



**WESTERN CAROLINA REGIONAL SEWER AUTHORITY  
PURCHASING DEPARTMENT  
575 MAULDIN ROAD  
GREENVILLE, SOUTH CAROLINA 29607**

**REQUEST FOR BID**

**PERRY CORRECTIONAL FORCE MAIN AIR  
RELIEF VAULT REPLACEMENT**

# REQUEST FOR BID

## PERRY CORRECTIONAL FORCE MAIN AIR RELIEF VAULT REPLACEMENT

### **1.0 INTRODUCTION**

Western Carolina Regional Sewer Authority (WCRSA), in Greenville, South Carolina will be receiving bids Thursday, February 28, 2008 until 10:00 A.M. local time at the Purchasing Department conference room located in the Hitachi Building at 575 Mauldin Road, Greenville, South Carolina 29607 for the Perry Correctional Force Main Air Relief Vault Replacement project in accordance with the plans prepared by Rogers & Callcott Engineers, Inc. (Engineer)

### **2.0 GENERAL SCOPE**

The project will consist of rebuilding the eight (8) existing air relief vaults and associated work as well as abandonment of two (2) air relief vaults. Vaults 1, 2, 4, 5, 7, 8 and 11 shall be completely redone per the attached Rogers & Callcott Engineers, Inc. plans. Vault 9 will only require the saddle work as described in the Engineers plans. Vaults 3 and 6 shall be abandoned and demolished per the enclosed Engineers plans. Vault 10 shall not be disturbed. Reference the enclosed WCRSA map and Engineers plans for vault numbers.

### **3.0 SPECIAL CONDITIONS**

While the force main and vaults are owned by WCRSA, the pump station is owned and operated by the Perry Correctional Institute. Any work requiring shut down of the pump station must be coordinated in advance directly with the Perry Correctional Institute staff. Prior communication between WCRSA and the Perry Correctional staff indicated the pump station could only be shut down for one (1) eight hour period . All work requiring shut down of the pump station **must** occur within this eight hour period. A written work plan must be submitted and approved by WCRSA before any work shall commence.

### **4.0 REFERENCES**

Please submit three (3) references of similar size and approach. List the contact persons name, phone number and write a brief description of the project completed by your company.

### **5.0 SUBMITTALS & INQUIRIES**

WCRSA will be accepting sealed proposals from qualified vendors on February 28, 2008 at 10:00 A.M. All submittals shall be provided in the following format 8.5" x 11" format with all standard text no smaller than 11 point and address the areas specified.

Information essential to an understanding and evaluation of the proposal should be submitted.

Each vendor shall submit ONE (1) ORIGINAL and two (2) copies of their proposal. Proposals are to be submitted by 10:00 A.M. local time Thursday, February 28, 2008 and delivered to the following:

Western Carolina Regional Sewer Authority  
Purchasing Department  
575 Mauldin Road (Hitachi Building)  
Greenville, South Carolina 29607  
#120-2/28/08 Air Relief Vault Replacement

Or mailed to:

Western Carolina Regional Sewer Authority  
Purchasing Department  
575 Mauldin Road (Hitachi Building)  
Greenville, South Carolina 29607  
#120- 2/28/08 Air Relief Vault Replacement

Bids shall be publicly opened Thursday, February 28, 2008 10:00 A.M. local time at WCRSA 575 Mauldin Road, Hitachi Building, Greenville, S.C. 29607. (Hitachi Building)

Please mark your submittal envelopes and packages with your company name and mark the project : # 120-2/28/08 Air Relief Vault Replacement

Inquiries on the project or requests for additional information must be in writing and be directed to : Terri Baden, WCRSA Purchasing Department - 575 Mauldin Road, Greenville, S.C. 29607 or E-mail to tbaden@wcrsa.org no later than 5:00 P.M. local time February 21, 2008.

