



P.O. Box 4773
Seneca, SC 29679
www.seneca.sc.us

RFP-2025-10-COS	
PROJECT NAME:	On-Call Concrete Construction & Repair Services
DESCRIPTION:	Soliciting sealed proposals from qualified contractors to provide on-call concrete construction and repair services on an as-needed basis.
DATE ISSUED:	08/22/2025
CONTACT:	Ryan Thomas: Assistant City Administrator 864.888.0881 rthomas@seneca.sc.us

PRE-BID MEETING:	No mandatory pre-bid meeting. Bidders are encouraged to ask questions in advance of submitting a bid.
BID SUBMISSION: (Public Bid Opening)	Friday, September 19, 2025 at 2:00 PM EST Hand Delivery: 221 E. North 1 st St, Seneca, SC 29678 Mail: PO Box 4773, Seneca, SC 29679 Reference: Concrete – E. South 5th St Repairs & Ongoing On-Call Concrete Construction & Repair Services Attention: Office of the City Administrator, ATTN: Ryan Thomas *Bids must be submitted in a sealed package with project name and opening date printed on the exterior. Late bids will not be accepted.

NAME OF AGENCY (Full legal name of business submitting the bid)	
AWARD & AMENDMENTS:	Award and Amendment information will be available at the physical address listed above, at www.seneca.sc.us or by contacting Ryan Thomas at 864.888.0881 or rthomas@seneca.sc.us .

ACKNOWLEDGMENT OF AMENDMENTS Agency acknowledges receipt of amendments by indicating amendment number and issue date.	Addendum Number	Addendum Issue date	Addendum Number	Addendum Issue date

Drug Free Workplace Certification: By submitting a Bid/Proposal, the Agency certifies that, if awarded a contract, the Agency will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.
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You must submit a signed copy of pages 1-2 with your Bid/Proposal. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Bid open for a minimum of forty-five (45) calendar days after the Opening Date. You agree that your bid can be made public under the **Freedom of Information Act, 5 U.S.C § 552**. The City of Seneca reserves the right to reject any and all bids, and to waive any informalities or irregularities.

NAME OF AGENCY (Full legal name of business submitting the bid)		AGENCY'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____
PRINTED NAME (Printed name of person signing below)		
TITLE (Business title of person signing above)		
Instructions regarding Agency's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Agency above. A bid may be submitted by only one legal entity. The entity named as the Agency must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
STATE OF INCORPORATION (If Agency is a corporation, identify the state of Incorporation.)		
TAXPAYER IDENTIFICATION NO.		STATE LICENSE NO.
HOME OFFICE ADDRESS (Address of principal place of business):		PAYMENT ADDRESS (Address to which payments will be sent.)
EMAIL:		PHONE:
By signing below, the Agency certifies they are qualified and hold all licenses, permits and regulatory authority to perform the scope of work set forth in the bid/proposal documents. Upon request, proof of licenses, permits and regulatory authority must be provided to the owner prior to contract award.		
AUTHORIZED SIGNATURE (Person signing must be authorized to submit a binding bid/proposal to enter contract on behalf of Agency named above.)		DATE:
TOTAL BID:		\$

****Include pages 1 & 2 with your bid****



1. SCOPE OF WORK

The City of Seneca, South Carolina is soliciting sealed proposals from qualified contractors to provide on-call concrete construction and repair services on an as-needed basis. The successful bidder will be responsible for providing these services at various locations throughout the City. The scope of work includes but is not limited to sidewalk installation and repair (including concrete saw-cutting and shaving to sidewalks on the City's right-of-way at various locations within the City limits), curb and gutter, ADA compliance upgrades, and other related flatwork. This RFP is intended to result in multiple on-call contracts, allowing the City to assign work based on availability, cost, and performance.

The project consists of furnishing all labor, equipment, and materials necessary to perform concrete construction and associated items outlined on the bid form and in accordance with the SCDOT Standards and Specifications. On-call contracts may be used for projects ranging in size from small maintenance and repair projects to larger ADA and capital improvement projects in excess of \$100k.

