




September 21, 2020

County of Newberry

**Purchasing Department
Request for Proposal # 2021-19
Newberry County Courthouse Elevator Modernization**

Proposals are due October 12, 2021 no later than 3:00 PM, Local Time

PLEASE NOTE THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING THEY HAVE RECEIVED ANY/ALL ADDENDA PRIOR TO THE PROPOSAL OPENING

<p>NEWBERRY COUNTY, SOUTH CAROLINA</p>	 <p>Mail to: Newberry County Purchasing Attn: Crystal Waldrop, CPPB Post Office Box 156 Newberry, SC 29108</p> <p>Hand Carry to: Newberry County Courthouse Annex Conference Room Attn: Crystal Waldrop, CPPB 1309 College Street Newberry, SC 29108</p>
<p>REQUEST FOR PROPOSAL PROPOSAL NUMBER: 2021-19 Courthouse Elevator Modernization September 21, 2020</p>	
<p>Proposals will be accepted until 3:00 PM, Tuesday, October 12, 2021</p>	<p>TELEPHONE NO. (803) 321-1420</p>

VENDOR NAME: _____

VENDOR ADDRESS: _____

CITY-STATE-ZIP: _____

TELEPHONE NO. (____) _____ Email Address: _____

FEDERAL ID NO. _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal 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 this proposal and verify that I am authorized to sign this proposal for the proposer. I further stat that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

SIGNATURE

PRINTED NAME/TITLE

DATE

BACKGROUND:

Newberry County is requesting proposals from qualified elevator companies to modernize an existing single cab elevator at the Newberry County Courthouse, 1226 College Street, Newberry, SC.

The purpose of the work is to provide engineering, material, and labor to modernize the existing elevator while retaining as much of the equipment as possible and obtain operational certification from SC LLR.

The intent is to retain the existing capacity, travel, stops and openings and power as it, and to install a new control system, drive system, new traction machine, motor, and governor.

It is intended that one contractor shall be acquired; however, the County could potentially employ others for financial purposes. The chosen elevator contractor will be responsible for coordination of work, if performed by others.

RESPONSE REQUIREMENTS:

The proposal shall include the company resume, including similar modernization projects, with references. General requirements shall include schedule, warranty, specifications, schedule of values, payment terms and any alternates.

The proposal shall include a full scope of work detailing removal, new equipment, system operating features, door and hoist-way equipment and fixtures.

The proposal shall list and describe the following work items as a minimum:

- New operating system
- New controller
- New drive system
- New power converter starter
- New machine
- New motor
- New governor

The proposal shall describe the new system operating features in adequate detail to include such items as emergency service, inspection operation and remote monitoring at a minimum.

All work will need to be coordinated with the Courthouse schedule and a complete safety guideline, addressing COVID-19 requirements will be established for staff and public. A site and access plan shall be developed and presented to the County representative prior to commencing with any of the work.

Insurance Requirements:

The awarded vendor for this contract shall provide the County with proof of the following insurance:

- General liability with not less than \$1,000,000.00 of coverage
- Worker's compensation insurance, regardless of the number of employees
- Newberry County must be listed as an additional insured on the general liability coverage
- Automobile Coverage, as required by State of SC Statute.

Evaluation Criteria:

The following will be used to determine the most responsive, responsible proposer who best fits the needs of the scope of work in this solicitation.

- Proximity to County of Newberry
- Experience with similar scope of work
- Cost proposal
- Staff qualifications and certifications

OWNER'S RIGHTS: Newberry County reserves the right to accept or reject any, all or any part of proposals received as a result of this request, to make multiple awards, waive any informalities or to cancel in part or in its entirety this request, if it is in the best interest to do so. Newberry County will be the sole judge as to whether proposals meet all requirements. This solicitation does not commit Newberry County to award a contract, to pay any cost incurred in the preparation of proposals, or to procure or contract for goods or services.

DEADLINE TO SUBMIT: One (1) original and two (2) copies must be received by **3:00 p.m. Thursday, October 12, 2021.**

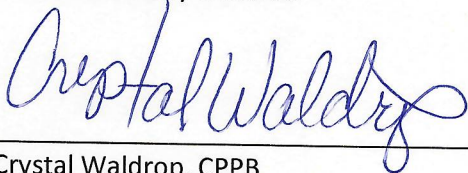
Hand Delivered:

Newberry County
Courthouse Annex
Conference Room
1309 College Street
Newberry, SC 29108

Mailed:

Newberry County
Attn: Crystal Waldrop, CPPB
Post Office Box 156
Newberry SC 29108

QUESTIONS MUST BE RECEIVED IN WRITING BY: Tuesday, October 5, 2021 by 5:00 p.m. to Crystal Waldrop via email to cwaldrop@newberrycounty.net. All questions shall be addressed in an addendum and placed on the County website at www.newberrycounty.net/departments/purchasing. It is the sole responsibility of the responder to obtain the addenda from the County website.



Crystal Waldrop, CPPB
Purchasing Director
Newberry County