



## Invitation to Bid Amendment 5

Solicitation Number: USC-IFB-3611-DG  
 Date Issued: April 16, 2020  
 Procurement Officer: Dennis Gallman  
 Phone: 803-777-4115  
 E-Mail Address: gallmand@mailbox.sc.edu  
 Mailing Address: 1600 Hampton Street; Ste 606  
 Columbia, SC 29208

DESCRIPTION: Provide Custodial and General Maintenance Services as Needed

USING GOVERNMENTAL UNIT: **UNIVERSITY OF SOUTH CAROLINA AIKEN CAMPUS**

*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 – Postal Services  
 1600 Hampton Street, First Floor; Columbia SC 29208

Bid Opening shall occur by conference call: 800-765-1965

SUBMIT OFFER BY (Opening Date/Time): **April 28, 2020 at 11:00 AM (EST)** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **April 21, 2020 at 11:00 AM (EST)** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: 1 (one) Original Hard Copy;  
 1 (one) Digital versions on USB drive;

CONFERENCE TYPE: **Not Applicable**  
 DATE & TIME:

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

LOCATION: **Not Applicable**

**AWARD &  
AMENDMENTS**

Award will be posted on **5/07/2020**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: [https://sc.edu/about/offices\\_and\\_divisions/purchasing/index.php](https://sc.edu/about/offices_and_divisions/purchasing/index.php)

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 **thirty (30)** calendar days after the Opening Date. (See "Signing Your Offer" provision.)

**NAME OF OFFEROR**

(full legal name of business submitting the offer)

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.

**AUTHORIZED SIGNATURE**

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

**DATE SIGNED**

**TITLE**

(business title of person signing above)

**STATE VENDOR NO.**

(Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov))

**PRINTED NAME**

(printed name of person signing above)

**STATE OF INCORPORATION**

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

Sole Proprietorship     
  Partnership     
  Other \_\_\_\_\_  
 Corporate entity (not tax-exempt)     
  Corporation (tax-exempt)     
  Government entity (federal, state, or local)

**PAGE TWO**  
**(Return Page Two with Your Offer)**

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"/> Payment Address same as Notice Address <b>(check only one)</b>	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address <b>(check only one)</b>

**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
1	03/12/2020	3	4/10/2020				
2	03/16/2020	4	4/16/2020				

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
---	----------------------	----------------------	----------------------	-------------------------

**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](http://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)**

## CLARIFICATIONS TO QUESTIONS PRESENTED BY VARIOUS VENDORS

1. Question: It seems that the following pages and company insurance are what is necessary regarding the bid submittal package: Amendment 3 Cover pages (2) , Copy of the Dan J. Sheehan Company Insurance, pages 42, 43 or 44 depending on what you are bidding on. Please confirm that is correct.

Answer: Yes

2. Question: Are the following pages required to be sent back with the bid also – Page 23 & Page 58.

Answer: Please review the solicitation. Page 22

3. Question: Given the extraordinary times, do not know that the original mailed hard copy of bid will get to appropriate location in Columbia on time. Will the digital version on USB drive be acceptable on bid day?

Answer: All bids must be submitted in accordance with the solicitation (See page 1)

4. Question: Can you confirm – can I bid just on the painting and patching portion? Or do I have to bid on all three portions?

Answer: You can bid one or more Lots

5. Question: How is the size of the crew determined?

Answer: That will be up to the contractor to determine the amount of crew required to complete each job.

6. Question: Would the school let us know each week based on the amount of work to do?

Answer: That will be determined based on each job.

7. Question: I see the video walkthrough, but will there be an opportunity to view any of these dorms?

Answer. Due to the Governor's closure of the school there is no formal site visit scheduled. If it is necessary to view the dorms, contractors can set up an appointment with Dave Lunin at (717) 293-1504. We are currently soliciting for painting, cleaning, and patchwork for our Housing summer turnover. Please see the full bid information at the link below, with additional attachments.

