



**CITY OF TRAVELERS REST, SOUTH CAROLINA  
INVITATION FOR BIDS**

**FOR  
Building Services**

The City of Travelers Rest, South Carolina is seeking competitive bids from qualified companies to provide the City with building services as outlined in the Project Scope of Work

Sealed bids will be received at the City of Travelers Rest City Hall, 125 Trailblazer Dr., Travelers Rest, SC 29690 until **2:00 p.m. , March 29th, 2019** from qualified contractors at which time they will be publicly opened and read aloud. Details of the award will be posted on our website; <https://travelersrestsc.com/after> the bid opening. Bids received after the time and date set for receipt of bids will not be accepted and will be returned to the bidder.

All bids must be in a sealed envelope and marked **“SEALED BID: Building Services;  
Open March 29th, 2019 at 2:00 p.m.**

No bid may be withdrawn for a period of sixty (60) calendar days after the bid opening. Should the bids be higher than the amount allocated by the City for this project, the City reserves the right to negotiate in good faith with the low bidder. Failing an agreement, the City may reject all bids and resubmit for new bids or make any decisions it deems to be in its own best interest.

No bid will be accepted from a contractor who is not currently licensed or certified as applicable, by the South Carolina Department of Labor, Licensing and Regulation Contractor’s License Board, in accordance with the Code of Law of South Carolina.

**WMBE Statement:** It is the policy of the City of Travelers Rest to provide minorities and women equal opportunity for participating in all aspects of the City’s contracting and procurement programs, including but not limited to employment, construction projects and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Travelers Rest to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap or veteran status and to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

**City Contact:** If you have any questions regarding this Request for bids contact Patrea St John at [patrea@travelersrestsc.com](mailto:patrea@travelersrestsc.com)

Upon receiving the "Notice of Award", the successful bidder has ten (10) calendar days to submit all required bonds, insurance, permits and licenses and meet with the City to discuss any problems or questions pertaining to the project.

If the bidder discovers any ambiguity, conflict, discrepancy, omission or other errors in the bid, bidder shall immediately notify the City of such error in writing and request modification or clarification of the document. The bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other erroring the bid or it shall be deemed waived.

The successful contractor shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

### **Project Scope of Work**

The Building Services shall include a Building Official/Inspector (herein after called the Contractor) to perform in accordance with all stated intents, specification and stipulations contained or referenced herein.

Each bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Contractor shall furnish his/her own transportation, equipment, supplies and services required to perform the duties of a Building Official/Building Inspector during the contract period. It is the responsibility of the Contractor to have adequate transportation and staff to perform the specified series under the contract.

The Building Official/Inspection will cover all areas within the city limits of Travelers Rest as related to these services.

### **Project Requirements**

The Contractor will be the Building Official as well as perform residential and commercial inspections in all aspects of building, electrical, plumbing and mechanical. The Contractor will also do all residential and commercial plan review as well as code enforcement under the International Property Maintenance Code.

Contractor must possess:

- Valid South Carolina Driver's License
- Workers Compensation and Liability Insurance
- Provide own transportation
- Certification thru South Carolina LLR/ICC for Commercial and Residential building inspections, electrical inspection, plumbing inspections, mechanical inspections.
- Certification thru South Carolina LLR/ICC for plans examiner, commercial building plans, commercial electrical plans, commercial plumbing plans, commercial mechanical plans.
- Certification thru South Carolina LLR/ICC for Building Official
- Certification thru South Carolina LLR/ICC for Property Maintenance Code

- Certification thru South Carolina LLR/ICC for Accessibility Inspector/Plans Examiner

### **Proposal Outline to be Submitted**

The proposal shall be organized and submitted with the following elements:

- A. Cover Page
- B. Executive Summary - provide a brief summary describing the company's ability to perform the work requested, a history of the company's background and experience providing the products and services, the qualifications of the company's staff to be assigned to this project, any subcontractor, and/or suppliers and a brief history of their background and experience and any other information called for by this request for bids. This summary should be brief and concise.
- C. Questionnaire/Response to Scope of Work - Each company shall provide responses and information to fully satisfy each item in the Questionnaire. Each question should be reiterated before the company's response to them.
- D. Attachments

### **Questionnaire**

- A. Company and General Information
  1. Company name and address
  2. Letter of transmittal signed by an individual authorized to bind the company stating that the company has read and will comply with all terms and conditions of this Request for Bids.
  3. General information about the primary contact who would be able to answer questions about the proposal. Include name, title, telephone number and email address of the individual.
- B. Qualifications and Experience of the Company
  1. Describe your company's history and organizational structure. Include the size of the company, location of offices, years in business, name of owner(s).
  2. List the office and members of your team who will be responsible for providing the services.
  3. What is your company's experience providing these services? Describe comparable projects performed by your company in the last five years.
  4. Comment on other areas that may make your company different from your competitors.
- C. Questions/Response to Scope of Work
  1. Provide a statement of the services that differentiate your company from others.
- D. Fees  
Provide Fees for areas outlined in the Scope of Work on the attached Bid Sheet.
- E. References  
List the name, address and telephone number of references from at least three (3) recent similar projects. Include a brief description of the work provided for each reference.
- F. Certificate of Insurance  
The City will require the successful company to provide Certificates of insurance evidencing required coverage types and the minimum limits. See the attached City Standard Agreement for more information on the City's insurance requirements.
- G. Business License  
The proposing organization does not require a City of Travelers Rest business license to respond to the Request for Bids however, the successful proposer will be required to acquire a City of Travelers Rest Business License during the contracting process and maintain an active license throughout the contracted period.

