



Town of Bluffton
Public Notice
Request for Quote RFQ # 2018-43
As-Needed / On Call Small Construction and Miscellaneous Repair Services

The Town of Bluffton's Public Works Department is soliciting quotes from experienced and qualified vendors to provide As-needed / On Call Small Construction and Repair Services for various Town of Bluffton facilities. Services shall be provided in accordance with the scope of services attached hereto.

It is the intent of the Town to enter into a Master Service Agreement with a primary and secondary vendor to provide the requested services. The Master Service agreement shall be for one (1) year with the option to renew for three (3) additional (1) year periods. Awarded vendor(s) shall provide proof of General Contractor's license and a current Town of Bluffton business license prior to contract execution.

Questions and inquiries regarding this RFQ should be directed to:

Derrick Coaxum
Public Works Manager
dcoaxum@townofbluffton.com

The complete RFQ and its attachments are posted in the "Bid Opportunities" section of the Town's website at www.townofbluffton.sc.gov.

To submit a response to this RFQ, complete the pricing form in its entirety and return to the contact person identified within this notice prior to 2:00 p.m. on February 22, 2018.



TOWN OF BLUFFTON

As Needed / On Call Small Construction and Miscellaneous Repair Services

ATTACHMENT # 1

SCOPE OF SERVICES

I. GENERAL

- A. The Contractor, if doing business under an assumed name, i.e. an individual, association, partnership, corporation, or otherwise, shall be registered with the State of South Carolina Division of Corporations and hold a current State of South Carolina General Contractors License and valid Town of Bluffton Business License.
- B. The Contractor shall assume full responsibility for damage to Town property caused by the Contractor's employees or equipment as determined by designated Town personnel.
- C. The Contractor shall be solely responsible for the safety of the Contractor's employees and others relative to the Contractor's work, work procedures, material, equipment, transportation and related activities and equipment.
- D. No guarantee of the actual service requirement is implied or expressed. Any as needed service requirements shall be determined by actual need.
- E. Services to be provided shall be performed by personnel directly employed by the Contractor. Under no conditions shall any work specified be sub-contracted without the Town's prior approval. Pre-approved Sub-Contractor's shall be accompanied by and under the direct supervision of the Contractor at all times. All sub-Contractors must have a Town Business Licenses, as well as proper insurance and licenses.
- J. The Contractor shall ensure that the required services specified, meet the quality standards outlined therein. All work performed shall be consistent with best industry practices, to assure adequate protection of Town assets and their configurations.
- K. All work shall be scheduled at the convenience of the Town as not to interfere with Town's conduct of business.

- L. 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.

II. SCOPE OF SERVICES

- A. The successful licensed SC Contractor shall provide all labor, materials and equipment necessary to complete all tasked repair projects requested by the Town on an as needed and on-call basis. Work may be performed on the exterior or interior of buildings. The Town will reimburse the Contractor at cost plus a percentage (%) approved markup for parts and materials. Itemized receipts shall be submitted with every invoice.
- B. Projects shall include, but is not limited to routine maintenance, repairs and renovations to structural, commercial, industrial and mechanical systems on a time and material basis.
- C. 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.
- D. Man hours under this contract shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery or for movement of Contractor owned equipment is not chargeable directly but is overhead and the cost shall be included in the hourly rate bid for basic labor. The hourly rate charged for any work performed after regular business hours of 8:00 am to 5:30 pm Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays. Weekends or holidays shall not exceed 1.5 times the basic hourly labor rate for the individual performing the service.
- E. 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.
- F. The Contractor shall obtain the permission of the Public Works 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 building. 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.
- G. 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.

H. Project Estimates

- i. Contractor shall provide written, "not to exceed" estimates on all projects except for emergencies.
- ii. This estimate shall include the estimated number of hours, the established Master Service Agreement hourly rate, number and type of employees required, estimated material cost and project completion in number of days. Contractor shall respond to requests for estimates for non-emergency work within two (2) days and provide written estimates within five (5) days of first contact by the Town. It shall be the Contractor's responsibility to ensure they have all information to prepare accurate estimates.
- iii. Non-emergency work shall only be performed with the Town's written authorization by issuance of a Task Authorization from the Public Works Manager. Actual work shall not exceed the Contractor's estimate without prior written authorization by the Town.
- iv. The Town shall not be required to pay for the cost of preparing estimates for projects.

I. Response Time and Contact Information

- i. Non-emergency projects: Contractor shall provide the Town with a contact person's name and telephone number for normal working hours, 8:00 am to 5:30 pm, Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays. If the contact information is different for after hours and weekends, Contractor shall provide this information as well. Answering machines are unacceptable as a point of contact. Contractor shall be able to start all non-emergency projects within five (5) working days after notification from the Town. The Contractor shall complete each non-emergency job within the time specified in the project estimate.
- ii. Emergency projects: For the purpose of this contract, an emergency is defined as any condition(s) which is a threat to health, welfare or the safety of people and/or property or a condition that will affect an essential service(s) as determined by a representative of the Public Works Department. Contractor shall respond to requests for emergency service calls within two (2) hours after notification. For emergency calls, outside normal working hours (evenings, weekends and/or holidays), the Contractor shall provide a contact person's name and telephone number or have a voice mail paging or answering service. Contractors using a voice mail paging or answering service in lieu of a contact person shall be required to initiate a call back to the Town within 15-25 minutes.

III. INSURANCE

The Contractor shall at all times maintain the following minimum amounts and coverages of insurance during the contract:

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

Business Auto Policy – The Contractor shall agree to maintain Business Automobile Liability at a limit of liability not less than \$500,000 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 \$500,000 per occurrence, \$1,000,000 aggregate for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability.

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’ Professional 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. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina.

IV. INVOICING AND PAYMENT

The Town does not prepay for materials, work or services provided. The Town shall make payment to the Contractor for all services provided by the Contractor pursuant to this Agreement based on the hourly rates and disposal costs negotiated. The Contractor shall submit a written invoice, with a copy to the Project Manager, for services rendered and the Town shall pay the approved invoiced fee within thirty (30) days after receipt of the approved invoice by the Town’s Finance Department.

Paper Invoices shall be submitted to: Town of Bluffton
Attn: Accounts Payable Department
20 Bridge Street
Bluffton, SC 29910

Electronic Invoices may be submitted to: invoice@townofbluffton.com



PRICING SCHEDULE FORM (Exhibit B)
FOR
RFQ # 2018-43
As Needed / On Call Small Construction and Miscellaneous Repair Services

This form must be submitted with the RFQ Response. Form shall not be altered and completed in its entirety.

Based on the RFQ for As-needed Small Construction Repairs and Remodel Services, the undersigned hereby submits the following prices:

- Contractor Rate: \$_____ (hourly service rate)
- Journeyman Rate: \$_____ (hourly service rate)
- Laborer Rate: \$_____ (hourly service rate)
- Materials Rate: Cost plus _____ %

Submitted By:

NAME OF COMPANY: _____

REPRESENTED BY: _____ TITLE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____