



Cane Creek Watershed Board
PO Box 2274
Lancaster, SC 29721
Office Location is 1771 Hwy 521 Bypass South
Phone: 803-286-4455, ext.100
Fax: 1-855-589-9004
Email: amanda.roberts@sc.nacdnet.net
Website: www.lancasterswcd.com

June 7, 2017

Request for Proposals/Bids for: “Rodent Control” Lancaster County, SC

The Cane Creek Watershed Board request qualified individuals, companies and firms with experience in Rodent Control to submit a sealed proposal/bid to Amanda Roberts, Administrative Assistant to the Watershed Boards, by **Tuesday, July 11, 2017 at 11:00am.**

I. Introduction

The Cane Creek Watershed Board will remove rodents (beavers, otters, muskrats, etc.) at one flood control lake in Lancaster County. The Watershed Board will be accepting sealed proposals/bids which will be opened and read aloud on Tuesday, July 11, 2017 at 4:00 pm.

II. Statement of Work

Location:

- Bear Creek off of Potter Road, Lancaster

Access to the dam is through private property, and you may NOT visit them without an appointment through this office.

Questions: Contact Amanda Roberts, Administrative Assistant to the Watershed Boards by calling 803-286-4455 or by email at amanda.roberts@sc.nacdnet.net.

If you would like to visit the location, please contact Amanda Roberts by Monday, June 26, 2017 to schedule an appointment.

SCOPE OF WORK

This contract is for a proposal/bid for rodent control for a period of fifty-eight (58) days, commencing on Tuesday, January 2, 2018 and ending on Thursday, March 1, 2018 for the watershed lakes.

Contractor shall set traps in a manner in compliance with all laws and accepted practices of the trade. Rodents trapped are to be removed from the property and become the property of the Contractor. There will be no on-site disposal. The contractor may not shoot to kill since this area is near houses but the contractor may use a small caliber rifle or pistol to euthanize the trapped rodent if needed.

Contractor shall mark the location of the traps with flags or flagging tape so the landowners, Watershed Board and staff are aware of the locations.

Contractor shall submit a written report along with an invoice on January 17, 2018, January 31, 2018, and March 1, 2018 to Amanda Roberts outlining work performed, trapping results and observations. Contractor shall notify Amanda Roberts of any beaver dams or other conditions he/she observes that should be attended to by the Watershed Board.

The Contractor will be paid a partial payment of the total cost from the cost proposal/bid sheet within fourteen (14) days after the first written report is submitted/approved by the staff. The Contractor will be paid a partial payment of the total cost from the cost proposal/bid sheet within fourteen (14) days after the second written report is submitted/approved by the staff. All equipment must be off site by March 1, 2018. The staff will make a final inspection on March 1, 2018. Once the final inspection by the staff is complete, keys are turned in and final written report is submitted, the contractor will be paid the final payment from the total cost on the cost proposal sheet by the Lancaster County Water and Sewer District. Contractor must submit an invoice with each written report. The Cane Creek Watershed Board and the Lancaster County Water and Sewer District are sharing the cost of this work. The first two payments will be issued by the Cane Creek Watershed Board and the final payment will be issued by the LCWSD.

(Example of payment plan: if your total bid was \$4,000. 1st payment= \$1,000, 2nd payment= \$1,000 and 3rd payment = \$2,000)

III. Bid Submission Format

A. Cost proposal/bid *(page 4)*

(1 copy) - in a sealed envelope

B. Signed copy of the General Provisions and General Condition *(page 5-6)*

(1 copy)- Section VI of this document.

C. Copy of Certificate of Liability Insurance, Workers Compensation and Trappers License

(1 copy) – You may enclose a copy in a sealed envelope or you may fax or email a copy to Amanda Roberts.

****Cost Proposal/Bid and a signed General Provisions/General Conditions should be submitted in a sealed envelope with the responder's name clearly marked on the outside of the envelope.** *You may also enclose your copy of certificate of liability insurance, workers compensation and trapper license in this envelope or you may email or fax it to Amanda Roberts by the deadline. If you don't have workers compensation please ensure that you are the only person on the job site. Please send us a letter on your company letterhead stating that you will be the only person on the job site.*

The Watershed Board accept no responsibility for any expense incurred by the responders to this package.

