



Request for Proposals Amendment 1

Solicitation Number: USC-RFP-3599-KM
 Date Issued: 02/07/2020
 Procurement Officer: Kristen Moss, CPPO, CPPB
 Phone: 803-777-5253
 E-Mail Address: kbmoss@mailbox.sc.edu
 Mailing Address: 1600 Hampton Street; Ste 606
 Columbia, SC 29208

DESCRIPTION: Outdoor/Indoor Festival Stage Design, Fabrication, Assembly, and Disassembly
USING GOVERNMENTAL UNIT: Columbia Campus, Department of Theatre and Dance

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): **February 13, 2020 at 11:00 AM (EST)** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: ~~February 03, 2020 at 11:00 AM (EST)~~ (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: 1 (one) each Original Hard Copy of the Technical Proposal;
 1 (one) each Original Hard Copy of the Price Proposal;
 6 (six) Digital copies of the Technical Proposal (each on its own USB drive);
 1 (one) Digital copy of Price Proposal on USB Drive; and
 1 (one) each Digital copy of redacted Technical & Price proposal on USB Drive

CONFERENCE TYPE: Not Applicable <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)</small>	LOCATION: Not Applicable
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AWARD & AMENDMENTS	Award will be posted on 02/27/2020 . 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
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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 ninety (90) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR <small>(full legal name of business submitting the offer)</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.
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) (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)
___ Payment Address same as Home Office Address	___ Order Address same as Home Office Address
___ Payment Address same as Notice Address (check only one)	___ 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 (%)	___ 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)**

Amendment 1
Solicitation# USC-RFP-3599-KM

AMENDMENTS TO SOLICITATION (MODIFIED)

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the web site for the issuance of Amendments: (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

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]

The following delivery date and schedule changes are hereby incorporated:

All dates move forward and the required delivery date and load in at the University of South Carolina in Columbia, SC is hereby **May 18, 2020**. The load out date from USC Columbia, SC shall be **June 14, 15, 2020** at which time the stage shall load and drive directly to Washington, DC and load in upon arrival on **June 18, 2020**. This hereby cancels the need for storage between load out in SC and load in DC.

The following clarifications are hereby incorporated:

Referencing: III. SCOPE OF WORK

The Contractor shall be responsible for assembly, strike, load in, transportation, load out, reassembly, and all training of University personnel to assemble, strike, load in, load out, and reassemble of outdoor/indoor festival stage.

Question 1: What is the skill level, industry, and experience of the University personnel who will be assigned to these tasks?

Answer: A combination of stagehands from the Koger Center for the Arts who regularly load in and out national touring shows, and students under Department of Theatre and Dance Technical Director's supervision.

Referencing: III. SCOPE OF WORK > Contractor Requirements

After the last production, the Contractor shall **load in at the second site**, transport back to Columbia, SC to the Theater department at 1300 Greene Street Columbia, SC 29208, and load out for storage.

Question 2: Is the highlighted portion a typo? Should that read “load out at the second site”

Answer: Yes “load out”

Referencing: III. SCOPE OF WORK > Contractor Requirements

The site for initial load in and load out will be:

Woodrow College (East Wing Basketball Court)

1415 Greene Street
Columbia, SC 29208

The second site for load in and load out will be:

National Building Museum (loading dock)

401 St NW, Washington, DC 20001

Question 3: What are the unloading circumstances at both locations?

Answer: The Columbia, SC - USC campus is an outdoor site that has an access lane. From the truck to the ash felt surface where the stage will be erected is less than 20 yards. The National Building Museum in Washington, DC has a loading dock with appropriate door of major exhibitions and concert area style events.

Question 4: Are there any dimension limitations?

Answer: No

Question 5: Is there a loading dock at the Columbia, SC address?

Answer: NO (outside venue)

Question 6: Are there dock levelers at both locations?

Answer: No

Question 7: Are there dock plates available at both locations?

Answer: No

Question 8: Is there a forklift available at both locations?

Answer: If necessary, a forklift could be provided in South Carolina.

Referencing: III. SCOPE OF WORK > Milestone Dates

Delivery date for second load in **and load out** will be shall be June 18, 2020. Load out shall be August 31, 2020

Question 9: Is the highlighted portion a typo?]

Answer: Yes. Load out from the USC Columbia, SC shall be June 14, 15.

Question 10: Who is responsible for storage of the scenery after the initial load out and before the second load in?

Answer: By moving the dates to June this question is resolved and cancels the need for storage between load out in SC and load in DC. The stage will drive straight to DC for the load in.

Question 11: Where will the scenery be stored after the initial load out and before the second load in?

Answer: By moving the dates to June this question is resolved and cancels the need for storage between load out in SC and load in DC. The stage will drive straight to DC for the load in.

Question 12: Specifically, where will the scenery be stored after the second load out?

Answer: By moving the dates to June this question is resolved and cancels the need for storage between load out in SC and load in DC. The stage will drive straight to DC for the load in.

