

## INVITATION TO BID

The City of North Augusta will receive proposals from **Edwards Strategic Partners** for the **North Augusta Municipal Center Fire Alarm Control Panel Upgrade/Replacement** until **Thursday August 18, 2022 at 11:00 a.m.** at the North Augusta Municipal Center, 100 Georgia Avenue, North Augusta, South Carolina 29841 at which time, and place all proposals will be publicly opened and read aloud.

A **MANDATORY Pre-Bid Meeting** and facility tour will be held on **Thursday, August 4, 2022 at 9:00 a.m.** The Pre-Bid Meeting and site tour will convene at the above address in the 1<sup>st</sup> floor Training Room. All existing fire alarm equipment will be available for inspection.

For inquiries and/or the RFP documents, please contact:

Mr. Thomas Zeaser, P.E., Director of Engineering & Public Works  
100 Georgia Avenue/P.O. Box 6400  
North Augusta, South Carolina 29861  
803) 442-5700  
Email: [tzeaser@northaugustasc.gov](mailto:tzeaser@northaugustasc.gov)

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

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## INSTRUCTIONS FOR SUBMITTING BID

1. **SCOPE OF WORK:** The North Augusta Municipal Center is a 4-story building, approximately 60,000 s.f., that was completed and occupied in 2009. The first 3 stories are primarily office space for City operations and various customer-service activities. The 4<sup>th</sup> floor is event rental space with caterer kitchen. The 1<sup>st</sup> floor also houses an exhibit/museum space that is open to the public. The building is served by 3 elevators. The building is equipped with a wet fire sprinkler system supported by a diesel fire pump, and a smoke evacuation system. Interior climate control is provided by 2 chillers, a gas boiler, and 6 air handlers. The original fire alarm control panel is an Edwards EST2, with voice. The system also includes 2 remote annunciators and a smoke control panel. The Owner desires to replace the existing panel with an **Edwards EST3 or EST4** while retaining as many of the ancillary devices as possible. **It is the Bidders responsibility to identify any existing devices or equipment that is not compatible with the new panel and include replacement of those items in the bid price.** The vendor shall furnish, program, install, and test the new panel and related equipment, provide user training and a 1-year warranty on all new equipment.
  
2. **PRE-BID MEETING:** A **MANDATORY** Pre-Bid Meeting and facility tour will be held on **Thursday, August 4, 2022 at 9:00 a.m.** The Pre-Bid Meeting and site tour will convene at the above address in the 1<sup>st</sup> floor Training Room. All existing fire alarm equipment will be available for inspection.
  
3. **PREPARATION OF BIDS:**
  - a. Bidders are expected to examine this bid form and all instructions. Failure to do so will be at the Bidder's risk.
  - b. All prices and notations must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing bid. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
  - c. Each bidder shall furnish the information required on the bid form and each accompanying sheet thereof on which he/she makes an entry.
  - d. **All proposals must include complete manufacturer's specifications of fire alarm control panel and accessories, the failure to do so can possibly result in the rejection of the complete bid without due consideration.**
  - e. Unit price for each unit bid shall be shown. A total shall be entered in the amount column for each item bid. In case of discrepancy between a unit price and extended price, the unit prices will be presumed to be correct.
  - f. There is no expressed or implied obligation for the City of North Augusta to reimburse responding firms for any expenses or costs incurred in preparing a response to this invitation to bid.
  - g. **All proposals must be sealed and marked "North Augusta Municipal Center Fire Alarm Control Panel Proposal".**
  - h. All proposals must be received by **11:00 a.m. on Thursday, August 18, 2022**, at which time they will be publicly opened and read in the presence of all those interested.

