 <b>UNIVERSITY OF SOUTH CAROLINA</b>	<b>BEST VALUE BID</b>	Solicitation Number	<b>USC-BVB-2034-RB</b>
		Date Issued	<b>9/22/2011</b>
		Date Posted	<b>9/22/2011</b>
		Procurement Officer	<b>Reed Bickers</b>
		Phone	<b>803-777-4115</b>
		E-Mail Address	<b>Reed.Bickers@sc.edu</b>

DESCRIPTION: Provide HVAC Systems Water Treatment Chemicals & Service for the USC Columbia Campus & the USC School of Medicine

USING GOVERNMENT AGENCY: UNIVERSITY OF SOUTH CAROLINA

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

SUBMIT OFFER BY: (Opening Date/Time): **10/10/2011 at 11:00 A.M. EDST** See "Deadline for Submission of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **9/29/2011 at 1:00 PM EDST** See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original in Hardcopy and three (3) copies marked 'Copy' plus one (1) Electronic Copy (Original Hardcopy Shall Prevail) & (1) Electronic Redacted Copy.**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:	PHYSICAL ADDRESS:
University of South Carolina – Purchasing Dept. 1600 Hampton St., Suite 606 Columbia, SC 29208	University of South Carolina – Purchasing Dept. 1600 Hampton St., Suite 606 Columbia, SC 29208

See "Submitting Your Offer" provision

CONFERENCE TYPE: N/A	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on <b>10/31/2011</b> . The award, this solicitation, and any amendments will be posted at the following web address: <a href="http://purchasing.sc.edu">http://purchasing.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.

NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>		OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax –exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ <small>(See "Signing Your Offer" provision.)</small>
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		
TITLE <small>(Business title of person signing above)</small>		
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED	

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. 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.

STATE OF INCORPORATION	<small>(If offeror is a corporation, identify the state of Incorporation.)</small>
TAXPAYER IDENTIFICATION NO.	<small>(See "Taxpayer Identification Number" provision)</small>

**PAGE TWO**

**(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 style="text-align: right;">_____ Area Code -</p> <p>Number - Extension                      Facsimile</p> <p style="text-align: right;">_____ E-</p> <p>mail Address</p>
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<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 <b>(check only one)</b></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 <b>(check only one)</b></p>
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<p><b>ACKNOWLEDGMENT OF AMENDMENTS</b>                  Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)</p>							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

<p>DISCOUNT FOR PROMPT PAYMENT                  (See "Discount for Prompt Payment" clause)</p>	<p>10 Calendar Days (%)</p>	<p>20 Calendar Days (%)</p>	<p>30 Calendar Days (%)</p>	<p>_____ Calendar Days (%)</p>
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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](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)

## Solicitation Outline

- I. Scope of Solicitation
- II. Instructions to Offerors
  - A. General Instructions
  - B. Special Instructions
- III. Scope of Work / Specifications  
May be blank if Bidding Schedule / Cost Proposal attached
- IV. Information for Offerors to Submit
- V. Qualifications
- VI. Award Criteria
- VII. Terms and Conditions
  - A. General
  - B. Special
- VIII. Bidding Schedule / Cost Proposal
- IX. Attachments to Solicitation

### I. Scope Of Solicitation

ACQUIRE SERVICES & SUPPLIES / EQUIPMENT (JAN 2006): The purpose of this solicitation is to acquire services and supplies or equipment complying with the enclosed description and/or specifications and conditions.

It is the intent of the University of South Carolina to solicit proposals from qualified sources of supply for the services of a qualified vendor to provide HVAC Systems Water Treatment Chemicals & Service (a complete service-oriented water treatment program to include all chemical products, testing supplies, test instrumentation, chemical feed controls, chemical pumps, personnel training and water treatment services) for the USC Columbia Campus & the USC School of Medicine in accordance with all requirements listed herein.

MAXIMUM CONTRACT PERIOD — ESTIMATED (JAN 2006): [**Starting date:** Date of Award **End date:** Five Years from Date of Award]. Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract – Effective Date / Initial Contract Period".

### II. Instructions To Offerors - A. General Instructions

DEFINITIONS (JANUARY 2006) EXCEPT AS OTHERWISE PROVIDED HEREIN, THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION.

AMENDMENT – means a document issued to supplement the original solicitation document.

BUYER – means the Procurement Officer.

CHANGE ORDER - means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract.

CONTRACT - See clause entitled "Contract Documents & Order of Precedence."

CONTRACT MODIFICATION – means a written order signed by the Procurement Officer, directing the contractor to make changes which the changes clause of the contract authorizes the Procurement Officer to order without the consent of the contractor.

CONTRACTOR - means the Offeror receiving an award as a result of this solicitation.

COVER PAGE – means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.

OFFER – means the bid or proposal submitted in response to this solicitation. The terms "Bid" and "Proposal" are used interchangeably with the term "Offer."

OFFEROR – means the single legal entity submitting the offer. The term "Bidder" is used interchangeably with the term "Offeror." See bidding provisions entitled "Signing Your Offer" and "Bid/Proposal As Offer To Contract."

ORDERING ENTITY - Using Governmental Unit that has submitted a Purchase Order.

PAGE TWO – means the second page of the original solicitation, which is labeled Page Two.

PROCUREMENT OFFICER – means the person, or his successor, identified as such on the Cover Page.

YOU and YOUR – means Offeror.

SOLICITATION – means this document, including all its parts, attachments, and any Amendments.

STATE – means the Using Governmental Unit(s) identified on the Cover Page.

SUBCONTRACTOR – means any person having a contract to perform work or render service to Contractor as a part of the Contractor’s agreement arising from this solicitation.

USING GOVERNMENTAL UNIT – means the unit(s) of government identified as such on the Cover Page. If the Cover Page names a “Statewide Term Contract” as the Using Governmental Unit, the Solicitation seeks to establish a Term Contract [11-35-310(35)] open for use by all South Carolina Public Procurement Units [11-35-4610(5)].

WORK - means all labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor’s obligations under the Contract.

AMENDMENTS TO SOLICITATION (JANUARY 2006) (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <http://purchasing.sc.edu>. (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.

AWARD NOTIFICATION (NOV 2007): Notice regarding any award or cancellation of award will be posted at the location specified on the Cover Page. If the contract resulting from this Solicitation has a total or potential value of fifty thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation. Should the contract resulting from this Solicitation have a total or potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given. [02-2A010-1]

BID / PROPOSAL AS OFFER TO CONTRACT (JANUARY 2006) By submitting Your Bid or Proposal, You are offering to enter into a contract with the Using Governmental Unit(s). Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; “joint bids” are not allowed.

