



INVITATION FOR BID

**Holiday Lighting Services**

**IFB 2014-0028**

**September 2014**

Facilities Management Division  
12A Gateway Circle  
843-342-4581

**TOWN OF HILTON HEAD ISLAND**

**INVITATION FOR BID**

**HOLIDAY LIGHTING SERVICES**

**IFB 2014-0028**

The Town of Hilton Head Island is soliciting sealed bids from qualified contractors for providing holiday lighting services in accordance with an established scope of work/specifications. Bid information and forms can be obtained from the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) or from contacting Facilities Management at 843-342-4581.

A **mandatory** pre-bid meeting will be conducted at 9:00am on Wednesday October 1, 2014 at **Facilities Management, 12A Gateway Circle, Hilton Head Island, SC 29926. The Town will only accept bids from those Contractors in attendance at this meeting.**

Sealed bids are due no later than 10:00am on Tuesday October 14, 2014. Bids will be opened at **Town Hall, One Town Center Court, Hilton Head Island, SC 29928** at 10:05am the same day. No late bids will be accepted for any reason. No faxed bids will be accepted.

The award of a contract for these services will be based on the following criteria:

- Cost – adequacy of the proposed work force/equipment required to perform these services (must meet Town's referenced minimum requirements)
- Responsiveness – responsibility of the bidder based on referenced past performance on contracts of similar requirements and scope

Label bid on the outside of the sealed envelope with the following: **"IFB 2014-0028 HOLIDAY LIGHTING SERVICES"**. Hand carry bid to Town Hall, One Town Center Court, or deliver by traceable means, i.e. Fed Ex: to One Town Center Court, Hilton Head Island, SC 29928. Attention Tom Fultz (BID).

The Town reserves the right to accept or reject any or all bids received as a result of this invitation for bids or to negotiate with all qualified bidders, or to cancel in part or in its entirety this invitation for bids if it is in the best interest of the Town to do so.

This solicitation does not commit the Town to award a contract or to pay for any costs incurred in the preparation of your bid; or to procure or contract for any articles of goods or services.

Any bidder/offeror qualified for the "LOCAL VENDOR PREFERENCE" should fill out a certification statement, obtain proper certification and include it with bid/proposal in order to be considered for this preference. Certification forms are available on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) or can be obtained by contacting Tom Fultz at 341-4600. If certification has previously been confirmed, please include a copy of the certified form with the bid/proposal.

Bids must be signed by an official of your company authorized to bind the bidder, and shall contain a statement that the bid is good for a period of at least 60 days from the date of bid opening.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

#### BID INSTRUCTIONS:

Bids shall be submitted on the provided bid forms which must be filled out completely. All required Certificates of Insurance must be included with your bid. All Contractors will provide a minimum number of three references for contracts of similar requirements and scope. Please provide name and current phone number of a primary point of contact for each reference. Failure of your bid to comply with these requirements will render it non-responsive. Included in the bid information, is a sample contract format that will be used for the award of these services for reference only.

For more information concerning this solicitation, please contact Alice Derian at 843-342-4581.

## **SCOPE OF SERVICES**

### **1. GENERAL REQUIREMENTS**

The Contractor shall provide timely and professional services in accordance with the requirements and provisions specified herein.

The Contractor shall work closely with the Town of Hilton Head Island Contracts and Services Administrator to assure quality services in all specified areas.

### **2. PERFORMANCE REQUIREMENTS**

- A.** The Contractor shall employ workers that are competent and properly trained to perform the required tasks.
- B.** The Contractor shall be responsible for coordinating, scheduling and supervising all work activities to assure compliance and deadlines specified herein.
  - All lights must be installed and working by Wednesday November 26, 2014. Lights are to be picked up by the Contractor at the Driessen Beach Park storage area. Timers shall be set to come on beginning Friday November 28, 2014 at 6pm and remain on until 2am.
  - All Christmas Wreaths must be installed on traffic arm masts on Friday November 28, 2014 and finish with installation by Monday December 1, 2014. Christmas wreaths are to be picked up by the Contractor at the Jarvis Park storage area.
  - Lights at Compass Rose Park shall be removed from all landscaping between January 2, 2015 and January 9, 2015. All lights are to be removed by January 15, 2015. Lights shall be returned to the Driessen Beach Park storage area.
  - All Christmas wreaths must be removed from traffic arm masts between January 2, 2015 and January 9, 2015. All wreaths and mounting hardware shall be returned to Jarvis Park storage area.
- C.** All work is subject to inspection by the Town for compliance with these specifications. All incomplete or improperly performed work shall be rectified immediately.
- D.** All workers shall wear ANSI compliant safety vests at all times when performing the requirements of this contract. Vehicles employed to perform any specification of this contract shall be equipped with activated amber rotating, flashing, or strobe lights. Vehicle hazard warning signals are not an acceptable alternative.

