E. SPECIFIC TERMS AND CONDITIONS.....	4
F. GENERAL CONTRACTUAL REQUIREMENTS	6
G. SPECIAL PROVISIONS.....	9
(1) DESIGN STANDARDS	9
(2) LIQUIDATED DAMAGES:.....	9
(3) TEMPORARY SUSPENSION OF WORK:	9
(4) CONSTRUCTION SCHEDULE.....	10
(5) PAYMENT SCHEDULE.....	10
(6) CHANGES/ADDITIONS TO SCOPE OF WORK.....	
(7) RETAINAGE.....	10
(8) TRAFFIC CONTROL:.....	10
(9) UNIFORM TRAFFICCONTROL DEVICES:	11
(10) SEDIMENT & EROSION CONTROL SPECIFICATIONS DURING CONSTRUCTION	11
(11) SUBMITTALS.....	11
(12) MEASUREMENT AND PAYMENT.....	11
(13) PERMITS.....	12
H. BID FORMS.....	13
BID SUMMARY	13
EXPERIENCE AND REFERENCE FORM	15
SUBCONTRACTOR FORM	16
DBE SUBCONTRACTOR FORM	17
CERTIFICATE OF FAMILIARITY.....	18
I. APPENDIX A – Construction Drawings.....	19

A. OVERVIEW

The Town of Ridgeland, South Carolina (the "**Town**") requests bids from qualified licensed contractors for the installation of an existing diesel fueled emergency generator and automatic transfer switch, and to procure and install all power and control wiring and miscellaneous equipment at the Town's General Services Building yard. The Base Bid for the project includes the procurement and installation of a double wall sub-base fuel tank with integral leak containment. The Alternate Bid is to relocate and install an existing separate fuel tank, sand blast and repaint the tank, provide secondary containment, and new steel fuel piping from tank to generator.

Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected. Bids must be submitted in a sealed package marked on the outside with the Offeror's name, address, and the solicitation name and number.

This solicitation does not commit the Town of Ridgeland to award a contract, to pay any costs incurred in the preparation of bids submitted, or to procure or contract for the services. The Town reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the Town to do so.

B. SCOPE OF WORK

The project consists of installation of an existing 200KW/250KVA 240/120V 1-Phase, 3-Wire diesel fueled generator and existing 400A/3P/3R automatic transfer switch, and procurement and installation of surge protection, grounding system, and coordination with Dominion Energy for the new electrical service, all required testing, permits, maintenance of traffic, erosion and sediment control, and all restoration required to return the site to pre-construction condition. The Base Bid for the project also includes the procurement and installation, including reinforced concrete slab, of a double-wall sub-base fuel tank from Blue Star with integral leak containment which provides 24 hours of continuous run time at full load. The Alternate Bid for the project also includes the relocation and installation of an existing 1000 gallon above grade fuel tank including sand blasting and recoating the tank, providing secondary containment, new steel fuel piping between tank and generator, and concrete slab.

This contract is a lump sum contract.

C. INSTRUCTIONS TO BIDDERS

1. Submittal must include one (1) original bid response clearly marked as original, and three (3) complete copies of the Offeror's bid along with a completed W-9 form. Responses must be in a sealed envelope/package containing the solicitation name and number. The individual signing the response must be an Agent legally authorized to bind the company.
2. Show solicitation number on the outside of mailing package. The Town of Ridgeland assumes no responsibility for unmarked or improperly marked envelopes.
3. It is the Offeror's sole responsibility to insure that solicitation responses, amendments thereto or withdrawal requests are submitted by the scheduled due date and time.

4. The Offeror must clearly mark as "Confidential" each part of their response, which they consider to be proprietary information that could be exempt from disclosure under Section 30-40(C) Code of Laws of South Carolina, 1976, Freedom of Information Act. The Town of Ridgeland reserves the right to determine whether this information should be exempt from disclosure and legal action may not be brought against the Town or its agents for its determination in this regard.
5. Offeror shall complete and submit all forms listed in the **Bid Forms** section of the table of contents. All responses shall be printed in ink or typewritten. Bids written in pencil will be disqualified.
6. Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected. Bids must be submitted in a sealed package marked on the outside with the Offeror's name, address, and the solicitation name and number.
7. *Payment, Performance and Bid Bonds* – The Contractor shall supply for the project, and incorporate the cost as part of his bid, Payment and Performance Bonds for this contract for not less than 100% (one hundred percent) of the total bid amount. A Bid Bond of not less than 5% (five percent) of the total bid amount will be included in the Contractor's quotation. Any bid that does not meet these requirements will not be considered by the Town.
8. The award of the bid is subject to appropriation. If Town Council does not appropriate funds for project, then the Town has the right to withdraw from the project at not cost or penalty to the Town.
9. This solicitation does not commit The Town of Ridgeland to award a contract, to pay any costs incurred in the preparation of bids submitted, or to procure or contract for the services. The Town reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the Town to do so.