4. **QUESTIONS REGARDING SPECIFICATIONS OR BIDDING PROCESS:**

- a. To ensure fair consideration for all bidders, the City prohibits communication to or with any department, bureau, or employee during the submission process, except as provided below.
- b. Any questions relative to interpretation of specifications or the bid process, shall be addressed to the Director of Engineering & Public Works, in writing, in ample time before the period set for the receipt and opening of bids. No inquiries, if received within three (3) days of the date set for the opening of bids, will be given any consideration. Any interpretation made to prospective bidders will be expressed in the form of an addendum to the specifications which, if issued, will be sent to all prospective bidders no later than three (3) days before the date set for receipt of bids. Oral answers will not be authoritative.
- c. It will be the responsibility of the bidder to contact the Public Works Department prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda, and return executed addenda with the bid.
- d. Direct inquiries to:

Thomas C. Zeaser, P.E.  
City of North Augusta  
100 Georgia Avenue  
North Augusta, SC 29841  
(803) 442-5700  
e-mail: [tzeaser@northaugustasc.gov](mailto:tzeaser@northaugustasc.gov)

5. **BIDDER QUALIFICATION:**

Bids will be considered only from firms which are **Edwards Strategic Partners** and regularly engaged in the business as described in this bid package; with a record of performance for a reasonable period of time, which have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the service if awarded an Agreement under the terms and conditions herein stated. The terms "equipment and organization" as used herein shall be construed to mean a fully equipped and well-established company in line with the best business practice in the industry and as determined by the City.

6. **OPENING OF BIDS:**

Bids will be received until the date and time stated in this Invitation To Bid and will be publicly opened and read at the place, time, and date stated. No responsibility will attach to the City of North Augusta for the premature opening of a bid not properly addressed and identified. Bidders or their authorized agents are invited to be present at the opening of the bids.

7. **CORRECTION OR WITHDRAWAL OF BIDS:**

Correction or withdrawal of inadvertently erroneous bids shall be permitted up to the time of bid opening. After bid opening, no changes in bid prices or other provisions shall be permitted; provided, however, the Director of Engineering & Public Works shall have the authority to waive minor irregularities.

8. **MEETING SPECIFICATIONS:**

All items quoted must be in compliance with the specifications. Bidder shall complete every space in the specification section with a check mark to indicate if the item proposed is exactly as specified, otherwise, the "NO" column must be checked and a detailed description of the deviation from the specification to be supplied. All exceptions must be denoted, the failure to do so can possibly result in the rejection of the complete bid without due consideration.

9. **AWARD OR REJECTION OF BIDS:**

The Contract will be awarded the lowest responsive and responsible bidder complying with all the provisions of the Invitation to Bid, provided the bid price is reasonable and it is in the interest of the City to accept it. The Director of Public Works reserves the right to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the City. The Director of Public Works also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a bidder who investigation shows is not in a position to perform the contract.

In determining responsibility, the following other qualifications, in addition to price, will be considered by the Director of Public Works:

- a. The ability, capacity and skill of the bidder to perform the service required.
- b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- d. The quality of performance of previous contracts or services.
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- g. The quality, availability and adaptability of the supplies, or services, to the particular use required.
- h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- i. Whether the bidder is in arrears to the City on a debt or contract or is a defaulter on surety to the City, or whether the bidder's taxes or assessments are delinquent.
- j. Such other information as may be required or secured.

10. **AVAILABILITY OF PARTS/SERVICE FACILITIES:**

The City of North Augusta reserves the right to consider the availability of parts and service facilities for the equipment offered. The failure of the bidder to maintain a sufficient line of parts to service the equipment within a reasonable distance to the City of North Augusta may be cause for rejection of the bid.

11. **COMMUNICATIONS REGARDING EVALUATION OF BIDS:**

To ensure the proper and fair evaluation of bids, the City of North Augusta prohibits communications initiated by a bidder to the City Official or employee evaluating or considering

the bids prior to the time a bid decision has been made. Any communication between bidder and the City will be initiated by the appropriate City Official or employee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the bid. Such communications initiated by a bidder may be grounds for disqualifying the offending bidder from consideration or award of the bid then in evaluation and/or any future bid.

12. **BID AWARD:**

Award will be made within sixty (60) days after bid opening.

Items contained in this bid will be ordered on a City Purchase Order.

The City of North Augusta reserves the right to select/reject options bid, deemed to be in the best interests of the City.

13. **INSURANCE:**

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.

14. **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.

