



Office of Purchasing/Contracting 324 W. Evans Street Florence, South Carolina 29501

**REQUEST FOR QUALIFICATIONS NO. 2026-24
GENERATOR AT FIRE STATION #2 AND MUNICIPAL FUEL PUMPS
SUBMISSION DEADLINE: September 4, 2026, 2:00 pm**

PURPOSE OF THE REQUEST FOR PROPOSALS

The City of Florence, South Carolina (the City) is soliciting proposals from qualified general contractors specializing in the electrical, plumbing, and general construction field. The selected proposal will provide the City with services for the installation of a new generator that will serve Fire Station #2 and the municipal fuel pumps adjacent to the fire station. This project is funded by a grant from the Federal Emergency Management Agency (FEMA) and administered by the South Carolina Emergency Management Division (SCEMD). This grant is a part of the “Building Resilient Infrastructure and Communities” program for Fiscal Year 2022 and is to be administered this fiscal year. Responses should be submitted based on the information and guidelines provided in this Request for Qualifications (RFQ).

This RFQ is being publicly advertised. The City will make the selection based on the responses submitted and then negotiate a final agreement with the selected contractor. The final selection of the contractor will be based on the criteria set forth in this RFQ.

All responses must be sealed and have **“RFQ 2026-24 Request for Qualifications: Generator at Fire Station #2 and Municipal Fuel Pumps”** clearly marked on the outside for ease of identification by the City. **Submit one (1) original and four (4) copies of the proposal.** Responses may be hand-delivered prior to the submission deadline at the address listed above. The City does not accept electronic/emailed responses. Directions may be obtained by calling (843) 665-3165. Any response received later than the submission deadline **WILL NOT BE ACCEPTED OR CONSIDERED.**

Responses submitted by mail should be addressed to: **City of Florence, Attn: Lynwood F. Givens, Purchasing Agent, 324 W. Evans Street, Florence, SC 29501.** The City will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason.

This solicitation does not commit the City of Florence to award a contract, to pay any costs incurred in the preparation of a response, or to procure or contract for services. The City of Florence reserves the right to accept or reject any or all submissions received as a result of this Request for Qualifications, or to cancel it in part or in its entirety if it is in the best interest of the City of Florence.

Lynwood F. Givens
Purchasing Agent

MINORITY, WOMAN, AND VETERAN OWNED BUSINESS

Minority Business Owners (minority, woman, or veteran owned businesses) will be afforded full opportunity to submit a response to the Request for Proposals and will not be discriminated against on the grounds of race, color, creed, sex, or national origin in consideration for an award. It is the policy of the City that minority business and women owned business enterprises (MBE/WBE/VBE) have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract. Please indicate that you are a minority or woman owned business with your proposal submission.

The successful contractor(s) must ensure that all subcontractors, agents, personnel assigned by or employees of prime company and subcontractors are not discriminated against because of their race, color, religion, sex, or national origin. The successful contractor(s) must make positive efforts to provide equal employment opportunity for minority and women owned businesses.

All submitted materials shall become the sole property of the City of Florence. Contractors will relinquish claim for return of submitted material. The City shall have sole discretion in evaluating the responses. The City reserves the right to reject any and all responses and is not bound to accept any response if it is contrary to the best interest of the City.

INSTRUCTIONS

Responses to the Request for Qualifications will only be accepted from responsible and responsive companies that have an established reputation in the electrical, plumbing, and general contracting field.

No response may be withdrawn for a period of ninety (90) days after the submission date.

A responsive company is defined as one that has the capability in all respects to perform fully the requirements mentioned in the RFQ document and the integrity and reliability which will assure good faith performance.

A responsive company is defined as one that has submitted a response which conforms in all respects to the RFQ requirements.

Protest Period: Any actual or prospective company that is aggrieved in connection with the solicitation or award of a contract/purchase order may formally protest in writing to the Finance Director. The protest may be submitted at any time during the procurement process. However, if a prospective company wishes to protest, the formal protest must be submitted in writing and must be received by the City no later than seven (7) days from the date that the aggrieved actual or prospective company has been informed of the proposal results by the Purchasing Agent. Protests received by the City after the expiration of the seven (7) day protest period will not be considered by the City.