Questions regarding this solicitation must be emailed to Dennis E. Averkin, Town Administrator at daverkin@ridgelandsc.gov no later than 5:00 PM on Friday, April 16, 2021. Answers to all questions will be posted on the Town website as addendums to this request for bid.

A "No Response" qualifies as a response; however, it is the responsibility of the Offeror to notify the Procurement Office if you receive solicitations that do not apply.

D. SELECTION CRITERIA

It is the intent of The Town of Ridgeland to award one contract to the lowest responsive, responsible bidder based on the submitted information in the Bid Forms. The Town reserves the right to accept or reject all bids if deemed to be in the best interest of the Town to do so.

E. SPECIFIC TERMS AND CONDITIONS

1. **COMPETITION:** This solicitation is intended to promote full and open competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this

solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Town Administrator in writing no later than seven (7) business days prior to the scheduled due date and time.

2. **PRE-BID CONFERENCE:** There will be an **optional pre-bid conference to be held at the General Services Yard, 45 Town Square, Ridgeland, SC 29936 on April 6, 2021 at 11:00 AM** for all prospective bidders. **Please park at Town Hall, 1 Town Square, Ridgeland, SC 29936 and walk across the street to General Services Yard.** The Town strongly encourages bidders to conduct a site visit and attend the pre-bid conference.
3. **RESPONDANTS QUALIFICATION:** The Town reserves the right to request satisfactory evidence of the respondents' ability to furnish services in accordance with the terms and conditions listed herein. The Town further reserves the right to make the final determination as to the Offeror's ability to provide said services.
4. **RESPONSE WITHDRAWAL:** Any responses may be withdrawn prior to the established closing date and time, but not thereafter, with proper approval from the Procurement Manager.
5. **REJECTION:** The Town of Ridgeland reserves the right to reject any and all bids, to cancel or withdraw this solicitation, and to waive any technicality if deemed to be in the best interest of the Town.
6. **WAIVER:** The Town reserves the right to waive any Instruction to Offerors, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the Town.
7. **RESPONSE PERIOD:** All responses shall be good for a minimum period of **60 calendar days**.
8. **DEVIATIONS FROM SPECIFICATIONS:** Any deviation from the specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful offeror will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Unidentified deviations found during the evaluation of the response may be cause for rejection.
9. **AMENDMENTS:** All amendments to and interpretations of this solicitation shall be in writing and issued by the Procurement Manager of The Town of Ridgeland.
10. **DEBARMENT:** By submitting a qualification package, the vendor is certifying that they are not currently debarred from responding to any request for bids by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency or subdivision of the State of South Carolina.
11. **DEFAULT:** In case of default by the Offeror, the Town reserves the right to purchase any or all items in default in the open market, charging the Offeror with any excessive costs. Should such charge be assessed, no subsequent solicitation response of the defaulting Offeror will be considered in future bids until the assessed charge has been satisfied.
12. **HOLD HARMLESS:** All respondents to this bid shall indemnify and hold harmless The Town of Ridgeland

and any of their officers and employees from all suits and claims alleged to be a result of this request for bids. The issuance of this request of bids constitutes only an invitation to present a bid. The Town of Ridgeland reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this request for proposals. The Town of Ridgeland also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.

13. CANCELLATION: In the event that this request for bids is withdrawn or the project canceled for any reason, The Town of Ridgeland shall have no liability to any respondent for any costs or expenses incurred in connection with this request for bids or otherwise.
14. THE TOWN OF RIDGELAND PURCHASING ORDINANCE: The Request for Bids is subject to the provisions of the Town of Ridgeland Purchasing Ordinance and any revisions thereto, which are hereby incorporated into this request for bids in their entirety except as amended or superseded within.
15. FAILURE TO SUBMIT ALL MANDATORY FORMS: Failure to submit all the mandatory forms from this request for bids shall be just cause for the rejection of the qualification package. However, The Town of Ridgeland reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.