For FY2026, any contract resulting from this solicitation is intended to be used for the following project at a minimum:

- 1. E. South 5th St – Sidewalk, Curb & Gutter Removal & Replacement (approximate quantities below)**
 - i. 7173 SF concrete sidewalk (4")**
 - ii. 159 LF concrete C&G**
 - iii. 55 SF detectable warning material**

2. DESCRIPTION OF WORK

1. The Contractor shall make all measurements and determine all quantities and amounts of work done under the Contract and in accordance with the bid form. At the time measurements are made for quantity determinations, the City's designated representative shall be present to verify such measurements.
2. No measurement and payment will be made for:
 - i. Work performed or materials placed outside of lines indicated in the plans or outside the scope of Work as established by the City, the plans, or the bid documents.
 - ii. Materials wasted, used, or disposed of in a manner not called for under the Contract.
 - iii. Rejected materials (including material rejected after it has been placed, if the rejection is due to the Contractor's failure to comply with the provisions of the Contract.
 - iv. Hauling and disposing of rejected materials (as referenced in iii above).
 - v. Materials on hand after completion of the Work.
 - vi. Materials, labor, appurtenances, and other items incidental to the work and required to complete the work and render it operational.
 - vii. Incidental repair of disturbed landscaping and backfill around concrete associated with concrete construction.
 - viii. Any other work or material when payment is contrary to any provision of the Contract.
 - ix. Any work not included on the Bid Form unless approved through the change order process.



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- x. “CALL BEFORE YOU DIG”! Contractor shall locate and identify the underground utilities prior to the start of work. Contractor shall bear all cost related to restoring utility services broken or disrupted by its personnel.

3. SCHEDULE & COMPLETION DATES

All on-call work shall be completed according to a schedule mutually agreed upon by the City and Contractor for each individual project. Smaller projects are intended to be used as filler work for the contractor and completed on the order of a few weeks. Larger projects greater than \$50k in value would include formal mutually-agreed-upon completion dates with liquidated damages of \$500 per calendar day for failure to meet the specified completion date.

4. SCOPE OF PAYMENT

Payment shall be for work actually completed and accepted by the City.

5. PAY ITEMS

All required materials, labor, equipment, administrative costs, submittals (where applicable), temporary controls, temporary buildings, site maintenance, clean-up and incidental items necessary to complete the work and render it operational shall be included within the pay items included on the bid form. All items involving removal shall include costs for storage, hauling, and disposal of items within the project limits. Contractor shall dispose of all removed materials in compliance with all applicable regulations at an off-site facility to be secured by the Contractor. Payment will not be made for any items not included on the Bid Form in **Appendix A** unless approved in writing by the City through the change order process.

6. TRAFFIC CONTROL & PEDESTRIAN PROTECTION

Traffic control and barricades for all on-call projects shall be the responsibility of the Contractor, however the City may provide any cones, barricades, etc. at the request of the Contractor. It is the Contractor’s responsibility to effectively barricade and secure the work area in order to preclude pedestrian access and protect pedestrians from work-site hazards as appropriate.

7. COORDINATION WITH PRIVATE OWNERS AND AUTHORITIES

Contractor shall notify property owners, utilities, and affected governmental agencies forty-eight (48) hours in advance when execution of work may affect them. Contractor shall coordinate all operations with adjoining property owners to provide satisfactory access at all times during construction. It is the Contractor’s responsibility to obtain all proper encroachment permits.

8. FINAL CLEAN-UP

Before acceptance of the project, the Contractor shall repair, replace, or clean all streets and other areas affected by construction, and remove all loose surface materials. All piles of excess excavation, rocks, rubbish, or other debris throughout the site shall be cleaned up and disposed of. This clean-up shall include sweeping of pavements prior to opening for traffic. Damage to any areas caused by the Contractor will be repaired or replaced by the Contractor at no expense to the City. This includes damage to utilities, pavements, sidewalks, structures, etc. Incidental landscaping repair and backfill around concrete associated with concrete construction shall also be completed



before acceptance and payment. These items shall be included in the work and will not be paid for separately.

9. ACI CERTIFICATION & PERSONNEL EXPERIENCE

It is preferred that work be performed under the direct supervision of an individual with a current ACI Concrete Flatwork Technician certification. However, the City would also allow work to be done under supervisory personnel with at least four years of successful concrete-finishing experience. All bids should include a completed CONTRACTOR'S STATEMENT OF EXPERIENCE AND FINANCIAL RESPONSIBILITY form (**Appendix B**). Include copies of ACI certifications for any relevant personnel.

