

Request for Proposal

For: Water Heater System
St. Andrew's Family Fitness Plus
1642 Sam Rittenberg Blvd

St. Andrew's Parish Parks & Playground Commission

Bid Deadline: Tuesday, June 26, 2018 at 12 Noon ET



Table of Contents

1.	Confidentiality Statement.....	3
2.	Submission Details	3
	Pre-submission Site Visit	3
	Submission Deadlines	3
	Submission Delivery Address	4
	Submission Questions and Clarifications	4
	Electronic Submissions.....	4
3.	Introduction and Executive Summary	4
4.	Business Overview & Background	4
5.	Detailed Specifications / Scope of Work	5
	General.....	5
	Remove / Replace	5
6.	Assumptions & Constraints	5
7.	Warranties	6
8.	Terms and Conditions	6
9.	Selection Criteria	8
10.	Process Schedule	8

1. Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

Thank you for your consideration,

St. Andrew's Parks & Playground Commission

Please respond to sklugman@standrewsparks.com with any questions or concerns.

2. Submission Details

Pre-submission Site Visit

All prospective VENDORS must attend a pre-bid site visit prior to submission in order to become acquainted with the job site and specifics. The pre-bid site visits will be held at the fitness facility on Tuesday, June 12, 2018 at 1:30 pm ET and Thursday, June 14, 2018 at 9:00 am ET. For questions regarding the pre-bid meetings please contact:

Susan Klugman | Finance Director | 843-763-4360 ext 1204

Submission Deadlines

All submissions in response to this request must be submitted on paper and delivered to our office, as stated below, no later than:

**Tuesday, June 26, 2018
No later than 12 Noon ET**

Proposals must be submitted in a plainly marked and sealed envelop with the bidder's name, the project name and addressed **Attn: Fitness Center Water Heater RFP**.

Any submission received at the designated location after the required time and date shall be considered late and non-responsive. Late proposals be rejected and will not be evaluated for award.

Submission Delivery Address

The delivery address to be used for all submissions is:

**St. Andrew's Parks & Playground Commission
Attn: Fitness Center Water Heater RFP
1095 Playground Rd
Charleston, SC 29407**

Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics or the scope of work covered in this Request for Proposal:

Susan Klugman
Finance Director
Tel: 843-763-4360 ext 1204
Email: sklugman@standrewsparks.com

Electronic Submissions

Electronic submissions in response to this Request for Proposal will not be accepted.

3. Introduction and Executive Summary

St. Andrew's Parks & Playground Commission (StAPPC) is currently soliciting proposals for the design and construction of a water heater and hot water delivery system at 1642 Sam Rittenberg Boulevard, Charleston, SC 29407.

4. Business Overview & Background

St. Andrew's Parish Parks & Playground Commission was created by the General Assembly of the State of South Carolina in 1945. In addition to three public parks, the Commission operates a full service fitness center, St. Andrew's Family Fitness, which has been in operation since 1989 and serves approximately 3,000 members.

5. Detailed Specifications / Scope of Work

The VENDOR shall provide an all-inclusive proposal for the structural design, plan, fabrication, delivery and construction/installation of a water heater(s) and hot water delivery system of a 50,000 sq fitness center. The proposed system(s) should be energy efficient, cost effective and should be able to meet high demand during multiple peak usage times. If a VENDOR chooses to submit multiple proposals for different water heater types (solar, heat pump, tankless/on-demand, etc) and energy sources (electric or gas) each proposal should be submitted under a separate cover letter.

The proposal(s) shall include all aspects of the design and construction and **must** include (but are not limited to) the following:

General

- ❖ Accurate measurement and / or permit drawing of area which will house the unit(s)
- ❖ Detailed cost of delivery of products and materials to job site
- ❖ Detailed cost of consumable materials needed for installation
- ❖ Detailed cost of labor needed to satisfy all of the requirements
- ❖ Detailed cost of finish work including removal of VENDOR owned equipment and waste which will leave the facility in a "turn-key" condition

Remove / Replace

- ❖ Cost to disassemble and remove from the facility the existing hot water heater, storage tanks, pumps, and insulation. Disposal of material property and recycle as appropriate. ***The vendor should be prepared to complete this work when the facility is closed and not in use by the public.***
- ❖ Cost to provide and install one or more new hot water heater(s) and related components including flue ducting, piping, wires and insulation. ***The vendor should be prepared to complete this work when the facility is closed and not in use by the public.***

6. Assumptions & Constraints

- ❖ The VENDOR shall assume responsibility for meeting project deadlines regardless of weather and shipping delays.
- ❖ The VENDOR will be required to comply with all applicable laws for the State of South Carolina including but not limited to Labor Laws, Wages and Workers Compensation.
- ❖ The VENDOR shall be required to perform an on-site walk through of facility prior to submitting a proposal for requested work.

