

**REQUEST FOR  
PROPOSALS  
COMPLETE 2 WIRE  
IRRIGATION CONTROL  
SYSTEM INSTALLATION**



**MARLBORO COUNTY GOLF AND RECREATION  
COMPLEX**

**MARLBORO COUNTY  
GOVERNMENT  
205 E MARKET STREET  
BENNETTSVILLE, SOUTH  
CAROLINA 29512**

## **INSTRUCTIONS TO PROPOSERS**

### **1. SCOPE OF WORK**

#### **PROJECT DESCRIPTION:**

**MARLBORO COUNTY GOVERNMENT IS ISSUING THIS REQUEST FOR PROPOSALS (RFP) SOLICITING PROPOSALS FROM QUALIFIED CONTRACTORS TO INSTALL A 2 WIRE IRRIGATION CONTROL SYSTEM;, ALL ASSOCIATED PLUMBING, WIRING AND SPRINKLER HEADS AS INVENTORIED ON MATERIALS LIST SUPPLIED BY MC GOVERNMENT. ALL PLUMBING WILL BE HPDE WITH 2 WIRE CONTROLLER SPRINKLER HEAD SYSTEM WITH ALL ASSOCIATED REQUIRED 2 WIRE WIRING. ALL MATERIALS WILL BE PURCHASED AND SUPPLIED BY MARLBORO COUNTY GOVERNMENT. THIS RFP IS FOR THE INSTALLATION OF A RAIN BIRD 2 WIRE SYSTEM AND ALL ASSOCIATED PLUMBING, WIRING AND CONTROL SYSTEMS .**

#### **GOLF COURSE LOCATION:**

- **404 COUNTRY CLUB DR, BENNETTSVILLE SC, 29512**

### **2. PROVISIONS**

- A. THE VENDOR WILL QUOTE INSTALLATION FOR THE IRRIGATION SYSTEM THAT WILL BE INSTALLED AT 404 COUNTRY CLUB DRIVE, BENNETTSVILLE, SC 29512. SEE ATTACHED IRRIGATION PLAN AND MATERIALS LIST FROM MARLBORO COUNTY GOVERNMENT.**
- B. A PRE-BID SITE VISIT IS REQUIRED, (NO BIDS WILL BE ACCEPTED WITHOUT A REQUIRED PRE-SCHEDULED SITE VISIT WITH GOLF MANAGER ERIC DUSA, CGCS) AS QUESTIONS WILL BE ANSWERED AND SITE WILL BE TOURED.**
- C. PROJECT TO BE COMPLETED DURING NON-GROWING SEASON NOVEMBER-APRIL.**

### **3. SCHEDULE**

- **ADVERTISE REQUEST FOR PROPOSALS (RFP) AUGUST 10, 2023**
- **REQUIRED PRE-BID SITE VISIT MUST BE COMPLETED ON OR PRIOR TO AUGUST 24TH 2023**
- **DEADLINE FOR RECEIPT OF WRITTEN QUESTIONS AND REQUESTS FOR ADDENDA AUGUST 31ST, 2023**
- **MARLBORO COUNTY GOVERNMENT RESPONDS TO QUESTIONS AND/OR ADDENDA ISSUED SEPTEMBER, 7<sup>TH</sup> 2023**

- PROPOSALS DUE – 5PM MONDAY, SEPTEMBER 11TH, 2023
- AWARD PROPOSAL SEPTEMBER, 12<sup>TH</sup>, 2023
- TENTATIVE NOTICE TO PROCEED SEPTEMBER 24TH, 2023

#### **4. GENERAL PROPOSAL CONDITIONS**

- A. RESPONSES TO THE RFP SHALL BE MADE ACCORDING TO THE INSTRUCTIONS CONTAINED HEREIN. FAILURE TO ADHERE TO INSTRUCTIONS MAY BE CAUSE FOR REJECTION OF ANY PROPOSAL.**
- B. PROPOSERS UNDERSTAND AND AGREE THAT SUBMISSION OF A PROPOSAL WILL CONSTITUTE ACKNOWLEDGMENT AND ACCEPTANCE OF, AND WILLINGNESS TO COMPLY WITH, ALL THE TERMS, CONDITIONS, AND CRITERIA CONTAINED IN THIS RFP, EXCEPT AS OTHERWISE SPECIFIED IN THE PROPOSAL. ALL PARTS OF THE SUBMITTED PROPOSAL MAY BECOME PART OF ANY SUBSEQUENT CONTRACT BETWEEN THE SELECTED PROPOSER AND MARLBORO COUNTY GOVERNMENT.**
- C. FALSE, MISLEADING, INCOMPLETE, OR UNRESPONSIVE STATEMENTS IN CONNECTION WITH A PROPOSAL MAY BE SUFFICIENT CAUSE FOR REJECTION OF THE PROPOSAL. THE EVALUATION AND DETERMINATION OF THE FULFILLMENT OF THE ABOVE REQUIREMENT WILL BE MARLBORO COUNTY GOVERNMENT'S RESPONSIBILITY, AND ITS JUDGMENT SHALL BE FINAL.**
- D. PROPOSALS SHALL PROVIDE A STRAIGHTFORWARD, CONCISE DELINEATION OF THE PROPOSER'S CAPABILITY TO SATISFY THE REQUIREMENTS OF THE RFP. EACH PROPOSAL SHALL BE SUBMITTED IN THE REQUESTED FORMAT AND PROVIDE ALL PERTINENT INFORMATION, INCLUDING BUT NOT LIMITED TO INFORMATION RELATING TO CAPABILITY, EXPERIENCE, FINANCIAL RESOURCES, AND OTHER INFORMATION AS SPECIFIED IN SECTION 6 AND OTHERWISE REQUIRED IN THIS RFP. EACH PROPOSAL SHALL BE SIGNED IN INK BY A DULY AUTHORIZED OFFICER OF THE COMPANY.**