BID ACCEPTANCE PERIOD (JANUARY 2006) In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Officer in writing.

BID IN ENGLISH & DOLLARS (JANUARY 2006) Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation.

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JANUARY 2006)

(a)(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default.

#### CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (MAY 2008)

GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

(a) By submitting an offer, the offeror certifies that-

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to-

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or

(2)(i) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal];

(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

CLARIFICATION (NOV 2007): Pursuant to Section 11-35-1520(8), the Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of the solicitation. Such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation. [Section 11-35-1520(8); R.19-445.2080] [02-2B055-1]

CODE OF LAWS AVAILABLE (JAN 2006): The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at <http://www.scstatehouse.net/code/statmast.htm>. The South Carolina Regulations are available at: <http://www.scstatehouse.net/coderegs/statmast.htm>.

COMPLETION OF FORMS / CORRECTION OF ERRORS (JAN 2006): All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (Applicable only to offers submitted on paper.)

DEADLINE FOR SUBMISSION OF OFFER (JANUARY 2006) Any offer received after the Procurement Officer of the governmental body or his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or the governmental bodies' mail room which services that purchasing office prior to the bid opening. [R.19-445.2070(H)]

DISCUSSIONS and NEGOTIATIONS (NOV 2007): Submit your best terms from a cost or price and from a technical standpoint. Your proposal may be evaluated and your offer accepted without any discussions, negotiations, or prior notice. Ordinarily, nonresponsive proposals will be rejected outright. Nevertheless, the State may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. If improper revisions are submitted, the State may elect to consider only your unrevised initial proposal. [11-35-1530(6); R.19-445.2095(I)] The State may also elect to conduct negotiations, beginning with the highest ranked offeror, or seek best and final offers, as provided in Section 11-35-1530(8). If negotiations are conducted, the State may elect to disregard the negotiations and accept your original proposal. [02-2B060-1]

**DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (MAY 2011):** You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the state may withhold award. Before withholding award on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

DRUG FREE WORK PLACE CERTIFICATION (JANUARY 2006) By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

DUTY TO INQUIRE (JANUARY 2006) Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the State's attention.

ETHICS CERTIFICATE (May 2008): By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150,

regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

#### ILLEGAL IMMIGRATION CLAUSES (2008) Procurement Code Transactions: Non-Construction

ILLEGAL IMMIGRATION (NOV. 2008): (An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov)) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

#### Procurement Code Transactions: Construction

By signing its bid or proposal, Contractor certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Contractor and its subcontractors or sub-subcontractors; or (b) that Contractor and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. (An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov))

#### Other Transactions

By submitting an offer, Contractor certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act, 2008 S.C. Act No. 280) and agrees to provide upon request any documentation required to establish either: (a) the applicability of Title 8, Chapter 14 to Contractor and any subcontractors or sub-subcontractors; or (b) the compliance with Title 8, Chapter 14 by Contractor and any subcontractor or sub-subcontractor. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any contracts with its subcontractors language requiring the subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in any contracts with the sub-subcontractors language requiring the sub-subcontractor to comply with the applicable requirements of Title 8, Chapter 14.

OMIT TAXES FROM PRICE (JANUARY 2006): Do not include any sales or use taxes in your price that the State may be required to pay.

PROCUREMENT AGENT (AUG 2004) Authorized Agent. All authority regarding the conduct of this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement.

PROTESTS (JUNE 2006) Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. 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 this 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. See clause entitled "Protest-CPO". [~ 11-35-4210]

PUBLIC OPENING (JANUARY 2006) Offers will be publicly opened at the date / time and at the location identified on the Cover Page, or last Amendment, whichever is applicable

QUESTIONS FROM OFFERORS (JANUARY 2006): (a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions must be received by the Procurement Officer no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer – as soon as possible – regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition.

REJECTION/CANCELLATION (JAN 2004) The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R.19-445.2065.]

RESPONSIVENESS / IMPROPER OFFERS (JANUARY 2006)

(a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple offers may be submitted as one document, provided that you clearly differentiate between each offer and you submit a separate cost proposal for each offer, if applicable.

(c) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the State cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer. [R.19-445.2070 and Section 11-35-1520(13)]

(d) Price Reasonableness: Any offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. [R. 19-445.2070].

(e) Unbalanced Bidding. The State may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

RESTRICTIONS APPLICABLE TO OFFERORS (JANUARY 2006) Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the state Ethics Act. (a) After issuance of the solicitation, ***you agree not to discuss this procurement activity in any way with the Using Governmental Unit or its employees, agents or officials.*** All communications must be solely with the Procurement Officer. This restriction may be lifted by express written permission from the Procurement Officer. This restriction



expires once a contract has been formed. (b) Unless otherwise approved in writing by the Procurement Officer, ***you agree not to give anything to any Using Governmental Unit***

**SIGNING YOUR OFFER (JANUARY 2006)** Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words "by its Partner," and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

**STATE OFFICE CLOSINGS (JANUARY 2006)** If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the government office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If state offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information may be available at: [http://www.scemd.org/scgovweb/weather\\_alert.htm](http://www.scemd.org/scgovweb/weather_alert.htm).

**SUBMITTING CONFIDENTIAL INFORMATION (AUG 2002):** (An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov)) For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected! If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the State will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless the State of South Carolina, its officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the State withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.)

**SUBMITTING YOUR OFFER OR MODIFICATION (JANUARY 2006)** (a) Offers and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by electronic means) – (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the bidder. (b) If you are responding to more than one solicitation, each offer must be submitted in a different envelope or package. (c) Each Offeror must submit the number of copies indicated on the

Cover Page. (d) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper as prescribed in paragraphs (a)(1) and (2) of this provision when delivered to the office specified in the Solicitation. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. (f) Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

**SUBMITTING REDACTED OFFERS (FEB 2007):** You are required to mark the original copy of your offer to identify any information that is exempt from public disclosure. You must do so in accordance with the clause entitled "Submitting Confidential Information." In addition, you must also submit one complete copy of your offer from which you have removed any information that you marked as exempt, i.e., a redacted copy. The information redacted should mirror in ever detail the information marked as exempt from public disclosure. The redacted copy should (i) reflect the same pagination as the original, (ii) show the empty space from which information was redacted, and (iii) be submitted on magnetic media. (See clause entitled "Magnetic Media Required Format.") Except for the redacted information, the CD must be identical to the original hard copy. Portable Document Format (.pdf) is preferred. [04-4030-1]

