



**Town of Bluffton**  
**Public Notice**  
**Request for Quote # 2018-70**  
**Floor/ Roof Repairs**  
**For**  
**The Town of Bluffton's**  
**Neighborhood Assistance Program (NAP)**

The Town of Bluffton's Neighborhood Assistance Program (NAP) is soliciting quotes from experienced and qualified vendors to provide Flooring, roofing and Safe & dry repairs for Town of Bluffton residents who are qualified to participate in its Neighborhood Assistance Program. Services shall be provided in accordance with the scope of services described below.

Questions and inquiries regarding this Request for Quotes and any scheduling to view the property should be directed to and coordinated with:

Brad Mole  
Community – Business Development Coordinator  
bmole@townofbluffton.com

To submit a response to this RFQ, complete and sign the pricing form in its entirety and return to the contact person identified within this notice prior to 11:00 a.m. on Friday, March 23, 2018.

Scope of Services:

- A. The successful Contractor shall provide all labor, materials and equipment necessary to complete *Flooring, roofing, and Safe & Dry Repairs*. 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. Itemized receipts shall be submitted with every invoice.
- B. 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.

- C. 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 considered overhead and the cost shall be included in the quoted price.
- D. 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 and hold a current State of South Carolina Residential Builder's License or a specialty contractor's license in roofing and a valid Town of Bluffton Business License.
- E. 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.
- F. 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.
- H. 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.
- I. 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.
- J. All work shall be scheduled at the convenience of the Town as not to interfere with Town's conduct of business.
- K. 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 the Town shall fully conform to all local, state and federal safety regulations.
- L. It shall be the responsibility of the Contractor performing services for this contract to safeguard their own materials, tools, and equipment. The Town or home owner shall not assume any responsibility for vandalism and/or theft of materials, tools and/or equipment.
- M. The Contractor shall obtain the permission of the Project Manager and Home Owner regarding any needed storage of materials and equipment. Such storage shall be done in such a manner as not to interfere with the day to day activities of the Home Owner. The

Town or Home Owner shall not accept responsibility for losses of material or equipment regardless of approval to store at any project sites

- N. All work areas shall be kept in orderly condition, free of unnecessary material and equipment.
- O. 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.
- P. 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.
- Q. No machinery or equipment shall be left or stored on the job site after the project is completed.
- R. Work under this scope of services shall be completed within the time frame established by the Town's Project Manager and the Contractor.
- S. Work shall only be performed with the Town's written authorization by issuance of a Purchase Order from the Town's Finance Department. Actual work shall not exceed the Contractor's estimate without prior written authorization by the Town.
- T. 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.
- U. Insurance: The Contractor shall at all times maintain the following minimum amounts and coverages of insurance during the project:

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’ Automobile 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.

- V. 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)

## **SUBMITTED PRICING SCHEDULE**

This form must be submitted with the RFQ Response. Form shall not be altered and completed in its entirety. This estimate shall include the estimated number of hours, contract hourly rate, number of employees required, estimated material cost and project completion in number of days. It shall be the Contractor's responsibility to ensure they have all information to prepare accurate estimates.

Estimated number of hours to complete the work: \_\_\_\_\_

Number employees required: \_\_\_\_\_

Estimated material cost: \_\_\_\_\_

Number of days for project completion: \_\_\_\_\_

Bidder agrees to perform all of the work described in the Scope of Services for the total sum shown below:

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

Submitted By:

NAME OF COMPANY: \_\_\_\_\_

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

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

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

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