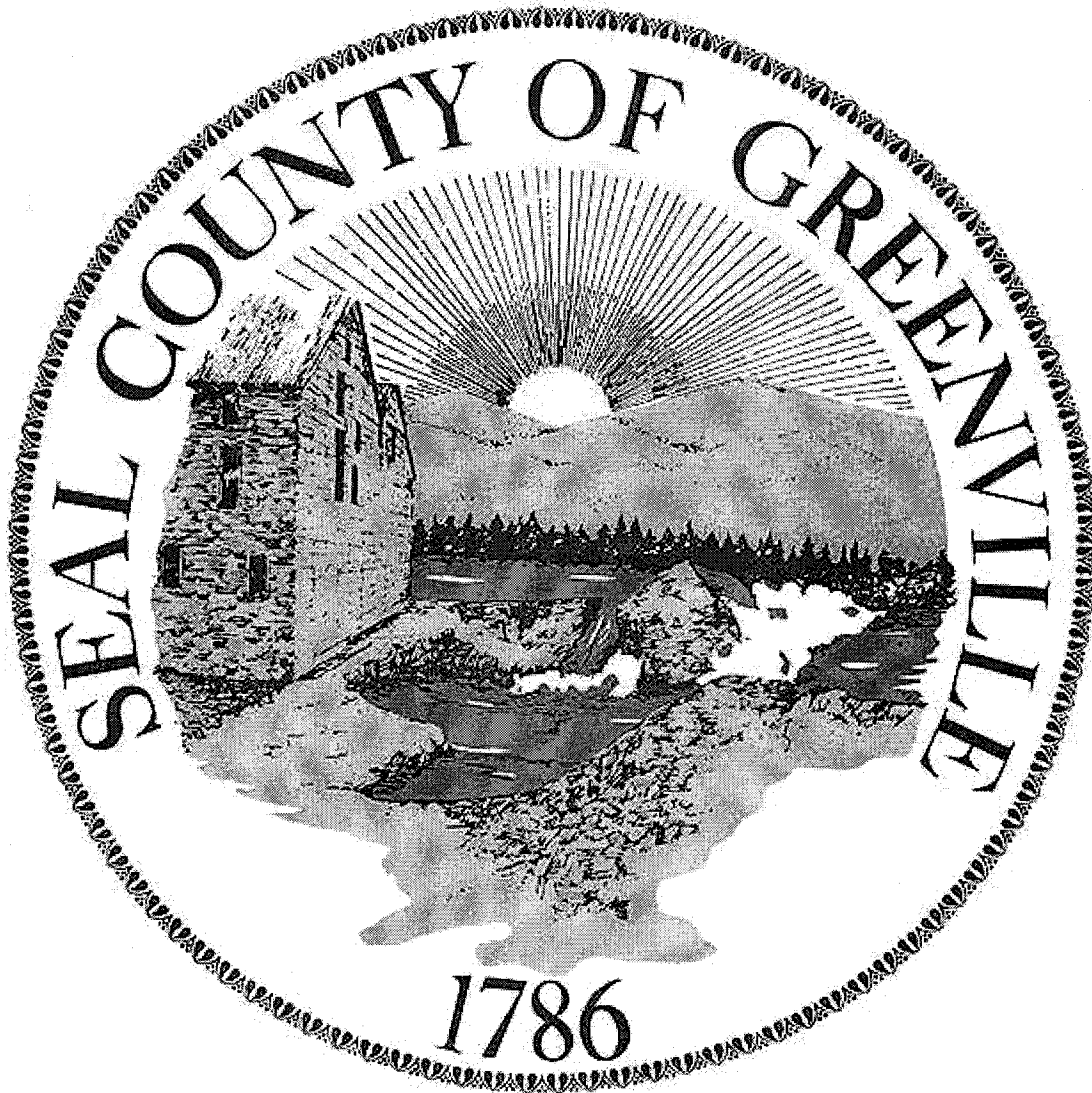


**COUNTY OF GREENVILLE
ENERGY EFFICIENCY PROJECT MANAGER
RFP#12-11/11/09**



**DEPARTMENT OF GENERAL SERVICES
PROCUREMENT SERVICES DIVISION
GREENVILLE COUNTY SQUARE
301 UNIVERSITY RIDGE, SUITE 100
GREENVILLE, SOUTH CAROLINA 29601
www.greenvillecounty.org**



**GREENVILLE COUNTY COUNCIL
PROCUREMENT SERVICES DIVISION
GREENVILLE COUNTY SQUARE
301 UNIVERSITY RIDGE, SUITE 100
GREENVILLE, SOUTH CAROLINA 29601-3660**