Submittal Instructions:

Proposal/bid must be submitted to the following address no later than 11:00 am on Tuesday, July 11, 2017:

You may mail or hand-deliver your bid sheet to

Amanda Roberts – Watershed Board
PO Box 2274
Lancaster, SC 29721

Office location is at 1771 Hwy 521 Bypass South in Lancaster, SC

**The proposals/bids will be opened on
Tuesday, July 11, 2017 at 4:00pm.
Location: 1771 Hwy 521 Bypass South Lancaster, SC**

Late proposals/bids will not be opened unless the proposals/bids received on time are considered inadequate.

Questions

If there are any subsequent questions, they should be addressed to Amanda Roberts at the address indicated above in writing by email, mail or fax and are to allow sufficient time for distribution to all interested parties. The Watershed Board will be the sole determiners of sufficient time. No questions will be addressed fewer than six (6) days before the due date for proposals/bids which is Monday, July 3, 2017.

IV. Award of Contract

On the designated date and time above the proposal/bid will be opened. The lowest responsive, responsible bidder will be acknowledged. Negotiations will begin with the selected bidder to outline details of the conditions of the contract. If an agreement cannot be reached, the next lowest responsive, responsible bidder will be contacted, and negotiations will begin with that bidder. The bidder that is awarded the contract will sign the Watershed Board Rodent Control contract and work may not begin until permission is given by the staff.

The Cane Creek Watershed Board reserve the right to waive any and all formalities or altogether reject any proposal/bid as in the best interest of the watershed board and/or as the budget allows.

V. Cost Proposal/Bid Sheet

Watershed Dam	Travel/ Expenses	Daily Trapping Fee (if any)	Other Cost(s) <i>Please list the item(s) here</i> _____ _____ _____	Type of Traps and Approximate Number of Traps Used	Total Cost For Job
Bear Creek					\$

How often do you check your traps? _____

Do you have at least \$500,000 in general liability insurance? _____

Do you have workers compensation insurance? _____

List all equipment you will be using for the job and if you own, lease or borrow the equipment. _____

**If you borrow equipment, you must turn in a statement from the owner stating that this is the case with the proposal/bid.*

List any other information that you want to include in your proposal/bid for the board to consider. _____

Company Name: _____

Company Address: _____

Company Email Address: _____

Company Phone Number: _____

Signature of Company Official: _____

Date: _____

Proposal/bid must be good until March 1, 2018.

VI. General Provisions and General Conditions

GENERAL PROVISIONS

- A. THE CANE CREEK WATERSHED BOARD RESERVE THE RIGHT TO REJECT ANY AND ALL PROPOSALS/BIDS, TO CANCEL ANY SOLICITATION, AND TO WAIVE ANY TECHNICALITY IF DEEMED TO BE IN THE BEST INTEREST OF THE WATERSHED BOARD AND/OR IF THE BUDGET ALLOWS.

- B. PROHIBITION OF GRATUITIES: AMENDED SECTION 8-13-420 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA STATES: "WHOEVER GIVES OR OFFERS TO ANY PUBLIC OFFICIAL OR PUBLIC EMPLOYEE ANY COMPENSATION INCLUDING A PROMISE OF FUTURE EMPLOYMENT TO INFLUENCE HIS/HER ACTION, VOTE, OPINION OR JUDGEMENT AS A PUBLIC OFFICIAL OR PUBLIC EMPLOYEE OR SUCH PUBLIC OFFICIAL SOLICITS OR ACCEPTS SUCH COMPENSATION TO INFLUENCE HIS/HER ACTION, VOTE, OPINION OR JUDGEMENT SHALL BE SUBJECT TO THE PUNISHMENT PROVIDED BY SECTION 16-9-210 AND SECTION 16-9-220.

- C. BIDDERS RESPONSIBILITY: EACH BIDDER SHALL FULLY ACQUAINT HIMSELF/HERSELF WITH CONDITIONS RELATING TO THE SCOPE AND RESTRICTIONS ATTENDING THE EXECUTION OF THE WORK UNDER THE CONDITIONS OF THIS PROPOSALS/BIDS. IT IS EXPECTED THAT THIS WILL SOMETIMES REQUIRE ON-SITE OBSERVATION. THE FAILURE OR OMISSION OF A BIDDER TO ACQUAINT HIMSELF/HERSELF WITH EXISTING CONDITIONS SHALL IN NO WAY RELIEVE HIM/HER OF ANY OBLIGATION WITH RESPECT TO THIS PROPOSAL/BID OR TO THE CONTRACT.