**TAX CREDIT FOR SUBCONTRACTING WITH DISADVANTAGED SMALL BUSINESSES (JAN 2008):** Pursuant to Section 12-6-3350, a taxpayer having a contract with this State who subcontracts with a socially and economically disadvantaged small business is eligible for an income tax credit equal to four percent of the payments to that subcontractor for work pursuant to the contract. The subcontractor must be certified as a socially and economically disadvantaged small business as defined in Section 11-35-5010 and regulations pursuant to it. The credit is limited to a maximum of fifty thousand dollars annually. A taxpayer is eligible to claim the credit for ten consecutive taxable years beginning with the taxable year in which the first payment is made to the subcontractor that qualifies for the credit. After the above ten consecutive taxable years, the taxpayer is no longer eligible for the credit. A taxpayer claiming the credit shall maintain evidence of work performed for the contract by the subcontractor. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498. [02-2A135-1]

**TAXPAYER IDENTIFICATION NUMBER (JANUARY 2006):** (a) If Offeror is owned or controlled by a common parent as defined in paragraph (b) of this provision, Offeror shall submit with its Offer the name and TIN of common parent.

(b) Definitions: "Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member. "Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(c) If Offeror does not have a TIN, Offeror shall indicate if either a TIN has been applied for or a TIN is not required. If a TIN is not required, indicate whether (i) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States; (ii) Offeror is an agency or instrumentality of a state or local government; (iii) Offeror is an agency or instrumentality of a foreign government; or (iv) Offeror is an agency or instrumentality of the Federal Government.

**WITHDRAWAL OR CORRECTION OF OFFER (JANUARY 2006)** Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by S.C. Code Section 11-35-1520 and Regulation 19-445.2085.

## II. Instructions To Offerors - B. Special Instructions

SITE VISIT - BY APPOINTMENT (JAN 2006): Appointment for a site visit may be made by contacting:

A. COLUMBIA CAMPUS: ENERGY SERVICES: ATTENTION: Quinton Bolin 803-767-7182

B. SCHOOL OF MEDICINE CAMPUS: FACILITIES MANAGEMENT & SUPPORT SERVICES:  
ATTENTION: Mr. John Wiggins, Assistant Manager, 803-216-3151.

NOTE: All site visits must be completed prior to the Deadline for Receipt of Proposals. This is the Vendor's responsibility, not that of the University.

### **SUBMISSION OF QUESTIONS**

**Mark envelopes on questions mailed:**

**QUESTIONS: USC-BVB-2034-RB**

**Deadline: September 29, 2011 at 1:00 PM EDST**

**Title:** Provide HVAC Systems Water Treatment Chemicals & Service for the USC Columbia Campus & the USC School of Medicine

**Attn.: Reed Bickers**

**QUESTIONS MAY BE E-MAILED TO:**

Reed.Bickers@sc.edu

**OR**

**FAXED TO:**

**803-777-2032**

CONTENTS OF OFFER (BVB): (a) Offers should be complete and carefully worded and should convey all of the information requested. (b) Offers should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the BVB. Emphasis should be on completeness and clarity of content. (c) Each copy of your offer should be bound in a single volume where practical. All documentation submitted with your offer should be bound in that single volume. (d) If your offer includes any comment over and above the specific information requested in the solicitation, you are to include this information as a separate appendix to your offer. Offers which include either modifications to any of the solicitation's contractual requirements or an offeror's standard terms and conditions may be deemed non-responsive and not considered for award.

DISCUSSIONS WITH BIDDERS (JAN 2006) After opening, the Procurement Officer may, in his sole discretion, initiate discussions with you to discuss your bid. Discussions are possible only if your bid is apparently responsive and only for the purpose of clarification to assure your full understanding of the solicitation's requirements. Any discussions will be documented in writing and shall be included with the bid.

MAGNETIC MEDIA – REQUIRED FORMAT (JAN 2006): As noted on the cover page, an original hard copy of your offer must be accompanied by the specified number of copies in the following electronic format: compact disk (CD) in one of the following formats: **CD-R; DVD ROM; DVD-R; or DVD+R**. Formats such as CD-RW, DVD-RAM, DVD-RW, DVD-+RW, or DVIX **are not acceptable** and will result in the Offeror's proposal being rejected. Every CD must be labeled with offeror's name, solicitation number, and specify whether contents address technical proposal or business proposal. If multiple CD sets are provided, each CD in the set must be appropriately identified as to its relationship to the set, e.g., 1 of 2. Each CD must be identical to the original hard copy. File format shall be MS Word 97 or later.

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 - RESIDENT CONTRACTOR PREFERENCE (SEP 2009): To qualify for the RCP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must, at the time you submit your bid, directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and your total direct labor cost for those individuals to provide those services must exceed fifty percent of your total bid price. [11-35-1524(C)(1)(iii)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that will perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, and documentation of the your labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action).

PREFERENCES - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009): To qualify for this preference, You must meet the following requirements. (1) You must -- at the time you submit your bid -- have a documented commitment from a single proposed first tier subcontractor to perform some portion of the services expressly required by the solicitation. (2) The subcontractor -- at the time you submit your bid -- must directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and the total direct labor cost to the subcontractor for those individuals to provide those services exceeds, as applicable, either twenty percent for a 2% preference or forty percent of bidder's total bid price for a 4% preference. (3) You must identify the subcontractor that will perform the work, the work the subcontractor is to perform, and your factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement. [11-35-1524(D)] You can stack this preference, i.e., earn another 2% or 4% preference for each additional qualifying subcontractor, but the preference is capped. [11-35-1524(D)(4), (E)(7)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that are to perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, the employer of those persons, your relationship with the employer, and documentation of the subcontractor's labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action). YOU WILL NOT RECEIVE THE PREFERENCE UNLESS YOU SPECIFY WHETHER YOUR ARE CLAIMING THE 2% OR 4% PREFERENCE AND YOU PROVIDE THE INFORMATION REQUIRED BY ITEM (3) ABOVE.

PROTEST – CPO - MMO ADDRESS (JUNE 2006): Any protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing (a) by email to [protest-mmo@state.sc.us](mailto:protest-mmo@state.sc.us), (b) by facsimile at 803-737-0639, or (c) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201. [02-2B122-1]

UNIT PRICES REQUIRED (JAN 2006): Unit price to be shown for each item.