Date: October 18, 2009

THE COUNTY OF GREENVILLE IS SEEKING PROPOSALS FROM FIRMS OR INDIVIDUALS TO ACT AS PROJECT MANAGER FOR THE GREENVILLE COUNTY'S ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT (EECBG) RETROFIT PROJECTS, subject to the conditions and all provisions set forth herein and attached. **PROPOSALS WILL BE RECEIVED AT THIS OFFICE UNTIL 3:00 P.M., E.D.T., WEDNESDAY, NOVEMBER 11, 2009** then publicly opened. The services must be furnished as described and specified herein and delivered to 301 University Ridge, Greenville, SC 29601.

SHOW THE FOLLOWING ON ENVELOPE

Request for Proposal

No. #12-11/11/09

PROCUREMENT SERVICES DIVISION

By

Nadine Chasteen

DIRECTOR

THE COUNTY OF GREENVILLE, SOUTH CAROLINA, IS REQUESTING PROPOSALS FROM EXPERIENCED FIRMS OR INDIVIDUALS TO ACT AS PROJECT MANAGER FOR THE GREENVILLE COUNTY'S ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT (EECBG) RETROFIT PROJECTS. THE PROJECT REQUIRES A MANAGEMENT TEAM CAPABLE OF COORDINATING AND PROVIDING SERVICES THAT WILL ENCOMPASS THE AUDITING, CONTROL, MECHANICAL AND ELECTRICAL PROJECTS PER THE ATTACHED SPECIFICATIONS.

A PRE-PROPOSAL CONFERENCE AND SITE TOUR WILL BE HELD ON THURSDAY, OCTOBER 29, 2009, AT 9:00 A.M. E.D.T., IN PROCUREMENT SERVICES DIVISION, COUNTY SQUARE, 301 UNIVERSITY RIDGE, SUITE 100, GREENVILLE, SC, 29601.

PLEASE SUBMIT ONE (1) CAMERA-READY ORIGINAL AND TEN (10) COPIES OF YOUR PROPOSAL.

PLEASE MARK YOUR ENVELOPE TO READ "RFP #12-11/11/09".

ALL QUESTIONS CONCERNING THIS RFP ARE TO BE SUBMITTED IN WRITING TO NADINE CHASTEEN, CPPO, CPPB, DIRECTOR, PROCUREMENT SERVICES DIVISION, COUNTY OF GREENVILLE, 301 UNIVERSITY RIDGE, SUITE 100, GREENVILLE, SC 29601. QUESTIONS MAY BE MAILED TO THE ABOVE ADDRESS, FAXED TO (864) 467-7304, OR E-MAILED TO nchasteen@greenvillecounty.org NO LATER THAN 5:00 P.M. E.D.T., NOVEMBER 5, 2009.

NOTE: PLEASE SIGN ON THE FOLLOWING PAGE. ORIGINAL SIGNATURE REQUIRED. FAILURE TO DO SO WILL VOID PROPOSAL.

All or parts of information on the following page may apply to this RFP.

INSTRUCTIONS TO RESPONDENTS

ENERGY EFFICIENCY PROJECT MANAGER RFP#12-11/11/09

1. Unless otherwise required, submit only one (1) original and ten (10) copies of each Proposals.
2. RFI/RFQ/Bids/Proposals, amendments thereto or withdrawal requests received after the time advertised for opening will be void regardless of when they were mailed.
3. Quote prices on units specified with packing included.
4. Attach complete specifications for and permitted substitutions offered, or when amplification is desirable or necessary.
5. If specifications or descriptive papers are submitted with RFI/RFQ/Bids/Proposals, enter respondents name thereon.
6. If the article bid upon has a trade name or brand, show same in the RFI/RFQ/bid/proposal.
7. When required, furnish samples, free of expense, prior to opening of RFI/RFQ/Bids/Proposals. Label each sample with respondents name and the item number. Should you wish samples returned, at your expense, when not destroyed in tests, make request for return within 10 days following bid/proposal opening.
8. Show delivery time required after order is received (see below).
9. Address and mark bids/proposals as indicated in the notice.

