

# **SPECIFICATIONS FOR ASPHALT DRIVE AT CARTER PROPERTY, LOCATED AT 821 WEST 5<sup>TH</sup> NORTH STREET, SUMMERVILLE, SC 29483**

## **Scope of Work**

The Contractor shall furnish all labor, tools, materials, equipment, and supervision necessary to pave the driveway between the EMS Headquarters and the property formerly known as Carters. The project scope includes the following:

1. Grade existing base to proper depth
2. Pave area highlighted in orange (appx 6790 SF) with 2 inches of course asphalt
3. Add 4" asphalt curb in the area highlighted in yellow (appx 210 LF)
4. Replace drain pipe and asphalt at Wassamasaw entrance area highlighted in blue (appx 40 LF) with 15" diameter pipe.
5. Install new asphalt sidewalks in area highlighted in green to mobile units (855 SF)
6. Ensure surface is finished to the County's satisfaction
7. Remove all debris left over.
8. Any change orders not in the scope or agreed upon prior to work beginning must be approved before it is started.
9. All work must meet all electrical and building code standards

## **Time of Completion**

Work will be completed within thirty (30) days of Notice to Proceed.

## **Contract Document**

The successful Offeror shall be required to execute a formal contract within Five (5) Business Days after award notification. Said Contract shall be virtually identical in substance and form to the Contract which is attached and marked Attachment B, Sample Contract. The only anticipated changes in Attachment B, Sample Contract, will be to include additional exhibits, to fill in the blanks to identify the successful Offeror, and terms relating to compensation, or to revise the contract to accommodate corrections or change orders. **Offerors should raise any questions regarding the terms of the Contract, or submit requested changes in said terms, in the form of written questions or submittals, subject to the deadline for questions.** Because the signed contract will be substantively and substantially derived from Attachment B, Sample Contract, Offeror is urged to seek independent legal counsel as to any questions about the terms, conditions or provisions contained in Attachment B, Sample Contract, before submitting a quote. Again, Attachment B, Sample Contract, contains important legal provisions and is considered part and parcel of this solicitation. Failure or refusal to sign aforesaid Contract shall be grounds for the County to revoke any Notice of Award which has been issued and award the Contract to another Bidder.

## **Term of Contract**

The Contractor shall commence work upon a Notice to Proceed from the County. The contract can be terminated by either party with a 30-day written notice.

## **Damage of Property**

Any damage to Dorchester County property or private property as a result of the Contractor's operation shall be immediately repaired by the Contractor. Should the repair not be instituted

soon enough, or satisfactorily in the opinion of Dorchester County, County reserves the right to make the necessary repairs and deduct these costs from any monies due the Contractor. The Contractor shall rent equipment as needed to cover any equipment breakdowns.

### **Pricing**

Offeror should provide unit pricing for the work on the forms provided.

### **Payment**

Contractor shall invoice Dorchester County after completion of project. Payment will be made within thirty (30) days from the date of invoice approval.

### **Location of Work**

**821 West 5<sup>th</sup> North Street, Summerville, SC 29483**

Attachment A, Map, designates in various colors the areas of the property on which work is to be performed. Contractor should confirm quantities and condition of areas to be paved through an onsite visit.

### **Notification**

The contractor will provide notification to Dorchester County of any accidents, injuries, or complaints by the public to allow the department to investigate these matters.

### **Business Licensing**

The Contractor must possess a valid Town of Summerville business license.

### **Insurance Requirements**

The Contractor must meet or exceed the insurance requirements of Dorchester County (see Attachment B, Sample Contract).

**Quotes must be received by 5:00 PM on Monday, February 24, 2020. They can be emailed to [rdantzler@dorchestercountysc.gov](mailto:rdantzler@dorchestercountysc.gov) or mailed to the attention of Rebecca Dantzler at 201 Johnston St., St. George, SC 29477. They can also be submitted electronically to the online solicitation. Please e-mail Rebecca Dantzler with any questions.**

## **ATTACHMENT A**

# **REQUIRED FORMS**

## QUOTE FORM

When changes in the work are ordered by the Owner, and such changes involve the following items, the following unit prices will be used to calculate adjustments to the Contract Sum. These unit prices shall be for the Work as specified, including all labor, materials, equipment, accessories, shipping, preparation, insurance, testing, overhead, profit, applicable taxes, permits, fees, warranties and all other associated costs for the finished and completed Work.

