

# **COUNTY OF GREENVILLE**



# **CONTRACTOR PROCEDURES**

## Introduction

In order to provide a safe and secure environment at all of its facilities for visitors, employees, and tenants, the County of Greenville has implemented the following **“Contractor Procedures.”** These procedures shall apply to any and all contractors, vendors, consultants, or any other service providers (**“outside party”**) employed, hired, directed, or contracted by the County of Greenville. Furthermore these procedures shall also apply to tenants of its facilities, agents, employees, other contractors and/or vendors with respect to work being performed at any County facility. **Types of work typically covered by these procedures include but are not limited to service, repair, remodel, installation, maintenance or modification at any County facility.** Examples of this type of work include but are not limited to installing data cables, removing or adding walls/partitions, installing phone lines, painting, renovating offices, sheetrock repair and installation, HVAC installation and repair, plumbing, electrical, welding, trenching, excavation, remodeling, removing or installing office furniture and fixtures, landscaping, building maintenance, and/or modification to any County owned facility or premises.

Contractors/Vendors working under a signed and executed contract or Purchase Order as approved by the County’s Procurement Office are not required to complete a new form for each new site visit as long as the Contract or Purchase Order remains in place and the Outside Party has agreed to these procedures previously by signing the **Greenville County Contractor Access Program** form.

The purpose of the “Contractor Procedures” is to establish safe and secure facilities by notifying proper County personnel, identifying approved contractors/vendors, verifying proper credentials, inspecting the quality and safety of work performed and providing knowledge of who is in County facilities.

## **COUNTY DEPARTMENT AND TENANT (IE, DSS, PROBATION & PAROLE, AARP, HUMANE SOCIETY, ETC) RESPONSIBILITIES**

**STEP 1:** When hiring an outside party to perform activities at any County owned facility, the **Greenville County Contractor Access Program** form (see attached copy) shall be completed by the Department or Tenant and signed by the outside party/vendor prior to the performance of any activities by the outside party.

In the event an emergency occurs and an outside party is called upon to perform activities on short notice, the hiring Department or Tenant shall have **Greenville County Contractor Access Program** form signed and completed as soon as possible after the emergency has been mitigated.

**STEP 2:** Once the **Greenville County Contractor Access Program** form has been completed and signed, the Department or Tenant shall assign badges to the outside party and record badge numbers on the form. If the Department or Tenant does not have badges, a request for badges should be made to Risk Management (467-7547).

**STEP 3:** A copy of these procedures and a signed copy of the attached form shall be provided to the outside party/vendor hired by the Department or Tenant.

**STEP 4:** A copy of the signed form shall be forwarded immediately to Risk Management.

Notification can be sent to Risk Management by using any of the following methods:

- **Email** the completed form to [RiskManagement@greenvillecounty.org](mailto:RiskManagement@greenvillecounty.org)
- Mail completed form via **interoffice** mail to Risk Management, Human Resources, Suite 500, County Square
- **Fax** completed form to Risk Management at 864-467-7317

Upon receipt of notification, Risk Management will forward a copy of the form through interoffice mail to the following:

**Sheriff's Office Security Division**  
**Public Works Property Management**  
**Procurement**

**STEP 5:** Upon completion of the project, the Department or Tenant shall collect all badges and sign out the outside party.

## **OUTSIDE PARTY (CONTRACTOR/VENDOR) RESPONSIBILITIES**

**STEP 1:** Immediately upon arrival at the County facility and prior to beginning any work activities, the outside party shall notify the County Department or Tenant responsible for hiring the outside party and advise them that you have arrived on site.

**STEP 2:** All employees of the outside party shall wear and prominently display his/her County issued Vendor Badge while performing activities at any County owned facility. The Outside Party shall also keep in his/her possession a signed copy of the **Greenville County Contractor Access Program** form along with any other permits associated with the project.

**STEP 3:** Upon completion of the project the outside party shall return the badges to the Department or Tenant for who work was performed and be signed out.

**\*Any outside party who does not return his/her badge and sign out upon completing his/her activities at the facility may be charged \$10 per badge**

## **OUTSIDE PARTY ON SITE DUTIES**

### **SAFETY, HEALTH, SECURITY, & INSURANCE**

Outside Party shall be solely responsible for its activities, that of its employees on the site and activities of its consultants, contractors and/or subcontractors for maintaining a safe job site. Outside Party's activities and activities of its consultants, contractors and/or subcontractors shall comply with all local, state, and federal safety regulations and their enforcement agencies. Outside Party shall at all times conduct its operations under this Contract in a manner to avoid risk of endangerment to the health and safety of persons and property. The Outside Party shall have sole responsibility for adhering to all federal, state, and local regulations, implementing its safety and health programs, taking all safety and health precautions necessary and continuously inspecting all equipment, materials and work to prevent, discover, determine and correct any conditions which might result in personal injury, equipment damage or damage to property or the public. Outside Party's safety, health and security programs shall be in compliance with all regulatory requirements and shall furnish accident, incident, injury, and other records and reports required by the Occupational Safety and Health Administration, State and Local laws, or by the County.