10. CONTRACT TERM

The on-call contract awarded will be effective for a period of two years with the option to extend the contract in one-year increments for up to three additional years. Since work is awarded to the lowest-cost Contractor, unit rates may be increased with each extension, if that increase is mutually agreed upon by the Contractor and the City. If any increase is not mutually agreed upon, the City reserves the right to solicit bids for a new on-call contract. It should be noted that unit rates will be kept confidential throughout the contract term in order to avoid undercutting by any future on-call contract proposals.

11. PROPOSAL EVALUATION

Proposals will be evaluated on:

1. Conformance to minimum requirements listed in this RFB;
2. Cost of the services as expressed on the Bid Form in **Appendix A**;
3. References from previous customers

12. SPECIAL CONDITIONS OF CONTRACT

1. The City reserves the right to reject any or all proposals and waive any technicalities or informalities.
2. No proposal may be withdrawn within forty-five (45) days of the opening date.
3. **CHANGE ORDERS:** Changes to the Work must be approved by the City in writing prior to additional work being started.
4. **TIME OF COMPLETION/DEFAULT** – The Contractor will be expected to complete any work requests under a contract resulting from this solicitation within a reasonable timeframe, as solely determined by the City.
5. **COLLUSIVE BIDDING:** More than one bid or one contract from an individual, a firm or partnership, corporation, or an association under the same name or different names will not be considered. Reasonable grounds for believing that the Agency is interested in more than one bid for the same work will cause the rejection of all bids in which such Agency is interested. Any or all bids will be rejected if there is any reason for believing that collusion exists among any of the Agencies; participants in such collusion will not be considered in future bids.
6. **GENERAL LIABILITY INSURANCE:** This insurance to be in the comprehensive form, shall protect the Agency, and shall be written to include the City of Seneca, SC against any/all claims arising from injuries to the public, or damage to property of others arising out of any act or omission of the Agency, its agents, employees or subcontractors.



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An original certificate of insurance, indicating that the awarded Agency has coverage in accordance with the requirements of this section, shall be furnished by the Agency to the City within five (5) working days of such request and must be received and accepted by the City prior to contract execution and/or before any work begins.

The Agency shall carry comprehensive general liability insurance with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident
	\$1,000,000.00 - Aggregate

The liability coverage under this policy shall contain no exclusion relative to blasting, explosive, collapse of buildings or damage to underground property. Liability limits under this policy shall be not less than the following:

Bodily Injury:	\$1,000,000.00 Each Person
	\$1,000,000.00 Each Accident
Property Damage:	\$1,000,000.00 Each Accident
	\$1,000,000.00 Aggregate

The Agency shall carry comprehensive fleet liability policy with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident

WORKMAN'S COMPENSATION INSURANCE: The Agency and all Subcontractors shall carry Workman's Compensation and Employer's Liability Insurance with the statutory limits applying to employer's liability (\$100,000.00) covering all employees employed by him or City approved subcontractors while engaged under this Contract. A Certificate shall be provided to the City as proof of coverage.

13. PERMITS, FEES & LICENSES

- i. The Agency and any Subcontractor shall promptly pay all federal, state, and local taxes which may be assessed against him in connection with the work or his operations under the Agreement and/or the other contract documents, including, but not limited to, taxes attributable to the purchase of materials and equipment, to the performance of services, and the employment of persons in the prosecution of the work.
- ii. **The selected Agency and all Subcontractors will each be required to obtain a City of Seneca Business License.**



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14. QUESTIONS & INQUIRIES

Questions and inquiries regarding this solicitation shall be submitted to the City no later than:

4:00 pm on Friday, September 5, 2025

Ryan Thomas, Assistant City Administrator
rthomas@seneca.sc.us

The City of Seneca's [Bid & Proposal Opportunities webpage](#) shall be the official site for information as related to this Request for Proposal (RFP). Answers to questions and any other changes or clarifications will be communicated via an addendum. It is the Agency's responsibility to check the City's website for updates. The Agency must acknowledge acceptance of all amendments in their submittal, by completing page 1 of the RFP.

15. SUBMITTAL

One hard copy and one digital copy of the proposal is due in the Office of the City Administrator no later than **Friday, September 19, 2025 at 2:00 PM EST**. Proposals must be submitted in a sealed envelope and marked "**On-Call Concrete Construction & Repair Services**".

- i. Late Submittals - Under no circumstances shall proposals be accepted after the specified deadline. The City will not be responsible for late deliveries or delayed mail. It is the Agency's sole responsibility to ensure that submittals are complete and delivered prior to the stated deadline. Oral offers or offers by facsimile or email are not acceptable.

