



COUNTY OF NEWBERRY, SOUTH CAROLINA
Administration Department-Purchasing
P.O. Box 156 – 1309 College Street
Newberry, SC 29108

**REQUEST FOR QUOTES – NEWBERRY COUNTY COURTHOUSE ANNEX CONFERENCE ROOM REMODEL
QUOTE #: 04-25-2024**

NOTICE TO VENDORS

The County of Newberry, South Carolina is requesting quotes for construction services related to the remodel of the current conference room in the Newberry County Courthouse Annex Building into a smaller conference room area and two office spaces. The conference room is in the Newberry County Courthouse Annex Building at 1309 College Street.

QUOTATION SUBMISSIONS

Quotations with an e-mail contact noted should be submitted on company letterhead via the following:

Hand Delivery/Courier Service: In a sealed envelope to 1309 College Street, Newberry, SC 29108

U.S. Mail: P.O. Box 156, Newberry, SC 29108

Due Date/Time: Tuesday, May 14, 2024 – 10:00 a.m. in Annex Conference Room

INQUIRIES

All inquiries should be submitted to Scott Sawyer, Special Projects Coordinator:

Phone: (803) 321-1440 E-Mail: ssawyer@newberrycounty.gov

SITE VISITS/PRE-SUBMITTAL MEETING

Contractors can schedule site visits by contacting Scott Sawyer as noted above in "Inquiries".

It is preferred that all questions be submitted via e-mail.

Pre-Submittal Meeting: A non-mandatory pre-submittal meeting will be held in the conference room in the Newberry County Courthouse Annex Conference Room at 1309 College Street on Tuesday, May 7, 2024, at 10:00 a.m.

PROJECT SCOPE – GENERAL BUILDING SPECIFICATIONS - (see attached proposed floor plan)

- New 16'X22' conference room
- New 10' X 15' office
- New 12' X 20' office
- Construction of three new walls with wood studs and drywall attached to the existing ceiling beams where necessary to insure wall stability.
- Insulation in roof and walls
- Three (3) solid wood interior doors with frames and hardware to match existing doors.
- Remove existing accordion style room divider and install over each storage area
- Installation of HDMI/Data ports
- Two (2) 4'X3' Utility closets with unfinished rear wall. One each in Office One and Office Two.
- It is not anticipated that any adjustments to the current HVAC system will be required.

ADDENDUM:

Should modifications, clarifications or additions to this quotation become necessary, all vendors will be notified via e-mail. Questions submitted by Noon on Thursday, May 9, 2024, will be addressed via e-mail by 5:00p.m. of the same day.

REJECTION OF QUOTATIONS:

The County of Newberry reserves the right to reject or accept any or all quotations, or to take exception to these specifications. Vendors may also be eliminated from consideration for failure to comply fully with these quotation specifications.

CONTRACT ADMINISTRATION:

Questions or problems arising after award of this contract shall be directed to the Purchasing Director, P.O. Box 156, Newberry, SC 29108, or by calling 803-321-1420.

ANTICIPATED COMPLETION DATE:

It is anticipated that work will be completed by Friday, August 16.

INSTRUCTIONS TO BIDDERS

1. Only one copy of submittals is required unless otherwise specified.
2. Bids, amendments thereto or withdrawal request must be received by the time advertised for bid openings to be timely filed. It is the vendor's sole responsibility to ensure these documents are received by the purchasing office at the time indicated in the bid document.

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

3. When specifications or descriptive papers are submitted with the bid, enter bidder's name thereon.
4. Bidders must clearly mark as "Confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under Section 30-4-40 Code of Laws of South Carolina, 1976, as amended, (also known as the Freedom of Information Act). The County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the County or its agents for its determination in this regard.
5. By submission of a response, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
6. Tie bids will be resolved in accordance with the provisions of the Newberry County Purchasing Ordinance.
7. A copy of the bidder's W-9 shall be included in the submission.