Submit unit price and proposal amount for the following items. This list may not include all components necessary to provide a completed product, therefore any applicable items necessary to provide a completed product should be considered in your unit price response.

In case of errors in the extension of prices, unit price governs. In case of error in summations, corrected bid amounts will be totaled and will govern.

### UNIT PRICE SCHEDULE.

Item	Description	Unit	Quantity	Unit Price	Total Cost
1.	Pave area with 2" of course asphalt	SF	6790	\$	
2.	4" asphalt curb to divert water	LF	210	\$	
3.	Replace Wassamasaw entrance 15" pipe and asphalt	LF	40	\$	
4.	Install asphalt walkways to mobile units	SF	855	\$	
<b>TOTAL QUOTE</b>					<b>\$</b>

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT B**

### **MAP**



# Mobile Unit Site Plan



Disclaimer: This map is a graphic representation of data obtained from various sources. All efforts have been made to warrant the accuracy of this map. However, Dorchester County disclaims all representation and liability for the use of this map. DORCHESTER COUNTY EBY



# Phase 1



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1 inch = 25 feet





## **ATTACHMENT C**

# **SAMPLE CONTRACT**



STATE OF SOUTH CAROLINA )

**CONTRACT**

COUNTY OF DORCHESTER )

\_\_\_\_\_ Services

**THIS CONTRACT** ("Contract") entered into this \_\_\_\_ day of \_\_\_\_\_ 2020 between the **COUNTY OF DORCHESTER**, South Carolina, a public body corporate and politic and political subdivision of the State of South Carolina, ("County"), and **(NAME OF COMPANY/INDIVIDUAL)**, a (State Name) Sole Proprietorship/Partnership/Corporation, Limited Liability Corporation (choose one), the mailing address of which is Street, City, State, Zip Code ("Contractor"), ("Party" as to each; collectively the "Parties").

**WHEREAS**, THE County wishes to contract for \_\_\_\_\_ Services at the Dorchester County Carter Property as described in Request for Quotes No. \_\_\_\_\_ ("Work"); and

**WHEREAS**, Contractor has represented to the County that its staff is qualified to provide the Work required in this Contract in a professional, timely manner; and

**WHEREAS**, the County has relied upon the above representations by Contractor,

**NOW, THEREFORE**, in consideration of the promises and covenants set forth herein, it is agreed by and between the Parties as follows:

**SECTION ONE**  
**SCOPE OF SERVICES**

The Contractor agrees to perform and furnish all labor, supervision, materials, equipment, transportation and supplies necessary for the completion of the Work, as described in Request for Quotes No. \_\_\_\_\_ in a timely, workmanlike manner, professional in all aspects, and in accord with all applicable laws, rules and regulations.

**SECTION TWO**  
**CONTRACT PRICE: PAYMENT TERMS**

Contractor shall be compensated based upon the following price:

\$ \_\_\_\_\_

Invoices are to be mailed to Dorchester County Purchasing, Attention: Rebecca Dantzler, 201 Johnston Street, St. George, SC 29477. Questions or concerns regarding payment may be directed to Rebecca Dantzler at [rdantzler@dorchestercountysc.gov](mailto:rdantzler@dorchestercountysc.gov). Payment will be due within 30 days of approved invoices.



**SECTION THREE**  
**TIME: TERM OF CONTRACT**

The Contractor hereby agrees with the County to provide those services specified herein upon Notice to Proceed and shall complete the Work within thirty (30) days.

**SECTION FOUR**  
**INSURANCE REQUIREMENTS**

The Contractor, at its own expense, shall at all times during the term of the Contract, maintain insurance. The County may contact the Contractor's insurer(s) or insurer(s)' agent(s) directly at any time regarding Contractor's coverages, coverage amounts, or other such relevant and reasonable issues related to this Contract. The Contractor shall also require any subcontractors to carry the same coverages in the same amounts.

The County must be advised immediately of any changes in required coverages.

The Contractor shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the County by the Contractor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted prior to the commencement of work and such coverage shall be maintained by the Contractor for the duration of the Contract period; for occurrence policies.