St. Andrew's Family Fitness Plus Hot Water Heater System Replacement

- ❖ The VENDOR must be acquainted with: the nature and location of the project; the local conditions especially those associated with the handling and storage of materials, availability of labor, water, electric power and roads, the condition of the facility; the quality and character of the substrate to be encountered; and the character of equipment and facilities needed before and during the performance of the work. VENDOR shall be required to supply their own electrical power including generators and power cords.
- ❖ The VENDOR is responsible for procuring all Federal, State and local permits and licenses, becoming familiar with, following and meeting all regulations and standards including those of South Carolina Department of Health and Environmental Control (DHEC) and Federal Occupational Health and Safety Administration (OSHA) and the American with Disabilities Act (ADA); paying all charges, fees and taxes; and giving and posting all notices necessary in performing the work. VENDOR shall supply a list of sub-contractors involved in the project including plumbers and electrical contractors. VENDOR shall show proof that all sub contractors are licensed with the South Carolina Department of Labor, Licensing and Regulation and bonded.
- ❖ Non-performance penalties shall be assessed at the rate of \$175.00 (one hundred seventy five dollars) per day if work is not completed according to the terms outlined in the RFP.

7. Warranties

The VENDOR shall warrant the work against all defects in materials and/or workmanship for a period of ten years time following completion of the project. The VENDOR warrants that any such defects shall be repaired to like-new condition. Warranty liability does not include degradation or failure from normal wear. All warranty information whether it be expressed or implied must be supplied to STAPPC by the VENDOR.

8. Terms and Conditions

- ❖ To be considered:
 - VENDOR must provide no less than three (3) references for projects of similar scope and size and references should include business name, telephone number, type of product installed and date of installation.
 - VENDOR must provide copies of applicable State and Local licenses and permits including a South Carolina Mechanical Contractors License with the sub-classification "PLUMBING" license in effect and current. Failure to do so will automatically exclude VENDOR from selection process.
 - VENDOR must be available on Friday, June 29, 2018 for Project Kick-Off Meeting with StAPPC staff.

St. Andrew's Family Fitness Plus Hot Water Heater System Replacement

- VENDOR must provide product samples with bid documents and said samples shall remain property of StAPPC after the Bid Deadline.
- VENDOR must be available to start within 15 calendar days after the date of commencement established by the Notice to Proceed **but no earlier than Saturday, June 30, 2018 at 8:00 am ET** and the project must be completed and suitable for use **no later than Sunday, July 29 at 5:00 pm ET**.
- The VENDOR must provide proof of insurance that names St. Andrew's Parish Parks & Playground Commission as Additional Insured. Said insurance policies, including Workers' Compensation, Errors and Omissions and Professional and / or Personal Liability, must be in full force and effect for the duration of the Project and shall remain so until all required work is satisfactorily completed and formally accepted.

❖ Payment Schedule:

- The VENDOR may apply to St. Andrew's Parks & Playground Commission for progress payments. Progress payments are subject to retainage amounts as deemed necessary by the Finance Director for incomplete work, unsettled claims and other deficiencies.
- Upon completion of the work and after the Final Inspection, the VENDOR may apply for final payment. Final payment and acceptance of the work will not relieve the VENDOR of its obligation to warrant the work and materials used against delamination, degrading or discoloration for a period of ten years.

❖ Project Administration:

- Prior to and as a prerequisite of the Notice to Proceed the VENDOR shall provide to St. Andrew's Parks & Playground:
 - Design plan and applicable data for the entire project
 - List of materials to be used
 - Construction schedule
 - Listing of after-hours / emergency contacts personnel for the VENDOR
 - Material Safety Data Sheets (MSDS)
 - Copies of all permits and licenses necessary in performing the work as required by local, state and federal health, environmental, health, construction and building codes.
- Change Orders should be completed for the replacement of any parts deemed defective and beyond repair. The Finance Director of St. Andrew's Parks & Playground Commission will sign all change orders.
- The Final Inspection Meeting should occur before final payment is given and should include at least one representative from the VENDOR and at least one representative from StAPPC.

9. Selection Criteria

VENDOR selection shall be based on a two-part rubric that includes a Vendor Selection Scorecard and the Average Score given by provided references. The two parts of the selection process shall have equal weight and merit.

This RFP does not commit the Commission to award a contract, pay any cost incurred in the preparation of a proposal in response to the RFP or to procure or contract for any services.

This project will not necessarily be awarded to the lowest bidder. All responses to this RFP will be evaluated based on the response that is the most advantageous to StAPPC and will provide the highest quality of service at a fair and competitive price. Furthermore, St. Andrew's Parks and Playground reserves the right to award in whole or in part and / or reject any and all bids.

10. Process Schedule

- ❖ **Pre-Bid Site Visits:** XXX 1:30 pm ET
- ❖ **Sealed Submissions Due:** Tuesday, June 26, 2018 at 12:00 pm ET
- ❖ **Vendor Evaluations:** Tuesday, June 26, 2018 at 2:00 pm ET
- ❖ **Letter of Award:** Friday, June 29, 2018
- ❖ **Notice to Proceed and Project Meeting with Selected Vendor:** Friday, June 29, 2018
- ❖ **Completion Date:** Sunday, July 29, 2018