

Invitation for Bid

Remodel Human Resources Office

for

City of Goose Creek

Responses are due No Later Than
Friday, July 18, 2025, at 1:00 PM EST

To: Sherry Bodden
Purchasing Coordinator
PO Drawer 1768
519 N. Goose Creek Blvd
Goose Creek, SC 29445

Properly submitting a response to this solicitation to the Purchasing Office at Goose Creek City Hall on or before the due date and time will be the sole responsibility of the proposer. The City of Goose Creek will in no way be responsible for delays caused by overland or electronic delivery systems. It is the sole responsibility of the proposer to confirm that a response has been received on or before the due date and time.

Contact: Sherry Bodden
sbodden@goosecreeksc.gov
843-797-6220, ext. 1109

Invitation for Bid

The City's tentative Schedule for this Invitation for Bid is as follows:

| | |
|-------------------------------|-----------------------------------|
| IFB Issue Date | June 16, 2025 |
| Required Site Visit | June 30, 2025 @ 1:30PM EST |
| Deadline for Questions | July 9, 2025 |
| Bid Due Date | July 18, 2025 @ 1:00PM EST |
| Bid Evaluations | July 25, 2025 |

PURPOSE:

- a. The purpose of this Invitation for Bid (IFB) is to remodel our Human Resources Department for the City of Goose Creek.
- b. Insurance – Offeror agrees to maintain such insurance as will fully protect Offeror and the City of Goose Creek from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this agreement, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the City of Goose Creek for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired, or non-owned vehicles used by Offeror or its employees, while providing services to the City of Goose Creek.
- c. Successful offeror may be required to provide proof of and maintain comprehensive general liability insurance with a limit of not less than \$1,000,000 per occurrence and naming City of Goose Creek as an additional insured party.
- d. Successful Offeror will be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.

INVITATION FOR BID:

The City of Goose Creek will accept IFB responses through Friday, July 18, 2025, at 1:00PM EST. The City of Goose Creek is not responsible for and will not accept, IFB which are received late due to electronical mail delivery.

SUBMITTAL REQUIREMENTS:

The City of Goose Creek will not assume responsibility for any cost related to the preparation or submission of the offer. The IFB must be submitted to the Purchasing Coordinator

of Goose Creek by the due date and time. One(1) copy of the IFB response must be received electronically and sent to sbodden@goosecreeksc.gov.

In order for your offer to be considered, the following should be included and should be returned.

- a) One (1) electronic copy of your offer
- b) W9
- c) COI showing Workers Comp Insurance – If awarded will need to have City of Goose Creek listed as the Certificate Holder

BUSINESS LICENSE REQUIREMENT:

It is required that each contractor and sub-contractor awarded a contract agreement with the City of Goose Creek, either secure a business license or update their current business license for the contract amount for the work being done inside city limits. The successful contractor is required to contact the Business License Office at 843-797-6220.

IFB REQUIREMENTS:

The Invitation for Bid must include the following information in this specific order:

- a) Legal name of the Business
- b) Business Address
- c) Copy of necessary licenses to perform the scope of work.
- d) Contact person within the Business to receive all IFB communications.
- e) Provide a Conflict-of-Interest Statement that the business, its sub-contractors have no conflicts of interest with the City of Goose Creek, any of the City's employees, and that no member of the proposed business has a family member employed, elected, or appointed to any public position with the City of Goose Creek who may have influence over this Bid or would benefit financially by the selection of this business.

PRE-BID SITE MEETING:

Bidders are required to visit the sites to acquaint themselves with the conditions of the work and the extent of required preparation. A mandatory pre-bid site tour is scheduled for Wednesday, June 30, 2025, at 1:30PM EST at 201 Button Hall Avenue in the Human Resources office.

SCOPE OF SERVICES:

The Contractor shall use materials and products in the work which are of top quality. The Contractor shall assume full responsibility for protection, storage, safety, and damage to equipment and materials until substantial completion. The Contractor shall use skilled work persons who are thoroughly trained and experienced in the necessary crafts and trades. The

Contractor shall correct all work rejected by the City of Goose Creek as unacceptable or nonconforming to contract documents.

- Remove existing keyed hardware and provide new passage handle hardware at rear door.
- Demo 2 doors and construct new walls.
- Use 1 of the demo doors to install with matching frame; door to be prepped for key card access (hardware & cable provided by different vendor).
- Construct new walls using 3 5/8" 20ga metal studs; 5/8" drywall on each side with batt insulation.
- New walls will be 42" high then glass to the ceiling.
- New walls will have wall posts on corner for structure.
- New bulkhead to be constructed from acoustical ceilings and braced to deck above; bulkheads to extend down 1" below acoustical ceilings (bulkheads are required for storefront structure to mount to).
- Existing acoustical ceilings to be re attached to new bulkhead.
- Patch acoustical ceiling tiles as needed from above ceiling work.
- Prime and paint (2) finish coats on all new walls, door frames.
- Paint adjacent walls as needed due to construction.
- Doors will need to be stained to match existing doors in the office.
- New millwork cove base to match existing on all new walls.
- Route new supply and return register to conference room.
- New electrical outlets on new walls
- New power and HDMI chase for conference room tv.
- Provide and install new 2'X2' lay in lighting in conference room.
- Permit set of drawings (architectural, HVAC & Electrical engineered).

BILLING:

All billing notices must be sent to the City of Goose Creek accounts payable department. All invoices shall identify the specific items/service being billed. The invoice may be sent to ap@goosecreeksc.gov.

Entry door to receive
passage hardware

New door & frame;
access controls by
others

Remove doors &
infill walls

New conference room;
Partition walls with
aluminum
storefront above to
acoustical
ceiling grid

Existing acoustical ceiling
lighting and HVAC to be
reworked to accommodate
proposed floor plan

