

INVITATION TO BID



SUMTER COUNTY REGIONAL HOME CONSORTIUM SANTEE LYNCHES REGIONAL COUNCIL OF GOVERNMENTS GOVERNMENT SERVICES DEPARTMENT HOME HOUSING REHABILITATION PROGRAM

BID NO: **2025-002**

OPEN DATE: **October 2, 2025**

TIME: **3:00 P.M. EST**

WALK-THRU SITE VISITS TO BE HELD ON:

Tuesday, September 23, 2025
(See page 5 & 6 for times)

BID DUE DATE: **October 1, 2025**

TIME: **4:00 P.M. EST**

Santee Lynches Council of Governments
3219 Broad Street
Sumter, South Carolina 29150
Phone: (803) 774-1311
<http://www.santeelynchescog.org/>

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REQUIRED DOCUMENTS CHECKLIST

ALL DOCUMENTS MUST BE SUBMITTED IN BID PACKAGE AND MUST BE IN THE SAME ORDER AS LISTED BELOW:

- ☐ Bids submitted in duplicate
- ☐ Signed copy of this Required Documents Checklist
- ☐ Bid Summary Form
- ☐ Completed and signed Work Write-up
- ☐ Copy of current Contractors License
- ☐ Copy of current Certificate of Insurance for Liability and Workers Compensation
- ☐ Copy of Lead Based Paint Abatement Firm Certification (refer to Section XIII for additional information)

The above requirements have been noted and are understood by the bidder. I understand that failure to submit any item listed above may result in rejection of this bid and/or a reduction in total points received.

SIGNED: _____

PRINT: _____

COMPANY: _____

PHONE: _____

FAX: _____

E-MAIL: _____

DATE: _____

INVITATION TO BID
TO GENERAL, RESIDENTIAL or BUILDING CONTRACTING FIRMS
FOR CONTRACTOR'S SERVICES
FIXED FEE - GUARANTEED MAXIMUM PRICE

Notice is hereby given that Santee Lynches Council of Governments, Government Services, will receive sealed bids on behalf of the Sumter County Regional HOME Consortium for the following project(s):

Project Name: HOME Housing Rehabilitation Program

Address: **535 Community Center Road, Camden, SC 29020**

GENERAL

Award will be granted to the lowest responsive responsible bidder based on base bid amount on bid summary form. **ALL** awards are subject to the availability of funds. **If this ITB is for multiple Projects, the term Project(s) is applicable.**

To be eligible to submit a bid, you must attend and fully participate in the Mandatory Contractor Walk-Through. You must be present within five (5) minutes of the posted time to participate. If you are not present within five (5) minutes of the posted time, you will not be permitted to sign-in or participate in the walk-through and will therefore be ineligible to submit a bid for that project. Further, if staff determines that you did not fully participate in the walk-through, your bid will not be considered. This rule is in place to prevent multiple change orders due to the contractors' failure to properly evaluate the extent of the damage/work at the property. Change orders will be limited and/or prohibited in this Program.

The SLCOG reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject all or any part of any proposal as they may deem to be in the best interest of the citizens of the SLCOG's service area. The winning bidder will be required to enter into a contract with the SLCOG and homeowner(s) for the bid location. Any award is subject to approval by the SLOG. **If there is not a bid proposal that is within the projected budget for the project the SLCOG reserves the right to reject all bids and re-issue this ITB.**

Submission of a proposal indicates expressed agreement with all terms and conditions included in this ITB.

Any person entity or representative of any person or entity submitting a proposal in response to this ITB is strictly prohibited from independently contacting SLCOG employees or its consultants regarding the contents of this ITB or any proposed project outside of any scheduled presentation time.

The selection of and contracting with a Contractor under this ITB will be in accordance with Request for Qualifications #2024-015. Other provisions of federal, state, county and local laws, and administrative procedures, policies or rules may apply to this ITB and any claims or disputes arising hereunder. Lack of knowledge of the law or administrative procedures, policies, or rules by any Contractor shall not constitute a cognizable defense against their effect.

II. NOTIFICATION

Notification and advertisement for rehabilitation projects is accomplished with a public notice in a locally distributed publication; and/or the ITB is sent via email to all eligible contractors and applicable vendors currently listed on the SLCOG's qualified licensed general contractor's list.

