

**Essential City Services Backup Generator Addendum #1 and Pre-Bid Meeting**

**08/02/2024**

**Pre-bid meeting notes:**

- Two prospective bidders attended the pre-bid meeting. It was not mandatory.
- Staff reviewed the RFP and visited the site with prospective bidders. Questions will be listed below.

**Questions received by 07/24/2024:**

- Q: Can the generators be moved on site?
  - A: Yes, with SCEMD approval. The attached site drawing are for planning purposes. Prospective bidders should note any recommended changes.
- Q: Does the City have a preference on generators makes/models?
  - A: The City will accept any like or similar specifications as long as they meet the City needs and grant requirements. Any deviations should be pointed out in the bid response.
- Q: Who do we refer to for permitting?
  - A: Oconee County will need to be consulted for permitting.
- Q: Do requirements like the Davis Bacon Act Apply?
  - A: The funding for the project is federally sourced, so all vendors contractors and parts must meet the requirements listed in the RFP.
- Q: Supply issues could delay the 120-day timeline from the NTP. How would you handle that?
  - A: We would provide reasonable accommodations for supply chain issues. Contractors should communicate with city staff as soon as possible so SCEMD can sign off on the extension.
- Q: Should Contractors Plan to install fences or bollards around the generators?
  - A: No.
- Q: Is there a specific Bid Bond form to use (i.e. - AIA 310) or is it sufficient to use a standard form from the bond company?
  - A: Standard form will suffice.
- Q: What are the liquidated damages for this project?
  - A: City will require \$280 per day as liquidated damages (0.1% of project grant amount, rounded)
- Q: Is there a preferred vendor agreement in place to support a local resident contractor (contractor from the same county) in place when comparing proposals?
  - A: Our Procurement Ordinance allows for a local preference of varying amounts. The procurement policy can be found here: <https://westminstersc.org/wp-content/uploads/2024/03/Procurement-Policy-adopted-10-2022.pdf>

- Q: City Hall Location- An ATS already exists, are we allowed to utilize this ATS whether it meets the specifications in the RFP?
  - A: If the ATS is usable, that is allowable. Bidders will be responsible for full function of the generator and integration with the building's electrical system. Bidders should note this change in their bid response (if applicable).
- Q: Permitting- We will have to comply with whatever Oconee County Building Codes requires at each location, including engineered drawings if required, correct?
  - A: Yes.
- Q: Is this a Prevailing Wages / Davis Bacon Act Acknowledgement project? If so Please provide the solicitation/decision number.
  - A: Yes, because the project funding is sourced with FEMA (DHS) through grant # **FEMA-4542-DR-SC Project 0016**, all federal requirements enumerated in the RFP apply (See Appendix C).
- Q: Are you able to provide more clarity on the types of loads the each of these generators will need to backup. Based on that, we can know what services that need to be included based on the different code requirements.
  - City Hall- NEC 701 (essential communications)
  - North Avenue Pump- NEC 701 (essential communications)
  - HWY 76 Pump- NEC 700 (fire pumps)
  - Maintenance Shop- NEC 701
- Q: Does Westminster have surveys available for these sites or if this will need to be completed by the vendor?
  - A: We have no surveys available. If a survey will be necessary, the contractor should include and note it in the bid response.

**Addendum/Clarification:**

- 1) Bid period has been extended to August 30, 2024 at 2:00pm**
- 2) Site visits may be scheduled with Reagan Osbon, Assistant to the City Administrator at [rosbon@westminstersc.org](mailto:rosbon@westminstersc.org) before Bid Opening, subject to scheduling availability.
- 3) Clarification: Bids must be viable for 90 days after opening. There are conflicting times in the RFP. All bids must be good for 90 days.
- 4) Change to scope: contractors will not have to install propane tanks to the site, but do need to coordinate with City Staff so they can plan for the City's propane and natural gas providers. Some natural gas connections from the meter to the generator may be required to be installed by the contractor.
- 5) The estimates in the technical specifications can be amended or changed by the contractor and are not binding. And changes must be noted on the bid response. It is possible that final measurements are +/- a few feet/inches/etc..



