	<b>Fixed Price Bid Amendment 1</b>	Solicitation Number 220011 Date Issued 08/12/2021 Procurement Officer Aimee B. Rish Phone 803.777-2261 E-Mail <a href="mailto:arish@fmc.sc.edu">arish@fmc.sc.edu</a>
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SOLICITATION DESCRIPTION: **Groundskeeping Services on an As-Needed Basis**

USING GOVERNMENTAL AGENCY: **UNIVERSITY OF SOUTH CAROLINA SYSTEM WIDE**

*The Term "Offer" Means Your "Bid" or "Proposal."*

<b>SUBMIT OFFER BY</b> (Opening Date/Time): Solicitation openings will be limited to teleconference only: Telephone: 800.753.1965/Access Code 7777162	<b>09/01/2021 at 11:00 AM</b> See "Deadline for Submission of Offer" provision.
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**QUESTIONS MUST BE RECEIVED BY:** **08/12/2021—11:00 AM** ; See "Questions From Offerors" provision.

**NUMBER OF COPIES TO BE SUBMITTED:** **1 online preferred, or  
1 hard copy & digital version on USB drive.**

**SUBMIT ELECTRONIC OFFERS VIA THE FOLLOWING URL:** <https://supplier.ps.sc.edu>

**SUBMIT YOUR SEALED OFFER TO THE FOLLOWING ADDRESS:** UofSC Purchasing Department  
1600 Hampton St, Suite 606  
Columbia, SC 29208  
See "Submitting Your Paper Offer or Modification" provision.

CONFERENCE INFORMATION As appropriate, see "Conferences-Pre-Bid/Proposal" & "Site Visit" provisions.

CONFERENCE TYPE: <b>Not applicable</b> DATE & TIME:	LOCATION: <b>Not applicable</b>
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<b>AWARD &amp; AMENDMENTS</b>	Award will be posted at the Physical Address stated above on 09/15/2021. The award, this solicitation, and any amendments will be posted at the following web address: <a href="https://supplier.ps.sc.edu">https://supplier.ps.sc.edu</a>
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, you agree to be bound by the terms of the Solicitation. You agree to hold your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

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.

NAME OF OFFEROR (Full legal name of business submitting the offer)	SUPPLIER or OFFEROR ID (Required for evaluation of offer)
PRINTED NAME (Printed name of person signing below)	TITLE (Business title of person signing)
AUTHORIZED SIGNATURE (Person authorized to submit binding offer)	DATE SIGNED

OFFEROR'S TYPE OF ENTITY: (Check only one.) (See "Signing Your Offer" provision.)

Sole Proprietorship     
 Partnership     
 Government Entity (federal/state or local)

Corporate Entity (not tax-exempt)     
 Corporation (tax-exempt)

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**(Return Page Two with your Offer.)**

<p>HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)</p>          	<p>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p>          <p>_____ Phone Number                      _____ Facsimile</p> <p>_____ E-mail Address</p>							
<p>PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause.)</p>          <p>___ Payment Address same as Home Office Address</p> <p>___ Payment Address same as Notice Address (check only one)</p>	<p>ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses.)</p>          <p>___ Order Address same as Home Office Address</p> <p>___ Order Address same as Notice Address (check only one)</p>							
<p><b>ACKNOWLEDGMENT OF AMENDMENTS</b> Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision.)</p>								
Amendment No.	<b>1</b>							
Amendment Date	<b>8/12/2021</b>							
DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause.)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)				
<p>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 <a href="http://www.procurement.sc.gov/preferences">www.procurement.sc.gov/preferences</a>.</p> <p>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) &amp; (6)]                      <b>***PREFERNCES DO NOT APPLY***</b></p>								
<p>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)&amp;(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)]                      <b>***PREFERNCES DO NOT APPLY***</b></p>								
<p>___ In-State Office Address same as Home Office Address</p> <p>___ In-State Office Address same as Notice Address (check only one)</p>								

End of Page Two

## OFFEROR & SUPPLIER REGISTRATION REQUIRED

Potential offerors are strongly encouraged to build, review, or update the status of their online procurement account with the University as quickly as possible. This shall ensure there are no challenges when submitting the bid by the deadline. DO NOT WAIT UNTIL THE FINAL MINUTES OF THIS EVENT TO SUBMIT YOUR BID.

