

REQUEST FOR PROPOSALS

The City of North Augusta will receive proposals from contractors for **Annual Flagpole Maintenance Service** until **Tuesday June 1, 2021 at 5:00 p.m.** at the North Augusta Municipal Center, 100 Georgia Avenue, North Augusta, South Carolina 2984.

For inquiries and to request bid manual contact:

The City of North Augusta
P. O. Box 6400
North Augusta, SC 29861-6400
ATTN: Thomas C. Zeaser
Director of Engineering & Public Works
Phone: (803) 442-5700
Email: tzeaser@northaugusta.net

The Owner reserves the right to waive technicalities and/or formalities and to reject any and all bids.

INFORMATION FOR BIDDERS

1. SCOPE OF WORK

The flagpole is located on top of the North Augusta Municipal Center. The top of the pole is approximately 140' above the ground floor. The flagpole has a motorized operator to raise and lower the flags. The motor operation can be automated, using a photocell to raise and lower the flags daily, though they are normally kept at full-staff at all times. The motor and flag access is at the base of the pole inside the cupola, with a floor elevation approximately 97' above ground floor. **There is no permanent access to the cupola, nor are there any fixed safety harness attachment points.** The cupola has historically been accessed using an extension ladder (furnished by the Owner) from an accessible roof deck approximately 35' below the cupola floor. An operable window enables access into the cupola. The attached diagrams more clearly show the existing conditions.

The Scope of Work includes the following tasks to be performed by the selected contractor:

Routine Service:

- 1. Remove & Replace both US & South Carolina flags approximately every 4 months, (flags to be furnished by Owner).**

Supplemental Service:

- 1. Replace/re-attach flag(s) as-needed, within 48 hours of service call.**
- 2. Perform service calls on an as-needed basis to troubleshoot and/or repair systems (replacement components of the flagpole system to be furnished by Owner).**

2. WORK SCHEDULE

All work must be scheduled to ensure minimal interruption to normal business operations and/or any special events which may be taking place at the facility.

3. RECEIPT AND OPENING OF BIDS

The City of North Augusta will receive bids until **Tuesday June 1, 2021 at 5:00 p.m.** at the North Augusta Municipal Building, 100 Georgia Avenue, North Augusta, South Carolina. The envelopes containing the bids must be sealed, addressed to City of North Augusta, 100 Georgia Avenue, North Augusta, SC, 29841, to the attention of Thomas Zeaser and marked "PROPOSAL FOR FLAGPOLE MAINTENANCE SERVICE".

Any bid received after the time and date specified above shall not be considered.

4. SUBCONTRACTS

The bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must be acceptable to the OWNER.

5. QUALIFICATION OF BIDDER

The Bidder shall demonstrate experience in projects of similar scope and magnitude by providing references and project summaries. The Owner may make such investigations as it is deemed necessary to determine the ability of the bidder to perform the work, and the Bidder shall furnish to the Owner all such additional information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be acceptable.

6. CONDITIONS OF WORK

Each bidder must inform himself fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of the obligation to furnish all material and labor necessary to carry out the provisions of the contract. **The facility is available for inspection anytime during normal business hours, Monday-Friday, 8:30 am to 5:00 pm.**

7. METHOD OF AWARD

The City will select the vendor on the basis of greatest benefits to the City of North Augusta, not necessarily on the basis of lowest price. The vendor selected must have the necessary resources to provide for an effective and timely mechanical maintenance service to the City of North Augusta. The vendor's references, capabilities, vendor commitment, and quality of proposal will be weighted heavily.

8. CONTRACT LENGTH

The City of North Augusta intends to enter into a 2-year contract, with the selected vendor subject to the City's cancellation at any time with a 30-day written notice if the requirements of the contract are not being met by the vendor.

9. INSURANCE AND BONDS

Vendors shall be fully covered by workers' compensation, public liability, and property damage insurance. The selected vendor will be required to provide the City a copy of this insurance. The City may, at the vendor's cost, require background checks of all on-site employees of the vendor.

10. CITY BUSINESS LICENSE

If not already licensed by the City of North Augusta, the selected vendor will be required to purchase and keep updated a City Business license.

11. REJECTION OF PROPOSALS

The City of North Augusta reserves the right to reject or accept any or all proposals or to take exception to these specifications. Vendors may also be eliminated from consideration for failure to fully comply with the specifications of the Request for Proposal.

12. NON-DISCRIMINATION

The City of North Augusta, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Additionally, the City of North Augusta does not discriminate on the basis of sex, age, or handicap.

**CITY OF NORTH AUGUSTA
ANNUAL FLAGPOLE MAINTENANCE SERVICE
PROPOSAL**

The following bid proposal is for annual flagpole service as outlined in specifications.

- 1. Routine Service \$ _____/each visit
- 2. Supplemental Service:
 - Regular Labor Rate
(Monday – Friday, 8:00 AM – 5:00 PM) \$ _____/hour
 - Overtime Labor Rate \$ _____/hour

Distance from North Augusta _____ miles

Name of Company

Authorized Signature

Date