



Town of Pageland

Invitation to Bid

Name of the Bid: **Time and Material Contract for Handyman Services**

Nonmandatory Pre-Bid Meeting: N/A

Pre-Bid Location: N/A

Due Date: **April 2, 2024 by 3:00 PM (ET) (no late bids will be accepted)**

Bids Shall be Addressed To: **Town of Pageland
Attn: Shane Sligh
307 E. McGregor Street
Pageland, SC 29728**

Method of Submittal: **Sealed Bid via Mail or in person. (Fax / Email bids are Unacceptable)**

Submittal Documents Required: **Submit one (1) original**

Contact Person: **Shane Sligh, Town Administrator**

Email Address: ssligh@townofpageland.com

Phone Number: **843-672-7292**

The sealed bid envelope shall be endorsed on the outside with the CONTRACTOR's name and return address. If a bid is sent via mail or other delivery system, the mailing container or envelope shall be plainly marks on the outside with the notation:

Time and Material Contract for Handyman Services



Town of Pageland

Scope of Work:

Time and Material Scope of Work for Handyman Services

1. Introduction

This Scope of Work (SOW) outlines the requirements and expectations for providing time and material-based handyman services for the Town of Pageland. The Town of Pageland intends to award contracts to a **primary and a secondary contractor** for various projects requiring handyman services.

2. Contractor Requirements

- Contractors must possess a valid business license and maintain liability insurance throughout the duration of the contract.
- Compliance with all state and local regulations related to safety is mandatory.
- Contractors must lawfully dispose of any trash or debris generated from projects performed for the Town of Pageland.

3. Project Approval Process

- Prior to the commencement of any work, the awarded contractor must provide a written quote to the Town Administrator for each project and receive written approval.
- The Town Administrator reserves the right to approve or reject any proposed quote based on project requirements and budget constraints.

4. Payment Process

- Payment applications must be submitted to the Town Administrator along with a copy of the approved quote for the project.
- All payments will be processed in accordance with section 11-35-45 of the South Carolina Code of Laws.

5. Material Procurement

- The Town of Pageland reserves the right to purchase materials for any and all projects.
- Contractors are responsible for coordinating with the Town Administrator regarding material needs and ensuring timely delivery to the project site.

6. Scope of Services

The scope of handyman services may include, but is not limited to:



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- General repairs and maintenance of town facilities, including buildings, parks, and infrastructure.
- Carpentry work, such as installation or repair of doors, windows, and fixtures.
- Electrical repairs and installations, including lighting fixtures, outlets, and switches.
- Plumbing repairs and installations, including faucets, toilets, and pipes.
- Painting and finishing work, both interior and exterior.
- Landscaping and grounds maintenance tasks.

7. Reporting and Documentation

- Contractors must maintain accurate records of all work performed, including hours worked, materials used, and any additional expenses incurred.
- Monthly reports detailing completed projects, pending tasks, and any issues encountered must be submitted to the Town Administrator for review.

8. Conclusion

This Scope of Work outlines the requirements and procedures for providing time and material-based handyman services for the Town of Pageland. By adhering to these guidelines, contractors can ensure successful project execution and contribute to the overall maintenance and improvement of town facilities.

9. General Terms and Conditions:

CONTRACT TERM:

- a. The term of the contract shall be for one year with two (2) one (1) year renewals not to exceed three (3) total years. The contract will be evaluated approximately 60 days prior to the anniversary renewal date to determine if the Town will exercise the option to extend the contract for an additional year.

TERMINATION

- a. Either party shall have the right to terminate this contract with or without cause by providing thirty (30) days written notice of such termination to the party.

FORCE MAJURE:

- a. Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the State in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.



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GOVERNING LAW

- a. The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term “Agreement” means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

BIDDERS QUALIFICATIONS

- a. The contractor selected to perform the services outlined in this solicitation shall have the required skills, knowledge, and demonstrated experience in the following areas:
 - General repairs and maintenance of town facilities, including buildings, parks, and infrastructure.
 - Carpentry work, such as installation or repair of doors, windows, and fixtures.
 - Electrical repairs and installations, including lighting fixtures, outlets, and switches.
 - Plumbing repairs and installations, including faucets, toilets, and pipes.
 - Painting and finishing work, both interior and exterior.
 - Landscaping and grounds maintenance tasks.
- b. Each Bidder must be prepared to submit upon request such written evidence as may be requested to demonstrate the Bidder’s qualifications to perform the Work. Such evidence may include previous experience, references, or present commitments. By submitting a bid, the Bidder certifies that he has the proper license to do the work within and/or for the Town of Pageland, including Contractors and business license.
- c. Contractor will ensure that its employees observe and exercise all necessary caution and discretion as to avoid injury to person or damage to property of any and all kinds. All neighboring buildings, equipment, and furnishings shall be protected by the Contractor from damage, which might be done or caused by work performed under this contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the Contractor. The Contractor shall erect, install, and maintain temporary public walks, warning signs, barricades, and other protective means as may be necessary for the protection of the public from injury.

REFERENCES

- a. The Town may require references from others who have engaged in similar services from the bidder. The Town will notify bidders if references are necessary.

TOWN ORDINANCES



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- a. The Contractor shall comply with all ordinances, other laws and rules and regulations of the Town. The Contractor will be required to obtain all proper business licenses and permits from the Town of Pageland.

AWARD

- a. No bids will be considered which have not been received by the deadline set forth on page one (1) of the bid. The Town is not responsible for the delays occasioned by the U. S. Postal Service, or any other means of delivery employed by the bidder.

The bidder to whom the award is made will be notified. No bid may be withdrawn for a period of thirty (30) calendar days after the bid submission. The owner may choose to reject any or all portions or individual units of the said bid.

Award of contract shall be made to the lowest responsive responsible bidder meeting the specifications set forth herein. In addition to the quoted price, the following criteria may be used in the award: past experience, and service provided by Contractor, and quality of work.



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Bidding Schedule

1. Hourly Rate: \$ _____ (per individual/per hour)
2. Material Markup: _____ % increase over cost.

Notes:

1. The services outlined in this bid will be used on an “As Needed” basis.
2. The Town of Pageland reserves the right to add or delete services as deemed necessary and in the best interest of the town. The Town of Pageland will work with the contractor to adjust the contract accordingly.

The undersigned CONTRACTOR, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that she/he will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that she/he will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as payment in full.

Submitting Firm: _____

Date: _____ Contractor License # (if applicable): _____

Signature: _____

Email: _____

Phone: _____



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Addendum 1

Acknowledgement of this addendum is required in the bid.

Worker's Compensation insurance is required of all bidders.

Liability Insurance must be equal to or greater than \$1,000,000.

Please Sign to acknowledge the addendum:

Signature

Name

Date