



P.O. Box 40
 Greenwood, SC 29648-0040
www.CityOfGreenwoodSC.com

REQUEST FOR PROPOSALS	
PROJECT NAME:	Hotel Feasibility Study
DESCRIPTION:	Discover Greenwood is looking for a qualified firm to conduct a hotel feasibility study for Greenwood County.
DATE ISSUED:	February 7, 2024
CONTACT:	Kelly McWhorter 864.953.2465 kelly.mcwhorter@gwdcity.com

PRE-BID MEETING:	This project does not require a pre-bid meeting.
BID SUBMISSION: <i>(RFP scores will be published on City website once evaluations are complete)</i>	Friday, March 8, 2024 Hand Delivery: 120 Main St., Greenwood, SC 29646 Mail: PO Box 40, Greenwood, SC 29648 Reference: Hotel Study Attention: Office of the Executive Director, Discover Greenwood *Proposals must be submitted in a sealed package with project name and opening date printed on the exterior. Late submissions will not be accepted.

NAME OF BIDDER (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.cityofgreenwoodsc.com or by contacting Kelly McWhorter at 864.953.2465 or kelly.mcwhorter@gwdcity.com . Award and Amendment information will also be distributed to all those submitting proposals.

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

Drug Free Workplace Certification: By submitting a Bid, the Bidder certifies that, if awarded a contract, the Bidder 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.



P.O. Box 40
 Greenwood, SC 29648-0040
 www.CityOfGreenwoodSC.com

You must submit a signed copy of pages 1-2 with your bid/proposal. By submitting a bid/proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your bid/proposal open for a minimum of thirty (30) calendar days after the Opening Date. You agree that your bid/proposal can be made public under the **Freedom of Information Act, 5 U.S.C § 552**. The City of Greenwood reserves the right to reject any and all bid/proposals, and to waive any informalities or irregularities.

NAME OF BIDDER (Full legal name of business submitting the bid)	BIDDER'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 Bidder's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the bidder above. A bid may be submitted by only one legal entity. The entity named as the bidder 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.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If bidder 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 bidder certifies they are qualified and hold all licenses, permits and regulatory authority to perform the scope of work set forth in the bid description. 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 binding bid to enter contract on behalf of Bidder named above.)	DATE:
---	-------

Include pages 1 & 2 with your bid



P.O. Box 40
Greenwood, SC 29648-0040
www.CityOfGreenwoodSC.com

SCOPE OF WORK

REQUEST FOR PROPOSAL for services rendered to complete a hotel feasibility study.

Discover Greenwood desires the services of a qualified entity to submit total costs and qualifications needed to complete a hotel feasibility study for Greenwood County. Discover Greenwood is the primary destination marketing organization that markets and promotes Greenwood for potential meetings and conferences, sporting events, special events, and other visited related attractors.

PROPOSAL FORMAT & CONTENT

Proposals are to follow the format listed below and are to contain information listed in this section. In order to be responsive, proposals must address all items listed in this section.

1. Project Application (pgs. 1 & 2 above)
2. Letter introducing the firm. This letter should include:
 - a. Information outlining experience with similar projects.
 - b. Information regarding current workload. The City of Greenwood wants to ensure that our project will be a top priority and can be handled with all other existing firm commitments.
 - c. Information regarding any partner firms will be used to fulfill the requirements of the project.
3. Provide a copy(s) of work from at least two similar projects completed by your company. Include contact information of these projects to use as references.

BID SUMMARY – SEPARATE ENVELOPE

The proposal should include a *separate, sealed envelope* with a detailed cost summary. These will be evaluated separately from items 1-4.

SELECTION CRITERIA

The responding firms and proposals will be evaluated on the following:

1. Content of proposal - 50%
2. Organizational capacity - 20%
3. Previous experience with similar projects – 20%.
4. Previous experience with similar size hotel markets – 10%

After proposals have been scored, the Committee will review all cost summaries, and may interview those responding proposers deemed by the Committee to be most qualified. Following such review, the Committee shall determine the most qualified proposer, and may negotiate a contract with such proposer. In the event a satisfactory contract cannot be negotiated with the most qualified proposer, the Committee may negotiate a contract with the next most qualified proposer, and so on, until a satisfactory contract can be negotiated. Nothing contained herein requires the Committee to negotiate a contract with an unqualified proposer or with a proposer who submits an unqualified proposal.