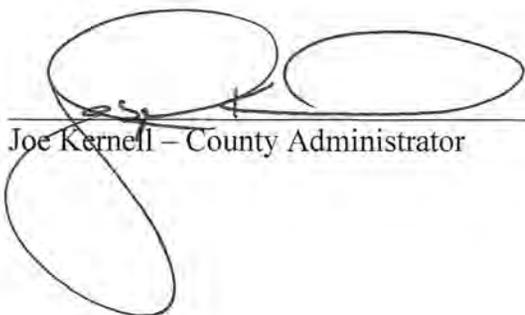
Furthermore, at a minimum the Outside Party shall purchase and maintain for the life of the project workers compensation, commercial auto liability and comprehensive general liability insurance including products and completed operations with a carrier licensed by the South Carolina Department of Insurance and an AM Best rating of no less than A-. The minimum limits for workers compensation shall be according to the South Carolina statutory limits with \$1,000,000 for employer liability. The minimum limits for commercial auto liability shall be \$1,000,000. The minimum limits for comprehensive

general liability shall be \$1,000,000 including products and completed operations. Additionally, the outside party shall provide Risk Management with a current Certificate of Insurance listing the County of Greenville as an Additional Insured. These insurance requirements are minimum requirements and additional insurance may be required depending on the type of project or work being performed.

While engaging in activities at any County facility, the outside party/contractor/vendor shall:

- Ensure that all project workers are adequately trained in safe work procedures prior to beginning work
- Adhere to all federal, state, and local regulations including but not limited to OSHA, DHEC, ADA, NFPA, and EPA.
- Provide and require personal protective equipment be worn as required by federal, state, or local regulation
- Maintain acceptable housekeeping and material organization around work areas.
- Mark the work area with cones and/or caution tape when working in areas accessible to employees and visitors
- **Wear and properly display vendor badges at all times**
- Understand that in accordance to the County's Safety Policy (Section II, page 6, Employment Management Responsibilities) "Risk Management may recommend to managers to stop hazardous jobs when prescribed precautions are not being followed."
- If requested, allow County of Greenville to review Outside Party's OSHA 300 logs, written programs, training, and certifications
- Obtain all necessary permits
- Comply with the County's minimum insurance requirements

Approved by:

  
\_\_\_\_\_  
Joe Kernell – County Administrator

8/5/10  
Date



**By signing this form, the outside party agrees to the following:**

### **SAFETY, HEALTH, AND SECURITY**

Outside Party shall be solely responsible for its activities, that of its employees on the site and activities of its consultants, contractors and/or subcontractors for maintaining a safe job site. Contractor's activities and activities of its consultants, contractors and/or subcontractors shall comply with all local, state, and federal safety regulations and their enforcement agencies. Outside Party shall at all times conduct its operations under this Contract in a manner to avoid risk of endangerment to the health and safety of persons and property. The Outside Party shall have sole responsibility for adhering to all federal, state, and local regulations, implementing its safety and health programs, taking all safety and health precautions necessary and continuously inspecting all equipment, materials and work to prevent, discover, determine and correct any conditions which might result in personal injury, equipment damage or damage to property or the public. Outside Party's safety, health and security programs shall be in compliance with all regulatory requirements and shall furnish accident, incident, injury, and other records and reports required by the Occupational Safety and Health Administration, State and Local laws, or by the County.

While engaging in activities at any County facility, the contractor/outside party shall:

- Ensure that all project workers are adequately trained in safe work procedures prior to beginning work
- Adhere to all federal, state, and local regulations including but not limited to OSHA, DHEC, ADA, NFPA, and EPA.
- Provide and require personal protective equipment be worn as required by federal, state, or local regulation
- Maintain acceptable housekeeping and material organization around work areas.
- Mark the work area with cones and/or caution tape when working in areas accessible to employees and visitors
- Wear and properly display vendor badges at all times
- Understand that in accordance to the County's Safety Policy (Section II, page 6, Employment Management Responsibilities) "Risk Management may recommend to managers to stop hazardous jobs when prescribed precautions are not being followed."
- If requested, allow County of Greenville to review Outside Party's OSHA 300 logs, written programs, training, and certifications
- Obtain all necessary permits
- Comply with the County's minimum insurance requirements

\_\_\_\_\_  
**Contractor Signature**

**Date:** \_\_\_\_\_

**Date badge issued** \_\_\_\_\_

**Issued by** \_\_\_\_\_

**Date badge returned** \_\_\_\_\_

**Received by** \_\_\_\_\_

**DEPARTMENT OR TENANT CHECKLIST**

1. Contractor Access Form Completed and Signed
2. Contractor Access Form sent to and received by Risk Mgt
3. Vendor Badges assigned to Outside Party/Contractor
4. Certificate of Insurance received by Risk Mgt
5. Necessary permits obtained
6. Necessary inspections conducted & completed
7. Sign In receipt of Vendor Badges upon project completion