### **III. Scope of Work / Specifications**

DELIVERY / PERFORMANCE LOCATION – PURCHASE ORDER (JAN 2006): After award, all deliveries shall be made and all services provided to the location specified by the using Governmental Unit in its purchase order.

#### **A. BACKGROUND/INTRODUCTION**

The University of South Carolina, founded in 1801, is one of the oldest and most comprehensive universities in the United States. The Columbia campus is the flagship institution in the eight (8) campus public University of South Carolina system, located in a diverse and thriving metropolitan community of over 450,000 people. The University offers baccalaureate, masters, and doctoral degrees through 17 colleges and schools. The baccalaureate degree is offered in over 70 major fields; the master's degree in over 100 fields; and doctorate in over 50 fields.

The University of South Carolina has experienced considerable growth since the sixties with over 27,400 students enrolled at the Columbia campus, more than a third of whom are graduate students. Students from all states and over 130 foreign countries attend the University.

Approximately 6,700 undergraduates reside in on-campus housing on the Columbia campus; family and graduate housing accommodate an additional 400 plus residents. USC currently also provides housing for 270 students on the Beaufort campus and over 750 students on the Upstate campus.

The University continues to plan towards a strategic goal of housing 100% of the freshman class, and 40-50% of all remaining undergraduates and to provide housing for any graduate student or visiting professors who chooses on-campus living.

Additional information may be obtained through USC's web site: <http://www.sc.edu/aboutusc/>.

## **B. SCOPE OF WORK**

### **1.0 INTRODUCTION**

USC Columbia is interested in contracting the services of a qualified firm that can provide a complete service-oriented water treatment program. Your company is invited to submit a bid for the purpose of providing water treatment services and chemical products to the University. Each treatment company (Offeror) who submits a response is expected to meet the qualifications stated below. Offerors will be asked to provide information pertaining to these qualifications and will be evaluated on their responses.

The goal of USC Columbia is to establish a successful water treatment program, which can produce clean heat transfer surfaces with a minimum corrosion rate at a reasonable cost. Since service, including operator training, is an essential aspect of a successful treatment program, consideration will be given to the water treatment company's (Offeror's) experience, research capabilities, reputation and the experience of the individual service personnel who will be dedicated to this contract/program. Price of the chemical program will not be the sole determining factor for the selection of the successful Offeror.

System specifications and operating conditions provided must be used in making your calculations. In its bid, Offeror is to provide a Single Monthly Fee that will include all services, laboratory sample analysis, chemical products, testing supplies, test instrumentation, chemical feed controls, chemical pumps and training as outlined in this solicitation.

This specification will become an integral part of the contract to furnish chemicals and services as described herein.

### **2.0 TREATMENT COMPANY QUALIFICATION**

#### **2.1 Company Experience**

The contractor shall be an organization which has its primary business as Commercial/Industrial water treatment for control of corrosion, deposition, and microbial fouling of boilers, cooling towers, and chillers. The contractor must be regionally established in scope and coverage to sufficiently provide water treatment services for a

large centralized energy distribution system. The contractor must have a minimum of three power plants that have been treated (boilers and cooling towers) by the company (contractor) for the past 3 years. The contractor should have experience with Reverse Osmosis systems, and the ability to manage a program with superheated steam for steam turbine-electric generator operation.

## **2.2 Service Representatives**

The contractor must be able to assign a service representative to this contract plus one authorized alternate. All of the service representatives must be full time employees of the company. The contractor's service representatives must be available to USC on a 24 hour basis and must be capable of physically responding to on site emergency calls within four hours after contact. The contractor's service representative must be familiar with all aspects of industrial water treatment, and will be required to perform routine testing and monitoring of chillers, cooling towers, reverse osmosis systems, boilers, condensate systems, softeners, HVAC equipment, feed water, condenser water, central chilled water closed loops, related piping and equipment systems at USC Columbia.

USC Columbia requires the contractor assigned service representatives to have the following minimum requirements:

Education Level: Bachelor of Science in Chemistry, Chemical Engineering or Related Engineering Discipline is preferred, or the equivalent in knowledge, training, skills, education certifications and work experience.

Water Treatment Work Experience: Contractor's Primary Service Representative - 10 years or greater.

Alternate Service Representative - 7 years or greater.

The contractor's service representative must be trained in the following areas; HAZCOM, personal protective equipment, respiratory protection, transporting hazardous materials, Lockout/Tagout, and chemical safety.

In the event that any contractor assigned service representative is terminated from employment, or reassigned, a replacement representative of equal or superior qualifications shall be offered (via resume) by the contractor for USC Columbia's approval prior to commencing service.

## **2.3 References**

Offeror shall submit a list of three (3) present customers, serviced for at least three years. USC Columbia reserves the right to contact and/or visit customers so listed. At least two (2) of these references should have individual centrifugal water chillers operating in excess of 1000 tons and at least two (2) references which have 125 psi or greater steam boiler systems with capacities greater than 26,000 lbs per hour steam flow.

## **2.4 Service Level and Response Time**

It is desired that all contractors services representatives be permanently housed in the Columbia, South Carolina area. A contractor service representative shall visit USC Columbia a minimum of twice each month. The representatives must be available to USC Columbia on a 24-hour, 7 days a week basis for consultation and emergencies, at no additional cost and must be capable of physically responding within four hours after contact. A mobile cellular phone service must be made available for the contractor assigned service representative and his alternate.

## **2.5 Health and Safety**

USC Columbia requires that all biocides to be used on its property must be registered with the EPA and have an EPA registration number clearly printed on the label. The contractor's service consultants and technicians are required to be trained in the local, state and federal regulations concerning the safe and proper use, storage and disposal of biocides.

All chemicals proposed for use by the contractor at our facility shall be acceptable for use in the City of Columbia and the State of South Carolina. Chemicals used for water treatment by the contractor must comply with all EPA, and DOT requirements, including packaging and labeling.

## **2.6 Material and Safety Data Sheets**

The contractor must provide Material Safety Data Sheets to ensure a safe work environment for USC Columbia personnel and to comply with all state and federal laws concerning the handling of hazardous materials. USC Columbia requires that a Material Safety Data Sheet accompany all first time orders and that the company operate a 24-hour, 7 days per week emergency phone number which can be called for emergency information regarding chemical spills and/or accidents involving your products. New Material Safety Data Sheets shall be submitted by the contractor to USC Columbia each time a formulation change is made to a chemical product. All MSDS records will be verified up to date every 3 months and at the renewal of the contract year. In addition, the contractor shall provide a booklet for each physical plant location that contains a laminated set of all MSDS sheets pertaining to that location.