P.O. Box 40
Greenwood, SC 29648-0040
www.CityOfGreenwoodSC.com

SPECIAL CONDITIONS OF CONTRACT

1. The Owner reserves the right to reject any or all proposals and waive any technicalities or informalities.
2. The Owner may request references and experience records of the any proposer prior to awarding a contract.
3. Specific monies have been allocated to do this project. Should the bid exceed the funds allocated; the Owner reserves the right to award that portion of the Contract within the available funding limit.
4. The Contractor shall complete the work as noted in the SCOPE OF WORK
5. No proposal may be withdrawn within thirty (30) days of the opening date.
6. **CHANGE ORDERS:** Changes to the Work must be approved by the City in writing prior to additional work being started.
7. **TIME OF COMPLETION - TIME OF COMPLETION/DEFAULT** - The work to be performed under this contract shall commence within 15 days of the signed Agreement. In case of failure on the part of the Contractor to complete the work as contractually specified, the firm shall be liable to the Owner for all damages sustained by the firm's failure to complete the work in an acceptable manner. In the event Contractor defaults under the terms of this agreement, the Owner may seek all available remedies, at law and in equity, and recover all costs of enforcement of this agreement, including reasonable attorney's fee.
8. **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 Bidder is interested in more than one bid for the same work will cause the rejection of all bids in which such Bidder is interested. Any or all bids will be rejected if there is any reason for believing that collusion exists among any of the Bidders; participants in such collusion will not be considered in future bids.
9. **GENERAL LIABILITY INSURANCE:** This insurance to be on the comprehensive form, shall protect the Contractor, and shall be written to include the City of Greenwood 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 Contractor, his agents, employees or subcontractors.

The Contractor 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 Subcontractors while engaged under this Contract.

The Contractor 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:



P.O. Box 40
Greenwood, SC 29648-0040
www.CityOfGreenwoodSC.com

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 Contractor 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

10. **WORKMAN'S COMPENSATION INSURANCE:** The Contractor and all Subcontractors shall carry Workman's Compensation insurance. A Certificate shall be provided to the City.
11. **PAYMENTS** - The Owner shall pay the Contractor for the work described herein, subject to additions and deductions from approved and written change orders, in accordance with the amount stipulated in the signed Agreement, at the completion of the work and acceptance by the Owner. Partial payment will be considered based on percentage of satisfactory work completed.
12. **CHANGES IN CONTRACT PRICE** - The contract price may be changed only by a written Change Order which shall be executed by the Contractor and approved by the Owner setting forth the change in the scope of work and setting the price for that change.
13. **PERMITS, FEES & LICENSES**
 - The Contractor and any sub-contractor 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.
 - **The selected Contractor and all subcontractors will be required to obtain a City of Greenwood Business License.**

QUESTIONS & INQUIRIES

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

2:00 p.m. on Friday, February 20, 2024

Kelly McWhorter, Executive Director
Discover Greenwood
Kelly.mcwhorter@gwdcity.com

Answers to questions and any other changes or clarifications will be communicated via an addendum and posted on the [City's website](#). It is the Bidder's responsibility to check the [website](#) for updates and issued amendments.

SUBMITTAL

One hard copy and one electronic copy of the proposal due in the office of Discover Greenwood, located at 120 Main Street, Greenwood, SC, no later than **Friday, March 8, 2024@ 10am**. Proposals must be



P.O. Box 40
Greenwood, SC 29648-0040
www.CityOfGreenwoodSC.com

submitted in a sealed envelope and marked "Hotel Feasibility Study". Bidders must acknowledge acceptance of any and all amendments (on page 1 of the Project Application form), which will be posted on the [City's website](#) and provided directly to all known potential bidders.

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 Proposer'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.