15. **ACCEPTANCE:**

Delivery of equipment to the City does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the equipment meets contract specifications and conditions. Should the delivered equipment differ in any respect from specifications, payment will be withheld until such time as the supplier takes the necessary corrective action. The City shall be notified of the deviation in writing within ten (10) days and the provisions of the delivery paragraph shall prevail. If the proposed corrective action is not acceptable to the City, the City may refuse final acceptance of the equipment, in which case the equipment shall remain the property of the supplier and the City shall not be liable for payment for any portion thereof.

Units shall be delivered with each of the following documents completed:

- a. Two copies of Operation and Maintenance Manual
- b. Warranty Certification

16. **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.

**ADDENDUM PAGE**

The undersigned acknowledges receipt of the following addenda to the Documents (Give number and date of each):

Addendum No. \_\_\_\_\_ Dated

Addendum No. \_\_\_\_\_ Dated

Addendum No. \_\_\_\_\_ Dated

**FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE BID PRICES IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE BID.**

\_\_\_\_\_  
NAME OF BUSINESS

BY:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME & TITLE, TYPED OR PRINTED



**BID PROPOSAL**

I the undersigned, as bidder, declares that I have read the provisions and specifications covering the bid, and with full knowledge and understanding the requirements, do hereby agree to furnish said materials in full accordance with the specifications attached hereto and made part hereof, for the price(s) bid.

I have carefully examined the Invitation to Bid, Instructions to Bidders, General and/or Special Conditions, Vendor's Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this document.

I agree that my bid will remain firm for a period of up to sixty (60) days in order to allow the City adequate time to evaluate the bids.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the bid.

I further certify, under oath, that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of North Augusta or of any other bidder interested in said bid; and that the undersigned executed this Bid Proposal with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

This bid respectfully submitted by:

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Bidder

**BID FORM**

**NORTH AUGUSTA MUNICIPAL CENTER FIRE ALARM CONTROL PANEL REPLACEMENT**

Item No.	Description	Bid Price
1.	<p>New Edwards _____ Fire Alarm Control Panel (Specify Model)</p> <p>Installed, Complete, Including:</p> <ul style="list-style-type: none"> <li>• All related ancillary equipment and devices</li> <li>• Programming, installation and testing</li> <li>• Removal and disposal of existing equipment</li> <li>• Start-up service to include training in operating and maintenance procedures.</li> <li>• Applicable sales tax</li> </ul>	<p>\$ _____</p>

2. Terms of Payment (e.g. Net 30): \_\_\_\_\_

3. Estimated completion days from the date Vendor receives Official Purchase Order or Notice to Proceed: \_\_\_\_\_

**Recheck your quotations prior to submission. Bid may not be changed after being opened.**

Notes: In the event of a tie bid, the unit's compliance to requirements and date of delivery, in this order, will be the determining factor of the award.

**The City of North Augusta reserves the right to negotiate modifications to proposals, waive any bid formalities or irregularities, reject any or all proposals without cause, and accept the proposal that best serves the City of North Augusta.**

**STATEMENT OF SERVICE CAPABILITIES**

VENDOR: \_\_\_\_\_

CITY: \_\_\_\_\_

DISTANCE FROM NORTH AUGUSTA: \_\_\_\_\_

SERVICE TECHNICIAN STAFF: \_\_\_\_\_

SERVICE LABOR RATE(S): \_\_\_\_\_

**"NO BID" RESPONSE FORM**

**IF YOU ARE NOT SUBMITTING A BID, THIS FORM MUST BE COMPLETED AND SUBMITTED PRIOR TO THE SCHEDULED BID OPENING. FAILURE TO RESPOND TO THREE (3) CONSECUTIVE BIDS WILL RESULT IN YOUR COMPANY BEING DELETED FROM THE "BIDDER'S LIST".**

If your firm is unable to submit a bid at this time, would you please provide the information requested in the space provided below and return to:

**Thomas C. Zeaser, P.E.  
Director of Engineering & Public Works  
City of North Augusta, SC  
P.O. Box 6400  
North Augusta, SC 29861-6400**

We have received Invitation To Bid for a **NORTH AUGUSTA MUNICIPAL CENTER FIRE ALARM CONTROL PANEL REPLACEMENT**, opening at 11:00 a.m. on the 18th day of August, 2022.

Reason for not bidding:

\_\_\_\_\_  
NAME OF BUSINESS

BY:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME & TITLE, TYPED OR PRINTED