Disputes: In cases of disputes as to whether or not an item or service quoted or delivered meets the scope of work, the decision of the City of Florence shall be final and binding on all parties. The Purchasing Agent may request in writing the recommendation of the head of the department of the end user or other objective sources.

Deviations: Any deviations from the scope of services contained herein must be stated in the response for the City of Florence's consideration.

Changes: Any changes in this Request for Qualifications after a contract agreement has been awarded must be with the written consent of the Purchasing Agent or the City Manager; otherwise, the responsibility for such changes lies with the company. Any changes to the scope of services in this Request for Qualifications package shall be in writing and an addendum will go out to all prospective respondents so each respondent can compete equitably.

Ownership Of Material: Ownership of all data, material and documentation originated and prepared for the City of Florence pursuant to this contract shall belong exclusively to the City of Florence.

QUESTIONS AND INQUIRIES: The deadline for the submission of any and all questions and inquiries concerning this RFQ is August 28, 2026 at 5:00 pm. All questions must be directed to Lynwood F. Givens, Purchasing Agent in written format and e-mailed to lgivens@cityofflorence.sc.gov. Responses to questions will be provided to all bidders and placed on the City of Florence website by 5:00 pm August 28, 2026.

A complete copy of the City of Florence Purchasing Policies and Procedures Manual can be downloaded from the City of Florence website at <https://www.cityofflorence.sc.gov/public-bid-information>.

PROJECT DESCRIPTION

Fire Station #2 has served the area residents since the 1970's. The existing generator that provides back up power during power outages is significantly out of date and locating replacement parts has become increasingly problematic. Additionally, the City of Florence has installed a new municipal fuel pump site adjacent to the fire station that serves our municipal fleet. With the assistance of this grant, the City of Florence seeks to replace the existing generator that serves the station, and additionally serve the municipal fuel pumps located directly adjacent to the fire station. Below is a general scope of work.

SCOPE OF WORK

The following work will be required to demolish and remove the existing infrastructure and install the new generator, transfer switch, 400A 3-phase panel, and the 100A subpanel at Fire Station #2.

GENERATOR, ATS, 400A Panel

1. Demo and dispose of the existing generator and transfer switch.
2. Provide and install a new 150KW, natural gas fed, 3-phase 240vac, generator with 400A service entrance rated automatic transfer switch.
3. Demolish and dispose of existing concrete pad. (The current underground conduits will not be sufficient for the new emergency power feed to the ATS.)
4. Provide and install new concrete pad of sufficient size to have a 2.5' perimeter around the new generator. Concrete pad shall be flat and level to within ½", shall use 2,500 psi strength concrete, be reinforced with #6 rebar on 12" centers, and shall be 4" in thickness. Concrete pad shall be located in the general location of the existing pad.
5. Generator shall be grounded in accordance NFPA 70.
6. Demo and dispose of existing 400A panel and 100A sub-panel on same interior wall.
7. Provide and install trough style junction box at just above floor level to intercept all underground conduits. This trough will be used to route existing utility feeder wires to new ATS location on same wall and other branch circuit wires to terminations on new panel breakers. Utility feeder wires and any wires #8 AWG and larger will be spliced in the trough using insulated Polaris connectors. Any wires smaller than #8 AWG will be spliced with insulated barrel style stakons and taped with 3M 33+.
8. Provide and install new 400A, 3-phase, 4-wire, bolt in breaker, electrical panel with no less than the following breakers: (3) 1P 20A GFCI, (3) 2P 60A, (1) 1P 30A, (24) 1p 20A, (3) 100A 3P, & (1) 2P 20A.
9. Modify existing conduits and provide and install new conduits, wire, and terminations required for a properly functioning system that connects the new generator, ATS, and energizes all existing branch circuits.
10. Provide and install conduit, wire and terminations for any generator control circuits including but not limited to start, stop, batter charger, or water jacket heater.
11. Route circuits in existing subpanel to breakers in new 400A panel. Provide and install any required splicing, conduit, wire, and terminations.
12. Provide and install sufficient sized natural gas lines from utility service to allow generator to operate at 100% of its capacity. Provide pressure reducing apparatuses for existing natural gas appliances at fire station if needed. Pressure testing on gas line must be observed by COF.

