

SCOPE OF SERVICES

General

1. The successful Contractor shall provide all labor, materials and equipment necessary to re-roof The Bluffton Oyster Factory.
2. Projects shall include, but is not limited to the removal of all existing roof material from main structure, replace structural material as necessary to support new metal roof, remove and replace rotten structural members at rear of building, insure leak free seams at transition at varying roof slopes clean up and remove all debris.
3. All work shall be performed according to the standards of the building code as adopted by the State of South Carolina and to the complete satisfaction of the Town. The Contractor will be responsible for any applicable fees associated with work requiring a local permit or inspection. The Contractor shall be responsible for advising the Town when a permit or inspection is needed. The Contractor shall schedule any needed inspections.
4. All work shall be scheduled at the convenience of the Town as not to interfere with Town's conduct of business.
5. Contractor shall not subcontract any portion of the work required under this contract. All work must be performed by the Contractor's work forces.
6. All work shall be done in a safe manner and comply with all governing regulations concerning safety. This shall include, but not limited to OSHA, MOSHA, etc. Adequate barricades shall be erected and maintained around all areas where equipment and materials are stored and used. All work being performed for and/or on Town property shall fully conform to all local, state and federal safety regulations.
7. It shall be the responsibility of the Contractor performing services for this contract to safeguard their own materials, tools, and equipment. The Town shall not assume any responsibility for vandalism and/or theft of materials, tools and/or equipment.
9. The Contractor shall obtain the permission of the Project Manager regarding any needed storage of materials and equipment. Such storage shall be done in such a manner as not to interfere with the schedule for that location. The Town shall not accept responsibility for losses of material or equipment regardless of approval to store in any of the Town's facilities or grounds.
10. All work areas shall be kept in orderly condition, free of unnecessary material and equipment. All debris will be picked up and hauled away by the Contractor. No additional charge for hauling away debris shall be permitted under the contract.
11. The Contractor shall at all times maintain the following minimum amounts and coverages of insurance during the contract:

Workers Compensation – The Selected Contractor shall agree to maintain Worker's Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

Business Auto Policy – The Selected Contractor shall agree to maintain Business Automobile Liability at a limit of liability not less than \$1,000,000 each occurrence for all owned, non-owned and hired automobiles.

Commercial General Liability – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

Additional Insured Requirements – Except as to Workers' Compensation and Employers' Liability, said Certificate(s) shall clearly state that coverage required by the contract has been endorsed to include the Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as Additional Insured with a CG 2026-Designated Person or Organization endorsement, or similar endorsement, to its' Commercial General Liability. The name for the Additional Insured endorsement issued by the insured shall read "Town of Bluffton", a municipality of the State of South Carolina, its officers, employees and agents along with the Contract and/or Bid number. The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage.

The Contractor shall complete all work as described within Thirty (30) days of notice to proceed.