## **2.7 Laboratory Capabilities**

The contractor must have or ready access to laboratory facilities capable of performing a wide array of analytical work to facilitate monitoring, control, and troubleshooting USC Columbia systems. All laboratory services shall be provided by the contractor at no additional cost. Laboratory services which shall be available include but not limited to: corrosion coupon analysis, water analysis, scale analysis, resin analysis and fuel oil analysis. A tour of the offeror's analytical, research, and productions facilities must be accommodated by the offeror, if requested by USC Columbia. Consulting staff from the contractor's corporate headquarters must also be made available for special projects.



## **2.8 Microbiological Testing**

The contractor must have the capability to field test for bacteria and provide results for the plant within 48 hours. Extensive additional Microbiological test for fungi, sulfate-reducers and total aerobic bacteria must be conducted by the contractor on a regular basis

## **2.9 Domestic Water Softener Systems**

To help prevent the build up of boiler scale and to insure the integrity of USC Columbia's domestic water make up systems for boiler feed water purposes, the contractor must have the experience and ability to monitor, test, adjust and chemically treat these systems as required. Additionally, offeror's should please provide a brief description of the Primary service representative and alternative service representative independent softener experience and technical capabilities in this area. Note: Salt for water softeners shall be furnished by the owner.

## **2.10 Reagent Capabilities, Test Equipment and Testing Supplies**

The contractor must be able to provide complete testing and reagent capabilities through its internal equipment/testing organization. The reagents provided will be appropriately labeled, dated to include shelf life or expiration date, and appropriately contained.

Training program, operation and maintenance instructions and procedures shall include use and handling of reagents as well as proper disposal. The contractor, as part of this contract, shall dispose of any expired reagents in accordance with Federal, State or local regulations.

All required analytical test instrumentation as well as re-calibration of same, test kits, strips, reagents, scales, glass or plastic ware will be provided by the contractor under the terms of this contract. The contractor shall inventory USC Columbia's existing testing and chemical feed equipment and shall provide whatever equipment that is deemed necessary to properly and efficiently implement and support their program. In addition, the contractor shall be responsible to provide any additional pipe taps or required equipment connections to implement their water treatment program.

## **2.11 Quality Improvement**

USC Columbia is firmly committed to continuously improving the quality of its products and services to its customers.

## **2.12 Program Administration**

Organization is key to a well run water treatment program. In order to have quick access to all technical and safety information regarding the water treatment program, we require that the contractor provide USC Columbia with four (4) operations manuals and a copy on computer disc using Microsoft Word. At the very least, this manual shall have a table of contents and will be indexed and tabbed and must contain an outline of the chemical treatment program and must encompass all systems prescribed with regards to normal operation, short term shutdown and long term lay-up and shutdown conditions (seasonal



and extended maintenance), all chemical control test procedures, Log Sheets, Chemical Analysis Graphs Log (by system), Vendor Product Bulletins, Material Safety Data Sheets, Feed and Control Equipment Specifications and Service Reports and maintenance records.

**2.13 Product Development and Application Technology**

To insure that USC Columbia is using the safest, most cost effective treatment products and equipment available, the contractor will be required to inform USC Columbia of all new product developments and application technology changes as they occur.

**2.14 Specialized Analytical and Testing Evaluation Equipment**

The contractor must own and be able to provide boroscope and associated digital camera equipment for routine inspections of plant equipment.

**2.15 Chemical Deliveries**

Chemical inventory management is the sole responsibility of the contractor. The contractor's primary representative is to monitor inventory levels, usage rates, and order chemicals as necessary to ensure an adequate supply. Deliveries shall be made on the contractor's own truck. No common carrier deliveries will be allowed. No subcontract delivery companies shall be used. The chemical delivery Specialist shall be a full time employee of the contractor's company. USC personnel will not be responsible for handling or transferring Chemicals. The contractor shall deliver and pump all chemicals into the respective chemical storage tanks at each energy plant location at the time of delivery. No chemicals will be stored on site in drums, totes or pails. All deliveries must be pumped into the storage tanks at each location at the time of delivery. Any and all shipping containers will be removed by the contractor's delivery representative at the time of delivery.

USC Columbia also reserves the right to order plant chemical quantities as needed. Delivery hours are from 8:30 am to 3:00 p.m. (typical) and EMERGENCIES- Anytime- at owners request.

**2.16 Subcontractors**

Subcontractors are not to be used in any portion of your service.

**3.0 GENERAL REQUIREMENTS AND CONDITIONS**

In addition to the requirements as defined in 2.0 Treatment Company Qualification the contractor will be required to meet the general requirements and conditions outlines in this section.

**3.1 Length of Contract**

Refer to Section VII-B of the solicitation: TERM OF CONTRACT – EFFECTIVE DATE / INITIAL CONTRACT PERIOD (JAN 2006): Clause and TERM OF CONTRACT – OPTION TO RENEW (JAN 2006): Clause.

### **3.2 Service Costs**

The contractor will be required to provide all normal service and monitoring, including any special services and process simulation studies, if required, as part of the Monthly Service Fee. The Service Requirements as described in Section 4.0 is the best estimate available of the service requirements, on a system type basis, at the time this document is issued. The monthly service cost shall include all required equipment, services, clerical, overhead, materials, laboratory sample analysis, chemical products, testing supplies, test instrumentation, chemical feed controls, chemical pumps and all required operator training to provide and implement an efficient and effective chemical water treatment program.

#### **3.2.1 Chemical Products**

All chemical products proposed for use at USC Columbia by the contractor shall be acceptable for use in the State of South Carolina. All chemical products used at USC Columbia shall comply with all EPA and DOT requirements, including packaging and labeling.

#### **3.2.2 Implementation Schedule**

An implementation schedule shall be provided by the contractor to the University within (2) weeks after contract award. The schedule, developed from site visits, shall identify an expected timetable for service to begin. All site visits during this time period shall be by appointment only.

The implementation schedule will include training of USC Columbia personnel, installation of equipment and delivery of chemical, reagents and test equipment, as well as operation manuals identified in this agreement. **There shall be no lapse in** USC Columbia's **current water treatment services**. The contractor shall phase in the use of its products and discontinue the use of all existing chemicals being used and provide for a smooth transition with no interruption in water treatment services.

### **4.0 SERVICE REQUIREMENTS**

The contractor will be required to meet the service requirements outlined in this section. The following objectives are to be considered as a baseline for chemical treatment service under the duration of this contract.