III. SELECTION SCHEDULE

- ITB Released: **September 12, 2025**
- **MANDATORY** Walk-through: See Schedule Below- **PLEASE NOTE** – You must be present **within five (5) minutes of the posted walk-through time.** If you are not present within five (5) minutes of the posted time, you will not be permitted to sign-in or participate in the walk-through and therefore, you will **NOT** be eligible to submit a bid for that project.
- Deadline for questions pertaining to this ITB: **September 29, 2025, by 4:00pm EST**

- Proposal Due: **October 1, 2025, by 4:00pm EST**
- Bid Opening: **October 2, 2025, by 3:00pm EST**
- Notice of Award: **no later than October 3, 2025 5:00pm EST (in-person, non-mandatory)**

The property or properties will be available for inspection on the following dates and times:

	Address	Date	Time
1.	535 Community Center Rd, Camden, SC 29020	September 23, 2025	10:00 a.m.
2.			
3.			
4.			
5.			

IV. INQUIRIES

Any questions concerning this Invitation To Bid or the construction documents should be directed to the HOME Coordinator, Shekia Harvin, via email at sharvin@slcog.org and copy Program Inspector, Brandon Whitley, via email at Carolinadumpworkx@gmail.com. Questions must be received by the time/date stated in Section III.

V. SCOPE OF PROJECT

This Project(s) involves the rehabilitation of a single-family structure located in the aforementioned address(s) as outlined in the attached scope of work plans and/or specifications.

Work specifications/Scope of Work must be performed and completed in accordance with the Sumter County Regional HOME Consortium Housing Rehabilitation Standards (Attachment B).

All bid proposals must include pricing for labor materials profit overhead supplies equipment permits fees (including water/sewer) architecture engineering and other components necessary for the successful and timely completion of the project.

VI. BIDDING DOCUMENTS

- A. Bid documents may be obtained from Santee Lynches Council of Governments or designated Consultant.
- B. Each Bid Proposal shall remain firm and binding for at least 90 days to allow time for evaluation of Bids and contract negotiations.
- C. Contents of the Bid Proposal of the successful firm(s) will become part of the contractual obligations.

VII. BID SUBMISSION

Bidders must submit their proposals in one of two ways:

1. Electronic Submission: an electronic copy (PDF format only) emailed to: sharvin@slcog.org OR

2. Hard Copy: a sealed envelope, marked with (i) the ITB title and number, and (ii) Contractor's name, address, contact person, and telephone number. Mailed responses must be sent certified mail and should be submitted in a separate mailing envelope addressed to:

Santee Lynches Council of Governments
Attn: Shekia Harvin, HOME Coordinator
3219 Broad Street
Sumter, SC 29150

For hand delivered responses, please call Shekia Harvin, HOME Coordinator, to schedule a drop off time at (803) 774-1311.

- A. A copy of the response must be furnished on or before the deadline. The submission must either be a pdf emailed electronically or a hard copy in a sealed envelope which is mailed, or hand delivered to Santee Lynches Council of Governments as described above in Section VII.
- B. The response must contain a manual signature of an authorized representative of the responding firm.
- C. Your response must arrive no later than stated bid due date and time.
- D. Responses received after the scheduled receipt time will be marked "LATE" and will be returned unopened to the vendor.
- E. Responses received shall be publicly announced via email and recorded at 4:00 PM on the Response Due Date.
- F. Neither Sumter Country nor Santee Lynches Council of Governments is liable for any costs incurred by the Bidders prior to the issuance of an executed contract.
- G. Proposals must be legible and or typed. All corrections made by the proposer prior to the opening must be initialed and dated by the proposer. No changes or corrections may be allowed after proposals are opened.

VIII. DEVIATIONS TO SPECIFICATIONS

- A. All deviations to the specifications must be requested no later than the deadline to submit questions (see Section III) to sharvin@slcog.org. If the requested deviation is accepted and approved, an addendum to the Work Write-Up will be provided to each bidder who attended the mandatory walk-through.
- B. Substitute products will be considered when request is submitted as Attachment A to the Bid Form. Substitute products should include technical descriptive data or catalog cuts attached to the original copy of the bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of the bid. A completed and signed Work Write-Up is required along with the attachment to the Bid Form describing substitute product requests.
- C. In submission of substitutions to Products specified Bidders shall include in their bid changes required in the Work changes to Contract Time and Contract sum to accommodate such approved substitutions. Later claims by the Bidder for an addition to the Contract Time and Contract sum because of changes in Work necessitated by use of substitutions will not be considered.

- D. Provide complete information on required revisions to other Work to accommodate each substitution the value of additions to or reductions from the Bid sum including revisions to other Work.
- E. Provide Products as specified unless substitutions are submitted in this manner and subsequently accepted.