#### **5. SUBMISSION OF PROPOSALS**

- A. PROPOSALS IN RESPONSE TO THIS RFP SHALL BE CONSIDERED RECEIVED AT THE TIME RECEIVED BY THE ADDRESSEE. ALL PROPOSALS AND OTHER COMMUNICATIONS SHOULD BE ADDRESSED TO MARLBORO COUNTY GOVERNMENT AS FOLLOWS:**

**ERIC DUSA, CGCS  
GOLF COURSE  
MANAGER  
MARLBORO COUNTY  
GOVERNMENT  
205 E MARKET ST  
BENNETTSVILLE SC  
29512 PHONE: 843-  
703-9483  
EMAIL: [EDUSA@MARLBOROCOUNTY.SC.GOV](mailto:EDUSA@MARLBOROCOUNTY.SC.GOV)**

**B. WRITTEN PROPOSALS MUST BE RECEIVED BY MARLBORO COUNTY GOVERNMENT AT ITS OFFICE ADDRESS LISTED IN SECTION 5.A. ABOVE BY 5PM SEPTEMBER 11TH, 2023. WRITTEN PROPOSALS MAY EITHER BE MAILED OR DELIVERED AND MARKED AS DESCRIBED.**

- C. PROPOSALS RECEIVED AFTER THIS SPECIFIED DATE AND TIME ABOVE SHALL BE CONSIDERED LATE AND SHALL NOT BE CONSIDERED FOR EVALUATION.
- D. EACH PROPOSAL SHALL BE IN THE FORM SPECIFIED IN THIS RFP, AND IN A SEALED ENVELOPE WITH OUTSIDE MARKINGS STATING “MARLBORO COUNTY GOLF COURSE IRRIGATION INSTALLATION PROPOSAL”.

## 6. REQUIRED ELEMENTS OF PROPOSALS

- A. **COVER LETTER.** EACH PROPOSER SHALL SUBMIT A SHORT COVER LETTER INCLUDING THE NAME AND ADDRESS OF THE ORGANIZATION SUBMITTING THE PROPOSAL; AND THE NAME, ADDRESS, AND TELEPHONE NUMBER OF THE CONTACT PERSON WHO WILL BE AUTHORIZED TO MAKE REPRESENTATIONS FOR THE ORGANIZATION.
- B. **EXPERIENCE.**
  - **QUALIFYING EXPERIENCE.** BRIEF HISTORY OF THE FIRM INCLUDING ANY FIELDS OF EXPERTISE, PREVIOUS EXPERIENCE WITH JOBS OF SIMILAR SCOPE. LIST A MINIMUM OF THREE (3) RECENT PROJECTS SIMILAR IN SCOPE (IF POSSIBLE).
  - **LITIGATION.** PROVIDE A LIST OF ANY LITIGATION IN WHICH THE FIRM AND/OR MANAGING PRINCIPAL IS NAMED A PARTY.
- C. **PROPOSAL SUBMITTAL FORM.** (INCLUDED IN THIS RFP)

## 7. CLARIFICATION AND ADDENDA PROCESS

- A. A PROPOSER MAY SUBMIT TO MARLBORO COUNTY GOVERNMENT A WRITTEN REQUEST FOR AN INTERPRETATION OR CLARIFICATION OF, OR AN ADDENDUM TO THIS RFP. ANY SUCH REQUEST MUST BE RECEIVED BY MARLBORO COUNTY GOVERNMENT NO LATER THAN AUGUST 31ST, 2023. THE REQUEST MUST BE E-MAILED TO [EDUSA@MARLBOROCOUNTY.SC.GOV](mailto:EDUSA@MARLBOROCOUNTY.SC.GOV). THE SUBJECT LINE OF ALL EMAILS SHOULD BE “MARLBORO COUNTY GOLF COURSE IRRIGATION INSTALLATION PROPOSAL.” **PROPOSERS SHOULD SPECIFICALLY NOTE MARLBORO COUNTY GOVERNMENT PREFERS QUESTIONS BE SUBMITTED BY E-MAIL.**

MARLBORO COUNTY GOVERNMENT WILL REVIEW AND PREPARE A WRITTEN RESPONSE TO EACH REQUEST MADE BY A PROPOSER PURSUANT TO THIS SECTION. MARLBORO COUNTY GOVERNMENT WRITTEN DETERMINATION WILL BE E-MAILED BY SEPTEMBER 7<sup>TH</sup>, 2023 UNLESS CIRCUMSTANCES REQUIRE A LATER DATE.