**A. General Liability**

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits

General Liability:

\$1,000,000 General Aggregate Limit

\$1,000,000 Products & Completed Operations

\$1,000,000 Personal and Advertising Injury

\$1,000,000 Each Occurrence Limit

\$50,000 Fire Damage Limit

\$5,000 Medical Expense Limit

**B. Automobile Liability**

Coverage sufficient to cover all vehicles owned, used, or hired by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Limits

Automobile

Liability:

\$1,000,000 Combined Single Limit



\$1,000,000 Each Occurrence Limit

\$5,000 Medical Expense Limit

**C. Workers' Compensation**

Limits as required by the Workers' Compensation Act of SC. Employers Liability, \$1,000,000.

**D. Owners' & Contractors' Protective Liability**

Policy will be in name of County. Minimum limits required are \$1,000,000.

**E. Professional Liability**

Minimum limits are \$1,000,000 per occurrence.

**F. Coverage Provisions**

1. All deductibles or self-insured retention shall appear on the certificate(s).
2. The County of Dorchester, its' officers/ officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The offeror's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.
4. Shall provide 30 days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverage for subcontractors of the Contractor shall be subject to all of the requirements stated herein.
6. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the Contractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against the County, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
9. The Contractor shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.



10. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from County's Risk Manager or Procurement Director.

## **SECTION FIVE**

### **INDEPENDENT CONTRACTOR**

Contractor is an independent contractor and shall not be deemed the agent or employee of the County for any purpose whatsoever. Contractor shall not hold himself out as an employee of the County and shall have no power or authority to bind or obligate the County in any manner, except the County shall make payment to Contractor for work and expenses as herein provided. Contractor shall obtain and maintain all licenses and permits required by law for performance of this Contract by him or his employees, agents, and servants. Contractor shall be liable for and pay all taxes required by local, state or federal governments, including but not limited to social security, Workers' Compensation, employment security, and any other taxes and licenses or insurance premiums required by law. No employee benefits of any kind shall be paid by the County to or for the benefit of the Contractor or its employees, agents, or servants by reason of this Contract.

## **SECTION SIX**

### **INSPECTION AND ACCEPTANCE**

All Work shall be subject to inspection by the County at all reasonable times and places. The Contractor shall, without charge, correct any workmanship found by the County not to conform to the Contract requirements.

## **SECTION SEVEN**

### **ADDITIONAL SERVICES OUTSIDE THE SCOPE OF SERVICES**

County will be charged for any additional service requested that is not outlined in the Scope of Work section of this Contract. Charges for additional services shall be agreed upon in writing prior to the commencement of any additional services.

## **SECTION EIGHT**

### **TERMINATION**

#### **A. For Convenience**

The Purchasing Services Manager, by advance written notice, may terminate this Contract when it is in the best interest of the County. If this Contract is so terminated, the Contractor shall be compensated for all necessary and reasonable direct costs of performing the Work actually accomplished. The Contractor will not be compensated for any other costs in connection with a termination for convenience. The Contractor will not be entitled to recover any damages in connection with a termination for convenience.

#### **B. For Default**

If the Contractor refuses or fails to perform the Work or any separable part thereof in a timely or workmanlike manner in accordance with the Contract Documents, or otherwise



fails, in the sole opinion of the County, to comply with any of the terms and conditions of the Contract Documents deemed, in the sole opinion of the County, to be material (including, without limitation, the requirement that the Contractor obtain and maintain in force all necessary permits), such refusal or failure shall be deemed a default under this Contract.

In the event of a default under this Section, the County shall have the right to terminate forthwith this Contract by written notice to the Contractor. In the event of such default, the advance notice period for termination is waived and the Contractor shall not be entitled to any costs or damages resulting from a termination under this section.

Whether or not the Contractor's right to proceed with the Work is terminated, it and its sureties shall be liable for any damage to the County resulting from Contractor's default. Any wrongful termination for default shall be deemed by the Parties a termination for convenience.

