



PROCUREMENT DEPARTMENT

Teria G. Sheffield
Procurement Director

SOLICITATION TYPE: Invitation for Bids

DATE: 4/22/2026

ID Number: 3038 **Title:** Overhead Roll-Up Door & Fire Shutter Preventative Maintenance Services

Due Date/Time: May 14, 2026 at 11:00 a.m.

LATE SUBMITTALS WILL NOT BE ACCEPTED

Opening Location:

Government Center Building
Room 3401
6 S. Congress St., York, SC 29745

Voluntary Pre-Bid Site Visit: May 1, 2026 at 9:00 a.m.

Beginning at Fire Training Center
2500 McFarland Road York SC 29745

Point of Contact: Bryant Cook, Procurement Manager

Questions Deadline: May 7, 2026 by 4:00 p.m.

Tentative Date of Award: June, 2026

SECTION 1 SCOPE OF WORK AND SPECIFICATIONS

1.1 Description

The purpose of this request is to solicit sealed bids from qualified proposing firms hereafter referred to as “Bidders” able to perform the services of overhead roll-up door preventive maintenance and fire shutter inspections for York County Government buildings. York County Government currently has 73 overhead roll-up doors, 57 operators, and 12 fire shutters in multiple buildings throughout the county that require service and preventive maintenance.

1.2 Requirements

Bidder service employees must be trained and qualified to perform the services described herein. Bidder must have all licenses and certifications to perform work on all listed in this bid.

The work to be performed by the Bidder under this agreement shall consist of furnishing all material, labor, tools and equipment necessary to provide full preventative maintenance repair service on the equipment described in this solicitation.

Any work not specifically mentioned, but which is needed to make the maintenance complete within the terms of this agreement shall be performed without additional cost.

The Bidder warrants that capability of maintaining this equipment covered by this agreement to its original design capabilities based on the equipment condition as surveyed and all the technical information available at the time of award of this agreement.

Bidder will furnish a report/ticket for any and all visits to the Facilities Maintenance Supervisor within 48 business hours of site visits. This includes all scheduled maintenance visits as well as emergency, abatement or any other visits. The followings items must be included on all report/tickets:

- Location
- Technician(s) name
- Check in time, check out time per job
- A record of the problem reported, a description of work performed, materials used; materials on order
- Date of return if needed to complete repair
- Name of York County employee that requested service
- Name of any York County employee assisting in repair

1.3 Scope of Work

Required Maintenance Service: Bidder under this contract will maintain the overhead roll-up doors and fire shutters as hereinafter described on the terms and conditions subsequently set forth. Bidder will use trained staff directly employed and supervised by the Bidder. Staff members will be qualified to keep the equipment properly adjusted, and will use all reasonable care to maintain in proper and safe operating condition.

Required Maintenance Service on Overhead and roll-up doors as well as operators

Bidder under this contract will perform general maintenance/preventative maintenance on 73 doors and 57 operators

Bidder will bi-annually (2 times a year) and systematically examine and service, the following conditions for each type/style of overhead or roll-up door:

1. Lubrication and inspection of rollers, hinges, bearings, couplings, springs, tracks
2. Test door balance and make spring tension adjustments as needed
3. Tighten any loose hardware
4. Inspect and test safety systems on operator/door
5. Test emergency release and hoist on operator (if applicable) and adjust as needed
6. Check anchors, keyways, keys and sprockets
7. Check limits on operator and adjust if needed

Bidder will notify Facilities Maintenance Supervisor if any repairs and/or parts are needed outside of scope of work contained herein.

Bidder will wait for approval and Purchase order for any additional work outside of scope of work listed herein.

Inspection, Annual Testing and Preventative Maintenance on Fire Shutters

Bidder under this contract will perform general maintenance/preventative maintenance on 12 fire shutters

Bidder will annually (1 time a year) and systematically examine and service, the following conditions for each type/style of fire shutter:

1. Lubrication and inspection of rollers, hinges, bearings, couplings, springs, tracks
2. Test door balance and make spring tension adjustments as needed
3. Tighten any loose hardware
4. Inspect and test safety systems on operator/door
5. Test emergency release and hoist on operator (if applicable) and adjust as needed
6. Check anchors, keyways, keys and sprockets
7. Check limits on operator and adjust if needed

All inspections shall be in accordance to International Fire Code (IFC) section 703