#### **4.1 General Service Requirements**

The contractor shall check all equipment upon receipt of contract to determine the status and condition of the equipment and shall provide written preliminary recommendations (cleaning and treating) as part of the required Service Plan and Operations Manual Section 4.3.

The contractor shall continuously examine and evaluate the individual treatment program requirements and make recommendations to USC Columbia representatives. The individual USC Columbia representatives shall have final approval of the water treatment program for each piece of equipment and upon approval, the contractor shall provide the chemicals and be responsible for the implementation of the program.

A minimum of two (2) visits per month by the contractor will be required unless directed otherwise by USC Columbia representative. Unless otherwise noted during these visits all treatment program testing inspections and USC Columbia operator monitoring shall be completed in accordance with the requirements specified in section 4.0 Service Requirements contained at the end of this section.

The contractor may be required to setup and maintain a data management control program on a USC Columbia provided computer for our specific water treatment program. This will include the training of USC Columbia personnel on the use and operation of these type programs.

#### **4.2 Service Representatives**

The contractor shall provide to USC Columbia, a minimum of two (2) qualified and approved service representatives for testing and monitoring of boilers, softeners, chilled and hot water closed systems, HVAC cooling towers, and domestic water systems.

The contractor's service representatives are expected to meet the requirements as previously specified in section 2.2 Service Representatives.

All of the requirements as specified in section 4.0 Services Requirements, must be met. Upon completion of testing, an original log of the test results will be given to USC Columbia representative by the contractor. All recommendations and changes of chemical products, dosages, feed rates or equipment alterations must be reviewed with and approved by USC Columbia's Energy Plant Superintendent.

#### **4.3 Service Plan and Operations Manuals**

USC Columbia shall be provided (4) complete sets of individual manuals for Boiler Water (including softeners), Cooling Tower Water, Chilled Water and Hydronic Water Systems Treatment, and a copy of these documents on computer disk of the service plan and operations manuals using Microsoft Word. This document is to be developed from site visits after contract award. Each manual shall address the systems under this contract and shall be updated every review period.

The manual will be indexed and tabbed and shall address and contain the following:

1. Contractor's treatment company contacts (telephone and page numbers).
2. Outline of the site chemical program including preliminary recommendations.
3. Chemical control test procedures and parameters.
4. Operator test log.
5. Chemistry Graphs For Each Component Or System
6. Product data and material safety data sheets.
7. Product bulletins.
8. Service reports.

The service plan operations manual shall be reviewed with each contractor operator (and/or his supervisor) in charge of the chemical treatment programs. Upon presentation of this manual, the contractor's service representative shall assess the need of supplemental operator training classes. It is expected that USC Columbia personnel shall be training accordingly by the contractor.

#### **4.4 Written Service Reports**

The contractor's service representative shall be required to contact USC Columbia representative at the beginning and conclusion of each visit.

Written field service reports shall be given to the responsible USC Columbia personnel at the conclusion of each normal site visit. The field service reports shall assess the status of the chemical treatment program, identify any problems and subsequent corrective action required, and clearly indicate the results of all vendor field tests conducted. A more formal, detailed digital copy of the field service report shall be sent to the owner's Plant Superintendent and other designated staff members, in MS Word or Adobe PDF format.

#### **4.5 Performance Evaluation and Reviews**

In an effort to assure each chemical treatment program is implemented in a timely manner and is working effectively, performance reviews will be held at semi-annually after contract award. The contractor's service representatives shall meet with the designated USC Columbia representatives to present the treatment program's past performance, define and discuss problem areas, implement action plans, and outline the goals and objectives for the next review period. The contractor's service representatives may be requested to be present when chillers, cooling towers and boilers are open for preventive maintenance.

#### **4.6 Operator Training Program**

To insure the success of the treatment program performance objectives, operator training is essential. The contractor shall conduct semi-annual on-site operator training seminars on the aspects of boiler, cooling water, and wastewater treatment. Published manuals and materials must be available for classroom training use. In addition to the formal classroom program, the contractor's field representative shall work with the operators

during service visits to demonstrate water analysis technique and confirm operator performance and treatment log reliability.

The contractor shall also provide on-line, self paced training courses to USC Columbia personnel, with records of student performance and achievement levels.

Following completion of training, copies of the instruction materials, outlines, and lesson plans will be provided for reading and refresher of back shift USC Columbia Personnel. All services and training listed in this document shall be provided and included in the contractor's price.

The contractor must be able to provide operator training seminars on site. Training will include HAZCOM, analytical procedures, operating and maintenance procedures required to handle, operate and maintain the chemicals, inventory, injection systems and records for a viable chemical water treatment program. This training by the contractor will include MSDS, OSHA and EPA requirements. All training by the contractor will be conducted following an approved training plan outline or lesson plan including references. Published training manuals, lesson plans and materials must be available for classroom use by USC Columbia personnel for refresher training- outside of normal training intervals.

USC Columbia requires that the contractor must have the capability for on-site analysis of energy efficiency. Boiler efficiency, overall chiller efficiency, condenser efficiency, and evaporator efficiency must be able to be performed on a regular basis.

#### **4.7 Results Assurance**

It is expected that application of contractor's program in strict accordance with instructions will result in clean heat transfer surfaces and low corrosion rates. These criteria will be monitored by the contractor and USC Columbia through the use of:

1. Corrosion monitoring with rates not to exceed 3.0 mils for mild steel and 0.5 mils for copper.
2. Fuel to steam efficiency studies utilizing bidder's on site computer capability or with other means by the owner.
3. Chiller efficiency studies utilizing bidders on site computer capability or with other means by the owner.
4. Laboratory analysis.

Failure to meet efficiency and corrosion goals will result in immediate contract termination. Ability to monitor these goals is essential.

#### **4.8 Laboratory Service**

The contractor shall provide the services of its research laboratories which will be required when necessary to perform a wide array of analytical work to facilitate the monitoring, control and troubleshooting of USC Columbia's systems. All laboratory services shall be provided by the contractor's own research facilities, unless specifically

authorized by USC Columbia. The laboratory service turn around time shall not exceed 7 business days from sample pick up time to report delivery.

**4.9 Expected Frequency Of Treatment Services**

**NOTE:**

All water treatment services and analysis will be performed by the contractor in the presence of a USC energy plant operator or energy plant supervisor.

