



# **CHAPIN TOWN COUNCIL MEETING**

## **PUBLIC COMMENT POLICY**

### **PROCEDURE:**

Persons wishing to make a public comment concerning any municipal matter, with the exception of personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to two minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during the Public Comment Period. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

### **DEFINITIONS:**

**Chapin Resident:** Reside in Town limits.

**Chapin Water/Sewer Customer:** Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

**Reside in Chapin Water/Sewer District:** Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

### **APPEARANCE OF CITIZENS**

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, with the exception of personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.





First Reading: February 1, 2022

Second Reading: February 17, 2022

**Draft**













## **REJECTION OF BIDS**

Any bids which do not conform to the requirements of the RFB shall be rejected. Informalities or irregularities in the RFB may be waived by the Town if deemed to be in the Town's best interests.

### **Right of Rejection, Clarification and Additional Information**

All inquiries or correspondence relating to or in reference to this RFB and all bids submitted shall become the property of the Town of Chapin, when received, and subject to public disclosure unless exempt from disclosure by law. Unless required by law, proprietary or financial information submitted by a Responsive Firm will not be disclosed if Responsive Firm visibly marks each part of the proposal which Responsive Firm considers to be confidential or proprietary information with the word "Confidential." Any information pertaining to this project will not be revealed until after the Town has awarded the project, unless otherwise required by law.

### **Responsive Firm's Duty to Inspect and Advise and Declare All Costs**

Each Responsive Firm shall become fully acquainted with the Town's requirements and the scope of the services to be provided. Responsive Firms shall have a duty to request any information from the Town as it deems necessary to prepare the RFB. Such requests shall be made in writing prior to Wednesday, March 9, 2022 at 5:00 PM. No additional compensation shall be permitted if based upon information the Responsive Firm knew or should have known as part of Responsive Firm's duty to become acquainted with the Town's circumstances and requirements.

## **PUBLIC OPENING**

Bids will be publicly opened at 12:00 PM on Thursday, March 24, 2022 at 157 NW Columbia Ave., Chapin, SC 29036.

### **Background**

Located in the Town of Chapin off of Lexington Avenue in the Town's Historic District is the original Chapin Town Hall. Constructed in 1948 the building is of historic significance to the Town, but has been unoccupied and unused for many years. The Town, thanks to a generous donation, has the funds available for specific repairs to preserve and maintain the building.

#### **I. Scope of Bid**

It is the intent of the Town of Chapin to solicit bids from qualified firms experienced in historic projects for the renovations to the Historic Town Hall building.

All proposals must be complete and carefully worded and must convey all of the information requested, in order to be considered responsive. If the statement fails to



## 2. **License and Permits**

The contractor shall obtain all applicable licenses, and promptly pay all taxes required by the State of South Carolina, and/or Town of Chapin. The selected firm will be responsible for permits. The building must meet all applicable codes or regulations that the renovation shall need to pass inspection and obtain a certificate of occupancy from Lexington County.

## 3. **Workplan**

Bids will provide a detailed breakdown of the project, including a timeline for each task and estimated cost for each task.

### **III. Selection Process and Schedule**

Chapin shall consider the following information when evaluating submissions to determine the bid that is in the best interests of the Town. Selection will be based upon the bids submitted and will be ranked primarily based upon the following criteria:

- Respondent's qualifications (License, certifications, etc.).
  - Including qualifications for doing work on historic buildings.
- Respondent's ability to meet the project schedule. (Project should be completed within six (6) months of the date of the signed agreement by both parties. Consideration of possible supply chain issues causing changes will be factored into project timing.)
- Respondent's references and experience on similar projects, particularly historic buildings.
- Pricing component. **Total cost is not to exceed \$20,000.**

### **IV. Bid Submission Format**

Offerors are to make written bids that present the offeror's qualifications and understanding of the work to be performed. Offerors shall address each of the specific evaluation criteria listed below, in the following order. Failure to include any of the requested information may be cause for the bid to be considered nonresponsive and rejected.

- Credentials, experience and demonstrated ability of the Contractor to perform the scope of services. Past experience and ability working on historic projects should be emphasized. This should include the information of all contractors, subcontractors, partnerships, and/or consortiums.
- References: all offerors shall include, with their bids, a list of at least three (3) current references for whom comparable work has been performed. This list shall include company name, person to contact, address, telephone number, e-mail address, and the nature of the work performed. Failure to include references may be cause for rejection of the bid as non-responsive.
- Prices of materials and work.
- Bid prices to be honored for a minimum of 90 days from the due date.





procurer to execute all papers and perform all other such acts necessary to assist procurer to obtain and register copyrights on such materials. Where applicable, works of authorship created by the vendor in the performance of its obligations hereunder shall be considered "works for hire" as defined in the U.S. Copyright Act.

- Any reports, studies, photographs, negatives or other documents prepared by vendor in the performance of its obligations shall be the exclusive property of the procurer and all such material shall be remitted to the procurer by the vendor upon completion, termination or cancellation of this order. Vendor shall not use, willingly allow or cause to have such material used for any purpose other than performance of its obligations under this order without the prior written consent of the procurer.

## **VI. Required Insurance Coverage:**

**1. Commercial General Liability Insurance** including but not limited to Personal Injury Liability, Independent Contractor's Liability, Contractual Liability, Products Liability, Ongoing and Completed Operations Liability and Property Damage Liability with a minimum limit of liability of \$1,000,000 per occurrence/ \$3,000,000 aggregate for bodily injury and property damage. Such insurance shall include the Town of Chapin, SC as an Additional Insured for both on-going and completed operations and shall contain a Waiver of Subrogation in favor of the Town of Chapin.

**2. Worker's Compensation Insurance and Employers Liability Insurance** shall be provided which shall cover the Contractor, their employees and including any subcontractors and its employees for injuries and/or diseases arising under all applicable Workers' Compensation laws including statutory limits in accordance with the State of South Carolina Code of Laws Title 42 – Workers Compensation. Such insurance shall provide a Waiver of Subrogation in favor of the Town of Chapin.

**3. Automobile Liability and Property Damage Insurance** Symbol 1, including hired and non-owned vehicles with a minimum combined single limit of liability of \$1,000,000 per occurrence for bodily injury, death, and/or property damage. Such insurance shall name the Town of Chapin, SC as an Additional Insured and shall include a Waiver of Subrogation in favor of the Town of Chapin.

**4. Builder's Risk Insurance** Coverage shall be maintained by the Contractor upon the entire part of the structure on which the work of the contract is to be done in one hundred (100%) percent of the insurable value of the Contract amount thereof, including items of labor and materials connected therewith. This insurance shall include the interests of the Town of Chapin, Contractor, subcontractors, and sub-subcontractors, and shall insure against the perils of fire and extended coverage, and shall include "all risk" insurance for physical damage, including, but not limited to, windstorm, hailstorm, tornado, theft, vandalism, and malicious mischief coverage. The property insurance shall include the fees of an architect necessary to be incurred in repairs or reconstruction of the Work.