16. CONTRACT AWARD:

- a. This solicitation and submitted documents, when properly accepted by The Town of Ridgeland shall constitute an agreement equally binding between the successful Offeror and the Town.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting agreement. The Town shall not be legally bound by any amendment or interpretation that is not fully executed by both parties in writing.

- b. The successful Offeror shall be required to execute a formal agreement with the Town within ten (10) business days after issuance of the Notice of Award.

17. CONTRACT ADMINISTRATION: Questions or problems arising after award of an agreement shall be directed to the Town Administrator by calling (843) 726-7500. Copies of all correspondence concerning this solicitation or resulting agreement shall be sent to the Town Administrator, P.O. Box 1119, Ridgeland, SC 29936.

F. GENERAL CONTRACTUAL REQUIREMENTS

1. ABANDONMENT OR DELAY: If the work to be done under this contract shall be abandoned or delayed by the Offeror, or if at any time the Town shall be of the opinion and shall so certify in writing that work has been abandoned or delayed by the Offeror, the Town may annul the contract or any part thereof if the Offeror fails to resolve the matter within thirty (30) days of written notice.
2. OFFEROR'S COOPERATION: The Offeror shall maintain regular communications with the Town Administrator and shall actively cooperate in all matters pertaining to this contract.

3. **RESPONSIBILITY:** The Offeror shall at all times observe and comply with all federal, state, local and municipal laws, ordinances, rules and regulations in any manner affecting the contract.
4. **NON-APPROPRIATION / SUBSTITUTION PERMITTED:** If the Town of Ridgeland Council fails to appropriate or authorize the expenditure of sufficient funds to provide the continuation of this contract or if a lawful order issued in, or for any fiscal year during the term of the agreement, reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out therein, the agreement shall terminate on the date said funds are no longer available without any termination charges or other liability incurring to Town. Following any such non-appropriation, the master lease agreement shall contain no limitation on the Town's ability to replace the equipment financed with any other equipment.
5. **INDEMNIFICATION:** Except for expenses or liabilities arising from the negligence of the Town, the Offeror hereby expressly agrees to indemnify and hold the Town harmless against any and all expenses and liabilities arising out of the performance or default of any resulting agreement or arising from or related to the Work as follows:

Offeror expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, Offeror, or corporation directly or indirectly employed by the Offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the Town and its employees or by any member of the public, to indemnify and save the Town and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting agreement or arising from or related to the equipment. Such costs are to include defense, settlement and reasonable attorneys' fees incurred by the Town and its employees. This promise to indemnify shall include bodily injuries or death occurring to Offeror's employees and any person, directly or indirectly employed by Offeror (including without limitation any employee of any subcontractor), the Town's employees, the employees of any other independent contractor, or occurring to any member of the public. When the Town submits notice, Offeror shall promptly defend any aforementioned action.

6. The prescribed limits of insurance set forth herein shall not limit the extent of the Offeror's responsibility under this Section. The terms and conditions contained in this Section shall survive the termination of any resulting agreement or the suspension of the Work hereunder. Additionally, the Town will not provide indemnity to the successful OFFEROR. Failure to comply with this section may result in your request for bid to be deemed non-responsive.
7. **FORCE MAJEURE:** The Offeror shall not be liable for any excess costs if the failure to perform the resulting agreement arises out of causes beyond the control and without fault or negligence of the Offeror. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the Offeror and subcontractor and without excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
8. **ARBITRATION:** Under no circumstances and with no exception will The Town of Ridgeland act as

arbitrator between the Offeror and any sub-contractor.

