



## **REQUEST FOR PROPOSAL**

## **ORANGEBURG CHAMBER & CHAPEL BUILDINGS REPAIR**

City of Orangeburg  
979 Middleton Street  
Orangeburg, SC 29115

## SCOPE OF WORK

The City of Orangeburg is seeking proposals from qualified contractors for the repair of the Orangeburg Chamber and Chapel Buildings due to flash flooding that occurred November 7, 2024.

Proposals must include all labor, materials, personnel, and equipment needed. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost-effective manner.

It will be the obligation of the selected contractor to adhere to accepted industry standard methods and practices in completing work and to complete a project that is consistent in terms of appearance and quality of materials and workmanship.

The successful bidder must furnish all equipment, labor and supervision required to provide the repairs. The repair work includes, but is not limited to:

### Chamber of Commerce Building

- Repair and/or replace damage to walls (including windows), doors, insulation, finish carpentry and fixtures.
- Repair and paint walls and/or provide wallpaper covering.
- Repair and/or replace flooring (vinyl, tile and carpet).
- Repair and/or replace damaged electrical work
- Repair and/or replace damaged HVAC.
- Repair and/or replace plumbing (kitchen, restroom) and accessories.
- Replace appliances (refrigerator, electric range, range hood).
- Dispose of project debris and ensure complete site restoration.

### Chapel Building

- Repair and/or replace damage to walls (including windows), doors, insulation and finish carpentry.
- Repair and paint walls.
- Repair and/or replace flooring (tile, etc.).
- Repair and/or replace masonry and framing.
- Strip 4 pews of old paint/varnish and re-stain.
- Check pew joints fasteners and repair as needed.
- Repair and/or replace damaged electrical work.
- Repair and/or replace damaged HVAC.
- Dispose of project debris and ensure complete site restoration.

The contractor is responsible for securing all required permits, inspections, and ensuring proper disposal of waste and debris. The contractor must notify the City of Orangeburg of any requirements for on-site space requirements and/or equipment parking. The contractor must consult with the City of Orangeburg on timelines for project start and end dates and access inside the building.

A mandatory site visit for both repair locations will be held 155 Riverside Drive SW, Orangeburg, SC on April 10, 2025 (date) at 10:00 am (time) for all interested bidders.

## **MAINTENANCE OF PROJECT SITE**

The contractor shall not work, store or operate equipment outside designated work areas without the permission of the City of Orangeburg. The contractor's operations shall not interfere with city operations and/or emergency vehicles. The contractor shall protect all abutting property from injury or loss and shall defend and save the City harmless from all such damages, injuries and loss occurring because of his/her work. The contractor shall furnish and maintain all passageways, barricades, guard fences, lights and danger signals, and shall provide watchmen and other facilities as required by local conditions, all at no additional cost to the City. The contractor shall assume full responsibility for loss or damage to the work during the entire construction period resulting from conditions and from all other causes whatsoever, not directly due to the acts or neglect of the City of Orangeburg, including fire, vandalism and malicious mischief.

## **CONTRACTOR REQUIREMENTS**

The successful bidder will be required to agree to the below requirements, as well as prepare and provide the following:

The contractor shall be responsible for operating the site in a manner to minimize the risks associated with its being a nuisance during times when construction activities have been suspended, and the site is not occupied by the contractor or its employees or subcontractors.

Contractors, subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of the City of Orangeburg.

Due to non-operation of the Orangeburg Chamber activities, the contractor shall commence work Monday – Friday beginning 7:00am.

## **INSURANCE**

The successful bidder shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period.

The following minimum insurance coverage is required.

The City of Orangeburg is to be added as an “additional insured”. This language **must** be written in the description section of the insurance certificate, and a copy of the certificate should be supplied to the City of Orangeburg.

Any costs for adding the City of Orangeburg as “additional insured” will be at the contractor's expense.

Commercial General Liability Insurance covering premises-operations, products-completed operations, contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

### **INTENT TO PROPOSE**

The last day for questions regarding this proposal must be submitted to David Epting by **April 11, 2024 (date)**.

Following the mandatory site visit on **April 10, 2025**, all interested parties are required to submit a Proposal Intent Response Form (**Addendum A**). The form, due by **5pm on April 15, 2025**, is to be submitted to both proposal contacts listed below.

### **PROPOSAL SUBMISSION**

Interested parties must submit their proposals. Proposals should include:

- Company profile and statement describing the proposer’s qualifications and experience.
- A detailed description of work to be performed.
- A detailed description of warranty coverage.
- A detailed breakdown of cost, including labor, materials, and any additional expenses.
- Three (3) references from previous clients.

Proposals should be submitted no later than 5 pm on **April 25, 2025** (date) to both:

Theresa Williams, Assistant City Administrator  
City of Orangeburg  
979 Middleton Street  
Orangeburg, SC 29115  
[Theresa.williams@orangeburg.sc.us](mailto:Theresa.williams@orangeburg.sc.us)  
803-539-3717

David Epting, Public Works Director  
City of Orangeburg  
979 Middleton Street  
Orangeburg, SC 29115  
[David.epting@orangeburg.sc.us](mailto:David.epting@orangeburg.sc.us)  
803-539-3748

### **SELECTION PROCESS**

A selection committee will evaluate all responsive information submitted. The following criteria will be used to evaluate each firm:

- Experience, qualifications, and ability to perform requested services
- Cost proposal
- References

The City of Orangeburg reserves the right to:

- Reject any or all proposals.
- Award a partial proposal.
- Waive any informalities or irregularities in the proposal submission process.

- Negotiate further with any proposing parties.
- Withdraw the request for proposal if deemed in the best interest of the City.
- Terminate any services at the City's discretion within the terms of the contract.

**RFP TIMELINE:**

1. RFP Issue Date: **April 1, 2025**
2. Mandatory site visit (155 Riverside Drive): **April 10, 2025**
3. Last day for questions: **April 11, 2025**
4. Intent to Propose Due Date: **April 15, 2025**
5. RFP Due Date: **April 25, 2025**
6. RFP Review: **April 28 – May 2, 2025**
7. Award Announcement: **Week of May 5, 2025**
8. Required project completion date: **August 29, 2025**



**(ADDENDUM A)**

**PROPOSAL INTENT RESPONSE FORM**

**RFP Title:** Chamber and Chapel Building Repair

Please review the Request for Proposal (RFP). Furnish the information requested below and return this page to the City of Orangeburg Contacts listed on page 4 under 'Proposal Submissions' by **5:00 pm, April 15, 2025**.

Your expression of intent is not binding but will assist us in planning for proposal evaluation.

Choose one of the following Options:

\_\_\_\_\_ Do intend to submit a proposal

\_\_\_\_\_ Do Not intend to submit a proposal

If you are not responding to this RFP, please provide your reason(s):

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***Please provide the following contact information:***

Name (First, Middle Initial, Last): \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_