



FLORENCE COUNTY

REQUEST FOR PROPOSAL NO. 06-16/17

COST REDUCTION SERVICES

SUBMISSION DEADLINE: September 20, 2016 at 3:00 p.m.

REQUEST FOR PROPOSAL NO. 06-16/17, COST REDUCTION SERVICES

Florence County is soliciting proposals for Revenue Improvement & Cost Reduction Services in from qualified bidders. The scope of services delivered should include the following:

- Electric Cost Reduction
- Telecommunications Cost Reduction
- Local Accommodations/Hospitality Revenue Improvement
- Sales Tax Evaluation
- Franchise Fee Evaluation

Questions regarding this project should be emailed no later than 5:00 p.m. (EST) on Tuesday, September 13, 2016 to:

Patrick D. Fletcher, CPPB
Florence County Procurement Director
pfletcher@florenceco.org

Submittals must be submitted no later than **Tuesday, September 20, 2016 at 3:00 p.m. (ET)** to the address below. Submittals shall contain one (1) original and four (4) copies of the information requested. Submittals received after the deadline will not be opened. Facsimile or e-mail submittals will not be accepted. All submittals should be sent to:

Attn: Patrick D. Fletcher
County Complex Building, MSC-R
180 N. Irby Street, Room B-5
Florence, South Carolina 29501

Proposals must be made in the official name of the firm or the individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposals. Proposals must be valid for a minimum of ninety (90) days.

Upon receipt by the County, the proposal shall become the property of the County, without compensation to the offeror, for disposition or usage by the County at its discretion. The County shall have the sole discretion in evaluating both the proposals and the qualifications of the offerors. The County reserves the right to reject any and all proposals and is not bound to accept any proposals, if the proposals acceptance is contrary to the best interest of the County. The particulars of any proposals will remain confidential until a contract is signed with the successful offeror(s).

Florence County under Title VI of the Civil Rights Act of 1964 and related statutes ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

Minority Business Owners (minority or woman owned businesses) will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the County that minority business and women owned business enterprises (MBE/WBE) have an opportunity to participate at all levels of contracting in the performance of City projects to the extent practical and consistent with the efficient performance of the contract.

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Florence County reserves the right to engage in discussions with any or all responsible responders who submit proposals for the purpose of clarification to assure full understanding of and responsiveness to this request.

This request for proposals does not commit Florence County to award a contract, to pay any cost incurred in the preparation of proposals or to procure or contract for the articles of goods or services. Florence County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any or all qualified offerors, or to cancel in part or in its entirety this solicitation, if it is in the best interest of the County to do so.

IRAN DIVESTMENT ACT- CERTIFICATION (JAN 2015)

1. The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm> Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you.
2. By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List. [02-2A077-1]

EMPLOYEE VERIFICATION PER THE SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT

By entering into this Agreement, the offerer hereby certifies to the County that it will verify the employment status of any new employees, and require any sub-contractors (if any) performing work hereunder to verify any new employees status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

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I. INTRODUCTION

Florence County provides the following services to its citizens: public safety, planning, building, code enforcement, engineering, street maintenance, street lighting, parks, recreation, animal services, library, and general administrative services. Florence County operates under a Council-Administrator form of government.

The principal contact with the County will be the Finance Director, Kevin Yokim (KYokim@florenceco.org), for the engagement with support team engaging on an as needed basis. His telephone number is 843-665-3013.

A. General Information

The County is requesting proposals from qualified firms specializing in cost analysis for reduction in expenses and improvement in revenues in five operational areas:

- Electric Cost Reduction
- Telecommunications Cost Reduction
- Sales Tax Evaluation
- Local Accommodations/Hospitality Revenue Improvement
- Franchise Fee Evaluation

The County requests a qualified firm to provide a review of the County's processes, policies, procedures, supplier contracts, technology, past invoices and all other information as required by the selected vendor to determine if the County is optimizing revenues and managing cost effectively.

There is no expressed or implied obligation for the County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, one (1) original and four (4) copies of the proposal (noted above), along with the W-9 and Vendor Application, must be received by **Tuesday, September 20, 2016 at 3:00 p.m. (ET)**. Florence County reserves the right to reject any or all proposals submitted.

