

# **PROJECT MANUAL**

**For The**

## **ELEVATOR FINISH UPGRADES**

**For**

University of South Carolina Aiken  
Aiken, South Carolina

**McMillan Pazdan Smith, LLC**  
Spartanburg, South Carolina

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**PROJECT NUMBER:** H29-9542

**PROJECT NAME:** USC Aiken Elevator Finish Upgrades

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# SE-311

## Invitation for Minor Construction Quotes

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### SCBO NOTES 2, 4 and 5 APPLY TO THIS INVITATION FOR QUOTES

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PROJECT NAME: USC Aiken Elevator Finishes Upgrades

PROJECT NUMBER: H29-9542 PROJECT LOCATION: USCA Aiken, SC

BID SECURITY REQUIRED? Yes  No

PERFORMANCE BOND REQUIRED? Yes  No

PAYMENT BOND REQUIRED? Yes  No  CONSTRUCTION COST RANGE: <30K

**DESCRIPTION OF PROJECT:**

Remove existing finishes and replace existing handrails, ceiling panels and wall finishes in two (2) elevators, one in the Penland Building and the second in the Main Library Building. Minority and small business participation is encouraged.

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A/E NAME: McMillan Pazdan Smith Architecture, LLC A/E CONTACT: Sal Napolitano  
 ADDRESS: 127 Dunbar Street PHONE: 864.585.5678 Fax: 864.542.9451  
 CITY: Spartanburg STATE: sc ZIP: 29306 E-MAIL: snapolitano@mcmillanpazdansmith.com

PLANS ON FILE AT: AGC: \_\_\_\_\_  
 DODGE: \_\_\_\_\_  
 OTHER: \_\_\_\_\_

PLANS MAY BE OBTAINED FROM: http://purchasing.sc.edu (Facilities/Construction Solicitation/Award)

PLAN DEPOSIT AMOUNT: \$0.00 IS DEPOSIT REFUNDABLE? Yes  No

PRE-QUOTE CONFERENCE?  Yes  No MANDATORY ATTENDANCE?  Yes  No

DATE: 6/6/2013 TIME: 10:30 PLACE: USCA, 471 University Pkwy, B&E Bld, Rm 224, Aiken SC

AGENCY: University of South Carolina

NAME AND TITLE OF AGENCY COORDINATOR: Juaquana Brookins, Procurement Specialist II

ADDRESS: 743 Greene Street PHONE: 803.777.3596 Fax: 803.777.3596

CITY: Columbia STATE: sc ZIP: 29208 E-MAIL: jbrookin@fmc.sc.edu

IFQ CLOSING DATE: 6/18/2013 TIME: 1:30 pm LOCATION: \_\_\_\_\_

**IFQ DELIVERY ADDRESSES:**

**HAND-DELIVERY:**

same as mail

**MAIL SERVICE:**

Lisa Groft  
 471 University Pkwy  
 Aiken, SC 29801

IS PROJECT WITHIN AGENCY CONSTRUCTION CERTIFICATION? (Agency MUST check one)  YES  NO

APPROVED BY: \_\_\_\_\_ (State Engineer) \_\_\_\_\_ (Date)

**SE-331**  
**Quote Form**

2011 Edition

*Quotes shall be submitted only on SE-331*

QUOTE SUBMITTED BY: \_\_\_\_\_  
(Offeror's Name)

QUOTE SUBMITTED TO: \_\_\_\_\_  
(Agency Name)

FOR PROJECT: \_\_\_\_\_  
(Number) (Name)

**OFFER**

1. In response to the Form SE-311, *Request for Minor Construction Quotes*, and in compliance with the *Instructions to Bidders* for the above-named Project, the undersigned **OFFEROR** proposes and agrees, if this Quote is accepted, to enter into a Contract with the **AGENCY** in the form included in the Solicitation Documents, and to perform all Work as specified or indicated in the Solicitation Documents, for the prices and within the time frames indicated in the Solicitation and in accordance with the other terms and conditions stated.

