

April 20, 2015

NOTICE OF BIDDER PREQUALIFICATION
City of Camden Signage and Wayfinding Package

Sky Design as representative for the City of Camden is soliciting qualifications from vendors for the **Production and Installation of the Camden Signage and Wayfinding Package.**

Qualifications should be submitted via PDF format to the attention of Wade Luther with the City of Camden wluther@camdensc.org. For questions regarding qualifications, please contact Graham Wimberly with Sky Design at gwimberly@skydesigngraphics.com. Bidder qualifications will be due on June 5, 2015 and formal bids due two (2) weeks after qualification.

Bid documents for the Camden Signage and Wayfinding project will be accessible on the City of Camden website and will be available for viewing upon qualification

SPECIFICATIONS & REQUIREMENTS

I. GENERAL REQUIREMENTS

1.1 Scope of Work

The Signage and Wayfinding Package for the City of Camden consists of multiple sign types including but not limited to Gateways, Vehicular and Pedestrian Directionals, Information Kiosks, Interpretive Graphics and Regulatory signage. Construction of these sign types will include masonry and pre-cast elements, heavy metal fabrication, and automotive quality paint finishing. Installation of all signage shall conform with all DOT and MUTCD standards as required and all signage structure and foundations shall be certified by a structural engineer.

1.2 Warranty and Installation

It will be required that all labor shall carry a minimum of three (3) year warranty. All materials shall carry the standard manufacturer's warranty (min. 5 years). It is the successful contractor's responsibility to install all products consistent with manufacturer's requirements. Supplier shall provide all labor and materials necessary to complete installation.

1.3 References

A minimum of three (3) references should be submitted for projects of similar size which were completed within the past three (3) years.

1.4 Portfolio

Photos and shop drawings from a minimum of three (3) exterior public or municipal signage projects of which a minimum of 65% of production occurred in house.

1.5 Insurance

Successful contractor will be required to submit a Certificate of Insurance per the attached Insurance Requirements.

1.6 Capability

List of in house services versus items that must be outsourced. Include engineering capabilities for all signage requiring stamped engineering documents.

1.7 Statement of Duration

Statement of duration of time your organization has been in business under the current business name and estimated dollar amount in gross annual sales.

1.8 Statement of Litigation

Statement of litigation on whether any projects have incurred any type litigation or lawsuits against your company.

INSURANCE REQUIREMENTS

The successful Contractor will be required to obtain a City of Camden business license and submit a Certificate of Insurance in accordance with the Insurance Requirements stated below:

1. **Workmen's Compensation:** The Contractor shall procure and shall maintain during the life of the Contract Agreement, Workmen's Compensation Insurance for all of his employees to be engaged in work on the project under the Contract, and in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation insurance for all of the employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation insurance. Workmen's Compensation insurance shall include Broad Form All States endorsement and shall at a minimum provide coverage in the amount of \$1,000,000 per occurrence for accident and disease and \$1,000,000 total policy limit.

2. **Comprehensive General Liability:** The Contractor shall procure and shall maintain during the life of the Contract Agreement, such Comprehensive General Liability insurance as shall protect him and any subcontractor performing work covered by this Contract from claims for damages for Bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement, whether such operations are by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. The amount of insurance shall not be less than the following:

\$2,000,000	Bodily Injury, including death, each occurrence.
\$1,000,000	Property Damage, each occurrence.
\$2,000,000	Property Damage, in the aggregate.

- (a) The insurance shall include coverage of, at least, the following hazards:
 - Products/Completed Operations
 - Independent Contractors
 - Contractual Liability
 - Underground
 - Explosion/Collapse
 - 1986 (or later) ISO Commercial General Liability Form
 - Dedicated Limits per Project Site or Location (CG 25 03 or CG 25 04)
 - Additional Insured Endorsement (Form B CG 20 10 with a modification for completed operations or a separate endorsement covering Completed Operations)
 - Broad Form Property Damage
 - Severability of Interest
 - Personal Injury (deleting both contractual and employee exclusions)
 - Incidental Medical Malpractice
 - Hostile Fire Pollution Wording

3. **Owner's Protective Liability:** The Contractor shall procure and shall maintain during the life of the Contract Agreement, Owner's Protective Liability Insurance with the same limits as the Comprehensive General Liability.

