



**Town of Bluffton**  
**Request for Quote (RFQ # 2018-42)**

***Debris Removal and Solid Waste Abatements  
for the  
Neighborhood Assistance Program (NAP)***

The Town of Bluffton is soliciting quotes from experienced and qualified vendors to provide debris removal and solid waste abatements to multiple residential homes participating within the Town of Bluffton's Neighborhood Assistance Program (NAP).

The attached Exhibit A describes the requirements and scope of work to be performed by the awarded Contractor.

To submit a response to this RFQ, complete and provide the attached Exhibit B form to the contact person identified below prior to end of business on January 5, 2018.

Questions, inquiries and submittals regarding this RFQ should be directed to:

Brad Mole  
Community – Business Development Coordinator  
bmole@townofbluffton.com  
843-706-7818



**TOWN OF BLUFFTON**  
**Debris Removal and Solid Waste Abatements for the**  
**Neighborhood Assistance Program (NAP)**  
**SCOPE OF WORK – EXHIBIT “A”**

**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 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, residential homes 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. All work being performed for the Town shall fully conform to all local, state and federal safety regulations.

## II. SCOPE OF SERVICES

### A. Debris Removal and Solid Waste Abatements

1. Unwanted debris and Solid Waste to be removed shall include, but not be limited to:

- Refrigerators;
- Appliances;
- Tires;
- Machinery; and
- Miscellaneous Scrap Metal, Refuse, Rubbish

B. Removal and Disposal - It shall be the responsibility of the Contractor to make all arrangements for the loading, transportation, delivery, disposal and costs associated with the disposal of identified debris and solid waste being removed. The Town or home owner will not assume any responsibility for the contents of the items removed from the property.

C. Work Site Damages - Any damage to existing property resulting from the performance of the Contractor shall be repaired to the Town's satisfaction at the Contractor's expense.

D. Superintendence by Contractor - The Contractor shall have a competent foreman or superintendent, satisfactory to the Owner, on the job site at all times during the progress of the work. Prior to work starting, the Contractor shall provide the Town's Project Manager with the supervisors contact information. The Supervisor shall be readily available to communicate with the Project Manager at any time during the project. The Contractor shall be responsible for all means, methods, techniques, sequences, and procedures, for coordinating all portions of the work, and for all safety and worker health programs and practices.

E. Use of Home Owner Premises and Removal of Debris and Solid Waste - The Contractor shall:

- Perform the services in such a manner as not to interrupt or interfere with the Home Owner's day to day activities;
- Store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work, to not unduly interfere with the Home Owner's day to day activities;
- Expressly undertakes, either directly or through his Sub-Contractor(s), to clean up frequently all refuse, rubbish, scrap materials, or debris caused by his operations, to the end that at all times the site of the work shall present a neat, orderly, and workmanlike appearance. No such refuse, rubbish, scrap material, and debris shall be left within the completed work nor buried on the site, but shall be removed from the site and properly disposed of in a licensed landfill or otherwise as required by law;

F. Contractors Conduct - Employees of the Contractor must be able to work within a public setting without creating a disruption and conform to all policies, rules and regulations. Contractor shall require that their employees to be courteous at all times and not to use loud or profane language. Contractor shall require that its employees shall not trespass, loiter, cross property to adjoining premises, or tamper with property not covered by this scope of service.

- G. Damages - The Contractor shall be responsible for damage or injury to property during the performance of the Work resulting from any act, omission, neglect, or misconduct in the method of executing the Work. This responsibility shall not be released until final acceptance of the Project by the Town of Bluffton. When direct or indirect damage is done to property by or on account of any act, omission, neglect or misconduct in the method of executing the Work or in consequence of the non-execution thereof on the part of the Contractor, the Contractor shall restore such property to a condition similar or equal to that existing before such damage was done by repairing, rebuilding or restoring, as may be directed by the Town.
- H. Restoration - No machinery or equipment shall be left or stored on the job site after each project is completed.
- I. Date of Commencement and Completion – The date of commencement for each individual project shall be established in a Notice to Proceed issued by the Town. Work under the scope of services shall be completed within the time frame established in the Notice to Proceed.

### 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](mailto:invoice@townofbluffton.com)



**Town of Bluffton**  
**RFQ # 2018-42**  
**Exhibit B – Pricing Form**

**DEBRIS REMOVAL AND SOLID WASTE ABATEMENTS  
FOR THE  
NEIGHBORHOOD ASSISTANCE PROGRAM (NAP)**

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**1) Hourly service rates:**

Laborer Rate: \$\_\_\_\_\_ (hourly service rate)

Helper Rate: \$\_\_\_\_\_ (hourly service rate)

**2) Disposal costs for identified debris and solid waste:**

Refrigerator: \$\_\_\_\_\_ each

Tires: \$\_\_\_\_\_ each

Appliances: \$\_\_\_\_\_ each

Machinery: \$\_\_\_\_\_ each

Furniture: \$\_\_\_\_\_ each

Other (Please identify): \_\_\_\_\_: \$\_\_\_\_\_ each

Submitted By:

LEGAL NAME OF FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_