GENERAL PROVISIONS

1. The County of Newberry reserves the right to reject any and all quotes, to cancel a solicitation, and to waive any technicality if deemed to be in the best interest of the County.
2. Unit prices will govern over extended prices unless otherwise stated in this bid invitation.
3. **PROHIBITION OF GRATUITIES**: South Carolina law and the Newberry County Purchasing Ordinance prohibit the giving of anything of value in return for favors or other preferential treatment in the purchasing process. Bidders should govern themselves accordingly.
4. **BIDDERS QUALIFICATION**: Bidders must, upon request of the county, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The County reserves the right to make the final determination as to the bidder's ability to provide the products or services.
5. **BIDDERS RESPONSIBILITY**: Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this quote. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this request or to the contract.
6. **AWARD CRITERIA**: The contract shall be awarded to the lowest responsible and responsive bidder(s) whose bid meets the requirements and criteria set forth in this solicitation. Award may be made to one or a multiple of bidders, whichever deems to be in the best interest of the County, or unless otherwise stated on the bidder's schedule.
7. **WAIVER**: The County reserves the right to waive any Instruction to Bidders, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the county.
8. **COMPETITION**: This solicitation is intended to promote 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 Purchasing Director on in writing within five (5) days prior to the opening date. The solicitation may or may not be changed but a review of such notification will be made prior to the award.
9. **REJECTION**: Ambiguous bids which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded if such action is in the best interest of the County.
10. **RIGHT TO PROTEST**: Any prospective bidder, offeror, or contractor, who is aggrieved in connection with the solicitation of a contract shall protest in writing to the Purchasing Director within ten (10) calendar days of the date of issuance of the Invitation to Bid or

other solicitation documents, whichever is applicable, or any amendment thereto, if the amendment is at issue. Any actual bidder, offeror, or contractor, who is aggrieved in connection with the intended award or award of a contract, shall protest in writing to the purchasing director within ten (10) calendar days of the notification of intent to award or statement of award.

11. **PROTEST PROCEDURE:** A protest shall be in writing, submitted to the purchasing director, and shall set forth the specific grounds of the protest with enough particularity to give notice to the issues to be decided.

GENERAL CONDITIONS

1. **DEFAULT:** In case of default by the contractor, the County reserves the right to purchase any or all items in default in the open market, charging the contractor with any excessive costs. Should such charge be assessed, no subsequent bids of the defaulting contractor will be considered until the assessed charge has been satisfied.

2. **NON-APPROPRIATION:** Any contract entered into by the County 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.

3. **HOLD HARMLESS AND INSURANCE:** The successful bidder shall indemnify and hold harmless the County of Newberry and all County officers, agents and employees against all suits or claims for personal injury or property damage resulting from, or arising from, the successful bidder's performance of the contract, as well as against any suits or claims of any character brought against the County or its agents or employees by reason of any claim of infringement of any patent, trade mark, trade dress, or copyright, including reimbursement to the County for all attorney's fees and court costs incurred by the County in defending itself or its agents or employees against any such claim or suit. In addition, the successful bidder will maintain a public liability policy with minimum limits of \$500,000 per occurrence, or \$1,000,000 single limit, for damages arising from acts which occur during the contract period, with the County of Newberry named as an additional insured on the policy; the successful bidder shall also maintain workers compensation and vehicle liability insurance in the amounts required by statutory law. Proof of such coverage will be provided upon demand or as otherwise provided in the bid specifications.

4. **CONTRACT ADMINISTRATION:** Questions or problems arising after award of this contract shall be directed to the Purchasing Director, P.O. Box 156, Newberry, SC 29108, or by calling 803-321-1420.

5. **FORCE MAJEURE:** The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without fault or negligence of the contractor. Such causes may include but are not restricted to acts of God or of a public enemy, acts of 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 contractor 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.

6. **PUBLIC RELEASE:** Contractor 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 User.

7. **QUALITY OF PRODUCT:** Unless otherwise indicated in this bid it is understood and agreed that any items offered or shipped on this bid shall be new, in first class condition, and without defect that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging and shipping to the specified destination in Newberry County. No demonstration models shall be sold as new, without prior written permission of the County.

8. **S.C. LAW CLAUSE:** Upon award of a contract under this bid, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed bid, the bidder agrees to subject himself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

9. **ASSIGNMENT:** No contract or its Provisions may be assigned, sublet, or transferred without the written consent of the Purchasing Director.

10. **AFFIRMATIVE ACTION:** The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair 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.

11. **DELIVERIES:** Newberry County, SC

12. **APPROPRIATE S.C. SALES TAXES, FEES AND PERMITS:** shall be included in the Vendor's submittal.

13. **PAYMENT TERMS:** Payment will be made when all work is completed and accepted by Newberry County as meeting the specifications here within.

14. **BID BOND:** For each bid in excess of \$25,000.00 each bidder will submit with their bid a bond in the amount of 5% of the total price of the bid submitted. The bid bonds will be returned to the unsuccessful bidders once the county accepts the lowest most responsive bid. If the most responsive bidder fails to perform the responsibility of the bid within 10 days of the award, then the bid bond will be forfeited to the county as liquidated damages

and the next lowest bidder will be awarded the bid. Bid bonds may be in the form of a surety, a cashier's check or an unconditional letter of credit in favor of Newberry County issued by a commercial bank in South Carolina.

