

CITY OF FLORENCE BID DOCUMENT

Sealed bids will be received by the City of Florence in the Purchasing/Contracting Office at the City Center, 324 West Evans Street, Florence, SC 29501-3430 until **2:00 PM on April, 22nd, 2026**, from qualified and professional contractors to conduct the Groundwater Well Investigation.

Bids shall be opened promptly at the above stated time and date and their contents will be made public for the information of the bidder and others properly interested. The bid will not be awarded until the City of Florence has had ample time to review each bid.

Bids must be submitted in sealed envelopes with the bid name clearly marked "**Bid No. 2026-25: Groundwater Well Investigation**" on the outside of the envelope for easy identification by the City of Florence. Bids may be hand delivered to the address noted above. Any bids received later than the specified time will not be accepted / considered. The City of Florence will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Bids may be hand delivered. Bids submitted by mail, Federal Express, United Parcel Service, etc., must meet these same requirements and shall be addressed to:

City of Florence
City Center
324 West Evans Street
Florence, SC 29501-3430

Attention: Mr. Lynwood F. Givens

The City of Florence reserves the right to engage in discussions with any or all responsible Bidders who submit bids which appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the Invitation to Bid requirements herein.

This solicitation does not commit the City of Florence to award a contract/purchase order, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services. The City of Florence reserves the right to reject any and all responses, to cancel this solicitation, and to make an award deemed in its own best interest.

1. **MINORITY AND WOMAN OWNED BUSINESS**

Minority Business Owners (minority or woman owned businesses) will be afforded full opportunity to submit bids in response to this invitation 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) 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.

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

2. BIDDER'S QUALIFICATION

The successful bidder must have no less than five (5) years of experience in this type of work and be licensed in the state of South Carolina. No bid will be considered unless the bidder is legally qualified under the provisions of the South Carolina Contractor's Licensing Law (South Carolina Code of Laws as amended on April 1, 1999, Chapter 11, Sections 40-11-10 through 40-11-428).

Before the award of contract/purchase order, any bidder may be required to show that they have the necessary license, facilities, experience, ability, and financial resources to perform the work in a satisfactory manner. Bidders may be required to furnish the City with sworn statements as to their experience. No contract/purchase order will be awarded except to responsible bidders capable of performing the class and type of work required.

3. INSTRUCTION TO BIDDERS

The Contractor should realize that delays due to bad weather, materials, and such, not under the control of the Contractor will be considered by the Engineer for time extension.

No bid may be withdrawn for a period of **90** days after the bid opening date.

Bids must be signed by an individual legally authorized to offer the pricing and response to this invitation to bid. Any bid that is not signed will not be accepted.

All bidders must follow the specifications outlined in this bid document. Any bidder who finds a discrepancy in or omission from the specifications, or is in doubt as to their meaning, or feels that the specifications are discriminatory, shall notify the City's Procurement Agent in writing not later than 5 days prior to the scheduled opening of bids.

The City will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the City's Engineer.

4. DEFINITIONS: Responsible Bidder means a bidder who has the capability in all respects to fully perform contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder means a bidder who has submitted a bid which conforms in all material respects to the Invitation to Bid.

5. PROTEST: Any actual or prospective vendor, bidder, or contractor who is aggrieved in connection with the solicitation or award of a contract may formally protest to the Finance

Director. The protest shall be submitted in writing within seven (7) days after such aggrieved person or party has received the bid tabulation or the intent to award letter, whichever occurs first.

6. DISPUTES: In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the City of Florence shall be final and binding on all parties. The City's Engineer may request in writing, the recommendation of the head of the City agency using the item or other objective sources.
7. EXCEPTIONS: Exceptions taken do not obligate the City to change the specifications. The City's Engineer will notify all bidders in writing, by addendum duly issued, of any interpretations made of specifications or instructions.
8. DEVIATIONS: Any deviations from the specifications contained herein must be noted in detail on the bidder's bid response for the City of Florence's consideration. Failure to submit documentation of deviations shall be grounds for rejection of the item offered to the City of Florence.
9. CHANGES: Any changes in this Invitation to Bid after the purchase order/contract agreement has been awarded must be with the written consent of the City of Florence; otherwise, the responsibility for such changes lies with the vendor.
10. INQUIRIES: All questions concerning this invitation to bid shall be made in writing and directed to Mr. Lynwood Givens at (843) 665-3165. Mr. Givens' e-mail address is lgivens@cityofflorence.com. If necessary, Mr. Givens may refer questions to the Engineer, Michael Henry, P.E., of AECOM.

All bids shall be submitted using the bid sheet in Section 00311 - Bid Form.

A complete copy of the City of Florence Purchasing Policies and Procedures Manual can be downloaded from the City of Florence website at www.cityofflorence.com.