#### C. Termination for Non-Appropriation of Funds

The Purchasing Services Manager, by written advanced notice, may terminate this Contract in whole or in part in the event that sufficient appropriation of funds from any source (whether a federal, state, County or other source) are not made or sufficient funds are otherwise unavailable, in either case, to pay the charges under this Contract. If this Contract is so terminated, the Contractor shall be compensated for all necessary and reasonable direct costs of performing the Work actually provided to the date of such termination. The Contractor will not be compensated for any other costs in connection with a termination for non-appropriation. The Contractor will not be entitled to recover any damages in connection with a termination for non-appropriation, including, but not limited to, lost profits.

#### D. Rights Cumulative

The rights and remedies of the County provided in this Section are in addition to any other rights and remedies provided by law or under this Contract.

### **SECTION NINE** **CLEANUP WORK AND REPAIR OF DAMAGES**

During the performance of the Work, the Contractor shall continuously keep the work sites and areas adjacent thereto in an orderly condition, free and clear from debris and discarded materials.

Contractor will restore or replace, when and as directed by the County, any public or private property damaged or destroyed by Contractor's work, equipment or employees to a condition at least equal to that existing immediately prior to the beginning of the Work.

### **SECTION TEN** **DEFINITIONS**



Litter - rubbish such as wastepaper, cans, and bottles discarded in an open or public place as to be a nuisance or health concern.

Debris - scattered remains of something destroyed.

Trash - worthless or discarded material or objects.

## **SECTION ELEVEN ADVERSE WEATHER**

There may be instances when weather conditions keep Contractor from performing services. Contractor will make every effort possible to complete services in a timely manner. Contractor shall not be liable for any damage due to acts of nature. In the event of such cases (i.e. severe winds, named storms, hurricane, tornado, etc.), Contractor agrees to remove debris, at an extra charge agreed upon between County and Contractor.

## **SECTION TWELVE CONTROLLING LAW**

The laws of South Carolina shall govern this Contract. All litigation arising under this Contract shall be litigated only in a nonjury hearing in the Court of Common Pleas, First Judicial Circuit, Dorchester County or the Dorchester County Magistrates Court.

## **SECTION THIRTEEN ENTIRE AGREEMENT**

This Contract constitutes the entire understanding and contract between the Parties hereto and supersedes all prior and contemporaneous written and oral contracts between the Parties and their predecessors in interest regarding the subject matter of this Contract. This Contract may not be changed, altered, amended, modified, or terminated orally, except as specifically provided, and any such change, alteration, amendment, or modification must be in writing and executed by the Parties hereto.

## **SECTION FOURTEEN SEVERANCE**

Should any part of this Contract be determined by a Court of competent jurisdiction to be invalid, illegal, or against public policy, said offending Section shall be void and of no effect and shall not render any other Section herein, nor this Contract as a whole, invalid. Any terms which, by their nature, should survive the suspension, termination or expiration hereof shall be deemed to so survive.

## **SECTION FIFTEEN NON-WAIVER**

Any waiver of any default by either Party to this Contract shall not constitute waiver of any subsequent default, nor shall it operate to require either Party to waive, or entitle either Party to a waiver of, any subsequent default hereunder.



**SECTION SIXTEEN**  
**SUSPENSION OF WORK**

The County may order, in writing, the Contractor to suspend, delay, or interrupt all or any part of the Work for such period of time as may be determined to be appropriate for the convenience of the County. The County may suspend performance of its obligations under this Contract in good faith for the convenience of the County or to investigate matters arising in the Work.

When the County orders any suspension of the Work under the paragraph above, the Contractor shall not be entitled to any payment for Work with respect to the period during which such Work is suspended and shall not be entitled to any costs or damages resulting from such suspension.

**SECTION SEVENTEEN**  
**SAFETY, HEALTH, AND SECURITY PRECAUTIONS**

The Contractor shall take proper safety, health, and security precautions to protect its workers and the County's property, workers and the public at all times during the term of this Contract.

*(Signature block below)*

**IN WITNESS WHEREOF**, the Parties hereto have executed this Contract under their several seals the day and year first written above.

**CONTRACTOR**

**DORCHESTER COUNTY**

\_\_\_\_\_  
Name:

Title: \_\_\_\_\_

\_\_\_\_\_  
Jason L. Ward

County Administrator

**Attest:**

**Attest:**

1) \_\_\_\_\_

2) \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_