



Richland Library
Interior Truss Painting
Invitation to Bid

The Richland Library is seeking bids from qualified companies to paint interior trusses of the Main Library.

Bid documents may be downloaded from the Library's website at richlandlibrary.com or by emailing financeoffice@richlandlibrary.com.

Bids are to be mailed or hand delivered in a sealed envelope clearly marked "Truss Painting" to the Finance Office located at 1431 Assembly St. or emailed to above address. All bids must be received by 12:00 noon on March 24, 2017. Bids submitted after deadline will not be accepted.

The Richland Library is an affirmative action and equal opportunity agency.



DATE: Monday, March 6, 2017

INVITATION TO BID: Richland Library Main Truss Painting

OPENING DATE AND TIME: Friday, March 24, 2017 at 12:00 noon

Interested parties are invited to submit sealed bids or bids as e-mail attachment in accordance with the requirements of the Solicitation contained herein.

Emailed bids must be sent as a signed PDF attachment with "Truss Painting" in the subject line, to financeoffice@richlandlibrary.com. Sealed bids must be submitted to the Main Library Finance Office, 1431 Assembly Street, no later than 12:00 noon, Friday, March 24, 2017. Bids will be opened in the Learning Engagement Meeting Room on the 3rd level of the Main Library located at 1431 Assembly Street. Bids received after the stated time will not be accepted. Bid modifications will not be accepted by facsimile prior to opening. Due to the possibility of negotiations with any offeror that may be eligible for contract award, prices will not be divulged at time of opening.

A bid must be signed by an official authorized to bind the offeror and must contain a statement to the effect that the bid price is firm for a period of at least 30 days from the closing date for submission of bids.

Sealed bids must be clearly marked "Truss Painting".

This Solicitation does not commit the Richland Library to award a contract, to pay any costs incurred in the preparation of bids, or to procure or contract for the services solicited. The Library has the right to reject any or all bids, to waive any minor irregularities, to cancel in part or whole this Solicitation if it is in the best interests of the Library, and to award a contract that will be most advantageous for the Library.

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KEY EVENT DATES

BID

1. Advertise in SC Business Opportunities (SCBO) March 6, 2017
2. Issuance of Invitation to Bid March 6, 2017
3. Deadline for Receipt of Questions March 13, 2017 @ 12:00, noon
4. Opening Date/Deadline for Receipt March 24, 2017 @ 12:00, noon

E-mail Questions To: Richland Library
Main Library Finance Office
1431 Assembly Street
Columbia, SC 29201
E-mail: financeoffice@richlandlibrary.com

E-mail Bids as Attachment To: financeoffice@richlandlibrary.com

**Mail Bids To: Richland Library
Main Library Finance Office
1431 Assembly Street
Columbia, SC 29201-3101

Hand-Carry Only Bids To: Richland Library
Main Library Finance Office
1431 Assembly Street
Columbia, SC 29201-3101

Mark Envelopes or Subject Line: "Truss Painting"

**Offerors mailing bids should allow a sufficient mail delivery period to insure timely receipt of their bids by the Library.

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Scope of Services

INVITATION TO BID

A. GENERAL INFORMATION AND CONDITIONS

1. Purpose: The purpose of this solicitation is to hire a qualified and experienced contractor for the painting of all interior trusses at the Main Library according to specifications contained in the Scope of Services of this document. It is the intent and purpose of this Invitation to Bid to meet the needs of the Library while permitting fair, free, and impartial competition among offerors.
2. Issuing Office: This ITB is issued for the Richland Library, 1431 Assembly Street, Columbia, SC 29201, by the library Finance Office. This issuing office is the sole point of contact for this ITB.
3. Nature of Service: The Library anticipates, but does not guarantee, that the Scope of Services will remain as outlined in Part III. Negotiations may be required with the successful contractor if the requested services are altered.
4. Outside Discussions Prohibited: By submission of a response to the Invitation to Bid, a vendor agrees that during the period following issuance of Invitation and prior to an award, vendor shall not discuss this procurement with other vendors or any outside party except staff officials of the Richland Library.
5. Offeror Responsibility: Each offeror shall fully acquaint itself with conditions and restrictions attending the performance of the contract solicited. Offerors shall state a price that includes all costs reasonably expected to be incurred by the Library, if bid is accepted. Offerors are fully responsible for any costs of bid submissions.
6. Bid Constitutes Offer: By submitting a bid, the offeror agrees to be bound by all the terms and conditions set forth in this document. A bid containing variations from the terms and conditions set forth herein may, in the sole discretion of the Library, be declared not responsive. The requirements and conditions set forth in this document will become part of the successful offeror's contractual obligations upon award of the contract.
7. Preparation of Bids: All bids should be complete and clearly and carefully worded. Bids must convey all the information requested by the Library including references and warranty information specified in the Scope of Services. The use of advertising and promotional material is not desired. If a bid contains less than the required information or if the bid fails to conform to the essential requirements of the Invitation to Bid, the Library, in its sole discretion, may declare the bid, in whole or part, not responsive.
8. Inspection of Bids/Confidential Information: Bids shall be open for public inspection after contract award except that proprietary or confidential information in any bid that is clearly marked "**confidential**" by the offering vendor shall not be disclosed without the written consent of the offering vendor.

