

**DARLINGTON COUNTY  
ELECTRICAL MAINTENANCE  
INVITATION FOR BID (IFB) 04-06-21-2016**

**I. INTRODUCTION**

County of Darlington, South Carolina is requesting bids from qualified firms to provide maintenance for all electrical needs for Darlington County buildings. The contract period will be for one year with the option of four additional one year annual renewals.

**II. SCOPE OF WORK**

Darlington County has twelve (12) building that occasionally need electrical services. All of the buildings have several years of age on them; the oldest building was built in 1967. In the event of fixing or repairing, some wiring may have to be brought up to codes standards. The vendor must provide adequate personnel, equipment and supplies to do any of the electrical work that may arise. The locations are as follows:

- Society Hill 1736 Hall St. Society Hill
- Darlington County Courthouse 1 Public Sq. Darlington
- Hartsville Outreach (DSS) 4<sup>th</sup> and Camden Hartsville
- Hartsville EMS 411 4<sup>th</sup> St. Hartsville
- EOC/EMS 1625 Harry Byrd Hwy Darlington SC 29532
- Roads and Bridges 2253 Rogers Rd Darlington SC 29532
- Darlington DSS 350 Russell St.
- Darlington Health Department 349 Russell St.
- Mazingo Building 300 Russell St.
- Grooms Building Main St. Lamar
- Spaulding Building (Lamar Mag.) 100 Reynolds Ave. Lamar
- Prison Farm 200 Camp Rd. Darlington

The vendor will need to provide a minimum of 24 hour response time and a preferred customer contact for all calls for any of the Darlington County facilities. Darlington County will purchase any large equipment necessary to complete a job and all small equipment will be at cost plus the quoted mark-up percentage.

**III. SUBMISSION PROCEDURES, REQUIREMENTS**

**Submittals**

All submissions must be received by **10:00 AM on June 21, 2016** and delivered to Darlington County Procurement Analyst, 1 Public Square, Room 210, Darlington, S.C. 29532. If the submission is late, the invitation for bid will be rejected. There will be no exceptions. Responders submitting bids shall be responsible for all cost of preparing such.

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Responders to this Invitation for Bid shall closely examine the specific requirements noted herein and the attached Terms and Conditions and submit one (1) scan-ready original and five (5) bound copies of their bid to the address listed below. To ensure acceptance of the bid, the Bid number (**IFB# 04-06-21-2016**) should be clearly shown on the lower left corner of the return envelope. Facsimile transmittals or offers communicated by telephone will not be accepted or considered. Send to:

**Darlington County  
Attn: Procurement Analyst  
1 Public Square, Room 210  
Darlington, South Carolina 29532  
IFB # 04-06-21-2016**

**License and Permits**

The contractor shall obtain all applicable licenses, and promptly pay all taxes required by the State of South Carolina, and/or Darlington County.

**IV. STATEMENT OF QUALIFICATIONS**

Vendors shall include a statement of qualifications that includes the following:

1. Responsiveness to this Invitation for Bid.
2. Detailed Scope of Work.
3. Integrity, reputation, experience and past performance, including demonstration of ability to perform similar services to those included in responses to this IFB.
4. References
5. Bidder shall disclose any current adverse business circumstances, including litigation that might adversely affect this project.

**V. REFERENCES**

**Inquiries and Addenda**

All questions concerning this bid are to be submitted in writing via fax, electronic mail, or regular mail to Portia E. Davis, Procurement Analyst, to the address listed below, no later than **June 14, 2016 by 1:00 PM**. Please refer all questions in writing about this Bid to:

**Darlington County  
Attn: Procurement Analyst  
1 Public Square, Room 210  
Darlington, South Carolina 29532  
Phone: (843) 398-4100  
Fax: (843) 393-8539  
E-mail: [pdavis@darlesc.net](mailto:pdavis@darlesc.net)**

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All inquiries and responses will be distributed to all vendors known to have received the Bid document. The County will not be responsible for or bound by any oral instructions made by any employee(s) of the County in regard to this quote.

**Addenda**

This Invitation for Bid represents the most definite statement Darlington County will make concerning information upon which quotes are to be based. Any changes to this bid will be in the form of a written addendum, which will be furnished to all vendors who are listed with the County as having received a request for bid document. No addenda will be issued later than five (5) working days prior to the date for receipt for bid except an addendum which, if necessary, postpones the date for receipt of bid or cancels this bid. Vendors shall acknowledge receipt of all addenda with their bid.

**VI. GENERAL INFORMATION**

**A. Proprietary Information**

The County of Darlington is a public body and governed by the South Carolina Freedom of Information Act. Documents submitted to the County relating to this Invitation for Bid are subject to requirements of the Freedom of Information Act and may be deemed public records.

**B. Errors and Omissions**

The Responder will not be allowed to take advantage of any errors or omissions in the Invitation for Bid. Where errors or omissions appear in the Bid, the Responder shall promptly notify the County of Darlington in writing of such error or omission it discovers. Any significant error, omission and/or inconsistency in the specifications are to be reported as soon as possible but no later than five (5) days before such time the response is to be submitted.

**C. Withdrawal of Bid**

An official representative of a Responder may withdraw a Responder's response at any time prior to the proposal submission deadline. Acceptable proof establishing that he/she is the representative of the Responder must be provided.

