



Facilities Business & Finance

743 Greene Street  
Columbia, SC 29208  
(803) 777-5812  
FAX (803)777-8739

## Memorandum of Record

**Date:** September 10, 2012  
**To:** All Bidders  
*Kay Keisler*  
**From:** Kay Keisler  
**Subject:** Campus Life Center Mechanical Systems Replacement  
Project Number: H34-9542-JM-B

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Please see the attached Notice of Intent to Award and official bid tabulation sheet for the above referenced project.

**Notice of Intent to Award****STATE OF SOUTH CAROLINA**

*University of South Carolina (insert agency name)*  
*743 Greene Street, Columbia, SC 29208 (insert agency address)*

Posting Date: 9/10/2012

Unless stayed by protest or canceled, the State intends to enter into a contract for the project with the contractor noted below. The successful bid will be accepted and the contract formed by execution of the contract documents. All bid bonds remain in effect for the bid acceptance period as provide in Section 4 of the Bid Form, except as otherwise provided in the instructions to bidders.

**Project Number:** H34-9542-JM-B  
**Project Name:** Campus Life Center Mechanical Systems Replacement  
**Awarded To:** Associated Mechanical and Electrical LLC

**Solicitation Type**  Invitation for Bid  Request for Proposals  
**Contract Amount** \$ \$100,000.00

**Invitation for  
Bid**

Information	Description	Bid Amount
Base Bid	Removal and replacement of existing rooftop packaged DX/gas heat units.	\$ \$100,000.00
Alternate 1	N/A	\$ \$0.00
Alternate 2	N/A	\$ \$0.00
Alternate 3	N/A	\$ \$0.00

**Remarks (explain any negotiations that resulted in a change in either the Base Bid or the accepted Bid Alternates)**

Contractor should not incur any costs associated with the contract prior to receipt of a contract from the Agency for execution. The State assumes no liability for any expenses incurred by the contractor prior to submitting a contract to the contractor for execution. Contractor should not perform any work prior to (1) delivering to the Agency both certificates of insurance and performance and payment bonds meeting the requirements of the solicitation; and (2) receipt of the Agency's written notice to proceed. The State assumes no liability for any expenses incurred by the contractor prior to issuance of notice to proceed other than contractor's non-reimbursable costs incurred in providing such bonds.

Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with the Consolidated Procurement Code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the appropriate Chief Procurement Officer within the time provided. [Section 11-35-4210]

PROTEST - CPO ADDRESS - OSE: Any protest must be addressed to the Chief Procurement Officer for Construction, Office of State Engineer, and submitted in writing (a) by email to protest-ose@mimo.sc.gov, (b) by facsimile at 803-737-0639, or (c) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201. By submitting a protest to the foregoing email address, you (and any person acting on your behalf) consent to receive communications regarding your protest (and any related protests) at the e-mail address from which you sent your protest.

Agency Procurement Officer: \_\_\_\_\_

*Kay Kinde*  
(Signature)

**INSTRUCTIONS TO THE AGENCY:**

1. Post a copy of this form at the location specified by the Instructions to bidders and announced at the Bid Opening.
2. Send a copy of this form and the final bid tabulation to all responsive bidders and OSE.

