**TOWN OF RIDGEWAY, SOUTH CAROLINA**

**REQUEST FOR SEALED BIDS**

**Description:**

The Town of Ridgeway is soliciting sealed bids for the restoration, renovation and upfit of an historic building to be used as the town’s museum. Bids will be accepted until 2:00 p.m. February 2, 2024, in the Office of the Municipal Clerk, 170 South Dogwood Avenue, Ridgeway, South Carolina 29130 at which time the bids will be publicly opened and read. Late bids will be deemed unresponsive and will not be accepted or opened.

**Notes:**

There is an optional pre-bid meeting at 10:00 a.m. on January 22, 2024, at the site. Interested vendors wishing to view the site should register with the Municipal Clerk by 2:00 p.m. on January 19, 2024. Questions will be received via email only to ridgewaysc@truvista.net before 2:00 p.m. January 25, 2024. The questions and answers (Q & A) will be posted to the Town of Ridgeway’s website before 5:00 p.m. January 29, 2024. Phone calls will not be accepted.

**Background**:

The building is located on East Church Street, midway between Palmer Street and Means Street. The Town of Ridgeway acquired the property in November 2023. Fairfield County tax records indicate the facility is approximately 1,350 square feet. The building shares a two-acre lot with an additional structure that will not be renovated under this proposal. Date of original construction is 1885.

**Scope of Work:**

The projected scope of work includes at a minimum:

\* Re-wire entire building to include lights, wall outlets, floor outlets and outdoor lights

\* Build and install an underground 200-amp electrical service

\* Install an appropriately sized heating, ventilation, and air conditioning (HVAC) system

\* Demolition of existing stairway and rebuilding to meet current codes

\* Install temporary railing around stair shaft

\* Frame and construct one half bathroom compliant with the Americans with Disabilities Act to have a single toilet and a single wall hung sink

\* Locate existing water and sewer service for connection

\* Install new water and wastewater service to connect to existing service

\* Install 3 new 3/0 x 6/0 windows on facility’s east side

\* Install 3 new bracket lights, 5 hanging lights, 3 track lights and 1 exhaust fan/light combination

\* Stabilize and repair all flooring as needed

\* Replace any missing or unsalvageable boards on both interior and exterior

\* Install insulation throughout the facility

\* Paint and/or stain both interior and exterior of the facility

\* Remove all debris at completion of project.

This projected scope of work may be modified if upon the site visit other items needing repair or attention are identified.

**Instructions to Bidders:**

1. Submit bids in a sealed envelope with “Museum Renovation” and the time and date for opening prominently marked on the outside.

2. Bids must be submitted before the time, date and at the exact location specified to be considered. No late bids, telegraphic, or telephonic bids will be accepted. Bids are not received until delivered to the Office of the Municipal Clerk. Vendors must allow parcel-delivered or mailed bids sufficient time to meet the deadline.

3. All bids shall be signed by an authorized officer or employee of the bidder.

4, Bidders must provide two copies of the bid.

5. All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrected prior to submission, if initialed by the person signing the bid.

6. Corrections and/or modifications received after the closing time specified will not be accepted.

7. Prices will be considered net if no discount is shown.

8. Bid package should include at least two references.

9. Packet should include an estimated timeline for completion of the work.

All submitted bids should be itemized according to the items listed in the project scope above. Each price should include any ancillary items necessary to complete each item with details provided. All prices should be firm and remain in effect for a period of ninety (90) days from the date of bid opening. Sales, use or excise taxes should not be included in each item’s pricing and should be shown separately. The Town of Ridgeway does not assume any responsibility for costs incurred during the preparation of this bid.

**Award Criteria:**

The following criteria will be used in making an award:

 1) Price

 2) Experience

 3) Schedule for Completion

 4) Work on Similar Projects

 5) References

The Town of Ridgeway reserves the right to award the contract to the lowest responsive and responsible bidder, which may not be the lowest priced bid. The Town further reserves the right to reject any and/or all bids received for any reason or for no reason.

Once an award is made, the successful vendor shall be responsible for securing all necessary permits and permissions and cover all associated fees and expenses.

**Indemnification**:

Vendor shall indemnify, defend, and hold harmless the Town of Ridgeway and its departments, elected officials, officers, employees and agents, from and against all liability, suits, actions, proceedings, judgements, claims, losses, damages, and injuries (including attorney’s fees and other expenses of litigation, arbitration, mediation, or appeal), which in whole or in part arise out of or have been connected with vendor’s negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of services, including performance by vendors employees and agents; or arising from any claim for libel, slander, defamation, copyright infringement, invasion of privacy, piracy and/or plagiarism related to any materials vendor creates or supplies to the Town of Ridgeway, except to the extent such claims arise from materials created or supplied by the Town of Ridgeway.

**Insurance Requirements:**

The following provides the required insurance coverages:

1. Comprehensive General Liability: The Contractor shall maintain Comprehensive General Liability coverage in amounts not less than $1 million single limit for Bodily Injury and Property Damage. This coverage must include:

• Blanket contractual coverage to provide coverage for the liability assumed by the Contractor under the indemnity provision of the contract involved. Such Certificate must specifically state that such paragraph is insured, and it must be signed by the insurance company, not the agent or broker.

• Contractor's protective coverage for his subcontractors.

• Coverage for the hazards commonly referred to as the X, C & U exclusions, where excavation, collapse or undermine perils are necessary.

2. Professional Liability: The Contractor shall maintain Professional Liability coverage in amounts not less than $1 million single limit for Bodily Injury and Property Damage.

3. Comprehensive Automobile Liability: The contractor shall maintain Comprehensive Automobile Liability coverage in amounts not less than $1 million combined single limit for Bodily Injury and Property Damage.

4. Certificates: A Certificate of Insurance shall be issued confirming each coverage.

**This page must be returned with the bid, or you will be deemed non-responsive, and your bid will not be accepted. An officer of the company that has the authority to bind the company must sign the bid.**

Company Name: DBA (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_

Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that this bid 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 this bid, that I have read and understand all instructions and conditions in the proposal document and verify that I am authorized to sign this bid for the bidder. I further state that the company affiliated with this bid currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment and is not currently barred or suspended from bidding with any government organization. I also certify that my company is in compliance with all requirements set forth in Chapter 14 of Title 8 of the South Carolina Code of Laws, 1976, as amended and will at all times during the performance of work provided by the County be in full compliance with the provisions of the Immigration Reform and Control Act of 1986 (IRCA) in the hiring of its employees. I further certify that my company is in full compliance with the requirements of the Drug-free Workplace Act as set forth in Chapter 107 of Title 44 of the South Carolina Code of Laws, 1976, amended.

Signature of Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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