4. **Automobile Liability:** The Contractor shall procure and shall maintain during the life of the Contract Agreement, Comprehensive Automobile Liability insurance in amounts not less than the following:
 - (a) \$1,000,000 per occurrence for bodily injury or death to any one person
 - (b) \$1,000,000 per occurrence for bodily injury
 - (c) \$1,000,000 per occurrence for property damage
 - (b) Comprehensive form covering all owned, non-owned, leased, hired, and borrowed vehicles
 - (c) Additional Insured Endorsement
 - (d) Contractual Liability

5. **Materials and Equipment Floater:** The Contractor shall procure and shall maintain during the life of the Contract Agreement, Materials, and Equipment Floater Insurance to protect the interests of the Owner, Contractor, and subcontractor against loss by vandalism, malicious mischief, and all hazards included in a standard All Risk Endorsement including a building risk insurance for the total amount of the building bid. The amount of the insurance shall at all times equal or exceed the full amount of the Contract. The policies shall be in the names of the Owner and the Contractor.

6. **Umbrella Liability Insurance - \$1,000,000 limit of liability**
 - (a) The following additional coverage's must apply
 - Additional Insured Endorsement
 - Concurrency of Effective Dates with Primary
 - Blanket Contractual Liability
 - Drop Down Feature
 - Care, Custody, and Control- Follow Form Primary
 - Aggregates: Apply Where Applicable in Primary
 - Umbrella Policy must be as broad as the primary policy

7. The cancellation should provide 15 days notice for nonpayment and 30 days notice of cancellation.

8. Insurance Company, except Worker' Compensation carrier, must have an A.M. Best Rating of A-5 or higher. Certain Workers' Comp funds may be acceptable by the approval of the Risk Management Division. European markets including those based in London and domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the contractor's broker/agent can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A-5 or better.

9. Insurance Company should be licensed to do business by the South Carolina Department of Insurance.

10. Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by project name and project/bid number.

11. The Contractor shall agree to provide complete certified copies of current insurance policy (ies) or a certified letter from the insurance company (ies) if requested by the City to verify the compliance with these insurance requirements.

12. All insurance coverage's required to be provided by the Contractor will be primary over any insurance program carried by the City.

13. Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor

fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.

14. Officials, employees, and volunteers from losses arising from work performed by the contractor for the City.

15. Special Form Contractors' Equipment and Contents Insurance covering owned, used, and leased equipment, tools, supplies, and contents required to perform the services called for in the Contract. The coverage must be on a replacement cost basis. The City will be included as a Loss Payee in this coverage for County owned equipment, tools, supplies, and contents.

16. Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.

17. The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

BID AND PAYMENT/PERFORMANCE BONDS

Bid Bond – Each contractor, after being qualified, who submits a formal bid in response to the Request for Proposal will be required to obtain and submit a Bid Bond in an amount equal to five (5%) percent of their bid amount.

Payment and Performance Bond – The successful Contractor who is selected to perform the work for the City will be required to obtain and submit a Payment and Performance Bond in an amount equal to the contract price.

Employee Eligibility Verification – Each Contractor shall be required to execute and submit to the City the Employee Eligibility Verification affidavit attached hereto as Exhibit “A” upon submitting its qualifications. The Contractor selected by the City will be required to execute and submit an additional Employee Eligibility Verification affidavit upon execution of the Contract Agreement.

II. DOCUMENTATION TO BE SUBMITTED

Bidders that wish to be prequalified should submit the required documentation for General Requirements items 1.3, 1.4, 1.5, 1.6, 1.7 and 1.8 as well as the executed Employee Eligibility Verification affidavit. Contractor shall be able to provide and be in compliance with item 1.2.

EXHIBIT "A"

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is submitting a bid proposal or is contracting with the City of Camden has registered with and is participating in the Employee Eligibility Verification (EEV/Basic Pilot Program, or E-Verify, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Camden, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 via sworn affidavit attesting to compliance. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Camden at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program User Identification Number

Sworn to and subscribed
before me this ____ day
of _____, 2010.

Notary Public

Signature

Date

Printed Name

My Commission Expires:

Entity Name

Title of Officer or Agent