1.4 Pre Solicitation Walk Through

Bidders will be afforded the opportunity to visit the sites of the overhead roll-up doors and the fire shutters. A walk through will be conducted on Friday, May 1, 2026. Designated approximate times for each facility are listed below:

York County List of Overhead and Roll-up Doors Locations

Facility	Address	Size of Door W'x H'	Number of Doors	Manual or Automatic	Pre Solicitation Walkthrough Time
Fire Training Center	2500 McFarland Road York SC 29745	8'x10'	1	Manual	9AM
		16'x16'	8	Automatic	9AM
		12'x14'	12	Manual	9AM
		8'x7'	1	Manual	9AM
		10'x8'	1	Manual	9AM
Public Works	220 Public Works Road York SC 29745	8'x10'	2	Automatic	10:00AM
		12'x12'	1	Automatic	10:00 AM
Vehicle Wash Building	536 Complex Lane York SC 29745	14'x14'	2	Automatic	10:00 AM
Road Maintenance	510 Complex Lane York SC 29745	12'x10'	2	Automatic	10:00 AM
Equipment Maintenance	521 Complex Lane York SC 29745	14.5'x14	11	Automatic	10:15AM
		14'x14	2	Automatic	10:15AM
		10'x14'	1	Automatic	10:15AM
Recycling Center	320 Recycling Center Way	9'x8.5'	3	Automatic	10:30 AM

	York SC 29745				
		12.5'x26	3	Automatic	10:30 AM
		31.5'x26'	2	Automatic	10:30AM
Animal Shelter	713 Justice Blvd York SC 29745	12'x10'	2	Automatic	10:30AM
Moss Justice Center Building 2	1675 York Hwy 5 York SC 29745	14'x12'	3	Automatic	11:00AM
Moss Justice Center Building 3	1675 York Hwy 5 York SC 29745	14'x15'	4	Automatic	11:00AM
Moss Justice Center Building 5	1675 York Hwy 5 York SC 29745	12'x10'	2	Automatic	11:00AM
		22'x13'	1	Automatic	11:00AM
Law Enforcement Training Center	92 Stoneybrook Dr. York SC 29745	19'x14'	4	Automatic	11:30-12
		12'x12'	1	Automatic	11:30-12
Family Court	1555 Main Street Rock Hill SC 29732	14'x14'	2	Automatic	12:30PM
Rock Hill Library	138 E Black Street Rock Hill SC 29732	12'x13'	1	Automatic	1:00PM
		10.5'x10'	1	Manual	1:00PM
TOTAL			73		

York County Fire Shutter Locations

Facility	Address	Size of Door W'x H'	Number of Doors	Manual or Automatic	Pre Solicitation Walkthrough Time
Moss	1675 York Highway York SC 29745	5'x5'	1	Manual	11:30AM
		6'x6'	1	Manual	11:30AM

		3'x5'	3	Manual	11:30AM
Planning	18 W Liberty Street York SC 29745	3'x3'	1	Manual	12:00PM
Heckle Complex	1070 Heckle Blvd Rock Hill, SC 29732	3.5'x5'	6	Manual	12:45PM

SECTION 2 SPECIAL CONDITIONS

2.1 Equipment

York County shall not be held responsible for the bidder's equipment, which may be lost, damaged, or stolen unless loss, damage or theft is through negligence of a York County employee.

2.2 Damages to County Property

The successful bidder is required to promptly notify the Facilities Maintenance Supervisor in the event that any damage occurs to County property (i.e. windows, vehicles, site lights, signage, sprinklers, etc.) as a result of actions of the bidder while providing services. The bidder shall be liable for damages resulting from the actions of its employees.

2.3 Safety

Bidder shall provide and be responsible for the safety and health of all workers on the job and comply with all applicable provisions of current OSHA requirements.

2.4 Company Background and Personnel

The successful bidder must demonstrate the ability to exercise good judgment and safety, and utilize the expertise of skilled and properly trained personnel. The successful bidder shall have a minimum of five years of demonstrated experience in the commercial overhead roll-up door and fire shutter maintenance business as a proprietor, partnership, or corporation.

NO SMOKING or vaping (to include electronic nicotine delivery systems or electronic smoking devices) of any substance or type is allowed on York County property.

Bidder agrees that employees assigned to this contract will conduct themselves in a professional manner which includes refraining from use of profanity, dressing appropriately and professionally, and showing courtesy to citizens and staff.