9. Questions: Every effort has been made to insure that all information needed by offerors is included herein. If an offeror finds that he cannot complete a bid without additional information, he must submit written questions to the office designated in the Key Event Dates section. No questions will be accepted by the Library after the stated deadline. All questions and replies will be in writing and distributed to all offerors.
10. Bids signed: All bids must be signed by a representative of the company authorized to commit to the provisions of the bid (Part II). Unsigned bids will be rejected unless an authorized representative is present at the bid opening and provides the needed signature.
11. Offeror Qualifications: In addition to the information required by this Invitation to Bid, the apparent successful offeror must, upon request of the Library, furnish any and all information requested by the Library to determine offeror's ability to perform the contract.
12. Clarifications: The Library reserves the right, at any time after opening and prior to award, to request from any offeror clarification regarding information contained in the offeror's bid.
13. Award: Award will be made to the responsive offeror whose bid is determined to be the most advantageous to the Library, its employees, its users, and the taxpayers of Richland County. The evaluation factor is cost. The Library reserves the right to waive any minor irregularities, and to cancel this solicitation if it is in the best interest of the Library.
14. Termination: The Library may cancel the contract for cause, default, or negligence of the contractor without prior notice at any time during the term of the contract. In the event of cancellation for cause or default of the contractor, the Library reserves the right to purchase replacement services on the open market, charging the contractor for any costs above and beyond the contract price. The Library is also entitled to its costs and attorney's fees, if any, associated with the Library securing its rights under the contract upon default of the contractor.
15. Governing Law: The offeror must comply with all applicable Federal laws and those of the State of South Carolina, including laws concerning authorization or license to do business in South Carolina. Interpretation and enforcement of the contract is governed by South Carolina law.
16. Indemnification: Offeror agrees to hold the Library, its employees, officers and agents harmless from liability from any claims, damages, and actions of any nature arising from the use of any materials furnished or services performed by the offeror, provided that such liability is not attributable to negligence on the part of the Library, its officers, employees or agents.
17. Offeror Responsibility: The offeror alone will be held solely responsible for the performance of any and all obligations under the contract resulting from its bid.
18. Nondiscrimination: Offeror agrees that, during the performance of all obligations under its contract with the Library, the offeror will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin; that it will take affirmative action to insure that applicants are employed and employees are treated fairly during employment without regard to race, color, religion, sex, national origin; that all solicitations or advertisements for employees placed by or on behalf of the offeror shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

B. BID REQUIREMENTS

Offeror must respond fully to each requirement stated below and indicate its compliance and understanding:

1. The offeror must provide at least two references, including company name and contact person's name with phone number and/or e-mail address, who can attest to the quality of past performance. References should be from companies for whom services were provided that closely resemble what is described in scope of this solicitation.
2. The offeror must be the company who will be performing the work. No sub-contracting is allowed.
3. Offeror must provide any other information considered to be essential in performing the contract including any limitations of services being bid.
4. Offeror must complete and sign the Certification of Cost and include it in the bid.
5. Offeror must sign and have notarized the attached Affidavit of Non-collusion and include it in the bid.
6. Offeror must sign and have notarized the attached Affidavit of Nondiscrimination and include it in the bid.
7. Offeror must complete the Cost Form and include it in the bid.
8. Offeror must complete and sign the Minority Participation Form.
9. Offeror must state in its bid that it agrees to bill the Library for services rendered. Billing must be submitted to Richland Library, Finance Office, 1431 Assembly Street, Columbia, SC 29201-3101.