[https://sc.edu/about/offices\\_and\\_divisions/purchasing/solicitations\\_awards/goods\\_services\\_procurements/details.php?sid=3241](https://sc.edu/about/offices_and_divisions/purchasing/solicitations_awards/goods_services_procurements/details.php?sid=3241)

8. Question: On Page 32 of the solicitation documents, the published rates for the Lot B services, are those the prices contracted the last time the university bid out those services or is that the actual budget the university has for the current solicitation?

Answer: This is the first USC Beaufort has requested bids for this type of solicitation.

9. Question: If those rates are the current budget, could you please release the bid tabulation and total prices/contract award from the last time the university bid out these cleaning services?

Answer: See Question 8

10. Question: Could you please clarify the insurance limits and requirements for this solicitation and whether a procurement office will be checking on them, as well as the provided references from current and past clients?

Answer: The insurance limitations are list in the solicitation; As required in the solicitation the University will check references

11. Question: In light of the Covid-19 situation, can the solcitation be submitted electronically? Will offerors receive email notifications of bid tabulation and final award via email? (FYI - we signed up for the electronic notification with the procurement website and have never received one, so we have had to basically manually check on the page every day).

Answer: See Question 3

12. Question: Could you please clarify the conditions/stipulations for termination of this contract?

Answer: This is a fixed price bid for unit prices. There is no set guarantee of work and the services are for an as-needed basis, with the primary services being required May – July of each year. That being said, we are an agency of the State of South Carolina and are dependent on student enrollment and state legislature funding for operations. Should a vendor violate any terms of the FPB, their services will be terminated. Should the University face unforeseen challenges or changes in enrollment and State support, services may also need to be re-evaluated, scaled back, or even terminated.

13. Question: After reviewing the additional amendment with the video walk through and the units drawings we have the following questions:

14. B) How many apartments per building? How many buildings total?

15. Answer: Okatie 24, May River 24, Chechessee 24, Combahee 24, Port Royal 21, Beaufort 20, Jasper 24, Hampton 12, Colleton 12, Broad River 44.  
10 each buildings

16. Question: What is the average square footage for the apartments?

Answer: 1250.

17. Question: How often do you estimate the move in/move out cleaning will be needed in each apartment? Will it work as "as needed" or is there a tentative schedule such as once a month, every other month, etc?

Answer: There will be a deep clean performed after students move out in late April/early May. Surface cleans may be needed on select apartments prior to students returning in early August. A small number of apartments may also need to be cleaned in December for any students leaving after the Fall semester.

18. Question: Will the U of SC provide the cleaning chemicals or would like us to include it in our rates. IF the latter, does the university have a preferred brand or line of products that you would like us to use in our quote?

Answer: Contractor to provide cleaning tools, and products. No brands are specified, we only ask that bleach not be used.

19. Question: On Page 32, there is an hourly rate for "Breezeway"; does that refer to cleaning services, painting services or patch work services?

Answer: The "breezeway" hourly rate on page 32 of the original solicitation (please note, this is now page 46 of Amendment 3) falls under Lot B, for cleaning. This hourly rate is for cleaning of the breezeways.

20. Question: Will the university be awarding more than one commercial cleaning/janitorial vendor or more than one?

Answer: With a fixed price bid, the University may award multiple vendors for each lot. Due to the scale of the project and the limited summer timeframe, multiple vendors may be cleaning different buildings at the same time. Please note that this is for as needed work and not a continuous, yearlong project.

21. Question: How many team members does the current vendor have assigned to your cleaning services and are you looking at keeping it about the same with the new contract or not necessarily?

Answer: No amount of team members is specified.

22. Question: Would you like to have prices for carpet cleaning/extraction upon residents moving out as well or does the university already have a vendor for that specific part of the janitorial services?

Answer: The prices in Lot B (page 46 of Amendment 3) include carpet cleaning. These services will primarily be used during summer turnover cleaning in Housing. However, some services may be requested in other parts of the year (such as December when some residents may move out).

23. Question: On the solicitation website, there is an Amendment 4 published on 45/16/2020 for the same services, however, it does read "Aiken Campus". Is that still relevant for the documents submission for the Beaufort Campus submission or not?

Answer: Change to University of South Carolina Beaufort Campus. Mail all Bids to the address on Page 1 of the solicitation

**BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 4 IN THE SPACE PROVIDED, AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.**

#### **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]