SECTION 3 INSTRUCTIONS TO BIDDERS

3.1 Submittal Requirements

Electronic submittals shall be uploaded in PDF format via the Getall online portal which can be accessed via <https://www.yorkcountygov.com/217/Procurement> under the Active Bids link. To ensure

that an electronic submittal is received by the due date and time, it is recommended that submittals are uploaded allowing sufficient time prior to deadline. An email confirmation of submittal will be received after clicking on the Confirm Bid button in the GetAll system. If confirmation email is not received, contact GetAll support at support@getall.com to confirm submittal was successful. Proposals received after specified time and date will be considered as non responsive and will be rejected accordingly. Faxed information is not acceptable.

The Bidder shall be responsible for confirming that submittal is received by the deadline. Any submittal received after the closing date and time deadline will not be considered.

For step by step instructions on how to submit a response, select Help and then Quick Reference in the [Getall](#) portal.

Proposals must include all requested information. Failure to respond to any requested item may cause a Proposal to be deemed non-responsive.

3.2 Information

York County reserves the right to reject any or all responses, waive any technicalities and select the Bidder who is determined to best meet the needs of the County for this Request. To assure clarity, all Bidders may contact the appropriate county officials as listed in the Inquiries section of this solicitation, via email and ask pertinent questions regarding the requirements/specifications of this Request. Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for opening of Bids will be given consideration unless otherwise specified on cover page. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, posted on the County's website <https://www.yorkcountygov.com>. Each Bidder must acknowledge receipt of such addenda in the space provided in the Bid document. In case any Bidder fails to acknowledge receipt of such addenda or addendum, the Bid will nevertheless be construed as though it had been received and acknowledged and the submission of the Bid will constitute acknowledgement of the receipt of same. It is the responsibility of each Bidder to verify that he has received all addenda issued before Bids are opened. Questions received less than five (5) days prior to the date for opening of Bids may not be answered unless otherwise specified on cover page. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

3.3 Inquiries

General questions about this solicitation should be submitted through the [Getall](#) portal, by selecting the questions icon in the corresponding Q&A column.

SECTION 4 BID EVALUATION, AWARD, AND CONTRACT

4.1 General

Bid will be awarded to the most responsible Bidder who meets the requirements and evaluation criteria set forth in the Invitation for Bids and are either the lowest Bid price or lowest evaluated Bid price.

4.2 Determination of Lowest Bidder

Bids must be evaluated to determine which Bidder offers the lowest cost in accordance with the criteria set forth in the Invitation for Bids.

4.3 Modification of Bids

York County does not allow modification of Bids after submittal.

4.4 Award

The County must award this Bid to the lowest responsible and responsive Bidder who best meets the terms and conditions of the Bid. The award will be made on basis of price, product evaluation, and prior history of service and capability. York County reserves the right to reject any or all Bids and to make an award to the most advantageous vendor. Upon determination of the lowest Bidder, review of Bid for responsiveness, and satisfaction that the vendor is responsible, then upon approval of the York County Council, a Purchase Order will be issued to that vendor.

4.5 Terms of Contract

The initial contract term shall for three (3) years with two additional one (1) year renewal options. The Contract must be valid from the date of the initial Purchase Order and must remain valid for the duration of term mentioned above.

Breach or non-performance of any Contract term must constitute cause upon which the County may immediately terminate the Contract by written notice. A waiver by the County of any breach or non-performance of any term of this agreement must not operate as a waiver of any subsequent breach or non-performance.

4.6 Termination of Contract

- a. Should a dispute arise, and if, after a good faith effort at resolution, the dispute is not resolved, either party may terminate the contract by providing thirty (30) days written notice to the other party.
- b. Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of York County without the required (30) days advance written notice, then York County must negotiate reasonable termination costs, if applicable
- c. Cause: Termination by York County for cause, default or negligence on the part of the Vendor must be excluded from the foregoing provisions; termination costs, if any must not apply. The thirty (30) days advance notice requirement is waived and the default provision listed herein must apply.
- d. Default: In case of default of Vendor, York County reserves the right to purchase/lease any or all items or all items/services in default open market, charging Vendor with any excessive costs.

4.7 Non-Appropriation Clause

Notwithstanding any other provision of this request/agreement, all obligations of the County under this solicitation which require the expenditure of funds are conditioned on the availability of funds appropriated for that purpose.