Proposals submitted will be evaluated by a Selection Committee assigned to this engagement.

During the evaluation process, the Selection Committee reserves the right, where it may serve Florence County's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Florence County and the firm selected.

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II. NATURE OF SERVICES REQUIRED

A. General

During Phase I, the County is requesting a Cost Reduction evaluation of its cost of service in the areas of Electric Services. Phase II will include Telecommunications Cost Reduction and Phase III will consist of Franchise Fee evaluation, Sales Tax and Accommodations/Hospitality Tax evaluation. The proposer would be recommended to offer services in all respective technical areas as well other applicable service areas in a Phase III implementation.

B. Scope of Work to be Performed

Phase I - Electric Cost Reduction Services

- Electric Cost Evaluation

Phase II - Telecommunications Cost Reduction

- Data
- Wireless Services
- LAN Services

Phase III – Local Accommodations, Hospitality, Franchise Fees, and Sales Tax

C. Reports to be Issued

Following the review of each operational area the firm shall provide the Florence County with a full report of its findings and recommendations. All reports and costs associated shall be the responsibility of the selected firm(s).

III. PROPOSAL REQUIREMENTS

A. General Requirements

1. Page Limit

Due to time limitations of the selection committee members, proposals should be limited to no more than fifteen (15) single-sided pages.

All other materials submitted shall become property of Florence County.

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2. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

County RFP Contact: Patrick Fletcher, CPPB, Procurement Director
(pfletcher@florenceco.org)

CONTACT WITH PERSONNEL OF THE COUNTY OTHER THAN THE ABOVE NOTED REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

3. Proposal Requirements

The following material is required to be received by Tuesday, September 20, 2016 at 3:00 p.m. (ET) for a proposing firm to be considered:

A master copy (so marked) of and four (4) copies to include the following:

i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address of firm, telephone number and e-mail address of the contact person; and the date of the proposal.

ii. Table of Contents

Clearly identify the material by section criteria and page number.

iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement.

Please also give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers.

iv. Firm Description

Please provide a brief description of your firm and a statement of the firm's experience and qualification for performing the subject services. Include the year the firm was established, type of organization, and general approach of services

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and summary of results.

v. Proposed Approach to Project

1. A statement of your understanding of the project and a general description of your proposed approach to the project.
2. Suggestions around how to phase project activities.
3. Project Cost – How your firm will be compensated for work performed.

vi. Qualifications and Experience

Please provide a description of previous projects that relate to the services described in this RFP and suggested augmented services including similar public and government projects. Identify each project by name and briefly describe the project,

vii. References

Provide references for three (3) other clients, including current contact name, telephone and email information. References should be for similar services with preference for services rendered in Florence County.

viii. Team Bio's

Provide summary work bio's of key team members that will be performing work on the project.

ix. Signatures

Provide executed copies of signatures.

B. COST PROPOSAL

1. The proposed fee must include all costs associated with the performance of the service specified, including: material, supervision, labor, insurance, transportation, delivery, fuel, other surcharges and any other related costs. If there is a proposed revenue sharing agreement, the percentage to be shared and proposed length of time for payment shall be clearly identified.

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2. Proposers should send the completed cost proposal to the following address:

Submittals shall contain one (1) original and four (4) copies of the information requested. Submittals received after the deadline will not be opened. Facsimile or e-mail submittals will not be accepted. All submittals should be sent to:

Attn: Patrick D. Fletcher
Florence County Procurement Office
County Complex Building, MSC-R
180 N. Irby Street, Room B-5
Florence, South Carolina 29501

Florence County will not be responsible for expenses incurred in preparing and submitting the technical proposal. Such costs should not be included in the proposal.

3. The first page of the proposal should include the following information:

- a. Name of Firm
- b. Certification that the person(s) signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with Florence County.
- c. Proposal for compensation

4. Rates for Additional Professional Services

The County may choose to evaluate additional operational areas for cost reduction services. Any such additional work agreed to between Florence County and the firm awarded contract shall be performed at rates set forth in the schedule of fees and expenses included in the proposal.