H. Standard City Professional Services Agreement

The City will require the successful company to execute a professional services agreement with the City. Please review the attached City Standard Agreement and identify any questions or clarifications.

**Evaluation of Proposals**

Proposals will be evaluated on the company's ability to provide the products and services that meet the requirements set forth in this Request for Bids. The City reserves the right to make such investigations as it deems necessary to determine the ability of the company to provide the products and services to a satisfactory level of performance in accordance with the City's requirements. Interviews and presentations may be requested if deemed necessary to fully understand and compare the company's capabilities and qualifications.

Proposals will be evaluated on the basis of the following criteria, in no particular order:

1. Qualifications and Experience
2. Questions/ Response to the Scope of Work
3. Fees
4. References and Schedule

As reflected above, the contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating all the proposals received and discussing them further with the finalists, the City reserves the right to further negotiate the scope of work and/or the fabrication and installation method and amount of compensation.

INSURANCE REQUIREMENTS A. Policy Requirements. Contractor shall submit duly executed certificates of insurance for the following: 1. An occurrence based Commercial General Liability ("CGL") policy, at least as broad as ISO Form CG 0001, in the minimum amount of One Million Dollars (\$1,000,000) each occurrence, with not less than Two Million Dollars (\$2,000,000) in annual aggregate coverage. The CGL Policy shall have the following requirements: a. The policy shall provide coverage for personal injury, bodily injury, death, accident and property damage and advertising injury, as those terms are understood in the context of a CGL policy. The coverage shall not be excess or contributing with respect to City's self-insurance, commercial liability insurance, or any pooled risk arrangements; b. The policy shall provide \$1,000,000 combined single limit coverage for owned, hired and non-owned automobile liability; c. The policy shall include coverage for liability undertaken by contract covering, to the maximum extent permitted by law, Contractor's obligation to indemnify the Indemnitees as required under Paragraph 6 of this agreement; d. Reserved; and e. The City of Travelers Rest, members of its City Council, its boards and commissions, officers, agents, and employees will be named as an additional insured in an endorsement to the policy, which shall be provided to the City and approved by the City Attorney

If the Agreement will have Contractor employees working within the City limits, Contractor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least one million dollars [\$1,000,000] per accident.) Contractor shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees and volunteers. B. Waiver by City. City may waive one or more of the coverages listed in Section A, above. This waiver must be express and in writing and will only be made upon a showing by the Contractor that its operations in and with respect to City are not such as to impose liability within the scope of that particular coverage. C. Additional Insurance Requirements. 1. All insurance listed in Paragraph A shall be issued by companies licensed to do business in the State of South Carolina, with a claims paying ability rating of "BBB" or better by S&P (and the equivalent by any other Rating Agency) and

a rating of A-VII or better in the current Best's Insurance Reports; 2. Contractor shall provide City with at least thirty (30) days prior written notice of any modification, reduction or cancellation of any of the Policies required in Paragraph A, or a minimum of ten (10) days' notice for cancellation due to non-payment. 3. City may increase the scope or dollar amount of coverage required under any of the policies described above, or may require different or additional coverages, upon prior written notice Contractor. 4. If your insurance carrier charges an additional fee, you must include that

**BID SHEET**

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

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

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Rates**

- Hourly Rate for Accessibility Inspection \_\_\_\_\_
- Hourly Rate for Building Inspection \_\_\_\_\_
- Hourly Rate for Mechanical Inspection \_\_\_\_\_
- Hourly Rate for Plumbing Inspection \_\_\_\_\_
- Hourly Rate for Clerical \_\_\_\_\_
- Hourly Rate for Plan Review \_\_\_\_\_
- Hourly Rate for Building Official Services \_\_\_\_\_
- Mileage per Diem \_\_\_\_\_
- Hourly Rate for after hour Emergency Services \_\_\_\_\_
- Hourly Rate for Municipality owned projects \_\_\_\_\_
- Hourly Rate for Code Enforcement Services \_\_\_\_\_

**Certifications**

- Building Official \_\_\_\_\_
- Master Code Professional \_\_\_\_\_
- Commercial Electrical Inspector \_\_\_\_\_
- Commercial Plumbing Inspector \_\_\_\_\_
- Commercial Mechanical Inspector \_\_\_\_\_
- Residential Building Inspector \_\_\_\_\_
- Residential Electrical Inspector \_\_\_\_\_
- Residential Plumbing Inspector \_\_\_\_\_
- Residential Mechanical Inspector \_\_\_\_\_
- Plans Examiner Electrical \_\_\_\_\_
- Plans Examiner Plumbing \_\_\_\_\_
- Plans Examiner Mechanical \_\_\_\_\_

- Accessibility Inspector
- Accessibility Plans Examiner