2. Pursuant to Section 11-32-3030(1) of the SC Code of Laws, as amended, **OFFEROR** has submitted Bid Security as follows in the amount and form required by the Solicitation Documents:

Bid Bond with Power of Attorney      Electronic Bid Bond      Cashier's Check  
(OFFEROR check one, if Bid Security is required)

3. **OFFEROR** acknowledges the receipt of the following Addenda to the Solicitation documents and has incorporated the effects of said Addenda into its Quote:

ADDENDUM No: \_\_\_\_\_

4. **OFFEROR** agrees that this Quote, including all bid alternates, if any, may not be revoked or withdrawn after the opening of bids, and shall remain open for acceptance for a period of \_\_\_\_\_ Days following the Quote Date, or for such longer period of time that **OFFEROR** may agree to in writing upon request of the **AGENCY**.

5. **OFFEROR** agrees that from the compensation to be paid, the **AGENCY** shall retain as Liquidated Damages the amount of for each calendar day the actual construction time required to achieve Substantial Completion exceeds the specified or adjusted Contract Time for Substantial Completion, as provided in the Contract Documents.

6. **OFFEROR** herewith submits its offer to provide all labor, materials, equipment, tools of trades and labor, accessories, appliances, warranties and guarantees, and to pay all royalties, fee, permits, licenses and applicable taxes necessary to complete the following items of construction work:

6.1 **BASE BID** \_\_\_\_\_  
(enter BASE BID in figures only)

6.2 **ALTERNATE NO. 1** \_\_\_\_\_ to be **ADDED/DEDUCTED** from **BASE BID**.  
(circle one)

6.3 **ALTERNATE NO. 2** \_\_\_\_\_ to be **ADDED/DEDUCTED** from **BASE BID**.  
(circle one)

FEIN/SSN: \_\_\_\_\_

SC Contractor's  
License Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

This Quote is hereby submitted on behalf of the Offeror  
named above.

BY: \_\_\_\_\_  
(Signature of Offeror's Representative)

\_\_\_\_\_  
(Print or Type Name of Offeror's Representative)

ITS: \_\_\_\_\_

USC SUPPLEMENTAL GENERAL CONDITIONS  
FOR CONSTRUCTION PROJECTS

1. Contractor's employees shall take all reasonable means not to interrupt the flow of student traffic in building corridors, lobbies and stairs. All necessary and reasonable safety precautions shall be taken to prevent injury to building occupants while transporting materials and equipment through the building to the work area. Providing safe, accessible, plywood pedestrian ways around construction may be required if a suitable alternative route is not available.
2. Fraternalization between Contractor's employees and USC students, faculty or staff is strictly prohibited-zero tolerance!
3. USC will not tolerate rude, abusive or degrading behavior on the job site. Heckling and cat-calling directed toward students, faculty or staff or any other person on USC property is strictly prohibited. Any contractor whose employees violate this requirement will be assessed a fine of up to \$500 per violation.
4. Contractor's employees must adhere to the University's policy of maintaining a drug-free and smoke-free/tobacco free workplace.
5. Contractor must sign a Contractor Key Receipt/Return form before any keys are issued. Keys must be returned immediately upon the completion of the work. The Contractor will bear the cost of any re-keying necessary due to the loss of or failure to return keys.
6. A welding permit must be issued by the University Fire Marshall before any welding can begin inside a building. Project Manager will coordinate.
7. Contractor must notify the University immediately upon the discovery of suspect material such as those potentially containing asbestos or other such hazardous materials. These materials **must not** be disturbed until approved by the USC Project Manager.
8. At the beginning of the project, the USC Project Manager will establish the Contractor's lay-down area. This area will also be used for the Contractor's work vehicles. No personal vehicles will be allowed in this area, or in any areas surrounding the construction site that are not regular or authorized parking lots. Personal vehicles must be parked in the perimeter parking lots. Parking permits can be obtained at the USC Parking Office located in the Pendleton Street parking garage. The lay down area will be clearly identified to the contractor by the PM, with a sketch or drawing provided to Parking. In turn, the contractor will mark off this area with a sign containing the project name, PM name, Contractor name and contact number, and end date. Where this area is subject to foot traffic, protective barriers will be provided as specified by the PM. The area will be maintained in a neat and orderly fashion. Vehicles parked in the lay down area (or designated parking areas) will be clearly marked or display a CPC furnished placard for identification.
9. Contractor will be responsible for providing its own temporary toilet facilities, unless prior arrangements are made with the USC Project Manager.