**4.9.1 General Services**

	<u>Activity</u>	<u>Frequency</u>
1.	Check operator controlled water chemistries and log sheets	Every Other Week
2.	Physical check of treatment equipment (pumps, controllers, timers, injection equipment, water meters, valves and piping)	Every Other Week
3.	Check chemical product inventories	Every Other Week
4.	Check and verify proper setup and operation of plant water softener equipment.	Every Other Week
5.	Check and verify proper setup and operation of biomass plant reverse osmosis system.	Every Other Week
6.	Chemical usage evaluation and reporting	As Needed

**4.9.2 Open Cooling Tower Systems (when operating)**

	<u>Activity</u>	<u>Frequency</u>
1.	Conductivity, pH, inhibitor, free chlorine residual testing	Every Other Week
2.	Cooling tower make-up testing including making adjustments for percentage of well water in make-up supply.	Every Other Week
3.	Biological testing (dip slides)	Monthly
4.	Visual inspection of cooling tower	Every Other Week
5.	Visual inspection of Chiller Condensers	Annually

- |    |  |           |
|----|--|-----------|
| 6. | Check corrosion rates  | Quarterly |
| 7. | Special studies (efficiencies, biological optimization, approach temperatures) | Annually  |

**4.9.3 Closed Loop Chilled Water Systems**

- | <u>Activity</u>                                  | <u>Frequency</u> |
|--|------------------|
| 1. Inhibitor testing (nitrate, pH, conductivity) | Every Other Week |
| 2. Biological testing                            | Quarterly        |
| 3. Check corrosion coupons                       | Quarterly        |
| 4. Special studies (efficiencies, corrosion)     | As needed        |

**4.9.4 Boilers, Dearators, Condensate Return Systems (as appropriate per system)**

- |  |                  |
|--|------------------|
| 1. Conductivity, pH, inhibitor, free chlorine residual testing | Every Other Week |
| 2. Boiler make-up water testing                                | Every Other Week |
| 3. Visual inspection of all boilers                            | Annually         |
| 4. Visual inspection of Dearator Tanks                         | Annually         |
| 5. Check corrosion rates                                       | Annually         |
| 7. Special studies (boiler efficiencies)                       | Quarterly        |

**5.0 CHEMICAL TREATMENT SPECIFICATIONS AND REQUIREMENTS**

The following specifications are intended as requirements for treatment of Boilers, Open Cooling Towers and Chilled Water Closed Loop Cooling Systems. The items below will become an integral part of the treatment company service objectives after contract award.

**5.1 Open Cooling Tower System Product Specifications**

1. All chemicals shall be administered into the system by automated chemical feed injection. The contractor shall be responsible to verify and provide for any additional line taps if existing system taps are not sufficient to properly administer their water treatment services program.
2. All chemicals must be in liquid form, unless otherwise approved by USC Columbia.

## **5.2 Open Cooling Tower Systems Product Types:**

The treatment program must be comprehensive and shall include the integrated use of scale control agents, dispersants, corrosion inhibitors, pH control agents (only if necessary), and biocides/micro-biocides.

1. No heavy metals (except for sodium molybdate as MO+6) are acceptable as a tracer in cooling towers.
2. Program shall not use acid or any chemical type concentration that will cause or aggravate tower drift to precipitate any compounds that are harmful to persons or property (such as buildings or automobiles located next to the hospital).
3. Scale control, dispersion, and pH control shall be achieved with use of non-toxic organic compounds and/or polymers and without the supplementary use of acid feed.
4. Corrosion inhibitor(s) shall be non toxic organic compounds. Corrosion protection is provided for all metal surfaces encountered in this tower loop system. Contractor shall guarantee to achieve less than 3.0 MPY (mils per year) metal loss for ferrous and less than 0.5 MPY for non ferrous metal and surfaces.
5. Liquid Sodium Hypochlorite: Microbiological growth control shall limit formation of algae, slime forming bacteria, molds, fungi, and any biological fouling organisms any where within the entire treated open loop cooling water system.
6. Continuous feeding of liquid bromine technology oxidizing microbiocides shall be used in conjunction with slug feeding of non-oxidizing biocides to maintain microbiological activity below 500,000 organisms per milliliter of treated cooling water. The non-oxidizing biocides can not contain carbonates, heavy metals, be cationic, and be non-foaming. Provide dip slides to monitor effectiveness of biocide treatment in (open systems) at each site on a monthly basis.
7. Dispersant: All organic and designed for removal of microbiological growth or oil.
8. Tower Lay-up: All organic water soluble type corrosion inhibitor.

## **5.3 Boilers, Dearators, Condensate Return Systems**

1. No heavy metals (except for sodium molybdate as MO+6) are acceptable as a tracer in boiler water systems.
2. Corrosion inhibitors for ferrous and non ferrous metal with pH buffers to protect all different types of metals in the system. Bidder shall guarantee to achieve less than 3.0 MPY (mils per year) metal loss for ferrous and less than 0.5 MPY for non ferrous metal and surfaces.

## **6.0 TREATED EQUIPMENT SYSTEMS SPECIFICATIONS**

The following basic equipment to be included in offeror's bid as itemized below. Additionally, all associated auxiliary equipment and piping systems is also to be included in offeror's bid as well:

### EAST ENERGY PLANT

- a. No.1 Boiler 800 HP Cleaver Brooks fire tube boiler



- b. No.2 Boiler 800 HP Cleaver Brooks fire tube boiler
- c. No.3 Boiler 800 HP Cleaver Brooks fire tube boiler
  
- d. No.1 Chiller 2400 ton Trane electric centrifugal chiller
- e. No.2 Chiller 2000 ton Trane electric centrifugal chiller
- f. No.3 Chiller 2400 ton Trane electric centrifugal chiller
- g. No.4 Chiller 1600 ton Trane electric centrifugal chiller

WEST ENERGY PLANT

- a. No.1 Boiler 800 HP Cleaver Brooks fire tube boiler
- b. No.2 Boiler 45,000 #/hr Cleaver Brooks water tube boiler
  
- c. No.1 Chiller 2400 ton Trane electric centrifugal chiller
- d. No.2 Chiller 2000 ton Trane electric centrifugal chiller
- e. No.3 Chiller 1600 ton Trane electric centrifugal chiller
- f. No.4 Chiller 1600 ton Trane electric centrifugal chiller

SOUTH ENERGY PLANT

- a. No.1 Boiler 800 HP Cleaver Brooks fire tube boiler
  
- b. No.1 Chiller 2,400 ton Trane electric centrifugal chiller
- c. No.2 Chiller 1,600 ton Trane electric centrifugal chiller
- d. No.3 Chiller 2,000 ton Trane electric centrifugal chiller

NORTH ENERGY PLANT- USC Columbia

- a. No.1 Chiller 3,000 ton York electric centrifugal chiller
- b. No.2 Chiller 3,000 ton York electric centrifugal chiller

USC BIOMASS ENERGY CENTER - USC Columbia

- Currently the Biomass plant is shut down with no plans to restart in its current design configuration. Various options are now being explored to retrofit the plant to some other form of operation. The contract will be amended as needed to account for this change when it becomes necessary.