9. **PUBLICITY RELEASES:** Offeror agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the Town. The Offeror shall not have the right to include the Town's name in its published list of customers without prior approval of the Town Administrator. With regard to news releases, only the name of the Town, type and duration of any resulting agreement may be used and then only with prior approval of the Town. The Offeror also agrees not to publish, or cite in any form, any comments or quotes from the Town's staff unless it is a direct quote from the Procurement Manager.
10. **GOVERNING LAWS:** Any agreement arising from this solicitation shall be governed by the laws of the State of South Carolina and any and all disputes arising out of said agreement shall, if litigation is necessary, be litigated only in a Circuit Court for the Fourteenth Judicial Circuit sitting in Jasper County, South Carolina. The prevailing party shall be entitled to attorney's fees and all costs of said litigation.
11. **ASSIGNMENT:** The Offeror shall not assign in whole or in part any agreement resulting from this Request for Bids without the prior written consent of the Town. The Offeror shall not assign any money due or to become due to him under said agreement without the prior written consent of the Town.
12. **AFFIRMATIVE ACTION:** The successful Offeror will take affirmative action in complying with all Federal and State requirements concerning fair employment and treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
13. **FAILURE TO DELIVER GOODS IN ACCORDANCE WITH TERMS & CONDITIONS:** In case of failure to deliver goods in accordance with the contract terms and conditions, The Town of Ridgeland, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which The Town of Ridgeland may have.
14. **TERMINATION OF CONTRACT:**

Subject to the Provisions below, the contract may be terminated by the Town Administrator providing a thirty (30) days advance notice in writing is given to the offeror.

 - a. **Termination for Convenience:** In the event that this contract is terminated or canceled upon request and for the convenience of the Town without the required thirty (30) days advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.
 - b. **Termination for Cause:** Termination by the Town for cause, default or negligence on the part of the offeror shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this request for bids shall apply.
 - c. The Town shall be obligated to reimburse the Offeror only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for non-performance.

Non-Appropriations Clause: Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time not forthcoming, through the failure of the Town Government to appropriate funds, discontinuance or material alteration of the program under which funds were provided, the Town shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to by the Town and the Offeror, the contract shall become null and void on the last day of the fiscal year for which

appropriations were received.

- 15. **GOVERNING LAWS:** Any contract resulting from this request for bids shall be governed in all respects by the laws of the State of South Carolina and any litigation with respect thereto shall be brought in the courts of the State of South Carolina.
- 16. **OWNERSHIP OF MATERIAL:** Ownership of all data, material, and documentation originated and prepared for the Town pursuant to this contract shall belong exclusively to the Town.
- 17. **INSURANCE:** The Town of Ridgeland will require the following remain in force at all times through the life of the contract:

Professional Liability Insurance – Minimum \$1,000,000.00 - Proof of in force insurance must be provided in the response to the RFB

Other insurances:

Workers’ Compensation - \$100,000 – each accident

Statutory Coverage and Employer’s - \$100,000 each employee

Liability - \$500,000 – policy limit

Comprehensive General Liability - \$1,000,000 – bodily injury each occurrence

\$1,000,000 – bodily injury aggregate

\$1,000,000 – property damage each occurrence

\$1,000,000 – property damage aggregate

Products – Completed Operations - \$2,000,000 – aggregate

Business Auto Liability – Same as Comprehensive General Liability

Excess or Umbrella Liability - \$5,000,000

The Town of Ridgeland will be named as an “additional insured” party

A copy of the Certificate of Insurance is required to be submitted to the Town as part of the Bid.

G. SPECIAL PROVISIONS

(1) **DESIGN STANDARDS:**

The Bidders are hereby advised that this project shall be constructed using the design standards and specifications contained in the construction drawings, which are included in Appendix “A” and the technical specifications which are included in Appendix “B.”

(2) **LIQUIDATED DAMAGES:**

The Contractor is hereby advised that Section 108.09 of the Town’s Ordinances is revised by deleting the table and replacing it with the following:

Schedule of Liquidated Damages for Each Day Overrun in Contract Time		
Original Contract Amount		Daily Charge
From More Than	To and Including	Calendar Day or Fixed Rate

\$0.00	\$500,000.00	\$500.00
--------	--------------	----------

(3) TEMPORARY SUSPENSION OF WORK:

Once work on this project commences, the Contractor must not suspend work on the project without written permission from the Town Administrator. In the event the Contractor suspends work without such approval, additional liquidated damages (at the rate specified for overruns in contract time) will be assessed for the unauthorized suspended work period.

(4) CONSTRUCTION SCHEDULE:

No electronic CPM Schedule will be required for this contract. In lieu of the electronic CPM schedule, provide the following information to The Town Administrator prior to the Notice to Proceed (NTP) Date:

- Planned work start date.
- Planned completion date.
- Anticipated equipment delivery schedule.
- Anticipated payments by pay application period.

