

Request for Proposal
for
**Vertical Platform Lift Replacement & Enclosure
Modernization**

For Town of McClellanville
405 Pinckney Street
McClellanville, SC 29458
843.887.3712

Submission Due Date: Tuesday, April 30, 2024, by 4:00 PM EDT

The Town of McClellanville, SC is seeking a qualified, Vertical Platform Lift (VPL) Contractor to replace the current lift while utilizing and modernizing the current enclosure. The preferred replacement lift will be a commercial grade and manufactured by Savaria, Garaventa, or a similar manufacturer in kind and specifications. Please see attached generic drawings and spec sheet for reference only (drawings are not to spec) The expected work will include:

1. The removal and disposal of current VPL
2. Modification and modernization of current shaft-way to adhere to new VPL specifications.
3. Supply and installation of new Commercial Grade VPL
4. Electrical work to include installation of a 120v, 20amp, fusible, and lockable disconnect.
5. Minimum 3-year warranty with a one-year full maintenance contract
6. Value engineering (VE) review
7. All other work necessary to provide a fully functional enclosed vertical platform lift meeting:
 - a. American Society of Mechanical Engineers (ASME) A17.1 - Safety Code for Elevators and Escalators and/or
 - b. American Society of Mechanical Engineers (ASME) A18.1 - Safety Standard for Platform and Stairway Chair Lifts
 - c. Able to pass inspection by the South Carolina Department of Labor & Licensing, and regulation.

Proposals should be delivered in person or by USPS to the Town of McClellanville, 405 Pinckney Street, McClellanville, SC 29458. All proposals must be received on Friday, April 30, 2024, by 4:00 PM EDT to be considered a responsive proposal. The Town reserves the right to extend this deadline by providing a written addendum to the Request for Proposal. ***Proposals submitted by facsimile or electronic mail will not be considered.***

Request for Proposal (RFP) Invitation

The Town of McClellanville (herein referred to as the Town) requests proposals for the modernization of the current wheelchair lift. Located on the front porch at 405 Pinckney Street.

1. The awarded contract will properly cover and protect the porch from damage while work is performed.
2. To ensure a safe work environment to comply with state and OSHA guidelines for this type of work.
3. To leave the area clean and secured at the end of the workday.
4. The installation includes any and all disconnection of old unit and all final connection of

the new installed unit.

5. All proposals are to be submitted in a sealed envelope.
6. The envelope must be marked with the following notation: “RFP – Town of McClellanville Vertical Wheelchair Lift Enclosure Type”

*In submitting a bid in response to this **RFP**, the bidder agrees to accept the **terms and conditions** set forth in this **RFP**.*

Documents should be addressed to:

Town of McClellanville
Attn: Town Administrator
405 Pinckney Street
McClellanville, SC 29458

Questions Regarding the RFP

Questions about the RFP, its content, proposal format or any other question deemed necessary to submit a responsive proposal must be submitted by April 19, 2024.

Town of McClellanville
Attn: Town Administrator
405 Pinckney Street
McClellanville, SC 29458

Or by email to: mccllellanville@outlook.com

Timeframe

Proposals Due: April 30, 2024, by 4:00 PM EDT
Proposed Award: May 2024
Construction Phase: Within 90 days of award
Maintenance Phase: Annually per established contract

Contract Award

Award will be made after all proposals have been reviewed based upon the requirements contained within this RFP. The Town reserves the right to reject any and all proposals or to accept other than the lowest priced proposal, and to waive any informalities, omissions, excess wording, or technical defects found within submitted proposals, if in the opinion of the Town, such action would be in their best interest. The Town reserves the right to accept all or part of any submittal or to cancel in part or in its entirety this RFP. They further reserve the right to select the proposal that they consider will provide the best overall value to the Town.

This Request for Proposal does not commit the Town or any other sub-committees to pay costs incurred in the preparation and submittal of a proposal and does not commit the Town to procure or contract for materials and services.

Items Required for Inclusion in Proposal:

All proposals must address the following items in the order listed below and must be numbered the

same as in the proposal submission document.

1. Description of Firm(s):
This section is intended to provide the Town with the firm's information regarding the size, location, nature of work performed, years in business, and approach that will be used in meeting the project requirements. Use this section to address the ability of your firm to undertake the projects for which you are requesting consideration.
2. Schedule, Project Plan and Methodology:
a schedule showing the order in which the Contractor proposes to complete the work with a start date and estimated date of completion for each part of the project. Briefly describe the procedures your firm will use in conducting each phase of the proposed work and whether refurbished or new components will be required.
3. Quote, Drawings and Manufacturer: Complete line-item quote, proposed drawings/blueprints, and manufacturer information.

Terms and Conditions

1. **Schedule of Cost** – To include materials cost, labor costs with fee schedule, sub-contractor fees related to project.
2. **Indemnification** – The firm must agree to defend, hold harmless, and indemnify the Town, their officers, agents and employees against any and all claims, or injuries to any person or firm, arising out of the actions of the firm, its officers, agents, or employees in fulfilling the terms of its contract with the Town.
3. **Liability Coverage** – During the term of the contract the firm(s) shall maintain general liability coverage in an amount not less than \$5,000,000, and worker's compensation coverage as required by federal and state statute. Certificates of Insurance naming the Town of McClellanville as additionally insured entities must be submitted to Town Hall within two weeks of the award for services. The firm shall provide no less than thirty days prior notice of insurance cancellation or material change in coverage.
4. **Surety Bonds** - Bonds may be required by a Surety Company authorized to transact business in South Carolina and satisfactory to the Town Attorney.
5. **Non-Appropriation** – Any resultant contract shall include a non-appropriation clause which states, "In the event that sufficient funds are not appropriated for project completion and other requested architectural and engineering services during the ensuing fiscal year, the Town may terminate this agreement by written notice within thirty (30) days of adoption of the district budget for the fiscal year in question, and the agreement shall be terminated effective immediately."
6. **Non-Transferable** – The firm shall not have the right to transfer or assign the contract to any other person, company or corporation.
7. **Payment Terms** – The final contract will specify an agreed upon payment schedule. If, in

the opinion of the Town, the quality of service is unsatisfactory or if any other non-performance or sub-standard issues arise, payment may be withheld. The amount and withholding period are at the discretion of the Town.

8. **Termination for Performance** – The contract may be terminated at any time by the Town for unsatisfactory performance. In such case, the Town shall provide written notice to the firm citing the unsatisfactory performance, giving the firm ten working days to improve its performance to the satisfaction of the Town. In the event that the firm’s performance does not improve to the satisfaction of the Town, the contract for services may be immediately terminated.
9. **Termination Options** – In the event of a contractual termination, the Town reserves the right to employ another firm to complete the term of this agreement. The original firm shall be responsible for any extra or additional expense or damages suffered by the Town. In that event, the firm shall be required to indemnify the Town of McClellanville for any loss that may be sustained.

Reference:

Drawings (for reference only and not to spec): *Attached*