FUEL STATION

1. Coordinate with Duke/Progress to have utility power to Fuel Pumping Station MTS & power panel disconnected.
2. Re-feed existing 100A Fuel Pumping Station Panel from new interior 400A panel. Provide conduit, wire, and terminations as required. (Approx. Distance 250').
3. Demo and dispose of existing manual transfer switch feeding 100A Fuel Pumping Station Panel.
4. Replace any and all material that was removed for installation of conduit including, but not limited to asphalt, concrete, crushed stone, and grassing.

SPECIFICATIONS

1. Obtain all required permits including but not limited to gas, electrical, and civil work.
2. All conduit penetrating concrete must be ARC with bitumastic paint applied.
3. All exposed exterior conduits will be ARC.
4. All underground conduits shall be PVC Sch 40 and installed at a minimum depth of 36".
5. All interior conduits shall be EMT.
6. All wire shall be THHN Stranded.
7. All penetrations of exterior walls will be sealed with silicone.
8. Interior wall penetrations will be caulked and fire caulked if a fire wall.
9. Provide training on new generator and ATS. Training must include how to set up automatic exercise cycle.
10. 400A panel to be Square D or Siemens.

BUDGET

Total project budget is limited to \$144,900.00.

SCHEDULE

A proposed schedule, including the timeframe expected for delivery of generator, be included within the "Content of Proposals", as outlined below.

ATTACHMENT

Attached is the general route proposed to install the necessary conduit to serve the fuel site with generated power. Alternative routes will be considered.

PRE-BID CONFERENCE

The City of Florence will hold a pre-bid meeting on-site at Fire Station #2 on August 21, 2026 at 10:00 am. Fire Station #2 is located at 250 E. Marion Street, Florence, SC 29501. Additional walk through may be considered and can be coordinated with the Florence Fire Department Chief, Shannon Tanner. Chief Tanner can be reached at (843)665-3231.

CONTENT OF PROPOSALS

Proposals of interested general contractors should provide the following information, which will be used to establish qualifications and to select a firm.

1. Professional Experience and Qualifications - 25 points

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the proposed contractor. The contractor's personnel experience, track record for meeting budget, quality workmanship, experience with similar projects, and all other aspects will be taken under consideration. Please provide up to three (3) references for like or similar projects.

2. Schedule - 25 points

This criterion will award points for the contractor's projected schedule. The proposed schedule shall include the expected delivery timeline for the generator, along with the proposed schedule to complete all work and receive final permitting.

3. Not to Exceed Three (3) Previous Project Examples - 25 points

Provide up to three (3) previous project examples that are like or similar in nature to this project.

4. Proposed Cost of Project- 25 points

Provide a detailed cost of the project outlining unit costs for all proposed items. It is expected that the contractor will provide a cost worksheet within this proposal based upon the scope of work outlined within this Request for Qualifications.

Right to Reject Responses, Waive Irregularities, and Conduct Ex Parte Communications with Contractors: The City reserves the right to accept or reject any and all responses, at its sole discretion, received as a result of this RFQ, to waive minor irregularities, and to conduct discussions with any or all prospective applicants, in any manner necessary, to secure helpful information.

Right to Request Additional Information from Any or All Responders: The City reserves the right to request additional information from any or all prospective applicants, if necessary, to clarify that which is contained in the proposals.

Responders are requested to submit five (5) copies of the proposal. Due to time limitations of the Selection Committee members, responses should be limited to no longer than fifteen (15) single-sided pages. Please include tab dividers for easy access to each section of the proposal (tab dividers do not count toward the 15-page limit). Additional supplemental information may be submitted, under separate cover, in order to aid in firm selection. This information may include staff resumes, descriptions of similar municipal projects, project references, etc.

SELECTION PROCESS

The City has formed a Selection Committee to review the proposals and recommend a firm. The Selection Committee will be composed of the following members:

1. Deputy Fire Chief
2. Maintenance Manager
3. Fire Chief
4. Assistant City Manager
5. Purchasing Agent

Any questions regarding this RFQ should be addressed to the Purchasing Agent, Lynwood F. Givens in writing to lgivens@cityofflorence.com. Please do not attempt to contact members of the Selection Committee.