CONDITIONS

1. The County Agency or Institution submitting this notice reserves the right to reject any and all RFI/RFQ/Bids/Proposals, and to waive all technicalities.
2. Unit prices will govern over extended prices, unless otherwise stated in notice.
3. Time in connection with discount offered will be computed from date of delivery of commodities to carrier, when inspecting and acceptance is at point of origin; or date of delivery at destination; or if laboratory inspection is made part of bid, from date of laboratory report.
4. In case of default of contractor, Greenville County reserves the right to purchase any or all items in default on open market, charging contractor with any excessive costs.
5. All materials and products offered must be guaranteed to meet the requirements of the specifications indicated, given or referred to.
6. Prices bid must be based upon payment in thirty (30) days. Discounts for payment in less than thirty (30) days will not be considered in making award.
7. The right is reserved, in case of tie bids, to make award considered to be most advantageous to Greenville County.
8. The right is reserved to reject any RFI/RFQ/Bid/Proposal in which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended.
9. Unless otherwise indicated by County Agency or Institution submitting this notice, prices must be firm.

RFI/RFQ/BID/PROPOSAL

(DATE) _____

In compliance with invitation, and subject to all conditions, thereof, the undersigned offers and agrees, if this RFI/RFQ/Bid/Proposal is accepted within _____ days from date of opening, furnish any or all items quoted on at prices as set forth after the item and unless otherwise specified, within _____ days after receipt of order, delivered, all transportation costs included,

Discount will be allowed as follows: 30 calendar days _____ %.

FIRM NAME _____ ADDRESS _____

BY _____

(RFI/RFQ/BID/PROPOSAL MUST BE SIGNED IN WRITING)

PRINT NAME _____

TITLE _____

PHONE _____ FAX _____



**County of Greenville, South Carolina
Energy Efficiency Project Manager
RFP#12-11/11/09**

I. GENERAL PROVISIONS

A. Submission of Proposals

1. One (1) camera-ready original and ten (10) bound copies of all proposal documents shall be submitted in sealed packages. Responder's name and address should be marked on the outside of the envelope. To ensure acceptance of the proposal, the Request for Proposals (RFP) number and the published opening time and date (RFP#12-11/11/09) should also be clearly shown on the lower left corner of the return envelope. Facsimile transmittals or offers communicated by telephone will not be accepted or considered.
2. Proposal format: Responses to this RFP will be limited to 100 pages on 8 ½" x 11" paper and bound. Responses that use both sides of the paper are acceptable, but the front and back will count as two pages. Report covers and dividers are exempt from the limit, but shall not convey the information requested. Covers may contain logos, titles and graphics. Dividers may contain section name only. Table of contents/index will be counted in the 100 page limit.
3. Mailed proposals shall be sent to:

**County of Greenville
Nadine Chasteen, CPPO, CPPB
Director
Procurement Services Division
Department of General Services
301 University Ridge, Suite 100
Greenville, South Carolina 29601-3660
RFP#12-11/11/09**

B. Delivery of Proposals

Proposals must be received in the Procurement Services Division no later than 3:00 P.M. E.D.T, WEDNESDAY, NOVEMBER 11, 2009. The Responder is responsible for the means of delivering the proposal documents to the location listed in Section I.A.2 on time. The proposal must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery. The clock in the Procurement Services Division is the official clock for determining



**County of Greenville, South Carolina
Energy Efficiency Project Manager
RFP#12-11/11/09**

whether proposals are submitted timely. **Late proposals will not be accepted under any circumstances.**

C. Proprietary Information

The County of Greenville is a public body and governed by the South Carolina Freedom of Information Act. Documents submitted to the County relating to this RFP are subject to requirements of the Freedom of Information Act and may be deemed public records.

D. Qualifications

The selected contractor must be registered with the Central Contractor Registration (CCR) with the federal government and must maintain a DUNS number. Proof of registration and a copy of DUNS number must be included in proposal. Project managers shall be LEED AP certified as Energy Managers. Contractor must have minimum 8 years experience with similar type projects. Qualifications of key team members must be included in RFP. The County prefers a Contractor with an accreditation from a national trade association for energy services.

E. Completion of Proposal

Proposals shall be completed in all respects as required by this Request for Proposals. Statements made by a Responder shall be made without ambiguity, and with adequate elaboration, where necessary, for clear understanding. Responses to this RFP will include a preliminary plan and timeline for carrying out the project so that all projects shall be completed by September 6, 2012.

F. Addenda

Any interpretation, correction or change to this Request for Proposals and Specifications will be made by addendum. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a Responder concerning the solicitation will be furnished to all known Responders to the solicitation if such information is necessary to Responders in submitting proposals or if the lack of such information would be prejudicial to uninformed Responders. Addenda will be transmitted to all that are known to have received a copy of this Request for Proposals. Responders shall acknowledge receipt of all addenda with their Proposal.