16. Public Opening of Proposals

A public opening will be held 5 minutes following the submittal deadline at the following location:

Seneca City Hall, Council Chambers
221 E. North 1st Street
Seneca, South Carolina 29678

No packages will be accepted at the Public Opening. Packages must be submitted prior to the deadline to be considered. The names of the firms submitting proposals will be read aloud and recorded.

This Request for Proposals does not commit the City of Seneca to executing an agreement, to paying any costs incurred in the preparation of a proposal, or to contracting for services.

APPENDIX A

On-Call Concrete Construction & Repair Services

BID FORM

Proposed pricing listed below shall cover all Scope of Work described in the RFP. The Contractor shall fill in the following Bid Schedule (Appendix A, pg 2) and Submit it with Appendix B and pages 1 & 2 of the RFP. Bidders are cautioned not to attach any conditions, limitations, or provisions to the proposal which will cause its rejection.

The undersigned for the Bidder represents and warrants that he/she has full and complete authority to submit this bid to the City of Seneca and to enter into a contract if this bid is accepted.

Company Name

By (Signature)

Street Address or P.O. Box

(Printed Name)

PLEASE NOTE: Items and unit costs are per each individual request for call-out and not per location, bid accordingly.

Line Item	Description	Unit of Measure	Unit Cost
1	CONCRETE SIDEWALK (4" DEPTH, 3000 PSI, BROOM FINISH)	SF	\$
2	CURB & GUTTER - REMOVAL AND REPLACEMENT: 0-100 LF	LF	\$
3	CURB & GUTTER - REMOVAL AND REPLACEMENT: 100+ LF	LF	\$
4	CURB & GUTTER - NEW: 0-100 LF	LF	\$
5	CURB & GUTTER - NEW: 100+ LF	LF	\$
6	CONCRETE DRIVEWAY (BROOM FINISH, 4" DEPTH, 4000 PSI, FIBER MESH)	SF	\$
7	CONCRETE DRIVEWAY (BROOM FINISH, 6" DEPTH, 4000 PSI, FIBER MESH)	SF	\$
8	EXTRUDED MOUNTABLE CURB	LF	\$
9	REMOVAL & DISPOSAL OF RIGID SIDEWALK, ETC.	SY	\$
10	REMOVAL OF CURB (EXTRUDED, DETACHED, CURB & GUTTER)	LF	\$
11	CONCRETE SAW-CUTTING / SHAVING	INCH-FOOT*	\$
12	ADJUSTMENT OF CATCH BASIN GRATES & FRAMES	EA	\$
13	ADJUSTMENT OF WATER VALVE BOXES	EA	\$
14	ADJUSTMENT OF MANHOLE COVERS & FRAMES	EA	\$
15	PERFORM CONDITION ASSESSMENT	SIDEWALK MILE**	\$

*The quantity of Inch-Foot is calculated by the average of the lip height of the uplifted edge saw cut/shaved multiplied by the length measured along the same edge. The Inch-Foot unit cost shall include but not be limited to mobilization and traffic control setup. The Inch-Foot unit cost is for all work completed in place.

** The quantity of Sidewalk Miles is calculated by a separate trip to perform a condition assessment of a mile of sidewalk. Assessment and data collection at the time of the repair are included in the concrete-cutting cost.

APPENDIX B

On-Call Concrete Construction & Repair Services

CONTRACTOR'S STATEMENT OF EXPERIENCE AND FINANCIAL RESPONSIBILITY

CONTRACTOR: _____

In submitting this Proposal, the Contractor represents that Contractor has demonstrated trustworthiness and possesses the quality, fitness, and capacity to perform the proposed scope of work in a manner that is satisfactory to the City. The Contractor represents that Contractor's financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, and experience in dealing with public agencies all suggest that the Contractor is capable of performing the proposed scope of work and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.

In support of these representations, Contractor shall set forth herein:

Experience

1. Contractor has been engaged in business under its present business name for ____ years.
2. Contractor's experience in work of a similar nature (type and magnitude) to that set forth in the RFP extends over a period of ____ years.
3. Contractor has satisfactorily completed all Contracts awarded to it, except as follows:
(Name any and all exceptions and reasons therefore. Contractor shall attach and designate additional pages if necessary.)