IX. SELECTION PROCESS

Award of any contract resulting from this solicitation will be made in accordance with Bid Specifications and HUD regulations. Santee Lynches Council of Governments and/or designated Consultant will evaluate all responsive proposals received within the deadline specified in this Bid and will use the following procedure to award bids:

- A. The award will be to the lowest responsive responsible bidder from among qualified bidders based on base bid amount submitted on bid summary form.
- B. Notification of award will be issued by the HOME Coordinator to the accepted Bidder by a Notice of Award.
- C. If an executed contract with the selected firm is not completed within **30 calendar days** of notification of award, then Santee Lynches Council of Governments reserves the right to award the Bid to the next lowest responsive responsible Bidder.

X. AWARD OF CONTRACT

Award of any contract resulting from this solicitation will be made in accordance with ITB/Rfq and HUD regulations and if it is awarded shall be made to the lowest responsive-responsible Bidder meeting or exceeding specifications whose bid is in the best interest of the SLCOG. However, until the SLCOG issues a Notice to Proceed with a specific start date the SLCOG shall not be liable for any expenses incurred by the CONTRACTOR prior to such start date.

A. REVISIONS OF PROPOSAL FORM

Request for revision of the Bid Proposal Form must be made to the contact stated in Section IV prior to the deadline to submit questions (see Section III). Revisions to the Bid Proposal by the Bidder will void the bid.

B. CONTRACT EXPIRATION DATE

The Contract expiration date shall be established as follows:

The notice to proceed date plus seven (7) calendar days for mobilization plus the construction time established in the Proposal plus time extensions pursuant to valid change orders (which shall establish the design completion date) plus 120 days to assure a contract exists beyond the schedule construction completion date.

C. BID CHANGES

No changes in the amount of the Bids appearing on the outside of the Bids will be considered. Only the amounts shown on bidding documents inside the envelope will be considered. All changes corrections and erasures must be initialed by the person signing the bid.

D. CONSTRUCTION COMPLETION

The Contractor shall begin work within 45 calendar days after issuance of the Notice to Proceed from the SLCOG to begin work. All work shall be completed within 120 days of Notice to Proceed.

XI. CONTRACT TERMS AND REQUIREMENTS

The contents of the proposal prepared by a successful firm will become a part of the contract. The selected firm will be required to:

- A. Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services and upon request to make such records available to the SLCOG at all reasonable times during the contract period and for five (5) years after the date of the final payment to the firms under the contract.
- B. Assume sole responsibility for the complete effort as required by this ITB and be the sole point of contact with regard to contractual matters.
- C. Refrain from assigning, transferring, conveying, sub-letting, or otherwise disposing of the contracts or its rights, titles, or interest therein or its power to execute such agreement to any other person, firm, partnership, company, or corporation, without the prior consent and approval in writing from the SLCOG. General contractors, subcontractors, material men, laborers, and other persons performing services relating to the Project hold all necessary licenses, permits, and authorizations required by all applicable governmental agencies and authorities as a condition to conduct business in the State of South Carolina and to work on the Project. In conformity with the requirements of 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, required contract clauses represent and warrant the SLCOG that Recipient has adopted and will maintain a policy of nondiscrimination as defined by the term of this contract. Recipient agrees that on written request it will permit reasonable access to its records of employment, advertisement, application forms and other pertinent data and records for the purpose of investigation to ascertain compliance with the nondiscrimination provisions of this contract; provided that Recipient shall not be required to produce for inspection records covering periods of time more than five (5) years prior to the date of this contract. Recipient agrees that if any of the obligations of this contract are to be performed by a subcontractor the provisions of the SLCOG, Contractor, Homeowner (tri-party agreement) Agreement shall be incorporated into and become a part of the subcontract. Agree that it will not engage or continue to employ contractors, subcontractors, or material man or any other third party who may be reasonably objectionable to SLCOG. If requested by the SLCOG, Recipient shall deliver to SLCOG a fully executed copy of each of the agreements between Recipient and such third parties and between any such general contractor and any contractor, subcontractor, material man, or any other third party each of which shall be in form and substance reasonably satisfactory to SLCOG. SLOG's approval of a construction contract is specifically conditioned upon the following: (a) the total contract price thereof does not exceed the fair and reasonable cost of the work to be performed thereunder and (b) the contractor or subcontractor is of recognized standing in the trade, has a reputation for complying with contractual obligations and is otherwise reasonably acceptable to the SLCOG. SLCOG reserves the right to terminate any contract entered into as a result of this ITB at any time provided that written notice has been given.