- E. The Town shall withhold payment for work that is deemed incomplete or improperly performed during this project. The Contractor shall be required to meet all tasks of this contract during the specified timeline for each. Failure on part of the Contractor to perform all tasks in accordance with the specifications may result in non-payment of those services not deemed to be performed to an acceptable standard. Any repeated failure to corrected noted deficiencies shall result in cancellation of this contract.

## **MATERIALS**

### **A. SUPPLIED BY THE TOWN**

- Power supplies at the locations specified
- 25-bulb, commercial grade LED M5 warm white mini lights on green wire (8 ft. length with 4 inch bulb spacing) 120 volt.
- 36 inch plug adapters for LED commercial grade lights (each powers 66 rectified strings)
- Surge Protectors/power strips and commercial grade outdoor extension cords to connect the light strands to the electrical boxes.
- 63, 50" Christmas Wreaths with 18" structural red bows along with appropriate mounting hardware
- 2 small scale wreaths with red bows for the Beach City Road Traffic Circle

### **B. SUPPLIED BY THE CONTRACTOR**

- All equipment required for decoration of the landscaping and mast arms, to include a boom lift to use for trees at Compass Rose Park and other locations as applicable.
- All plastic wraps, plastic bags and waterproof tape to wrap and tape each extension cord connection to prevent water infiltration.
- All twist ties, clips or other devices needed to attach the lights to the landscaping/hardscape. Acceptable colors for the fasteners shall be clear, black or dark green.

## **Lighting Locations:**

### **William Hilton Parkway Medians / Traffic Circles / Compass Rose Park**

- 1. Jenkins Island area**
- 2. Gumtree Road Intersection**
- 3. Jarvis Park flagpole area (Shoulder of 278/Gumtree)**
- 4. Jarvis Park/Wendy's Area**
- 5. Hilton Head Plantation / Indigo Run area**
- 6. Folly Field intersection**

7. Shelter Cove Lane area
8. Hilton Head Diner area
9. Park Lane Area
10. The Greenery area
11. Squire Pope Road Traffic Circle
12. Beach City Road Traffic Circle
13. Coligny Traffic Circle (Sago Palms, 2 signs, azalea clusters, jasmine ground cover)
14. Compass Rose Park

#### **Wreath Locations (Mast Arms)**

1. Palmetto Bay/Target Road
2. Palmetto Bay/Arrow Road
3. Pope Avenue/Office Park Road
4. Pope Avenue/Cordillo Parkway
5. William Hilton Parkway/Shipyard
6. William Hilton Parkway/Singleton Beach Road
7. William Hilton Parkway/Folly Field Road
8. William Hilton Parkway/Coggins Road
9. William Hilton Parkway/Dillon Road
10. William Hilton Parkway/Mathews Drive
11. William Hilton Parkway/Beach City Road
12. William Hilton Parkway/Whooping Crane
13. William Hilton Parkway/Wilburn Road
14. William Hilton Parkway/Squire Pope Road
15. William Hilton Parkway/Leamington
16. \*William Hilton Parkway/Gumtree Road

**\*These locations are planned to have mast arms. Wreaths have been purchased for these locations and will be installed if arm masts are constructed before the holiday season.**

**\*There are 2 small wreaths to be installed at the Beach City Road Traffic Circle.**

#### **INSTALLATION AND REMOVAL**

The Contractor shall be responsible for installing all lights at the locations listed above and ensure proper working condition by Wednesday November 26, 2014. All lighting must be placed in the landscaping by wrapping the lights in a circular fashion around the entire height of each tree to include trunk and branches noted to create a uniform lit appearance.

The Contractor shall troubleshoot any problems with the strands of lights that were used last season and shall remove any strands found to be defective and replace with new strands as needed.

The Contractor shall troubleshoot any electrical problems with the strands of lights when they are on the trees. If there appears to be a problem with the Town provided outdoor outlets or lights; the Contractor shall notify the contracts and services administrator so that the problem can be solved.

The Contractor shall not overload any circuit with more lights than can safely be accommodated by that circuit. If a licensed electrician determines that this has occurred, the Contractor shall be responsible for removing the extra strands and moving the remaining lights to create a uniformly lit appearance.

The Contractor shall inspect the lights and provide maintenance/repairs upon (2) hours notice from time of installation through January 1<sup>st</sup>.

The Contractor shall remove all lighting at all locations in a neat and orderly fashion and place in storage containers as to where they will not become entangled with one another.