Time is of the essence on this project and the project must be completed within 120 days after Notice to Proceed date.

The Town will use this information to account for the work and cash flow generated by this contract. Provide updates to this information in the event there is a significant change to the scope of work or an adjustment to the completion date. If contract progress falls behind, provide a recovery plan to the Town Administrator no later than seven (7) business days following the pay application period end date where progress lapsed. No payment or separate pay item is included for the provision of this information. Include any costs to provide this information in other items of work.

(5) PAYMENT SCHEDULE:

Partial Payments will be made no more than once each month as the work progresses. The monthly partial payment periods end at the end of the day on the last day of each month. Pay applications are to be submitted to the Town Engineer for review and approval. Upon approval, the Town Engineer submits the pay application to the Town Finance Department for processing. Payment processing is performed on a weekly basis.

(6) CHANGES/ADDITIONS TO SCOPE OF WORK:

Any services rendered that are not specifically set out in the Bid Forms, construction drawings or technical specification are otherwise outside of the Scope of Work and will not be undertaken by the Contractor unless the Contractor has prepared and submitted and the Town has approved a written Change Order Request for the out of scope work. Any out of scope work undertaken by the Contractor without an approved and signed Change Order will be done at the sole risk of the Contractor and the Town makes no guarantees that the Town will pay for such services if performed without an approved Change Order.

(7) RETAINAGE:

The Town reserves the right to withhold 10% retainage on all pay applications. Retainage withheld will be paid out on the final pay application following the completion of project and all punch list items

addressed.

(8) TRAFFIC CONTROL:

The Contractor is responsible for all maintenance of traffic required for the safety of the public including both vehicular and pedestrian traffic during construction of the project. It is noted that all roadways in the vicinity of the project are South Carolina Department of Transportation (SCDOT) roadways and Contractor must adhere to all SCDOT requirements and provide any permits necessary for maintenance of traffic required for construction.

(9) UNIFORM TRAFFIC CONTROL DEVICES:

The Contractor is advised that all work involving design or installation of traffic control devices, including but not limited to signs, pavement markings, elements of work zone traffic control, signals, etc., shall be in compliance with the FHWA's Manual on Uniform Traffic Control Devices (MUTCD), latest edition.

(10) SEDIMENT & EROSION CONTROL SPECIFICATIONS DURING CONSTRUCTION:

In order to meet the requirements of National Pollution Discharge Elimination System (NPDES) regulations, the Contractor shall take necessary measures to insure all sediment is maintained on-site during construction. OCRM Best Management Practices (BMPs) will be implemented and adhered to by the Contractor as necessary. The Contractor is responsible for restoring disturbed areas of the site to preconstruction conditions with sidewalk/pavement, gravel, or permanent grass and shall be responsible for watering until final stabilization occurs.

(11) SUBMITTALS:

Contractor shall provide submittals for the project to the Town Engineer within fourteen (14) days after NTP. Town Engineer shall return reviewed submittals within fourteen (14) days of receipt. Electronic (PDF) documents are acceptable for the submittals.

The Contractor shall be responsible for the accuracy and completeness of the information contained in each submittal and shall ensure that the material or equipment shall be as described in the submittal. Each submittal shall bear a stamp or written indication that the Contractor's obligations under the contract with respect to the Contractor's review and approval of that submittal have been met. The Contractor shall verify in writing that all features of all products conform to the requirements of the drawings and specifications. If the Contractor takes exception to the specifications, the Contractor shall note the exception in the letter of transmittal to the Town Engineer and the shop drawings shall clearly indicate any deviations in the submittal from the requirements of the Contract Documents. Submittal documents shall be clearly edited to indicate only those items which are being submitted for review. All extraneous material shall be crossed out or otherwise obliterated. The Contractor shall ensure that there is no conflict with other submittals and shall notify the Town Engineer in each case where his submittal may affect the work of another contractor or the Owner. The Contractor shall ensure coordination of submittals among the related crafts and subcontractors.