For more information, please visit the University's website.

### Solicitations and Awards

The University of South Carolina is classified as a governmental body of the executive branch of South Carolina state government. As such, it is required to follow the [South Carolina Consolidated Procurement Code](#) and its ensuing [regulations](#) which are promulgated by the [South Carolina State Fiscal Accountability Authority](#).

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### New Online Solicitation System

The Purchasing Department is pleased to announce that our new online solicitation and bidding system is now live. This new web-based software system is used by the Purchasing Department to create online solicitation events, accept electronic bids and proposals, and issue notices of award for procurement contracts resulting from the solicitations. This new system completely replaces the legacy method of posting solicitations directly to our department website.


This new system provides:

- access to a public Supplier Portal ([supplier.ps.sc.edu](http://supplier.ps.sc.edu)) where UofSC Solicitation Opportunities and Award Statements are published.
- an electronic registration process for prospective suppliers to become "Offerors" in the UofSC solicitation system.
- the ability to create and submit electronic responses to Solicitations, by both *Offerors* and existing UofSC *Suppliers*.

There was a 2-phase rollout for this new system:

- Phase 1 began March 1, 2021 - All vendors interested in doing business with the university may register as an **Offeror** (or request a Supplier **User ID** for vendors that **already exist in the university's supplier database**).
- Phase 2 began March 15, 2021 - All registered Offerors or Suppliers have the ability to submit bids and proposals directly online via the Supplier Portal of this new system.

The public access point for all **\*new\*** Procurement activity (i.e. Solicitations and Awards) on or after **March 15, 2021**, will be posted and maintained within the university's [Supplier Portal](#). On the Supplier Home Page, public users will be able to view active solicitation events, as well as view more information about Supplier and Offeror registration, including instruction guides and frequently asked questions and answers.

 Training resources to assist new Offerors and current Suppliers with the Supplier Portal and UofSC's Solicitation Opportunities will be available in the **New Solicitation System** section of our [Purchasing Toolbox](#).

## 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.

Answers to bidder questions are as follows:

### **1 Q: What campuses are included?**

The Answer to this question may be found on Page 5 of the original solicitation and is as follows:

“The resulting Contractors shall be placed on a provider list as pre-approved sources to provide grounds keeping services as needs are identified through-out the entire University of South Carolina System.”

### **2 Do you have to bid all (8) campuses, or can I bid selectively?**

The answer to this question may be found on Page 19; Section III. Scope of Work; Bullet F, Current Level of Performance; and states the following:

As the University finds the need for services, each program area shall contact provider(s) to solicit final pricing and to establish the scope of work specific to their needs. Prior to issuing a purchase order, the contractor and University representative (COR) shall complete a subsequent agreement, which establishes their agreed understanding of the performance and payment expectations.

Also, please reference information found on Page 5 of the original solicitation and is as follows:

“The resulting Contractors shall be placed on a provider list as pre-approved sources to provide grounds keeping services as needs are identified through-out the entire University of South Carolina System.”

### **3 Bidding Schedule – Please confirm that we are only supplying a per hour price for each employee? So, the selection will be based on an hourly price for the employee and not the services we will be providing in the scope?**

The answer to this question is provided in the solicitation:

Please reference entire Section III Scope of Work/Specifications Section A. Overview/History.

To summarize, Contractors Pricing shall be limited to no more than \$100.00 per hour for each employee provided on site. As stated in Section B, the General Scope of the Project, “The contractor shall furnish all materials, equipment and manpower” at this price for the services listed in the Overview/History. The exception to this shall be the add-on services defined in Section III, Bullet O (page 24-25).

### **4 After reviewing Solicitation 220011, we have the following question:**

**Section III Scope of Work page 18, A. Overview/History ‘For the purposes of this contract, the pricing provided in Section VIII, Bid Schedule will include the following services...’ For clarification...do you want itemized pricing for each service or one price to cover all these services plus other expenses involved in performing these services such as criminal background checks of employees?**

Offerors shall bid as specified in Section VIII (Bidding Schedule). As specified in Section III.B. Contractors shall furnish all labor and materials to provide groundskeeping services for the price provided to the University. Pricing shall remain firm. The University will not pay for any other expenses related to the Contractor's provision of services unless they are specifically addressed in Section III of the original solicitation under Bullet O, Add-On Services.

[02-2A097-1]