



**Dorchester County Career & Technology Center
507 School House Rd.
Dorchester, South Carolina 29437**

**REQUEST FOR PROPOSAL
RFP # 23-01 Diesel Shop Foundation Repairs**

NAME OF PROJECT: RFP #23-01 Diesel Shop Foundation Repairs

DELIVERY ADDRESS: 507 School House Road
Dorchester, SC 29437

SPECIFICATIONS: Attached

CONTACT: Michelle Sineath, Finance Assistant
843-563-5628
michelle.sineath@dcctc.org

SUBMIT PROPOSAL TO: Tommi Lin Garrick, Finance Manager
Dorchester County Career & Technology Center
507 School House Rd.
Dorchester, S.C. 29437
Phone: 843-563-5621

DUE DATE: Tuesday, September 12, 2023

TIME: 10:00 a.m.

REQUIRED COPIES: Submit two (2) complete copies of proposal.

SCOPE OF SOLICIATION:

The Dorchester County Career & Technology Center (the Center) is requesting Competitive Sealed Proposals from qualified companies interested in contracting with the Center to repair the foundation and stop and prevent water infiltration of the Diesel Technology Building located at 507 School House Rd., Dorchester, SC. The building has loose rock material at one end that allows water to seep through and penetrate beneath the foundation of the building. During periods of heavy rains, this water can flow underneath the full length of the building and seep through cracks that have developed in the concrete in both the classroom and shop areas. When the water seeps through the cracks in the classroom there is a noticeable amount of building foundation sand that will also flow through the cracks. Currently, the cracks in the classroom are narrow and appear level. The cracks in the shop are wider and more uneven. This proposal should address all repairs needed for both the interior and exterior issues.

PROJECT REQUIREMENTS:

1. Design – The contractor will be responsible for specifying the materials/means/methods for repairing the existing foundation and prevention of any further water infiltration in the Diesel Technology Building. The contractor's plans and details for accomplishing this work should be detailed in the proposal.
2. The contractor shall provide and pay for all associated costs, including all professional and non-professional services, equipment, materials, tools, supplies, labor, sub-contract labor, all applicable taxes and fees, shipping costs, set-up, clean up, and all other costs as necessary to perform the work required for the completion of the project as described herein, and shall perform all other acts and supply all other things necessary to fully and properly perform and complete the work.
3. Hours of Work - Work may be performed during normal working hours, but caution must be taken to limit access to the area when necessary for the safety of the staff and students. Center hours are Monday through Friday, 8 am – 4 pm. Weekend work is acceptable with prior approval. Proposals should include details as to whether the building can be occupied / used during specific periods of the project so we can determine the best time to proceed with the project in the best interest of the school / students / staff.

PROPOSAL REQUIREMENTS:

Interested companies must, at a minimum, provide the following information:

- Qualifications / Experience – Describe the company's qualifications and experience with this type of work. Give examples and reference contact information for previous similar projects.
- Approach – Describe how the work will be accomplished.
- Price – Pricing shall include the proposed project budget. It is the Center's intent to select a company for the project that will, in the Center's sole determination, provide the best comprehensive scope of work in a timely manner and at the least cost. Price must include any and all fees / costs related to the project requirements.

SELECTION PROCESS OVERVIEW AND SELECTION CRITERIA:

On or before the time specified herein, the respondents will submit a proposal in response to this RFP. A review panel consisting of the Center Director and other Center personnel as deemed appropriate will assess the proposals utilizing the evaluation criteria as stated below. The review panel may elect to interview one or more proposing companies before making an award. All expenses of the interviews and presentations will be the sole responsibility of the responder, and the Center accepts no responsibility for the reimbursement of any expenses incurred by a responder under this document.

The selection criteria will be based on:

- Qualifications & experience
- Approach
- Price
- Schedule

CONTRACTOR'S OBLIGATION:

The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. Contractors must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. All contractors shall observe and comply with all regulations, laws, ordinances, etc. of local, state, and federal governments as they may be applicable to this bidding process and to the contract. The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. Contractors must, upon request of the Center, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The Contractor must ensure that all subcontractors, agents, personnel assigned by or employees of the Contractor and subcontractors are not discriminated against because of their race, color, religion, sex or national origin. The successful contractor must make positive efforts to provide equal employment opportunity for minority and women owned businesses. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

Contractors and any sub-contractors must supply the Center with a certificate of insurance naming the Center as additional insured. Coverage must be maintained during the entire course of the contract / work. Unreasonable failure to supply requested information is grounds for rejection.