15. **PERFORMANCE AND PAYMENT BONDS:** The chosen vendor will be required to submit to the County both a performance bond and payment bond in the amount of 100% of the contract price prior to commencing with the work. Both bonds will be issued from a surety company with an "A" minimum rating of performance as stated in the most current publication of Best Key Rating Guide, Property Liability. Payment bonds are required for contracts that exceed \$50,000. Performance bonds are required for contracts that exceed \$100,000.

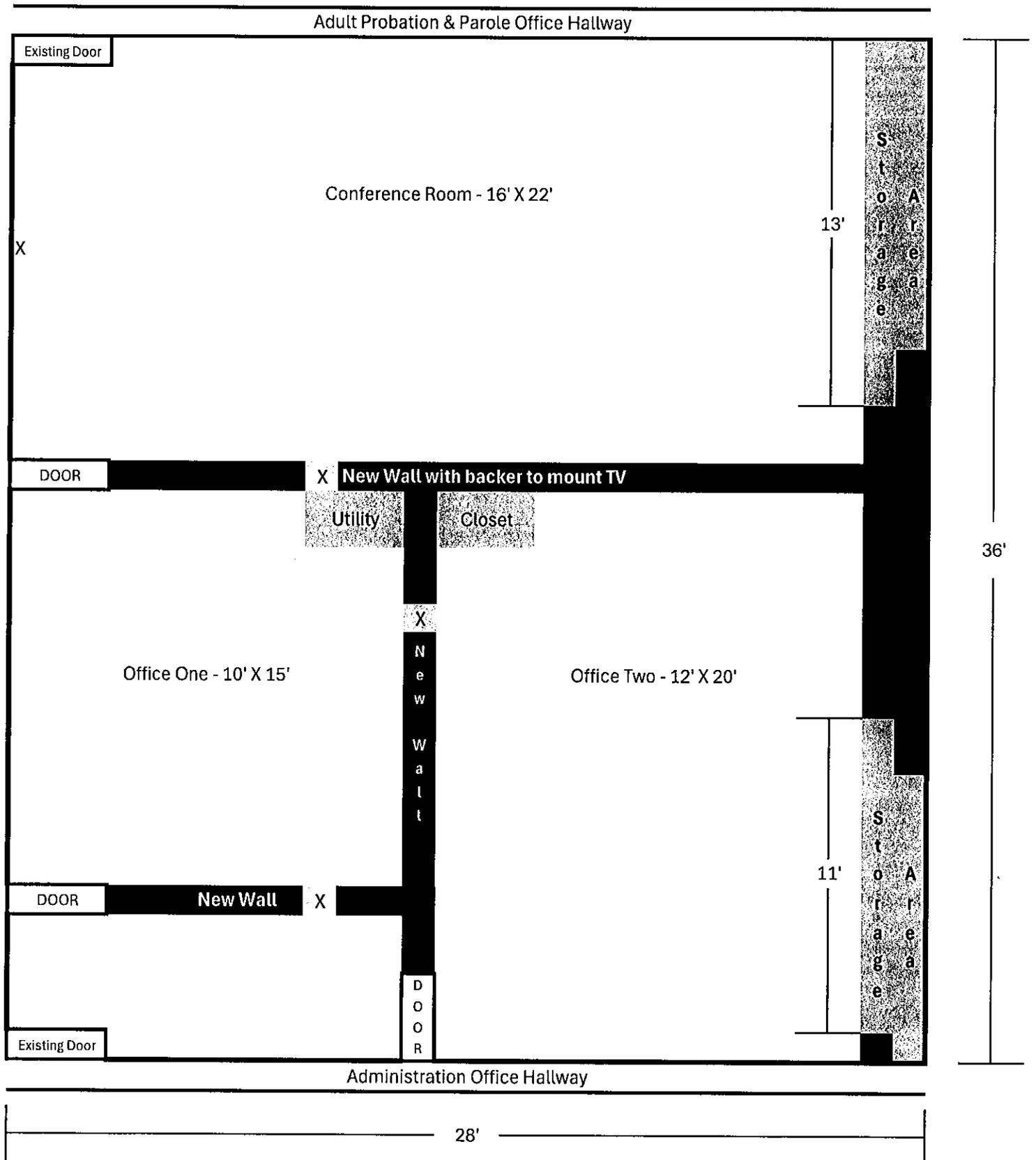
16. **COMPLIANCE WITH THE SOUTH CAROLINA ILLEGAL IMMIGRATION ACT:** By submitting an offer, Bidder certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration act, 2008 S.C. Act No. 280) and agrees to provide upon request any documentation required to establish either: (a) the applicability of Title 8, Chapter 14 to Bidder and any subcontractor or sub-subcontractors; or (b) the compliance with Title 8, Chapter 14 by Bidder and any subcontractors or sub-subcontractors. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both". Bidder agrees to include in any contracts with its sub-contractor's language requiring the subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in any contracts with the sub-sub-contractor's language requiring the sub-subcontract to comply with the applicable requirements of Title 8, Chapter 14.