Question 13: What are the unloading circumstances at the Theater department storage location?

Answer: This location has yet to be identified for storage upon return to USC in Columbia, SC in August 2020.

Question 14: What is path from the unloading location to the storage location?

Answer: This location has yet to be identified for storage in August 2020.

Question 15: Are there any doorway constrictions?

Answer: This location has yet to be identified for storage in August 2020.

Question 16: Are there any dimension limitations?

Answer: This location has yet to be identified for storage in August 2020.

Question 17: Do items need to stack to a certain height?

Answer: This location has yet to be identified for storage in August 2020.

Question 18: Do items need to travel on carts?

Answer: Yes, pricing carts for easy movability could be included in the proposal.

Question 19: Do items need to pack into a specific footprint or volume?

Answer: This location has yet to be identified for storage in August 2020

Referencing: IV. INFORMATION FOR OFFERORS TO SUBMIT> Technical Proposal (File 1)> Section 2

- The Offeror shall provide a detailed description of its plan for the labor to complete services stated herein.
- The Offeror shall provide an explanation if any University personnel will be required to complete services stated herein.
- The Offeror shall provide a detailed explanation of the training it will provide to University personnel for assembly, strike, load in, load out, and reassembly the outdoor/indoor festival stage.

Question 20: What is the skill level, industry, and experience of the University personnel who will be assigned to these tasks?

Answer: Faculty Technical Director, Faculty Scenic Designer, Graduate and Undergraduate Students. Technical Director of the Folger Theatre and their assistant.

Question 21: Will the University personnel remain dedicated to the assembly, strike, load in, load out, and reassemble the outdoor/indoor festival stage for the full time required to complete those tasks?

Answer: Yes

Question 22: Is there a labor schedule for University employees that mandates breaks, duration of effort, length of shift, duration of meal breaks, working hours?

Answer: Yes.

Question 23: Is there any requirement for utilization of union labor or skilled tradespeople in either location?

Answer: South Carolina is a “Right to Work” State

Question 24: Will there be any student employees assigned to these tasks?

Answer: Yes

Question 25: What area of study will the student employees be selected from?

Answer: Scenic Design and Technical Theatre

Referencing: IV. INFORMATION FOR OFFERORS TO SUBMIT> Business/Price Proposal (File 2)

-A price breakdown for outdoor/indoor festival stage assembly, strike, load in, transport, load out, and reassembly at both locations stated herein (the offeror shall state the hourly rates for this labor).

-A price breakdown of all training for University personnel to assemble, strike, load in, load out, and reassemble the outdoor/indoor festival stage (the offeror shall state the hourly rates for this training).

Question 26: Should our price breakdown include a price for exclusively assembling the stage with our team at the initial location (using no University personnel)?

Answer: No. There will be employed professional crew from the Koger Center for the Arts.

Question 27: Should our price breakdown include a price for exclusively assembling the stage with our team at the second location (using no University personnel)?

Answer: No. There will be a crew provided by the National Building Museum. These will be union members.

Question 28: Are any University personnel going to be present for the installation at the second location?

Answer: Yes. Designer and Technical Director

Question 29: Will the University personnel remain consistent from the initial location to the second location?

Answer: No.

Question 30: If there will be a different crew of University personnel at the second location; what opportunity will be available for training?

Answer: None.

Question 31: A variety of levels of training could be provided. Please define the expectations of this training.

For example:

Familiarity would be a minimum standard, allowing University personnel to successfully assemble, strike, load in, load out, and reassemble the outdoor/indoor festival stage with direct supervision by one of our leads. *Local independence* is an intermediate standard, allowing University personnel to successfully assemble, strike, load in, load out, and reassemble the outdoor/indoor festival stage without direct supervision *only* at the original location. *Industry competency* is a maximal standard and only available if the University personnel have a minimum of three years of touring production experience. Training to *industry competency* would allow University personnel to successfully assemble, strike, load in, load out, and reassemble the outdoor/indoor festival stage in any location without direct supervision.

Each of those examples requires more detail to plan appropriately for the training.

Answer: A complete understanding to the Technical Director of the Theatre Department of how to construct and deconstruct the stage, how to pack in a 53' truck, and any drawing and schematics that will allow the stage to assemble and disassemble in the future.

ALL OTHER TERMS, CONDITIONS, BIDDING INSTRUCTIONS, AND SPECIFICATIONS REMAIN UNCHANGED. IF THERE ARE ANY QUESTIONS OR IF ANY CONFUSION OR UNCERTAINTY ARISES AS A RESULT OF THIS AMENDMENT, IT IS THE SOLE RESPONSIBILITY OF THE OFFEROR TO CONTACT THE PROCUREMENT OFFICER FOR CLARIFICATION. CONTACT INFORMATION CAN BE FOUND IN THE TOP RIGHT HAND CORNER OF THE COVER PAGE OF THIS AMENDMENT. REFERENCE THE "DUTY TO INQUIRE" CLAUSE IN THE ORIGINAL REQUEST FOR PROPOSAL.