ATTACHMENT A
CERTIFICATION OF COST

The following certification must be submitted with the offer in the cost section:

I hereby certify that the price included in this bid is accurate and binding for **90** days from the bid due date and that all charges and estimates are, to the best of my knowledge, accurate and complete. I further certify that the total cost given on the Cost Form (Attachment D) accurately reflects my total bid cost, including any applicable discounts and 8% SC sales tax. The company which I represent will provide the bid services for this amount.

OFFEROR

Firm Name

Signature

F.E.I.N. _____

OR

SOCIAL SECURITY NO. _____

SOUTH CAROLINA SALES TAX REGISTRATION# _____
(If applicable)

Failure to furnish your F.E.I.N. or Social Security Number and SC Sales Tax Registration Number will result in the delay of the contract.

ATTACHMENT B

AFFIDAVIT OF NONCOLLUSION

INSTRUCTIONS: Each offeror submitting a bid must complete this Affidavit of Non-collusion. This sworn statement will be considered part of the Offeror's bid.

PROJECT NAME: Richland Library
"Truss Painting"

SOLICITATION
DOCUMENTS DATED: March 6, 2017

OPENING DATE: March 24, 2017 at 12:00 noon

STATE OF _____

COUNTY OF _____

Personally appeared before me _____, who being duly sworn, says that he is a member of the firm of _____, and that his firm, association, or corporation, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the submission of a bid on the above-named project.

OFFEROR

Firm Name

Signature

SWORN and subscribed to before me
this ____ day of _____, 2017

_____(L.S.)
Notary Public for
My commission expires:

ATTACHMENT C

AFFIDAVIT OF NONDISCRIMINATION

Offeror certifies that, during the performance of all obligations under its contract with the Library, the offeror will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin; that it will take affirmative action to insure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, national origin; that all solicitations or advertisements for employees placed by or on behalf of the offeror shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

Offeror

SWORN and subscribed to before me
this ____ day of _____, 2017

Notary Public for
My commission expires:

(L.S.)

ATTACHMENT D

COST FORM

_____ (Offeror's Name) agrees to perform the
services as outlined in this Invitation to Bid for the following cost:

Cost of specified material: \$ _____

Cost of Labor: \$ _____

The cost above does _____ does not _____ include South Carolina Sales Tax. **If South Carolina Sales Tax is charged, it must also be itemized on all invoices.**

Offeror's / Authorized Signature

Date

ATTACHMENT E

MINORITY PARTICIPATION FORM

Greater participation of minority businesses in contracts with the Richland Library for construction, materials, commodities, equipment and rendering of services shall be encouraged.

Is the bidder a South Carolina Certified Minority Business? 0 Yes 0 No

Is the bidder a Minority Business certified by another governmental entity? 0 Yes 0 No If so, please list the certifying governmental entity: _____

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? 0 Yes 0 No If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? _____

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? 0 Yes 0 No If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? _____

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- ☐ Traditional minority
- ☐ Traditional minority, but female
- ☐ Women (Caucasian females)
- ☐ Hispanic minorities
- ☐ DOT referral (Traditional minority)
- ☐ DOT referral (Caucasian female)
- ☐ Temporary certification
- ☐ SBA 8 (a) certification referral
- ☐ Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

SCOPE OF SERVICES

All necessary material, labor, and equipment shall be provided by the winning bidder.

- 1.) Sand and clean all metal beams and cross struts on each truss from top to bottom to prepare for painting.
- 2.) Paint all metal beams and cross struts on each truss from top to bottom. (Bid price to include One (1) application of Macropoxy HS High Solids Epoxy A/B, White tint base, and One (1) application of Acrolon 218 HS Polyurethane A/B) Further applications, if suggested as necessary, will be discussed with winning bidder and appropriate library agents.

All offeror's must quote using products listed below:

Macropoxy HS High Solids Epoxy Part A White Tint Base (Sherwin Williams B58-400)

Macropoxy HS High Solids Epoxy Part B Hardener (Sherwin Williams B58V400)

Acrolon 218 HS Polyurethane – Semi-Gloss Part A Extra White (Sherwin Williams B65-650)

Acrolon 218 HS Polyurethane – Gloss Part B Hardener (Sherwin Williams B65V600)

Site visits may be coordinated with the Operations Supervisor, Michael McHenry.

Monday – Friday, 7:00 am to 3:00 pm, and by appointment only. Appointments may be scheduled by calling (803) 673.5406