17. **INSURANCE REQUIREMENTS:** The chosen vendor shall provide the County with an insurance certificate, *with Newberry County listed as an additional insured on the general liability policy*. The commercial general liability policy shall be at least \$1,000,000, each occurrence, \$2,000,000, aggregate. Worker's compensation insurance shall be required from the awarded vendor, regardless of the State of SC Statute requirements.

Newberry County Courthouse Annex Conference Room Remodel

Proposed Floor Plan

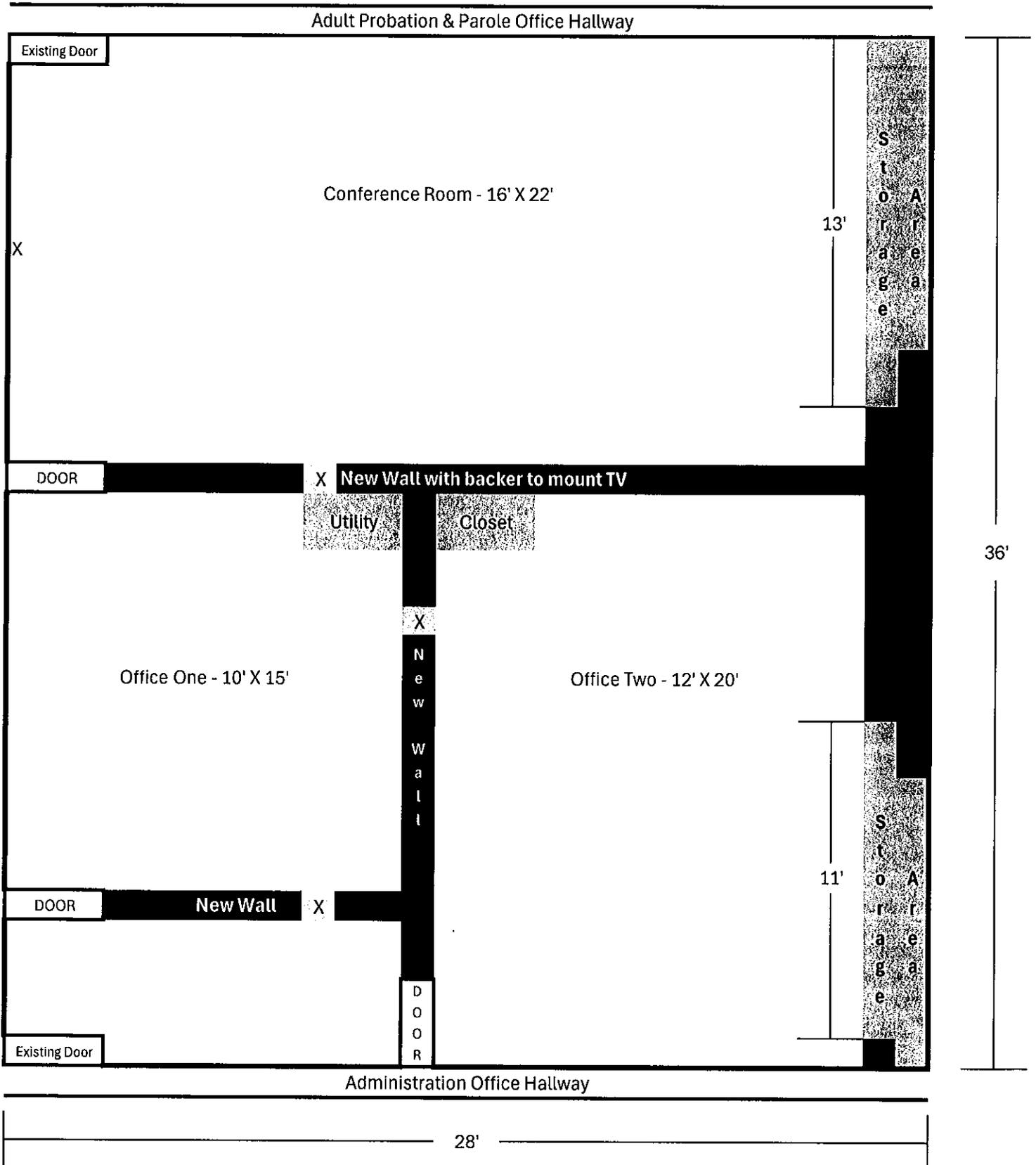
(Dimensions are approximate)



X=HDMI/Data

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(Dimensions are approximate)



X=HDMI/Data