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D. Non-Endorsement

If the County awards contract, the successful Responder shall not issue any news release or other statement relating to the award or servicing of the agreement which state or imply the County of Darlington's endorsement of the successful Responder's services.

E. Right of Refusal

Darlington County, South Carolina (the "Owner") reserves the right to reject any or all bids or to award or refrain from awarding the contract for the work, to request additional information, and to interview, whichever is deemed to be in the Owner's best interests. All submittals shall become the property of the Owner and are subject to the Freedom of Information Act (FOIA) regulations.

**VII. INSURANCE**

The contractor shall not commence work under the associated contract until it has obtained all insurance required, and the County has approved such insurance in writing, nor shall the contractor allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained. All insurance policies shall be maintained for the life of the contract.

**THE COUNTY SHALL BE NAMED AS "ADDITIONAL INSURED" FOR ITS INTEREST** on all policies of insurance except Worker's Compensation, Automobile Liability, and Professional Errors and Omissions, as regards ongoing operations, products and completed operations, and this shall be noted on the face of the Certificate of Insurance. As a part of the certificate of insurance requirement the contractor shall also include acknowledgement and acceptance of the waiver of subrogation provision granted to the County of Darlington. This acknowledgement and acceptance should be included in the same section of the Certificate of Insurance that evidences the "Additional Insured" provision.

- A. Certificates for all such policies of insurance shall be provided by the **Contractor's** insurance agent or broker to the **County** within 10 working days from the date of Notice of Award.
  
- B. **Contractor** will provide **County** a minimum of 30 days advance notice in the event the insurance policies (or an insurance policy) are canceled. Subcontractors approved to perform work on this project are subject to all of the requirements in this Section.

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- C. **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, the following insurance policies:

**Comprehensive General Liability:**

\$1,000,000 per occurrence - combined single limit / \$2,000,000 general aggregate, to include products and completed operations.

**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)

**Statutory Worker's Compensation:**

Coverage A - State of SC

Coverage B - Employers liability

\$1,000,000 Each Accident

\$1,000,000 Disease, Per Employee

\$1,000,000 Disease, Policy Limit

Policy shall contain a waiver of subrogation against the County of Darlington, its departments, agencies, boards, employees, and commissions for losses from work performed by or on behalf of the contractor.

**No deviation from this coverage will be accepted unless, in the County's sole discretion, it is more advantageous to the County, i.e., \$1,000,000 - a \$2,000,000 or \$5,000,000 limit would be acceptable.**

**VIII. ILLEGAL IMMIGRATION REFORM ACT COMPLIANCE**

By submitting an offer, Contractor certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act , 2008 S.C. Act No. 280) and agrees to provide upon request any documentation required to establish either: (a) the applicability of Title 8, Chapter 14 to Contractor and any subcontractors or sub-subcontractors; or (b) the compliance with Title 8, Chapter 14 by Contractor and any subcontractor or sub-subcontractor. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any contracts with its subcontractors language requiring the subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in any contracts with the sub-subcontractors language requiring the sub-subcontractor to comply with the


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applicable requirements of Title 8, Chapter 14. In the event any contractor, subcontractor and/or sub-subcontractor is found not to be in compliance with the SC Immigration Reform Act [hereinafter "The Act"], the contractor agrees to fully indemnify the County for any loss suffered by the County as a result of such contractor, subcontractor or sub-subcontractor's failure to comply with the Act.

**IX. IRAN DIVESTMENT ACT**

Pursuant to the Iran Divestment Act of 2014, S.C. Code Ann. §§ 11-57-10, *et seq.*, the Executive Director of the State Budget and Control Board (SC State Fiscal Accountability Authority, Division of Procurement Services effective July 1, 2015) has published a list of persons determined to engage in investment activities in Iran. The list identifies entities that are ineligible to contract with the State of South Carolina or any political subdivision of the State, including state agencies, public universities, colleges and schools, and local governments. The Iran Divestment Act of 2014.

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<b>DARLINGTON COUNTY, SOUTH CAROLINA</b> , a Body Politic and Corporate and a Political Subdivision of the State of South Carolina	<b>MAIL OR HAND CARRY TO: DARLINGTON COUNTY PROCUREMENT ANALYST 1 PUBLIC SQ. RM 210 DARLINGTON, SC 29532 TELEPHONE NO 843-398-4100</b>	
<b>SEALED BID NO. 04-06-21-2016 ELECTRICAL MAINTENANCE</b>	<b>BIDS ARE DUE ON JUNE 21, 2016 AT 10:00 AM.</b>	

LEGAL COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

CITY-STATE-ZIP: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

FEDERAL ID (TAX ID) NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TOTAL INSURANCE COVERAGE PREMIUM AMOUNT: \$ \_\_\_\_\_

REGULAR HOURS MON. –FRI. 8:30-5:00 RATE: \_\_\_\_\_

AFTER HOURS MON. – FRI. RATE: \_\_\_\_\_

WEEKEND SAT. – SUN. RATE: \_\_\_\_\_

PERCENT MARK-UP RATE: \_\_\_\_\_

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Bidder declares their Bid Response is made without any connection with any other individual that may be submitting a Bid Response to this IFB and their Bid Response, in all respects, is fair and in good faith, without collusion or fraud, with another Bidder, representative or agent.