The Center reserves the right to make the final determination as to the contractor's ability to provide the products or services requested herein. Proposals will be accepted from contractors who are regularly engaged in, and licensed to perform, the services they are offering.

DUTY TO INQUIRE: It is the Offeror's responsibility to acquaint himself with conditions related to the scope of this solicitation. The Offeror is required to visit the site, take necessary measurements, pictures, assessments, etc. and become familiar with the

job prior to submitting a proposal. Offeror should discuss with the proper Center officials all requirements of the job and all steps necessary to complete the job. Offeror, by submitting a proposal, represents that he has read and understands the Solicitation and that his proposal is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk.

LICENSES AND PERMITS:

During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the state, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

AMENDMENTS TO SOLICITATION:

This solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of amendments: www.procurement.sc.gov. Offerors shall acknowledge receipt of any amendment to this solicitation by submitting a proposal that indicates in some way that the bidder received the amendment. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

PROPOSALS REMAIN SUBJECT TO ACCEPTANCE:

Proposals will be binding for a period of ninety (90) calendar days from the submission deadline.

SITE VISITS / QUESTIONS:

A site visit is required by all Offerors desiring to submit a proposal. All site visits must be completed by Friday, September 8, 2023. For site visit appointments and any questions, please contact Michelle Sineath, Finance Assistant, at 843-563-5628 (michelle.sineath@dcctc.org).

PREPARATION AND SUBMISSION OF PROPOSALS:

- Proposals to be entitled to consideration must be made on the form provided in these documents titled "PROPOSAL FORM". All conditions set forth in the "Proposal Form" and this "Request for Proposals" must be complied with. All blank spaces must be filled in properly and completely in ink or typewritten. Partial or incomplete proposals will be rejected.
- The Proposal Form should include all applicable costs of the job as described in this Solicitation.
- The Proposal Form must be signed by the Offeror or his authorized agent.
- ONE (1) ORIGINAL AND ONE (1) COPY OF YOUR PROPOSAL IS REQUIRED to be submitted.
- All proposals must be in sealed envelopes and clearly marked "RFP 23-01 Diesel Shop Foundation Repairs".

- Proposals will be received by the Dorchester County Career and Technology Center until 10:00 a.m. (local time) on Tuesday, September 12, 2023. It will be the sole responsibility of the Offeror to have their proposals delivered to the Dorchester County Career and Technology Center before the closing hour and date, regardless of the method used to submit the proposal. Proposals sent by US Postal Service or any other delivery company must be mailed to Dorchester County Career & Technology Center, Attn: Tommi Lin Garrick, 507 School House Rd., Dorchester, SC 29437. It is the Offeror's responsibility to make sure the proposal arrives on time.
- Late proposals will not be accepted or considered.
- Faxed proposals will not be accepted or considered.
- Verbal proposals will not be accepted or considered.
- Proposals having any erasures or corrections must be initialed in ink by the Offeror. No proposal shall be altered or amended after the specified time for opening.
- Attach a complete detailed list of specifications for the proposal that you are submitting.
- Attach complete specifications for any portion of the proposal that does not meet the stated "specific requirements", and an explanation as to why the substitution is necessary.
- All costs incurred by the Offeror in preparing the proposal, or costs incurred in any other manner by the Offeror in responding to this request for proposals will be wholly the responsibility of the Offeror. All materials and documents submitted by the Offeror in response to this specification become the property of the Dorchester County Career and Technology Center and will not be returned to the Offeror.
- Any proprietary information contained in the proposal should be so indicated.
- The Dorchester County Career and Technology Center will notify the winning Offeror of the award.
- All proposals must comply with the laws of the State of South Carolina.

ACCEPTANCE OR REJECTION OF PROPOSALS:

The Center shall have sole discretion in evaluating the qualifications of the responders and the suitability of their proposals to meet the Center's needs. The Center reserves the right to select the proposal that is deemed to be in the best interest of the Center. The Center reserves the right to reject any and all proposals when such rejection is in the best interest of the Center, and to reject the proposal of a company who is not, in the opinion of the Center, in a position to perform the contract. The Center reserves the right to reject any company who has previously failed to perform properly in the opinion of the Center. The Center also reserves the right to waive any informalities and technicalities in the proposals.

This solicitation does not obligate the Dorchester County Career & Technology Center to award a contract for this project, and does not obligate the Dorchester County Career & Technology Center to pay any expenses for the consideration or preparation of proposals.