4.8 Protest

Any prospective bidder, offeror, Bidder or subcontractor aggrieved in connection with the solicitation of a contract shall protest to the Procurement Director within seven days, but not thereafter, of the date of issuance of the invitation for bids, request for proposals or other solicitation documents, whichever is applicable, or any amendment thereto, if the amendment is at issue. Any actual bidder, offeror, Bidder or subcontractor aggrieved in connection with the intended award or award of a contract shall protest to the appropriate Procurement Officer within seven days, but not thereafter, of the date notification of award is posted. A protest shall be in writing, submitted to the Procurement Director, and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received within the time provided.

SECTION 5 TERMS AND CONDITIONS

5.1 Acceptance and Deviations

Each Bidder must meet all of the specifications and bid terms and conditions. By virtue of the bid submission, the Bidder acknowledges agreement with and acceptance of all provisions of the specifications except as expressly qualified in the BID. Non-substantial deviations may be considered provided that the Bidder submits a full description and explanation of and justification for the proposed deviations in the Exceptions form provided on the Bid Form. Whether any proposed deviation is non-substantial will be determined by York County in its sole discretion.

5.2 General Requirements

All Bidders including the employees of the Bidder must comply with all applicable Federal, State, and County laws pertaining to contracts entered into by governmental agencies, including non-discrimination employment. Contracts entered into on the basis of submitted proposal responses are revocable if contrary to law. Contracts for work resulting from this request will obligate the Bidder to not discriminate on the basis of race, color, creed, religion, handicap, or national origin in their employment practices.

5.3 Title VI of the Civil Rights Act of 1964

Bidders shall comply with Title VI of the Civil Rights Act of 1964. York County strongly encourages the use of and involvement of Disadvantaged Business Enterprises (DBE) on this project.

5.4 Conflict of Interest

The successful firm shall not knowingly employ, during the period of a contract, or any extensions to it, any professional personnel who are also in the employ of York County and who are providing services involving this request or services similar in nature to the scope of this request to the County. Furthermore, the firm shall not knowingly employ, during the period of a contract or any extensions to it, any York County employee who has participated in the making of a contract until at least two years after his/her termination of employment with York County.

5.5 Indemnification and Hold Harmless

The successful firm shall agree to protect, defend, indemnify, and forever hold harmless, the County, its agents, officers, and employees, from and against any and all claims, liabilities, damages, costs, actions, proceedings, of any nature whatsoever, however alleged or termed, or in any lawsuits, arising in any manner out of any action or failure to act, by the firm, its officers, agents, and employees, or relating to or arising out of the performance or failure to perform, by the firm, its officers, agents, and employees, any obligations arising under its agreement with the County, or any other type claim/lawsuit whatsoever, however alleged or termed, which may arise at any time as a result of or related to the provision of service(s) for the County by the successful firm, without regard to the source, nature, or validity of the claim/lawsuit. Losses, liabilities, expenses and claims for damages shall include, but not be limited to, civil and criminal fines and penalties, loss of use and/or services, claims for injury, damage, disability, property damage, or death, injury to real or personal property, and attorneys' fees, costs, and expenses incurred by the County or any of its agents, officers, and employees. The County shall not be precluded from receiving the benefits of any insurance the firm may carry which provides for indemnification for any loss or damage to property in the firm's custody and control, where such loss or destruction is to County property. The firm shall do nothing to prejudice the County's right to recover against third parties for any loss, destruction or damage to County property.

5.6 Drug-Free Workplace

During the performance of this request, the firm agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the firm maintains a drug-free workplace. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Bidder/firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the request.

5.7 Applicability/Jurisdiction of South Carolina Law and Courts

Upon award of a contract under this request the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful firm from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed proposal, the firm agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all

matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

5.8 Certificate of Insurance

Once selected, the successful firm will be required to provide proof of insurance to include professional liability; workers compensation, employer's liability and general liability prior to commencing work.

5.9 Assignment

No contract or its provisions may be assigned, sublet, or transferred without the written consent of the County.

5.10 Ownership of Material

All proposals and supporting materials (including all data, material, and documentation) originated and prepared for York County pursuant to this solicitation and including correspondences relating to this solicitation shall, belong exclusively to York County.

5.11 Prime Responsibilities

The successful firm will be required to assume sole responsibility for the complete effort as required by this solicitation. York County will consider the successful firm to be the sole point of contact with regard to contractual matters.