10. Use of USC communications facilities (telephones, computers, etc.) by the Contractor is prohibited, unless prior arrangements are made with the USC Project Manager.
11. For all projects over \$100,000, including IDC's, an SE-395, Contractor Performance Evaluation, will be completed by the USC Project Manager and reviewed with the GC at the beginning of the project and a copy given to the GC. At the end of the project the form will be completed and a Construction Performance rating will be established.
12. Contractor is responsible for removal of all debris from the site, and is required to provide the necessary dumpsters which will be emptied at least one times per week. Construction waste must not be placed in University dumpsters. **THE CONSTRUCTION SITE MUST BE THOROUGHLY CLEANED WITH ALL TRASH PICKED UP AND PROPERLY DISPOSED OF ON A DAILY BASIS AND THE SITE MUST BE LEFT IN A SAFE AND SANITARY CONDITION EACH DAY. THE UNIVERSITY WILL INSPECT JOB SITES REGULARLY AND WILL FINE ANY CONTRACTOR FOUND TO BE IN VIOLATION OF THIS REQUIREMENT AN AMOUNT OF UP TO \$1,000 PER VIOLATION.**
13. **Contractor must provide all O&M manuals, as-built drawings, and training of USC personnel on new equipment, controls, etc. prior to Substantial Completion. Final payment will not be made until this is completed.**
14. The contractor will comply with all regulations set forth by OSHA and SCDHEC. Contractor must also adhere to USC's internal policies and procedures (available by request). As requested, the contractor will submit all Safety Programs and Certificates of Insurance to the University for review.
15. Tree protection fencing is required to protect existing trees and other landscape features to be preserved within a construction area. The limits of this fence will be evaluated for each situation with the consultant, USC Arborist and USC Project Manager. The tree protection fence shall be 5' high chain link fence unless otherwise approved by USC Project Manager. No entry or materials storage will be allowed inside the tree protection zone. A 4" layer of mulch shall be placed over the tree protection area to maintain moisture in the root zone.
16. Where it is necessary to cross walks, tree root zones (i.e., under canopy) or lawns the following measures shall be taken: For single loads up to 9,000 lbs., a 3/4" minimum plywood base shall be placed over areas impacted. For single loads over 9,000 lbs., two layers of 3/4" plywood is required.
17. For projects requiring heavy loads to cross walks tree root zones or lawns. A construction entry road consisting of 10' X 16' oak logging mates on 12" coarse, chipped, hardwood base. Mulch and logging mats shall be supplemented throughout the project to keep matting structurally functional.
18. Any damage to existing landscaping (including lawn areas) will be remediated before final payment is made.

19. Orange safety fence to be provided by the contractor. (USC Arborist, Kevin Curtis may be contacted at 777-0033 or 315-0319)