Before each submittal, the Contractor shall have determined and verified all field measurements, quantities, dimensions, specified performance criteria, installation requirements, materials, catalog numbers and similar information with respect thereto; all materials with respect to intended use, fabrication, shipping, handling, storage, assembly and installation pertaining to the performance of the work; and all information relative to the Contractor's sole responsibilities in respect of means, methods, techniques, sequences and procedures of construction and safety precautions and programs incident

thereto. The Contractor shall be responsible for and bear all costs of damages which may result from the ordering of any material or from proceeding with any part of work prior to the completion of the review by Town Engineer of the necessary Submittals.

(12) MEASUREMENT AND PAYMENT:

The total Contract Amount, whether Base Bid or Alternate Bid, shall cover the Work required by the Contract Documents. All costs in connection with the successful completion of the Work, including furnishing all materials, equipment, supplies, and appurtenances; providing all construction, equipment, and tools; and performing all necessary labor and supervision to fully complete the Work, shall be included in the unit and lump sum prices bid. All Work not specifically set forth as a pay item in the Bid Form shall be considered a subsidiary obligation of the Contractor and all costs in connection therewith shall be included in the prices bid.

Payment for Lump Sum Work will be based on the percent of completed work of each item in the Schedule of Values, including stored materials, as determined by the Owner. Progress of work in each item of the Schedule of Values will be determined separately by the Owner. However, the Owner will issue a single payment certificate for progress on the Contract.

(13) PERMITS: Contractor is responsible for acquiring any and all permits necessary for the completion of this project.

H. BID FORMS

**BID SUMMARY FORM: TOR 2021-01 (A) TOWN OF RIDGELAND GENERAL SERVICES
BUILDING GENERATOR INSTALLATION**

BASE BID

Item No.	Item	Quantity	Unit	Cost	Total
1	Contractor General Conditions	1	LS	\$	\$
2	Soil Erosion & Sediment Control (including permanent grass)	1	LS	\$	\$
3	Electrical Base Bid W/Sub-Base Tank	1	LS	\$	\$
4	Concrete Pads for Generator & Sub-Base Fuel Tank, Demolition and Replacement Misc. Concrete	1	LS	\$	\$
5	Site Restoration	1	LS	\$	\$

TOTAL BASE BID PRICE (Items 1 through 5): \$ _____

**TOTAL BASE BID PRICE (Items 1 through 5)
IN WORDS:** _____

BID FORM CONTINUED ON FOLLOWING PAGE

THIS FORM MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID

**BID SUMMARY FORM: TOR 2021-01 (A) TOWN OF RIDGELAND GENERAL SERVICES
BUILDING GENERATOR INSTALLATION**

ALTERNATE BID

Item No.	Item	Quantity	Unit	Cost	Total
1	Contractor General Conditions	1	LS	\$	\$
2	Soil Erosion & Sediment Control (including permanent grass)	1	LS	\$	\$
3	Electrical Alternate Bid W/Separate Tank & Piping with Guard/cover	1	LS	\$	\$
4	Refurbish Fuel Tank - Sand Blast & Paint	1	LS	\$	\$
5	Concrete Pads for Generator & Separate Fuel Tank, Demolition and Replacement Misc. Concrete, and Secondary Containment for Fuel Tank	1	LS	\$	\$
6	Site Restoration	1	LS	\$	\$

TOTAL ALTERNATE BID PRICE (Items 1 through 6): \$ _____

TOTAL ALTERNATE BID PRICE (Items 1 through 6) IN WORDS: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID

EXPERIENCE AND REFERENCE FORM

EXPERIENCE AND REFERENCE

Bidder shall include a list of three references for similar work with bid response. References shall include project name, brief description and location of project, completed dollar amount of project, date completed, contact person's name, phone, fax number, and email address of a similar job completed

1.) Name of Project Owner: _____
Brief Description Including Location _____

Completed Dollar Amount: \$ _____ Date Completed: _____
Contact Person's Name: _____
Contact Phone: (_____) _____ - _____ Contact Fax: (_____) _____ - _____
Contact E-mail: _____

2.) Name of Project Owner: _____
Brief Description Including Location _____

Completed Dollar Amount: \$ _____ Date Completed: _____
Contact Person's Name: _____
Contact Phone: (_____) _____ - _____ Contact Fax: (_____) _____ - _____
Contact E-mail: _____

