



City of Cayce, South Carolina

Request for Quote for

Museum Windows Replacement

RFQ Issue Date:	September 25, 2023
RFQ Contact: (for any questions or requests for clarification)	Andy Thomas Curator, Cayce Historical Museum athomas@caycesc.gov
Send Proposals to:	City of Cayce Cayce Historical Museum Museum Windows Replacement RFQ Andy Thomas, Curator athomas@caycesc.gov 1800 12 th Street Cayce, SC 29033
RFQ Closing Date and Time:	October 25, 2023 by 4:00pm
Number of Quote Copies Requested:	3 Individually Sealed and Labeled #1, #2 and #3

RFQ Evaluation Committee:

Mike Conley
Assistant City Manager

Kelly McMullen
City of Cayce Treasurer

Andy Thomas
Museum Curator

City of Cayce, South Carolina
Request for Quotes
to Provide Window Replacements

I. Introduction

The City of Cayce is requesting quotes from qualified contractors to replace windows at the City of Cayce Historical Museum located at 1800 12th Street in Cayce, SC 29033.

II. Objective

The City of Cayce invites qualified contractors to submit proposals to remove and replace 15 deteriorating wooden windows with new wooden windows in the 18th and 19th centuries style the museum building represents.

The City of Cayce invites proposals until 4:00 pm EST, October 25, 2023 from qualified firms.

The City reserves the right to reject any and all proposals, to waive any informalities or irregularities and to make the selection among the quotes as are deemed in the best interest of The City. The City is not liable for any costs incurred to prepare or present a response to this Request for Quote (RFQ). The City will not accept late proposals and will not be responsible for any errors presented in a submission by a proposer.

III. Submission Instructions

Three (3) paper copies can be delivered in person during City working hours or mailed by the due date. If emailing proposal, emails must also be received no later than the date specified in the Schedule below. It is the responsibility of the Proposer to ensure that emails are successfully delivered to the RFQ contact. Proposals should be clearly marked "Proposals for Window Replacements" as shown on the title page of this formal solicitation.

Submit proposals to:

Andy Thomas, Cayce Historical Museum Curator
athomas@caycesc.gov
1800 12th Street
Cayce, SC 29033

Schedule:

Deadline for Submissions

October 25, 2023, at 4:00pm EST

IV. RFQ Requirements

Responses to this RFQ must include the following:

1. Introduction and Qualifications

This section will need to contain an overview of the company. The introduction shall indicate the legal name, address, website, telephone number, and local contact. The company will provide an overview and history of the company including identifying all members who will be working with the City and their experience. The company will also describe its history with other local governments for which it has provided similar services in the past.

2. Response to Technical Requirements (see below)

3. Cost for Services (see below)

4. Availability

This section should include a statement addressing the availability of required supplies and the contractor's availability to perform the work. A sample schedule is preferred.

V. Scope of Work

Technical Requirements

The purpose of the technical requirements is to demonstrate the qualifications, competence, and capacity of the contractor seeking to undertake the replacement of the museum windows in conformity with the requirements of this RFQ. As such, the substance of proposals will carry more weight than their form or manner of presentation.

The technical section should demonstrate the qualifications of the contractor and/or the particular staff to be assigned to this engagement. The technical section should address all the points outlined below. While additional data may be presented, the following subjects--Items #1 through #9--must be included. They represent the criteria against which the proposal will be evaluated.

1. Window removal including the demolition and disposal of the existing windows on the museum
2. Removal of all debris and associated materials for the demolition
3. Insulation, sealing, preparation of the openings to accept the new windows
4. Replacement of windows with new wooden windows in sync with the 18th and 19th century look of the museum building
5. Pricing should reflect supply of windows, delivery/storage and coordination by the contractor

6. All other necessary additional sealants and replacement of all necessary trim inside and out to be included as part of the works
7. All materials to accommodate the installation to be provided by contractor
8. Safety considerations for staff and museum visitors/egress to building must be considered at all times
9. No openings to be left at the end of the work day, temporary and secure covers as required

Cost for Services

Total All-Inclusive Maximum Price -- The cost section should contain all pricing information relative to performing the windows replacement as described in this RFQ.

VI. Withdrawal of Proposal

Submitters may withdraw their submitted Proposal at any time by giving written notice to the RFQ Contact.

VII. Freedom of Information Act

All proposals will be treated as public information unless it is specifically requested that portions of the bid be exempt from disclosure under the Freedom of Information Act, SC Code of Laws Section 30-4-40 (a) (1). It is the Proposer's responsibility to notify the City of any proprietary information listed in proposals submitted. Any information in which the proposer considers proprietary MUST be clearly marked "proprietary" next to the relevant part of the text in order for it to be treated as such. If a contract is signed with your institution, the contract document is not exempt from disclosure.

VIII. Equal Employment Opportunity

Contractor agrees that it will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based upon race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments or the South Carolina Human Affairs Law, except as permitted by said laws.

IX. Indemnification

The contractor and any of its subcontractors shall indemnify, defend, hold harmless and reimburse the City, their agents, officers and employees from and against any and all losses, liabilities, expenses, and all claims for damages of any nature whatsoever, relating to or arising out of any action or failure to act, by the contractor, its subcontractors, officers, agents and employees, or relating to or arising out of the performance or failure to perform by the contractor, its subcontractors, officers, agents and employees of any of the obligations under this Agreement. Losses, liabilities, expenses and claims for damages shall include, but not be limited to, civil and criminal fines and penalties, a taking, whether direct or indirect (inverse), loss of use and/or

services, bodily injury, death, personal injury, or injury to real or personal property, defense costs, legal fees and costs and attorney's fees for an appeal.

The City of Cayce shall promptly notify the contractor of any civil or criminal actions filed against it or of any notice of violation from any federal or state agency or of any claim as soon as practical. The contractor upon receipt of such notice shall have the right at its election to defend any and all actions or suits or join in the defense. Nothing herein shall be construed to prevent the City from defending their own interest.

X. Subcontracting

If any part of the work covered by this RFQ is to be subcontracted, the contractor shall identify the subcontracting organization and the contractual arrangements made therewith. All subcontractors must be approved by the City of Cayce. The successful offeror will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the offeror.

XI. Insurance

The Contractor shall be duly licensed and bonded by the State of South Carolina. A copy of the certificate of insurance evidencing such insurance shall be provided to the City of Cayce prior to the execution of any agreement. Notice of cancellation of such insurance shall be given to the City of Cayce by Contractor's insurer at least sixty (60) days prior to cancellation. All work performed and not otherwise specifically identified in any agreement shall have a warranty period of ten (10) years from the time the Work is completed.

VI. Worker's Compensation Coverage

The contractor shall comply with the State law known as the Worker's Compensation Act. The contractor shall maintain such insurance as will protect both contractor and the City from claims under Worker's Compensation Acts and from any other claims for damages for personal injury, including death, which may arise from operations under this contract, whether such operations are by the contractor, or anyone directly or indirectly employed in the work.

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all the requirements stated herein.

XII. Additional Information

Selected contractor(s) must obtain all appropriate City of Cayce permits and licenses upon contract agreement.