XII. EXHIBIT A - Insurance Requirements

Without limiting its liability under this Contract and prior to commencement of work, the Contractor shall procure and maintain for the life of this Contract, at its sole expense, insurance including all terms, conditions, types and limits in the amounts not less than stated below:

SCHEDULE	LIMITS
Worker's Compensation	South Carolina Statutory Coverage
Commercial General Liability	\$1,000,000 Combined
Professional Liability/Malpractice	\$2,000,000 Each Occurrence
Automobile Liability	Limits below
Builder's Risk	Equal to 100% of Completed Project Value

The Contractor's insurance shall cover the Contractor, its employees and its subcontractors of any tier to the extent its subcontractors of any tier are not otherwise insured.

Commercial General Liability	\$1,000,000 Combined Single Bodily injury/Property Damage
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This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for the Premises/Operations
- c. Personal and Advertising Injury Liability
- d. Products/Completed Operations
- e. Broad Form Contractual Liability

Covering all owned, hired and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Combined single bodily injury/property damage	\$1,000,000
Professional Liability/ (Errors & Omissions)	\$2,000,000 Each Occurrence

Malpractice: this coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for the Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability

The Contractor shall continue to maintain products/completed operations coverage in the amounts stated above for a period of one (1) year after the final completion of the Work. The General Liability coverage shall be on an occurrence basis all coverages.

Automobile Liability	\$500,000 Bodily Injury Limit/Each Person \$500,000 Each Occurrence \$100,000 Property Damage/Each Occurrence
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The Contractor's insurance shall cover all automobiles, owned, hired or non-owned used in the performance of the Work.

The Contractor's Builder's Risk Insurance shall cover the property for all risks of, subject to a waiver of coinsurance, and covering off-site storage, transit and installation risks.

i. Additional Provisions

Sumter County
13 East Canal
Sumter SC 29150

Certificate of Insurance: Prior to commencing any Services, and no later than contract execution, Certificates of Insurance demonstrating the maintenance of the Contractor's General Liability, Workers' Compensation/Employer's Liability and Automobile Liability must be approved by the Sumter County. Prior to the commencement of professional services for this contract and/or actual construction work, the Contractor must submit, and Risk Management must approve, any other insurance maintained by the Contractor for this Contract.

Primary & Non-Contributory: All insurance required to perform services for this Contract shall apply on a primary basis to, and not require contribution by, any other insurance or self-insurance maintained by the COUNTY.

Policy Disclosures: If requested by the County, within 30 days of receipt, the Contractor shall deliver a certified, complete copy of the policies of insurance providing the coverages required herein.

No Waiver by the County Approval/Disapproval. Neither approval by the County nor failure to disapprove the insurance furnished by provider shall relieve provider of provider's full responsibility to provide insurance as required under this Contract.

Additional Insurance Coverages: Depending upon the nature of the Services and accompanying exposures and liabilities, the County may reasonably require additional insurance coverage in the amounts responsive to those liabilities, which may or may not require that the County also be named as an additional insured.

XIII. OTHER REQUIREMENTS

All Bids must be made on the forms provided, properly executed, submitted in accordance with Section VII.

Lead-Based Paint: Residential properties receiving an average of more than \$25,000 per unit in Federal rehabilitation assistance are required to abate all lead-based paint hazards identified by the paint testing or risk assessment conducted. This project is subject to compliance with 24 CFR 35, Subpart J. Abatement shall be performed in accordance with 24 CFR 35.1325 and 40 CFR 745.227(e). Contractor is required to ensure compliance with the Lead Safe Housing Rule and required certification to perform lead-based paint abatement activities. A copy of the Lead-Based Paint Risk Assessment has been provided as part of this Invitation to Bid.

Bid Summary Form & HOME Housing Rehabilitation Program Specifications for Work

Santee Lynches Council of Governments



HOME HOUSING REHABILITATION PROGRAM

BID SUMMARY FORM For

Homeowner: Easter Davis

Address: 535 Community Center Rd., Camden, SC 29020

Contractor Name: _____

Address: _____

Phone: (Office) _____ (Cell) _____

Email: _____

Base Bid Amount: _____

Contractor's Addendum: _____

Total Bid Amount: _____

All sealed Bids must be hand delivered to or mailed certified mail to:

Santee Lynches Council of Governments
3219 Broad Street
Sumter, South Carolina 29150

OR

An electronic copy (PDF format only) must be emailed to: sharvin@gmail.com

* Only items omitted from the attached scope of work/ HOME housing rehabilitation program specifications for work and required to bring the property into compliance with the local Building Code and Program Rehabilitation Standards should be included on this page. Contractor added items will be evaluated separately from the items listed in the original scope of work. Therefore, the contractor will not be penalized for documenting and submitting additional required contract items for consideration. Pending the availability of funding and the necessity of the proposed contract item they may be added to the final scope of work.

Rehabilitation Standards