**CITY OF WESTMINSTER PRE-BID MEETING**

**SIGN-IN SHEET**

**Project Title: Essential City Service Generators**

**GRANT#: FEMA-4542-DR-SC Project 0016**

**Date: 07/24/2024**

**Procurement Manager (Title): Reagan Osbon (Assistant City Administrator)**

**Contact: (864)647-3212; rosbon@westminstersc.org**

Name	Company/Firm	Title	Email
Jamie Cyr	Carrick Contracting	PM	Jcyr@carrickcontracting.com 7045507241
Reagan Osbon	Westminster	As. City Admin	rosbon@westminstersc.org
Jason Dix	Clements Electrical		jasondix@clements-electrical.com
Kevin Bronson	Westminster		kbronson@westminstersc.org
Scott Paris	Westminster	Utilities Director	sparis@westminstersc.org
Kiley Carter	Westminster	Budget and mgmt. Analyst	kcarter@westminstersc.org
Hevin Harbin	Westminster	Public works	khharbin@westminstersc.org

**Verified (Bid Manager):** \_\_\_\_\_

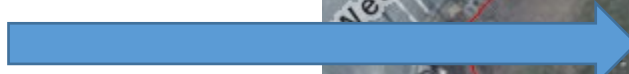
**Date:** \_\_\_\_\_

# Site Location

FEMA-4542-DR-SC Project 0016

- These site locations are estimates used to apply for the grant. Any modifications will require SCEMD approval.
- Potential Bidders may provide actual site location recommendations in their bid response. It should be clearly defined. Any request for site changes to SCEMD will be made after award if necessary.
- The City does not have surveys of the sites.

