



Invitation to Bid Amendment 3

Solicitation Number: **USC-IFB-3683-MR**
 Date Issued: **March 16, 2021**
 Procurement Officer: **Michelle Robinson, CPPB**
 Phone: **803-777-4115**
 E-Mail Address: marobins@mailbox.sc.edu
 Mailing Address: **1600 Hampton Street, Ste 606
Columbia, SC 29208**

DESCRIPTION: Relocation of Office Supplies, Equipment & Furniture from LeConte College to Various Locations
USING GOVERNMENTAL UNIT: UNIVERSITY OF SOUTH CAROLINA

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS: University of South Carolina – Purchasing Department 1600 Hampton Street, Suite 606 Columbia SC 29208	PHYSICAL ADDRESS: University of South Carolina – Purchasing Department 1600 Hampton Street, Suite 606 Columbia SC 29208
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SUBMIT OFFER BY (Opening Date/Time): March 18, 2021 at 11:00 AM (EST) (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: March 9, 2021 at 4:00 PM (EST) (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: 1 Hard Copy and 1 Electronic Copy (USB)

CONFERENCE TYPE: Pre-Bid Conference/Site Visit DATE & TIME: Thursday, March 4, 2021 at 10:00am (EST)/ Site Visit March 5, 2021 by appointment only <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)</small>	LOCATION: LeConte College – Room 210 1523 Greene St. Columbia, SC 29208
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AWARD & AMENDMENTS	Award will be posted on 3/30/2021 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://purchasing.sc.edu
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You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of Sixty (60) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR <small>(full legal name of business submitting the offer)</small>	<small>Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.</small>
AUTHORIZED SIGNATURE <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	DATE SIGNED
TITLE <small>(business title of person signing above)</small>	STATE VENDOR NO. <small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small>
PRINTED NAME <small>(printed name of person signing above)</small>	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>

OFFEROR'S TYPE OF ENTITY: (Check one) <small>(See "Signing Your Offer" provision.)</small> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____ <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local)
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HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	Area Code - Number - Extension Facsimile
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address	<input type="checkbox"/> Order Address same as Home Office Address
<input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS							
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	<input type="text"/> Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

In-State Office Address same as Home Office Address
 In-State Office Address same as Notice Address **(check only one)**

QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017)

The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a question-and-answer format. All questions received have been reprinted below. The “state’s response” should be read without reference to the questions. The questions are included solely to provide a cross-reference to the potential offeror that submitted the question. Questions do not form a part of the contract; the “state’s response” does. Any restatement of part or all of an existing provision of the solicitation in an answer does not modify the original provision except as follows: underlined text is added to the original provision. Stricken text is deleted. [02-2A097-1]

This Amendment No. 3 modifies the Invitation for Bid only in the manner and to the extent as stated herein.

QUESTIONS RECEIVED AND ANSWERS

QUESTIONS RECEIVED FROM VENDOR A

1. Please clarify the dates & hours for packing and moving at all locations.

Answer: Start date of moving operations will be Monday, April 12th. Moving hours of operations are M-F 7:00 am to 4:00 pm.

2. How did you arrive at the 3000 pieces of furniture?

Answer: The “3000” pieces of furniture is an estimate. We understand the contract must be decided without preferred specificity, so estimates must suffice until the situation is more fully developed prior to the move.

Is there an itemized inventory available?

A: No, an itemized list will be available prior to the move starting.

Does the 3000 include the classrooms?

Answer: Classroom contents will be moved. Classroom furniture will be stored commercially by the selected moving vendor.

3. Who is responsible for disconnecting and packing the desktop computers?

A. Technicians of CAS will disconnect and box office automation components. However, large pieces such as CPUs and monitors will be left in the offices of LeConte for transport by the selected moving vendor. The moving vendor may prepare unboxed automation pieces for across campus transport in the manner of their choosing and procedure to avoid damage. Racks will be marked with

destination to Consolidated Inventory and will be the responsibility of the selected moving vendor to transport.

Are these boxes included in the 2500 estimated boxes?

A. Yes

Will the computers be disconnected prior to the start of the move?

A. See above answer.

4. Phase 1 of the Solicitation has percentages for items going to Coliseum, Byrnes & Storage but not mentioned for State Surplus. Please clarify.

A. The majority of all items will go to the Old Coliseum at Assembly and Blossom Streets [assuming 80%]; the FOURTH Floor of the James F. Byrnes Building at Sumter and College Street will receive approx. 10%; the balance will be SPLIT between UofSC's Consolidated Services Building on Wayne Street behind the Colonial Life Arena and The State Surplus Property Warehouse, 1441 Boston Ave., West Columbia, SC 29170.

5. Will black boards and dry erase boards need to be removed from the walls for the renovation?

A. NO, Not by the moving vendor.

If so, who removes and do they leave the building? **N/A**

Where would they go? **N/A**

6. The Solicitation states some furniture will need to be refurbished while in storage. Will these items be identified prior to leaving LeConte so they can be stored accordingly?

A. N/A. The "refurbishment will not be the responsibility of the moving vendor.

7. Will projection screens & projectors need to be removed and taken out of the building? Who will remove these from the ceiling?

A. UofSC DoIT and IT technicians of CAS will take care of screens or projectors. If there are any remaining, applicable pieces, these will be clearly marked for a Consolidated Inventory destination.

8. Solicitation shows 2500 boxes to move but the amendment requests the packing of 1100-1400 boxes. Do we assume there will be boxes already packing in addition to what we are packing?

A. UofSC has boxes on the premises that may or may not be already packed, due to the pandemic and constraints, the faculty has not had sufficient time to attend to this additional task while doing their primary mission (teaching and research). The

selected moving vendor will prepare and pack everything in offices and space of LeConte that has not been prepared and packed by the occupants or by IT technicians of CAS or DoIT.

9. Would you provide a set number of boxes for the vendor to pack so we are each quoting on the same amount?

A. a total boxing capacity up to 2,500 boxes.

10. I have heard that the existing furniture at the Coliseum would be moved out and most of the furniture from LeConte would move to the Coliseum. If this is correct, please provide new percentages. This will greatly effect the quote as the monthly storage would be much less.

A. The vast majority of LeConte furniture will not be marked for transport to the Coliseum or Byrnes