- D. AWARD CRITERIA: THE CONTRACT SHALL BE AWARDED TO THE LOWEST RESPONSIBLE BIDDER WHOSE PROPOSAL/BID MEETS THE REQUIREMENTS AND CRITERIA SET FORTH IN THE REQUEST FOR PROPOSAL/BID. A WRITTEN STATEMENT OF REFUSAL OF WORK/WITHDRAWAL OF PROPOSAL/BID SHALL BE RECEIVED WITHIN THREE DAYS OF NOTIFICATION OF AWARD OF THE CONTRACT.

- E. WAIVER: THE WATERSHED BOARD RESERVES THE RIGHT TO WAIVE ANY INSTRUCTION TO BIDDERS, GENERAL OR SPECIAL PROVISIONS, GENERAL OR SPECIAL CONDITIONS OR SPECIFICATIONS DEVIATION IF DEEMED TO BE IN THE BEST INTEREST OF THE WATERSHED BOARD.

- F. COMPETITION: THIS SOLICITATION IS INTENDED TO PROMOTE COMPETITION. IF ANY LANGUAGE, SPECIFICATIONS, TERMS AND CONDITIONS, OR ANY COMBINATION THEREOF RESTRICTS OR LIMITS THE REQUIREMENTS IN THIS SOLICITATION TO A SINGLE SOURCE, IT SHALL BE THE RESPONSIBILITY OF THE INTERESTED CONTRACTOR TO NOTIFY AMANDA ROBERTS IN WRITING WITHIN TEN (10) DAYS PRIOR TO THE OPENING DATE. THE SOLICITATION MAY OR MAY NOT BE CHANGED BUT A REVIEW OF SUCH NOTIFICATION WILL BE MADE TO THE AWARD.

- G. REJECTION: AMBIGUOUS PROPOSALS/BIDS WHICH ARE UNCERTAIN AS TO TERMS, DELIVERY QUANTITY OR COMPLIANCE WITH SPECIFICATIONS MAY BE REJECTED OR OTHERWISE DISREGARDED IF SUCH ACTION IS IN THE BEST INTEREST OF THE WATERSHED BOARD.

I HAVE READ, UNDERSTAND AND AGREE TO THE GENERAL PROVISIONS AS LISTED ABOVE.

SIGNED _____
TYPED OR PRINTED NAME _____
NAME OF COMPANY _____
DATE _____

GENERAL CONDITIONS

- A. HOLD HARMLESS: THE SUCCESSFUL BIDDER SHALL INDEMNIFY AND HOLD HARMLESS THE CANE CREEK WATERSHED BOARD AND EMPLOYEES FROM ALL SUITS OR CLAIMS OF ANY CHARACTER BROUGHT BY REASON OF INFRINGING ON ANY PATENT TRADEMARK OR COPYRIGHT.

- B. CONTACT ADMINISTRATION: QUESTIONS OR PROBLEMS ARISING AFTER AWARD OF THIS CONTRACT SHALL BE DIRECTED TO AMANDA ROBERTS, PO BOX 2274, LANCASTER, SC 29721, OR BY CALLING (803) 286-4455.

- C. SITE VISITS: ACCESS TO THE DAMS ARE THROUGH PRIVATE PROPERTY, AND THE CONTRACTOR MAY NOT VISIT THEM WITHOUT AN APPOINTMENT THROUGH THIS OFFICE.

- D. PUBLICITY RELEASES: CONTRACTOR AGREES NOT TO REFER TO AWARD OF THIS CONTRACT IN COMMERCIAL ADVERTISING IN SUCH A MANNER AS TO STATE OR IMPLY THAT THE PRODUCTS OR SERVICES PROVIDED ARE ENDORSED OR PREFERRED BY THE USER.

- E. BIDDERS MUST CLEARLY MARK AS "CONFIDENTIAL" EACH PART OF THEIR PROPOSAL/BID WHICH THEY CONSIDER TO BE PROPRIETARY INFORMATION THAT COULD BE EXEMPT FROM DISCLOSURE UNDER SECTION 30-4-4C CODE OF LAWS OF SOUTH CAROLINA, 1976, (1986 CUM SUPP) FREEDOM OF INFORMATION ACT. THE CANE CREEK WATERSHED BOARD RESERVE THE RIGHT TO DETERMINE WHETHER THIS INFORMATION SHOULD BE EXEMPT FROM DISCLOSURE AND NO LEGAL ACTION MAY BE BROUGHT AGAINST THE WATERSHED BOARD OR ITS AGENTS FOR ITS DETERMINATION IN THIS REGARD.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE.

SIGNED _____
TYPED OR PRINTED NAME _____
NAME OF COMPANY _____
DATE _____