- B. MARLBORO COUNTY GOVERNMENT RESERVES THE RIGHT TO MAKE MODIFICATIONS OR ADDENDA TO THIS RFP. IF MARLBORO COUNTY GOVERNMENT DETERMINES IT IS APPROPRIATE TO REVISE ANY PORTION OF THIS RFP, EITHER AT THE REQUEST OF A PROPOSER OR UPON MARLBORO COUNTY GOVERNMENT’S OWN INITIATIVE, MARLBORO COUNTY GOVERNMENT WILL ISSUE, AND MAKE AVAILABLE TO ALL PROSPECTIVE PROPOSERS VIA MARLBORO COUNTY GOVERNMENT’S WEBSITE AT [MARLBOROCOUNTY.SC.GOV](http://MARLBOROCOUNTY.SC.GOV).
- C. MARLBORO COUNTY GOVERNMENT IS NOT BOUND BY ANY ORAL INTERPRETATIONS, CLARIFICATIONS, OR CHANGES MADE TO THIS RFP BY ANY MARLBORO COUNTY GOVERNMENT EMPLOYEE OR CONSULTANT. ANY

**CLARIFICATION OR CHANGE TO THE RFP MUST BE PROVIDED IN WRITING  
PURSUANT TO THIS SECTION.**

**8. COST OF PROPOSAL**

ANY COSTS INCURRED BY PROPOSERS IN RESPONDING TO THIS RFP SHALL BE THE PROPOSER'S SOLE EXPENSE AND WILL NOT BE REIMBURSED BY MARLBORO COUNTY GOVERNMENT.

**9. CANCELLATION OF REQUEST FOR PROPOSALS**

MARLBORO COUNTY GOVERNMENT RESERVES THE RIGHT IN ITS DISCRETION TO CANCEL THIS RFP IN WHOLE OR IN PART.

**10. PROPOSAL REJECTION**

MARLBORO COUNTY GOVERNMENT RESERVES THE RIGHT TO ACCEPT OR REJECT ALL PROPOSALS SUBMITTED IN RESPONSE TO THE RFP OR REFUSE TO ENTER ANY CONTRACT RESULTING FROM ANY PROPOSAL SUBMITTED, WITHOUT EXPENSE TO MARLBORO COUNTY GOVERNMENT.

**11. PROPOSAL WITHDRAWAL**

PROPOSAL WILL BE EVALUATED PROMPTLY AFTER OPENING AND A BID TABULATION SUMMARY WILL BE PROVIDED UPON REQUEST. PROPOSAL RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE. NO BID MAY BE WITHDRAWN FOR A PERIOD OF THIRTY (30) CALENDAR DAYS AFTER BID OPENING.

**12. AWARD**

AWARD OF BID SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING THE SPECIFICATIONS SET FORTH HEREIN. IN ADDITION TO THE QUOTED PRICE, THE FOLLOWING CRITERIA MAY BE USED IN THE AWARD: EXPERIENCE, AND SERVICE PROVIDED BY THE PROPOSER, QUALITY OF PREVIOUS SYSTEMS, AND OTHER FACTORS DEEMED RELEVANT BY MARLBORO COUNTY GOVERNMENT. PROJECT PAYMENTS SCHEDULE WILL BE DETERMINED ONCE BID IS AWARDED.

EXPERIENCE/REFERENCES ON PREVIOUS SYSTEMS INSTALLED  
COST/PRICE

30%  
70%

**MARLBORO COUNTY GOVERNMENT**

**BID SPECIFICATIONS / BID SUBMITTAL FORM**

**PROJECT LOCATION: MARLBORO COUNTY GOLF AND RECREATION COMPLEX, 404 COUNTRY CLUB DR, BENNETTSVILLE SC, 29512**

THE UNDERSIGNED IRRIGATION INSTALLATION CONTRACTOR, HAVING EXAMINED THESE DOCUMENTS, AND HAVING FULL KNOWLEDGE OF THE CONDITION UNDER WHICH THE DESCRIBED HEREIN MUST BE PERFORMED, HEREBY PROPOSES THAT SHE/HE WILL FULFILL THE OBLIGATIONS CONTAINED HEREIN IN ACCORDANCE WITH ALL INSTRUCTIONS, TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH; AND THAT SHE/HE WILL FURNISH ALL REQUIRED PRODUCTS AND PAY ALL INCIDENTAL COSTS IN STRICT CONFORMITY WITH THESE DOCUMENTS FOR THE STATED PRICES AS PAYMENT IN FULL.

Bid \$ \_\_\_\_\_

SUBMITTING FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE (PRINT/TYPE): \_\_\_\_\_

TITLE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ANTICIPATED START DATE \_\_\_\_\_

**FIRM PRICING**

PRICES SUBMITTED IN THIS BID FORM ARE FIRM THROUGH (MINIMUM 90 DAYS): \_\_\_\_\_