3.) Name of Project Owner: _____
Brief Description Including Location _____

Completed Dollar Amount: \$ _____ Date Completed: _____
Contact Person's Name: _____
Contact Phone: (_____) _____ - _____ Contact Fax: (_____) _____ - _____
Contact E-mail: _____

4.) Name of Project Owner: _____
Brief Description Including Location _____

Completed Dollar Amount: \$ _____ Date Completed: _____
Contact Person's Name: _____
Contact Phone: (_____) _____ - _____ Contact Fax: (_____) _____ - _____
Contact E-mail: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID

SUBCONTRACTOR FORM

SUBCONTRACTOR FORM

Subcontractor Name: _____

Address: _____

Description of Work to be Performed: _____

Dollar Value of Subcontractor's Work: \$ _____ Percentage of Contract Value: _____

Subcontractor Name: _____

Address: _____

Description of Work to be Performed: _____

Dollar Value of Subcontractor's Work: \$ _____ Percentage of Contract Value: _____

Subcontractor Name: _____

Address: _____

Description of Work to be Performed: _____

Dollar Value of Subcontractor's Work: \$ _____ Percentage of Contract Value: _____

Subcontractor Name: _____

Address: _____

Description of Work to be Performed: _____

Dollar Value of Subcontractor's Work: \$ _____ Percentage of Contract Value: _____

Subcontractor Name: _____

Address: _____

Description of Work to be Performed: _____

Dollar Value of Subcontractor's Work: \$ _____ Percentage of Contract Value: _____

Subcontractor Name: _____

Address: _____

Description of Work to be Performed: _____

Dollar Value of Subcontractor's Work: \$ _____ Percentage of Contract Value: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID

DBE SUBCONTRACTOR FORM

DBE SUBCONTRACTOR FORM

DBE Subcontractor Name: _____

Address: _____

Description of Work to be Performed: _____

Dollar Value of Subcontractor's Work: \$ _____ Percentage of Contract Value: _____

Subcontractor Name: _____

Address: _____

Description of Work to be Performed: _____

Dollar Value of Subcontractor's Work: \$ _____ Percentage of Contract Value: _____

Subcontractor Name: _____

Address: _____

Description of Work to be Performed: _____

Dollar Value of Subcontractor's Work: \$ _____ Percentage of Contract Value: _____

Subcontractor Name: _____

Address: _____

Description of Work to be Performed: _____

Dollar Value of Subcontractor's Work: \$ _____ Percentage of Contract Value: _____

Total Dollar Value of Contract: \$ _____

Total Dollar Value of DBE Subcontract Work: \$ _____

DBE Percent of Contract Value: _____

The Contractor hereby commits to subcontract portions of the work to DBE subcontractors as indicated above or approved substitute DBE subcontractors.

CONTRACTOR: _____ DATE: _____

SIGNATURE: _____ TITLE: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID

CERTIFICATE OF FAMILIARITY

BID: TOR 2021-01 (A)

TOWN OF RIDGELAND GENERAL SERVICES BUILDING GENERATOR INSTALLATION PROJECT CERTIFICATE OF FAMILIARITY

The undersigned, having fully familiarized him/herself with the information contained within this entire solicitation and applicable amendments, submits the attached response, and other applicable information to the Town, which I verify to be true and correct to the best of my knowledge. I further certify that this response is made without prior understanding, agreement, or connection with any corporation, Offerer or person submitting a response 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 set forth in this solicitation and certify that I have signature authority to bind the company listed herein.

Required with Bid: Bid Summary Form, Bid Bond of 5% (five percent) of the Total Bid Price, Certificate of Insurance, Complete Experience and References Form, Subcontractor Form, DBE Contractor Form, and this Certificate of Familiarity

MINORITY BUSINESS: Are you a minority business?

▶ Yes _____ (*Women-owned /Disadvantaged*) *If yes, please submit a copy of your certificate with your response.*

▶ No _____

Mailing Address

Printed Name

City, State, Zip

Title

Date

Telephone Number

Fax Number

REMITTANCE ADDRESS

Company Name

Authorized Signature (*As registered with the IRS*)

Address

E-Mail Address

City, State, Zip

Fax Number

Telephone Number

Toll Free Number

Federal Tax ID Number

Sales Tax Number

THIS FORM MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID

APPENDIX A

CONSTRUCTION DRAWINGS

(UNDER SEPARATE COVER)