#### **Campus Vehicle Expectations**

1. All motorized vehicles on the University campus are expected to travel and park on roadways and/or in parking stalls.
2. All motorized vehicle traffic on USC walkways must first receive the Landscape Manager's authorization. Violators may be subject to fines and penalties.
3. All motorized vehicles that leak or drip liquids are prohibited from traveling or parking on walks or landscaped areas.
4. Contractors, vendors, and delivery personnel are required to obtain prior parking authorization before parking in a designated space. Violators may be subject to fines and/or penalties. See Item 10 below.
5. Drivers of equipment or motor vehicles that damage university hardscape or landscape will be held personally responsible for damages and restoration expense.
6. Vehicle drivers who park on landscape or drives must be able to produce written evidence of need or emergency requiring parking on same.
7. All vehicles parked on landscape, hardscape, or in the process of service delivery, must display adequate safety devices, i.e. flashing lights, cones, signage, etc.
8. All drivers of equipment and vehicles will be respectful of University landscape, equipment, structures, fixtures and signage.
9. All incidents of property damage will be reported to Parking Services or the Work Management Center.
10. Parking on campus is restricted to spaces designated by Parking Services at the beginning of the project. Once the project manager and contractor agree on how many spaces are needed, the project manager will obtain a placard for each vehicle. This placard must be hung from the mirror of the vehicle, otherwise a ticket will be issued and these tickets cannot be "fixed". Parking spaces are restricted to work vehicles only; no personal vehicles.

Project Name: USC Aiken Elevator Finish Upgrades

Project Number: H29-9542

University of South Carolina - Aiken

**CONTRACTOR'S ONE YEAR GUARANTEE**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

WE \_\_\_\_\_  
as Contractor on the above-named project, do hereby guarantee that all work executed under the requirements of the Contract Documents shall be free from defects due to faulty materials and /or workmanship for a period of one (1) year from date of acceptance of the work by the Owner and/or Architect/Engineer; and hereby agree to remedy defects due to faulty materials and/or workmanship, and pay for any damage resulting wherefrom, at no cost to the Owner, provided; however, that the following are excluded from this guarantee;

Defects or failures resulting from abuse by Owner.

Damage caused by fire, tornado, hail, hurricane, acts of God, wars, riots, or civil commotion.

\_\_\_\_\_  
[Name of Contracting Firm]

\*By \_\_\_\_\_

Title \_\_\_\_\_

\*Must be executed by an office of the Contracting Firm.

SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_ (seal)

\_\_\_\_\_ State

My commission expires \_\_\_\_\_



**Project Description:**

Provide for a complete installation of finishes as specified below for each of the two elevators. Scope of Work is to include the removal and proper disposal of existing finishes and coordination of any required state inspections. All work and products are to be in compliance with latest adopted version of the ASME A17.1, South Carolina LLR, and installed as per manufacturer's instructions and published documents. Contractor is to have prior verifiable experience in elevator modernization and elevator cab refinishing work. Any defective work identified is to be corrected or replaced to the owner's satisfaction. Contractor is to comply with State OSE and USC requirements for bidding and submission and certification of bids along with workplace conduct policies and procedures.

Products:

All products listed below are to be provided by one of the following manufacturers:

- a. Otis Elevator
- b. Schindler Elevator
- c. Thyssen Krupp Elevator

Any proposed substitutes are to be submitted and approved prior to bid submission.

**Specification to renovate the Penland and Library Elevator Cabins**

**The Penland Elevator Cabin**

Fabricate and Install Horizontal panel laminate system (1/2" fire rated board, paper backed and all edges laminated with clips)

Standard "Wild Cherry" laminate finish

Fabricate and Install #4 Finish Stainless Steel Ceiling with 6 - 2.75" can LED Lights with dimmer (Easy mount system)

Fabricate and Install #4 Finish Stainless Steel Flat Handrails 3/8"x 2" all three walls

**The Library Elevator Cabin**

Fabricate and Install Horizontal panel laminate system (1/2" fire rated board, paper backed and all edges laminated with clips)

Standard "Wild Cherry" laminate finish

USC Aiken Elevator Finish Upgrades  
Aiken, South Carolina  
OSE Project No. H29-9542

MPS Project No. 011077.00

Fabricate and Install #4 Finish Stainless Steel Ceiling with 6 - 2.75" can LED Lights with dimmer  
(Easy mount system)

Fabricate and Install #4 Finish Stainless Steel Flat Handrails 3/8"x 2" all three walls

All measurements are to be field verified

See attached sketch for more information