### **Safety Requirements**

No lane closures are permissible during daylight hours. Requests to the SCDOT must be made several days in advance and permission granted for lane closures 7pm-7am. The public must be notified of closure times in advance via a press release. **There should not be a need to close lanes for this project.**

Appropriate warning signs must be used to notify motorists of work ahead and traffic cones placed to direct traffic around working crews. Diagrams of appropriate signage and cone placement may be obtained from the Town Traffic Engineer.

### **Insurance/License Requirements**

The Contractor shall have a valid Town of Hilton Head Island Business License, as well as provide a certificate of insurance and maintain at all times the following minimum insurance coverage and amounts per incident:

Worker's Compensation Insurance:	Statutory Amount
Aggregate General Liability Insurance:	\$1,000,000.00
Comprehensive Vehicle Liability	\$1,000,000.00

**Additional Requirements**

The Contractor shall be responsible for repairing damage to landscaping, power boxes, roadways or other fixed objects if damage is incurred as a result of his/her actions or negligence.

The Contractor shall be responsible for proper disposal of trash and debris created by this project.

**IFB 2014-0028**

**BID FORM**

**HOLIDAY LIGHTING SERVICES**

We have reviewed the specifications for this contract and can comply with all requirements therein. If selected by the Town of Hilton Head Island, we shall provide the required and specified services for the total sum of \$ \_\_\_\_\_ . Unit pricing is as follows:

	<b>Unit Cost</b>	<b>Total Cost</b>
<b>Installation and removal of Lights</b>	\$ _____	
<b>Installation and Removal of 63 Wreaths</b>	\$ _____	
<b>Installation and Removal of Compass Rose</b>	\$ _____	
		\$ _____

The following companies may be contacted for references:

**(List company, contact name and telephone number)**

Reference 1: \_\_\_\_\_

Reference 2: \_\_\_\_\_

Reference 3: \_\_\_\_\_

This Bid is in effect for 60 days following bid opening.

COMPANY: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Business License #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Attach Certificate of Insurance and Town of Hilton Head Island Business License to Bid Form



contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.

5. The Town Manager may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience, the Town will pay the contractor for costs incurred to that date of termination.
6. Should any part of this Agreement be rendered void, invalid, or unenforceable by any court of law, such a determination shall not render void, invalid, or unenforceable any other part of this Agreement.
7. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
8. This Agreement may not be modified unless such modification is in writing and signed by both parties.
9. The Contractor may not assign this contract without the prior written approval of the Town.
10. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
11. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any relationship between the Town and the Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Contractor and the methods utilized by the Contractor in fulfilling its obligations hereunder shall lie solely and exclusively

with the Contractor and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.

12. The Contractor, by signing this Contract, hereby certifies that Contractor shall comply with all applicable requirements of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. §41-8-10 (2007) et seq., (the "Act"), and that Contractor covenants and agrees as follows:

12.1. Contractor shall not knowingly or intentionally employ any unauthorized alien and, unless excluded from coverage of the "Act", shall verify the work authorization of all new hirers performing work under the contract by either:

(a) registering and participating in the Federal Work Authorization Program (E-verify) and verifying the work authorization of every new hired employee within five (5) business days after employing employee; or

(b) employing only workers who, at the time of said employment:

1. possess a valid South Carolina driver's license or identification card; or
2. are eligible to obtain a South Carolina driver's license or identification card by providing proof of name, social security number and date and place of birth; or
3. possess a valid driver's license or identification card from another state deemed by the Executive Director Department of Motor Vehicles to have requirements at least as strict as those in South Carolina.

Contractor may choose either option 12.1 (a) or option 12.1 (b) but acknowledges that Contractor cannot use both.

12.2. Contractor agrees to provide to the Town all documentation requested by it to establish either:

(a) the applicability of the South Carolina Illegal Immigration Reform Act to Contractor; or

(b) compliance with the South Carolina Illegal Immigration Reform Act by Contractor.

12.3. Contractor agrees to include in any contracts with its sub-contractors language requiring its sub-contractors to:

(a) comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws; and

(b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws.

12.4. Contractor acknowledges and agrees that it shall comply with requirements of the Immigration Reform and Control Act of 1986 including the non-discrimination provisions thereof, and shall complete all required I-9 documentation for all workers employed by it.

12.5. Contractor certifies it shall comply with all state, federal, and local laws, rules, regulations and orders applicable to it in performance of work under the contract.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

**WITNESSES:**

<< **CONTRACTOR'S FULL NAME**>>

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Its: \_\_\_\_\_

**WITNESSES:**

**TOWN OF HILTON HEAD ISLAND**

\_\_\_\_\_

By: \_\_\_\_\_

**Gregory D. DeLoach, Esq.,**

\_\_\_\_\_

**Its: Assistant Town Manager**