Generator  
location

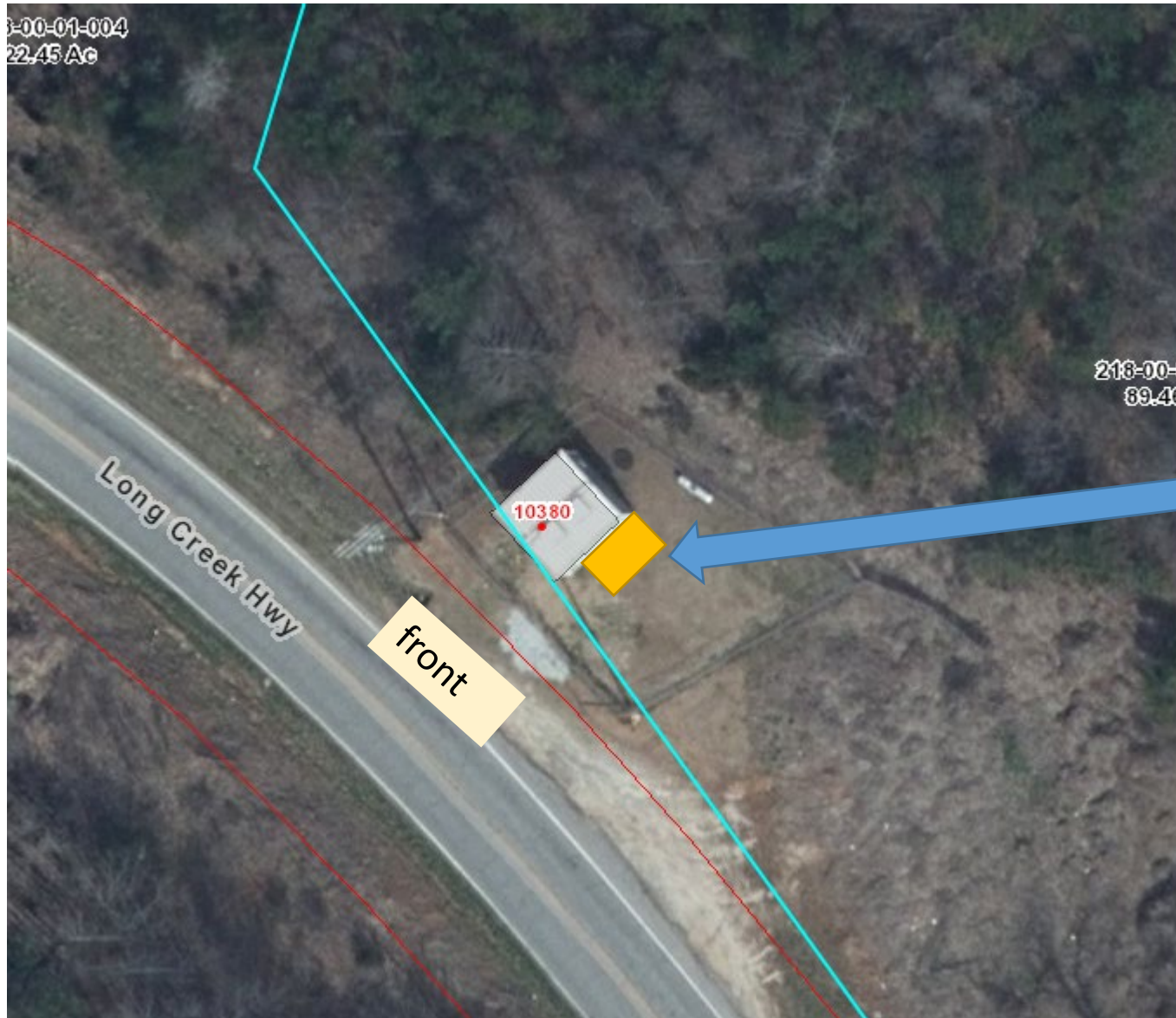


North Ave Pump Station

311 W North Ave,  
Westminster 29693

Latitude 35.668291

Longitude -83.099238



Generator location

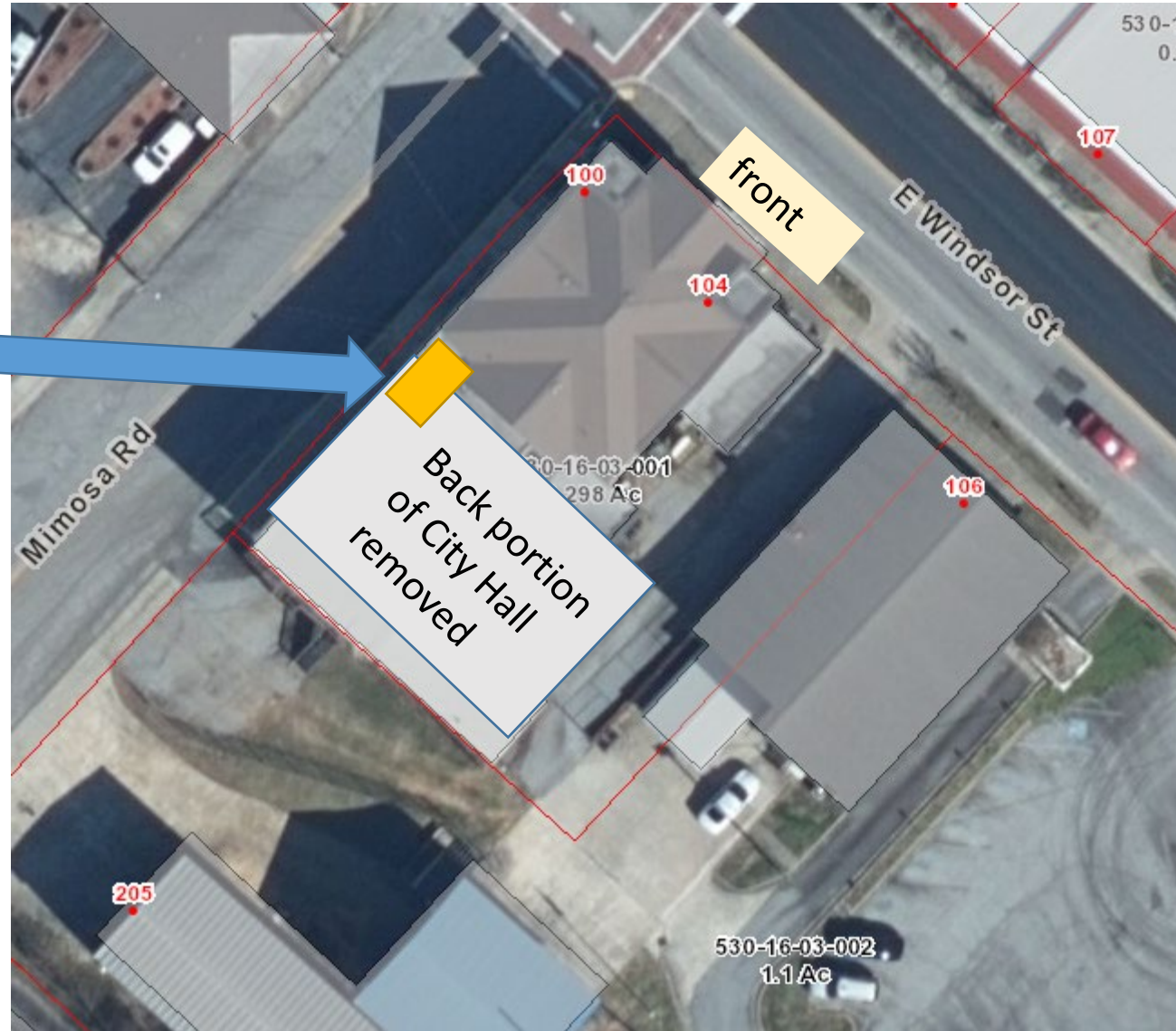
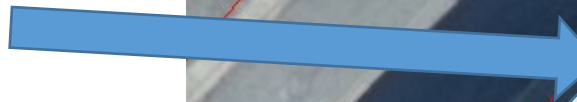
Hwy 76 Pump Station  
10310-10398 Long Creek  
Hwy, Westminster 29693  
Latitude 34.686763  
Longitude. -83.156772

Maintenance Shop  
530 S Bibb St, Westminster  
29693  
Latitude 34.823200  
Longitude. -83.074238



Generator  
location

Generator location



City Hall

100 E Windsor St,  
Westminster 29693

Latitude 34.665263

Longitude -83.098016





Generator  
location

Generator  
location