11. CRITERIA FOR AWARD:

The bid will be awarded to the lowest responsible/responsive bidder that best meets the City of Florence's specifications/scope of work, taking into consideration the following but not limited to:

- A. Price.
- B. Experience of company.
- C. Past performance based on references.
- D. Timeliness of completion.
- E. Geographical location of bidder's place of business (including service facility) in relation to Florence, SC.
- F. Warranty.

12. TAXES

The City of Florence pays South Carolina Sales Taxes in the amount of 6%. However, the City of Florence is exempt from Federal Excise Taxes and will issue exemption certificates, if requested.

13. BUSINESS LICENSE REQUIREMENT

It is required that each contractor and all subcontractors awarded a contract agreement with the City of Florence, either secure a business license or update their current business license for the contract amount for any work that is to be done inside the city limits. The successful contractor and all subcontractors shall be required to contact the Business License Coordinator, 324 West Evans Street, Florence, SC 29501-3430 prior to commencement of work. The business license coordinator's phone number is (843) 665-3173, FAX (843) 665-3111.

14. REQUIRED INSURANCE INFORMATION

The vendor shall agree to hold harmless, indemnify and defend the City of Florence, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting there from). Such claims include, but are not limited to, actual, consequential, incidental or punitive damages. The vendor shall agree to maintain sufficient comprehensive general liability insurance, naming the City of Florence, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the Procurement Officer by an appropriate certificate-of-insurance issued by the vendor's insurance agent.

Further, the vendor shall agree to insure prior to commencement of work on the project (job), all subcontractors, agents, assigns or employees of prime vendor and subcontractor shall agree to hold harmless, indemnify and defend the City of Florence, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting there from). Such claims include but are not limited to, actual, consequential, incidental or punitive damages. Further, prior to commencement of work on the project (job), the vendor shall insure that all subcontractors, agents or assigns of the vendor, maintain sufficient comprehensive general liability insurance, naming the City of Florence, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the Procurement Officer by an appropriate certificate-of-insurance issued by applicable entity's insurance agent.

With regards to comprehensive general liability insurance, claims may be made during or after the term or terms of the contract/purchase order agreement.

Vehicle liability insurance with minimum combined single limits of \$1,000,000.00 per occurrence shall be maintained by the vendor.

The successful firm 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 firm 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.

15. INSPECTION/ACCEPTANCE

The City of Florence shall conduct an inspection of the assigned work. The inspection shall be conducted by Mr. Martin Fox, Mr. Steven Allen, or their designee. No payment is to be made until an approved inspection is made.

16. LOCAL AND MINORITY BUSINESS ENTERPRISE PURCHASING PROGRAM

When lowest bid is the principal determining factor in a bid selection process it is the intent of the City of Florence to provide preference first to local businesses within the City or County of Florence; however, if no local business is eligible or able to participate, preference shall then be provided by the City to minority business enterprises based on the following guidelines:

- A. For purposes of this policy, a "local business" is defined as a person, firm, contractor, corporation, or other business entity offering the services and/or products being bid by the City that maintain a place of business and have a physical business address located and operating within the City or County of Florence. The business must have been established for not less than one year within the City or County of Florence and have a valid City of Florence Business License for a minimum of 12 months prior to the bid date.
- B. For purposes of this policy, a minority business enterprise (MBE) is defined as an MBE that is certified in accordance with South Carolina Regulations § 19-445.2160, as authorized by §11-35-5270 the South Carolina Code of Laws, as amended.
- C. When lowest bid is the principal determining factor in the selection process any "local business" as defined in Subsection A above that submits a responsible and responsive bid within 5% (if the business is located within the City of Florence) or 3% (if the business is located within Florence County) of the non-local bidder who submitted the lowest bid may match the bid submitted by the non-local bidder. A "local business" that is within the percentage guidelines of the lowest bid received shall then be eligible for award of the contract.
- D. If the lowest bid is not a "local business" and a "local business" is within the percentage guidelines of the lowest bid received, the "local business", subject to the provision of Subsection H below, shall be awarded the contract if it is willing to provide goods or services at the same price of the lowest bid received.
- E. If conditions of Subsections C above are met and the qualified "local business" declines or is unable to match the lowest bid, then the option to do so moves to the next qualified "local business", if such business' bid is within the percentage guideline of the lowest bid, and is similarly responsible and responsive.

- F. In the event there is no “local business” eligible or willing to match the lowest bid, the lowest responsible and responsive bid submitted by an MBE, if any, would be allowed the opportunity to match the bid submitted by the non-local bidder and thereby be awarded the contract when lowest bid is the primary determining factor in the bid selection process.
- G. If a procurement is to be made pursuant to state funding requirements, federal funding requirements, bond covenants, or other outside funding source requirements which prohibit or restrict local or MBE preference, then no local or MBE preference consideration will be given.
- H. The provisions for a local or MBE preference does not prohibit the right of the City to compare quality of materials proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, contractors, corporations, or other business entities submitting bids. Accordingly, the local or MBE preference for a particular procurement may be waived by the City Manager upon written recommendation and justification by the Department Director.

END OF SECTION