The Selection Committee will review all responses in accordance with the Evaluation Criteria outlined herein and make a final selection. All submissions must conform to this RFQ. The Selection Committee reserves the right to interview any or all of the respondents if it is determined to be in the best interest of the City.

The submissions will be evaluated based on organization, completeness, and sufficiency of information requested throughout the submission. The factors for award directly correspond to the RFQ requirements as previously outlined and have been assigned a point value.

Based upon its review of the evaluation and selection criteria itemized in the content of the proposals section, above, the Selection Committee may short-list up to three contractors deemed to be best suited to the needs of the City. If selected, the contractor's will then be interviewed by the committee. During the interview process, the short-listed contractors will be given the opportunity to discuss anticipated methods and their approach for furnishing the required services, and to seek further clarification of the project elements.

Based on the proposals and interviews with the short-listed contractors, the Selection Committee will select one firm for contract negotiation. Based upon the contractor's price proposal, the Committee will attempt

to negotiate a scope of services and contract price that is satisfactory to the City and contractor. Upon completion of the negotiations, the committee will make its recommendation to the City Manager.

The City shall have sole discretion in evaluating the responses and the suitability of the responder to meet the City's needs. The City reserves the right to select the response or responses deemed to be in the best interest of the City. The City also reserves the right to reject any and all responses.

BUSINESS LICENSE REQUIREMENT

Entities that provide goods and services within the City limits are required to have a business license. The successful contractor/company will be required to contact the Business License Office, 324 West Evans Florence, SC 29501 prior to commencement of work. The Business License Office's phone number is (843) 665-3173 and the fax number is (843) 665-3171. The City's business license application can be viewed at the following URL:

<https://www.cityofflorence.com/business-licenses/licenses-and-fees>

TAXES

The City of Florence pays SC Sales Taxes in the amount of 8%. However, the City of Florence is exempt from Federal Excise Taxes and will issue exemption certificates, if requested. **Include all taxes with your response.**

PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION

The successful company shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful company shall name the City of Florence, South Carolina, its elected and appointed officials, officers, and employees "Additional Insureds" as their interests may appear but only with respect to services performed or provided by successful company on behalf of the City under Consultant's commercial general liability insurance policy. The successful company shall, within 10 days of the full execution of any contract resulting from this RFP, provide the City's Purchasing Agent with a certificate(s) of insurance evidencing the coverages required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 days after the insurer or the selected company gives written notice to the City.

Without limiting the provisions of paragraph above, the selected company shall, during the term of any contract with the City, purchase and maintain insurance with limits not less than those set forth below.

The successful company shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the company shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.

- Employer's Liability Insurance - \$1,000,000 each accident, \$1,000,000 disease policy limit, \$1,000,000 disease each employee
- Commercial General Liability Insurance - \$1,000,000 per occurrence (bodily injury and property damage) / \$1,000,000 general aggregate
- Automobile Liability Insurance - \$1,000,000 combined single limit (bodily injury and property damage), each accident
- Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate

Professional Services: The selected company shall indemnify and hold the City of Florence, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected company's professional services under any contract resulting from this RFP, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose acts, errors, or omissions the selected company may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

Other Than Professional Services: With respect to all acts or omissions of the selected company, or any individual or entity directly or indirectly employed by the selected company to perform any of the work, or anyone for whose acts, errors, or omissions the selected company may be liable, which do not arise out of or result from the performance of professional services, and which may be covered by employer's liability insurance, commercial general liability insurance, automobile liability insurance, or other general liability insurance, the selected company shall indemnify and hold the City of Florence, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by or arising out of the selected company's negligent acts of commission or omission (or those of or any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose actions or failure to act the selected company may be liable) during the performance of this Agreement.

The selected company shall require any subconsultants and subcontractors to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected company. In addition, the selected company shall require any subconsultants and subcontractors to assume the selected company's indemnification obligations under any contract resulting from this RFQ to the extent they relate to the subconsultant's or subcontractor's obligations under any contract with the selected company.

ATTACHMENT: Proposed route is illustrated with the solid red line.





REQUEST FOR QUALIFICATIONS NO. 2026-24

Contact Information

The following form should be completed and submitted with your proposal.

Company Name:

Address:

City, State, Zip:

Phone Number:

Fax Number:

E-mail Address:

Printed Name of Authorized Agent:

Title:

Date: