

PROJECT MANUAL  
for  
Emerald Road Culvert Replacement  
City of Seneca, SC

*Bid Documents & Technical Specifications*

Prepared for



April 2018

Prepared by



**GOLDIE**  
— ASSOCIATES —

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Goldie Associates Project No.: 1.117.1

**CITY OF SENECA**  
**SENECA, SOUTH CAROLINA**  
**EMERALD ROAD CULVERT REPLACEMENT**  
ADVERTISEMENT FOR BIDS

Sealed Bids for the construction of the Emerald Road Culvert Replacement will be received, by the City of Seneca, at the Seneca City Hall until 2:00 P.M. local time on Tuesday, May 15, 2018, at which time the Bids received will be publicly opened and read.

The Project consists of the following:

The removal of the existing 24" concrete pipe culvert and replacement installation of one new culvert, grading of the creek banks to fit the new culvert, and riprap inlet and outlet pads on Emerald Road.

The Issuing Office for the Bidding Documents is: **Goldie Associates, 210 W. N. Second Street, Seneca, SC 29678**. Contact person for Engineering Questions: C. F. (Frank) Morgan. Email address is [frank@goldieassociates.com](mailto:frank@goldieassociates.com); or 864-882-8194, ext. 130, or Fax at 864-882-0851. To purchase bidding documents, the contact person is Pam Williams. Email address is [pam@goldieassociates.com](mailto:pam@goldieassociates.com) or 864-882-8194 ext. 141. Prospective Bidders may examine the Bidding Documents at the Issuing Office on Mondays through Thursdays between the hours of 8 a.m. and 5 p.m., and on Fridays between the hours of 8 am to 12 Noon. Prospective bidders may obtain copies of the Bidding Documents from the Issuing Office as described above.

Printed copies of the Bidding Documents may be obtained from the Issuing Office, during the hours indicated above, upon payment of \$125 for each set. Checks for Bidding Documents shall be payable to: Goldie Associates. Upon request and receipt of the document fee indicated above, the Issuing Office will transmit the Bidding Documents via delivery service. The date that the Bidding Documents are transmitted by the Issuing Office will be considered the Bidder's date of receipt of the Bidding Documents. Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office.

A pre-bid conference is not scheduled at this time. If requested by prospective bidders, a Pre-Bid conference will be scheduled to address Bidders' questions and concerns.

Bid security shall be furnished in accordance with the Instructions to Bidders.

The owner reserves the right to waive any irregularities, or to reject any or all bids.

No bidder may withdraw his bid within sixty (60) days after the actual date of the opening thereof.

Owner: **City of Seneca**

By: **Mike Greeman?**

Date: **April 26, 2018**

+ + END OF ADVERTISEMENT FOR BIDS + +

## INFORMATION FOR BIDDERS

Bids will be received by City of Seneca, (herein called the "OWNER"), until, May 16, 2018 and then at the Council Chamber office publicly opened and read aloud.

Each mailed Bid must be submitted in a sealed envelope, addressed to City of Seneca, PO Box 4773 Seneca, SC 29679. Hand delivered Bids must be delivered to City Hall. Each sealed envelope containing a Bid must be plainly marked on the outside as Bid for **Emerald Road Culvert Replacement**, and the envelope should bear on the outside the Bidder's name, address, license number and the name of the project for which the BID is submitted. If forwarded by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed to the OWNER at 221 E. N. First Street, Seneca, SC. Faxes will not be accepted.

All Bids must be made on the required Bid form. All blank spaces for Bid prices must be filled in, in ink or typewritten, and the Bid form must be fully completed and executed when submitted. Only one copy of the Bid form is required. All Bids must have an original signature. A conditional or qualified Bid will not be accepted.

The OWNER may waive any informalities or minor defects or reject any and all Bids. Any Bid may be withdrawn prior to the above scheduled time for the opening of Bids or authorized postponement thereof. Any Bid received after the time and date specified shall not be considered. No Bidder may withdraw a Bid within 60 days after the actual date of the opening thereof except as so specified. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the OWNER and the Bidder.

Bidders must satisfy themselves of the accuracy of the estimated quantities in the Bid Schedule by examination of the site and a review of the drawings and specifications including Addenda. After Bids have been submitted, the Bidder shall not assert that there was a misunderstanding concerning the quantities of WORK or of the nature of the WORK to be done.

The OWNER shall provide to Bidders prior to Bidding, all information which is pertinent to, and delineates and describes, the land owned and rights-of-way acquired or to be acquired.

The Contract Documents contain the provisions required for the construction of the Project. Information obtained from an officer, agent, or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve the CONTRACTOR from fulfilling any of the conditions of the Contract.

Each Bid must be accompanied by a Bid Bond payable to the OWNER for five percent of the total amount of the Bid. As soon as the Bid prices have been compared, the OWNER will return the Bonds of all except the three lowest responsible Bidders.

When the Agreement is executed the bonds of the two remaining unsuccessful Bidders will be returned. The Bid Bond of the successful Bidder will be retained until the Payment Bond and Performance Bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a Bid Bond.

If within 24 hours after Bids are opened, any Bidder files a written notice signed by an officer of the company, requesting that the Bid be withdrawn, and the Bidder can verify that a substantial mistake was made in the preparation of Bid, the OWNER has the option to disqualify the Bidder and return Bid package to Bidder including Bid Bond.

A Performance Bond and a Payment Bond each in the amount of 100 percent of the Contract Price, with a corporate surety approved by the OWNER, will be required for the faithful performance of the contract.

Attorneys-in-fact who sign Bid Bonds or Payment Bonds and Performance Bonds must file with each Bond a certified and effective dated copy of their power of attorney.

The party to whom the Contract is awarded will be required to execute the Agreement and obtain the Performance Bond and Payment Bond within ten (10) calendar days from the date when Notice of Award is delivered to the Bidder. The Notice of Award shall be accompanied by the necessary Agreement and Bond forms. In case of failure of the Bidder to execute the Agreement, the OWNER may consider the Bidder in default, in which case the Bid Bond accompanying the proposal shall become the property of the OWNER.

The OWNER within Ten (10) days of receipt of acceptable Performance Bond, and Payment Bond signed by the party to whom the Agreement was awarded shall sign the Agreement and return to such party an executed duplicate of the Agreement. Should the OWNER not execute the Agreement within such period, the Bidder may by written notice withdraw the signed Agreement. Such notice of withdrawal shall be effective upon receipt of the notice by OWNER.

The Notice to Proceed shall be issued within Ten (10) days of the receipt of executed agreement and acceptable payment and performance bonds. Should there be reasons why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the OWNER and CONTRACTOR.

Within 14 calendar days following notice to proceed (NTP), the contractor will provide a schedule indicating the tasks necessary for the project and the dates when the tasks are scheduled to be complete. Failure to provide the schedule promptly may result in a delay of invoice payment until such schedule is provided.

The CONTRACTOR must fully complete the project within the contract time. The contract time is 150 calendar days.

The OWNER may make such investigations as deemed necessary to determine the ability of the Bidder to perform the WORK, and the Bidder shall furnish to the OWNER all such information and data for this purpose as the OWNER may request. The OWNER reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the OWNER that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the WORK contemplated therein. Award will be made to the lowest responsive responsible and capable Bidder as deemed by the OWNER and ENGINEER and as defined in the General Conditions.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the Project shall apply to the contract throughout, including those related to Equal Employment Opportunity.

Each Bidder is responsible for inspecting the site and for reading and being thoroughly familiar with the Contract Documents. All Bidders must be licensed contractors in the state of South Carolina. Contractor shall also be a certified DOT contractor. Contractor shall (upon request of the engineer) submit detail descriptions of past experience with similar projects. List shall include names and contact information of an owner representative that can attest to the quality and timeliness of the work performed.

All technical and contractual questions concerning the project must be submitted to the Engineer in writing. The Engineer will answer the question as quickly as possible. No questions will be received in writing after May 11, 2018. On May 14, 2018 all questions and answers will be released as an Addendum to all plan holders. All such Addenda shall become part of the Bid Documents and all bidders shall be bound by such Addenda, whether or not received by the bidders. It shall be the bidder's responsibility to ensure delivery of any and all requests for interpretations.

The ENGINEER is  
The ENGINEER'S address is

Goldie Associates  
210 W. North Second St  
Seneca, SC 29678  
(864) 882-8194