5. Manner of Payment

Describe the method of payment based on the monies recovered, the method in which savings will be determined, the percentage of savings generated as payment and the length of time for payment.

IV. EVALUATION PROCEDURES

- A. Selection Team

Proposals submitted will be evaluated by a Selection Team as determined by Florence County.

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B. Review of Proposals

The County team will review the proposals. The firm(s) submitting the proposal that the County believes will provide solutions that best meet the County's services interest while maximizing returns will be awarded contract.

C. Evaluation Criteria

The following criteria will be used to determine the most qualified firm(s) for this project:

1. Proposed approach to the project (15 points)
2. Firm Qualifications and Experience (25 points)
3. Specific Experience in similar public and government projects (25 points)
4. Qualifications and experience of key personnel (25 points)
5. Proposed fees (10 points)

D. Final Selection

The County Leadership Team will select a firm following the recommendation of the Selection Committee.

It is anticipated that a firm will be selected by the County Council on October 20, 2016. Following notification of the firm selected, it is expected a contract will be executed between both parties.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Florence County and the firm selected.

Florence County reserves the right without prejudice to reject any or all proposals.

V. CONTRACT AWARD

In accordance with Sec. 11-48 (7) of the County Ordinance, "Competitive sealed proposals", the contract will be awarded to the qualified provider that best meets the needs of Florence County in accordance with the criteria established by Florence County in the evaluation procedures section (Section V.).

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VI. PROTEST PERIOD

It is the responsibility of the prospective bidder to review the entire invitation for bids packet and to notify the Procurement Department if the specifications/scope of work are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received by the Procurement Department not less than five (5) days prior to the proposal submission deadline. These requirements also apply to specifications or instructions that are ambiguous.

VII. INSURANCE REQUIREMENTS

The successful firm(s) shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful firm shall name Florence County, South Carolina, its elected and appointed officials, officers, and employees "Additional Insured" as their interests may appear but only with respect to services performed or provided by successful firm on behalf of the County under Consultant's commercial general liability insurance policy. The successful firm shall, within 10 calendar days of the full execution of any contract resulting from this RFP, provide the County's Procurement Officer with a certificate(s) of insurance evidencing the coverage required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 calendar days after the insurer or the selected firm gives written notice to the County.

Without limiting the provisions of paragraph above, the selected firm shall during the term of any contract resulting from this purchase and maintain insurance with limits not less than those set forth below:

The successful firm(s) shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the firm(s) shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.

Employer's Liability Insurance - \$1,000,000 each accident, \$1,000,000 disease policy limit, \$1,000,000 disease each employee

Commercial General Liability Insurance - \$1,000,000 per occurrence (bodily injury and property damage) / \$1,000,000 general aggregate

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Automobile Liability Insurance - \$1,000,000 combined single limit (bodily injury and property damage), each accident

Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate

Professional Services: The selected firm(s) shall indemnify and hold Florence County, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected firm's professional services under any contract resulting from this RFP, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected firm(s) to perform any of the work or anyone for whose acts, errors, or omissions the selected firm(s) may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

The selected firm shall require any subconsultants (if any) to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected firm. In addition, the selected firm shall require any subconsultants (if any) to assume the selected firm's indemnification obligations under any contract resulting from this RFP to the extent they relate to the subconsultant's obligations under any contract with the selected firm.

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Signature Page

THIS PAGE MUST BE COMPLETED IN ORDER FOR PROPOSAL TO BE CONSIDERED. FAILURE TO COMPLETE AND RETURN THIS FORM WITH PROPOSAL OFFER SHALL RESULT IN DISQUALIFICATION OF OFFER.

Name of Firm

Signature of Agent

Address

Name of Agent

City & State

Title

Zip

Email Address

Telephone

Date

Federal Identification Number

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APPENDICES

- A. Proposer Guarantees
- B. Proposer Warranties

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APPENDIX A

PROPOSER GUARANTEES

I. The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

II. The proposer agrees to be bound by the contractual requirements delineated by Florence County

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

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APPENDIX B

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of South Carolina laws with respect to foreign (non-state of South Carolina) corporations.

- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Florence County.

- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____