5.12 Subcontracting

If any part of the work covered by this solicitation is to be subcontracted, the successful firm shall identify the subcontracting organization and the contractual arrangements made therewith. All subcontractors must be approved by York County. The successful firm will also furnish the corporate or company name.

5.13 Records Retention and Right to Audit

The County shall have the right to audit books and records of the successful firm as they pertain to this contract. Such books and records shall be maintained for a period of three (3) years from the date of final payment under the contract. The County may conduct, or have conducted, performance audits of the successful firm. The County may conduct, or have conducted, audits of specific requirements of this solicitation as determined necessary by the County. Pertaining to all audits, successful firm shall make available to the County access to its computer files containing the history of contract performance and all other documents related to the audit. Additionally, any software used by the successful firm shall be made available for auditing purposes at no cost to the County.

5.14 Public Access to Procurement Information

Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this SOLICITATION which is deemed privileged and confidential by the Bidder, will not be disclosed. Such privileged and confidential information should be clearly marked as such and includes information which if disclosed, might cause harm to the competitive position of the Bidder supplying the information. All Bidders, therefore, must visibly mark as "CONFIDENTIAL" each specific part of their proposal which such Bidders consider to contain proprietary or other

privileged information. Additionally, all Bidders shall be solely responsible for identifying as exempt from the Freedom of Information Act and for visibly marking as "EXEMPT FROM FREEDOM OF INFORMATION ACT" each specific part of their proposal which Bidders deem to be so exempt and shall further be solely responsible for any consequences that might arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. York County hereby disclaims any responsibility for not disclosing information identified by any Bidder as exempt from the Freedom of Information Act and further hereby disclaims any responsibility for any information which is disclosed as a result of Bidder's failure to visibly mark it as "CONFIDENTIAL" or to improperly mark it as "confidential". Bidder must identify specific parts of the proposal package as confidential. Failure to do so or to mark the entire proposal package as confidential may result in disclosure of that information.

5.15 Non-Collusion Bidding Certification and Disqualification

By submission of a bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief.

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the Bidder and will not knowingly be disclosed prior to the bid opening, directly or indirectly, to any other Bidder or to any competitor.

No attempt has been or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition

One Bid: Only one Bid from an individual firm, partnership, company, or corporation under the same or under different names will be considered. If OWNER believes that a Bidder submitted more than one Bid for the work involved, all Bids submitted by that Bidder will be rejected.

5.16 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

The Bidder certifies, by submission of this document or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency. It further agrees by submitting this qualification statement (if applicable) that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, it must attach an explanation to this solicitation/bid.

5.17 Certification Regarding Immigration Reform and Control

The Bidder certifies, by submission of this document or acceptance of a contract, that all Bidders are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Bidder as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Bidder hereby certifies

without exception that Bidder has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages. The Bidder certifies that, should it be awarded a contract by the County, the Bidder will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Bidder pursuant to this contract. The Bidder further certifies that it will remain in compliance throughout the term of the contract. At the County's request, the Bidder is expected to produce to the County any documentation or other such evidence to verify the Bidder's compliance with any provision, duty, certification, or the like under the contract. The Bidder agrees to include this Certification in contracts between itself and any subcontractor in connection with the services performed under this contract.

5.18 Chain of Communication

To ensure the integrity of the competitive process, a strict chain of communication shall apply to each Invitation for Bids, Request for Proposals, Request for Qualifications, or any other competitive solicitation during the period between publication of the solicitation and final award. Bidders or its agents may not communicate by any means, directly or indirectly, with York County public officials, employees, its agents, or representatives or any person not otherwise listed on this document, regarding any aspect of this procurement activity. All communications must be solely with the Procurement Officer. In the sole determination of the Procurement Officer and/or York County, violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

5.19 Prohibition of Donations and Gratuities

Bidders are restricted from making donations to any York County governmental entity with whom they have or seek to have a contract. The Bidder represents that his/her offer discloses any gifts made, directly or through an intermediary, by the Bidder or the Bidder's named subcontractor or subconsultants to or for the benefit of York County, its agents, or representatives during the period beginning eighteen months prior to the Opening Date. No Bidder, or any person, firm, or corporation employed by the Bidder in the performance of this request, may offer or give any gift, money or anything of value or any promise for future reward or compensation to any York County employee.

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