## **6.0 INSURANCE REQUIREMENTS**

Western Carolina Regional Sewer Authority shall be named as additional insured for its interest on all policies of insurance except Worker's Compensation as regards ongoing operations, products and completed operations and this shall be noted on the face of the Certificate of Insurance.

Certificates for all such policies shall be provided by the Contractor's insurance agent or broker to WCRSA within (ten) 10 working days from the date of award. Contractor will provide WCRSA a minimum of 30 days advance notice in the event of the insurance policies or insurance policy is canceled. Subcontractors approved by WCRSA to perform work on this project are subjects to all of the requirements in this section.

Contractor agrees to maintain and keep in force during the life of this Agreement, with a company or companies authorized to do business in South Carolina for the following insurance policies:

Automobile Liability  
\$ 1,000,000 Per Occurrence - Combined Single Limit

Coverage shall include bodily injury and property damage and cover all vehicles including owned, non-owned and hired.

Comprehensive General Liability  
\$ 1,000,000 Per Occurrence  
\$ 2,000,000 General Aggregate  
(including products and completed operations liability)

Umbrella Excess Liability  
\$ 1,000,000 Per Occurrence Over Primary Insurance

Worker's Compensation  
Coverage A State of South Carolina Statutory  
Coverage B Employers Liability  
\$100,000/\$500,000

## **7.0 EVALUATION CRITERIA**

- A) Price
- B) Vendor Expertise with Engagement of Similar Scope of Complexity
- C) References

**INSTRUCTIONS TO RESPONDENTS**

1. Unless otherwise required, submit one (1) original & (2) two copies of RFI/RFQ/Bid/Proposals.
2. RFI/RFQ/Bids/Proposals, amendments thereto or withdrawal requests received after the time advertised for opening will be void regardless of when they were mailed.
3. Quote prices on units specified with packing included.
4. Attach complete specifications for and permitted substitutions offered, or when amplification is desirable or necessary.
5. If specifications or descriptive papers are submitted with RFI/RFQ/Bids/Proposals, enter respondents name thereon.
6. If the article bid upon has a trade name or brand, show same in the RFI/RFQ/bid/proposal.
7. When required, furnish samples, free of expense, prior to opening of RFI/RFQ/Bids/Proposals. Label each sample with respondents name and the item number. Should you wish samples returned, at your expense, when not destroyed in tests, make request for return within 10 days following bid/proposal opening.
8. Show delivery time required after order is received (see below).
9. Address and mark bids/proposals as indicated in the notice.

**CONDITIONS**

1. WCRSA submitting this notice reserves the right to reject any and all RFI/RFQ/Bids/Proposals, and to waive all technicalities.
2. Unit prices will govern over extended prices, unless otherwise stated in notice.
3. Time in connection with discount offered will be computed from date of delivery of commodities to carrier, when inspecting and acceptance is at point of origin; or date of delivery at destination; or if laboratory inspection is made part of bid, from date of laboratory report.
4. In case of default of contractor, WCRSA reserves the right to purchase any or all items in default on open market, charging contractor with any excessive costs.
5. All materials and products offered must be guaranteed to meet the requirements of the specifications indicated, given or referred to.
6. Prices bid must be based upon payment in thirty (30) days. Discounts for payment in less than thirty (30) days will not be considered in making award.
7. The right is reserved, in case of tie bids, to make award considered to be most advantageous to WCRSA.
8. The right is reserved to reject any RFI/RFQ/Bid/Proposal in which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended.
9. Unless otherwise indicated by WCRSA submitting this notice, prices must be firm.

**RFI/RFQ/BID/PROPOSAL**

(DATE) \_\_\_\_\_

In compliance with invitation, and subject to all conditions, thereof, the undersigned offers and agrees to, if this RFI/RFQ/BID/Proposal is accepted.

FIRM NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

BY \_\_\_\_\_

**(RFI/RFQ/BID/PROPOSAL MUST BE SIGNED IN WRITING)**

PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_ FAX \_\_\_\_\_