MISCELLANEOUS BOILERS—GROUP A- USC Columbia

- a. Athletic Office Kewanee Boiler
- b. McMaster College Ray-Pak Boiler
- b. USC Remote Library Ray-Pak Boiler

MISCELLANEOUS BOILERS—GROUP B- USC Columbia

- a. Carolina Gardens No.1 Peerless Boiler

- b. Carolina Gardens No.2 Peerless Boiler
- c. Carolina Gardens No.3 Peerless Boiler

MISCELLANEOUS CHILLERS- USC Columbia

- a. USC Remote Library Trane **50** ton electric centrifugal chiller (air cooled)  
(Estimated chilled water closed loop of 10,000 gallons)
- b. McMaster College Trane 250 ton electric centrifugal chiller ( air cooled)
- c. 1600 Hampton Street No.1 Chiller - Trane 450 Ton electric centrifugal chiller (water cooled)
- d. 1600 Hampton Street No.2 Chiller - Trane 450 Ton electric centrifugal chiller (water cooled)

USC SCHOOL OF MEDICINE

- a. No.1 Chiller 250 ton Trane electric centrifugal chiller
- b. No.2 Chiller 250 ton Trane electric centrifugal chiller
- c. Heating Hot Water Loop for Building No. 1, 2, 3 and 4. (purchased steam system)

**7.0 TREATED EQUIPMENT OPERATING CONDITIONS**

Equipment log sheets for equipment operation conditions may be viewed under section IX. ATTACHMENT TO SOLICITATION Items 4, 5, & 6.

**IV. Information For Offerors To Submit**

INFORMATION FOR OFFERORS TO SUBMIT - GENERAL (JAN 2006): Offeror shall submit a signed Cover Page and Page Two. Offeror should submit all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work/Specifications; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in section IX. Attachments to Solicitations.

To be considered for award, all proposals should include, as a minimum, the following information. **Bidders shall submit all information and documents required here or elsewhere in this solicitation. All information should be presented in the order listed.**

- A. **Total Cost** – Bidder’s total cost to furnish all equipment, labor and job knowledge necessary to provide required services in the solicitation. **Completed bidding schedule must be included.**
- B. **Reliability of Service and an Implementation Schedule** – Bidder’s signed letter of understanding of the scope of the work to be done under this contract and provide a detailed implementation plan of the project/contract with a report of financial responsibility.
- C. **Bidder’s Expertise with Engagement of Similar Scope and Complexity** - Provide general information about bidder’s company, its background and services, number of years in business and experience with performing the type of service(s) called for in the solicitation.

- a. A list of three (3) references of water treatment contracts performed by bidder during the last three (3) years for similar institutions within the United States.
- b. Provide reference information which includes names of current contact person, telephone number and email address. \*\*The University reserves the right to directly contact any or all of the references.\*\*
- c. Special Qualifications - Please refer to Section III of the solicitation

AND/OR a combination of the following....

1. **Service Costs**

Bidder shall propose a **Single Monthly Fee** for USC Columbia equipment and a separate monthly fee for the USC School of Medicine equipment to provide all services, clerical, overhead, materials, laboratory sample analysis, chemical products (except salt), testing supplies, test instrumentation, chemical feed controls, chemical pumps and all required operator training in this bid. In addition, the bidder shall also include in his monthly fee a \$1,000 allowance (i.e. - \$12,000 per year) for supplemental chemical cost for treatment of the closed loop chilled water systems at USC Columbia. The bidder shall also include in the single monthly fee for the USC School of Medicine a \$100 allowance (i.e. - \$1,200 per year) for supplemental chemical cost for treatment of their closed loop chilled water systems. The actual amount billed each month (up to \$1,000) will be determined from the actual usage of the closed loop chemical and the cost submitted by the bidder shown in “Attachment 1”. The contractor will be required to provide all normal service and monitoring, including any special services, if required, as part of the Monthly Fee.

**Single Monthly Fee: \$ \_\_\_\_\_ - USC Columbia**

**Single Monthly Fee: \$ \_\_\_\_\_ - USC School of Medicine**

2. **Company Experience**

A. Bidder is to provide a brief overview of its organization, explaining how it has provided water treatment as its primary business, refer to Item 2.1.

B. In addition to above, submit the following information:

- Business name
- Address
- Contact person
- Phone number
- Email address
- Number of full-time service employees
- Number of years in Business providing water treatment as its primary business
- Enclose a copy of firm’s annual report or equivalent

3. **Service Representatives**

Identify Primary and Alternate Service Representative that bidder will assign to this contract as stated in Item 2.2 of this bid. Provide the following for each representative:

A. Primary Service Representative:

- Name

- Address
- Phone Number
- School Attended
- Years Attended
- Degree Obtained
- Full Time Employee of Bidder: \_\_\_\_\_ Yes \_\_\_\_\_ No
- Verification of Safety Training: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Documentation of training from a company training / educational program must be included with your submittal.
- Verification of Safety Manual & Regulations: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Copies of the company's safety manual and regulations will be provided with Bid.
- Verification of Qualifications: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Provide Resume detailing experience and qualifications required to perform duties as required in this bid.

B. Alternate Service Representative:

- Name
- Address
- Phone Number
- School Attended
- Years Attended
- Degree Obtained
- Full Time Employee of Bidder: \_\_\_\_\_ Yes \_\_\_\_\_ No
- Verification of Safety Training: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Documentation of training from a company training / educational program must be included with your submittal.
- Verification of Safety Manual & Regulations: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Copies of the company's safety manual and regulations will be provided with Bid.
- Verification of Qualifications: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Provide Resume detailing experience and qualifications required to perform duties as required in this bid.

3. **References**

Bidder is to submit a list of three (3) present customers they have serviced for at least three years, refer to Item 2.3. For each reference submit at a minimum the following:

- Reference Name
- Address
- Contact Person
- Phone Number
- Email Address
- Brief description of services provided for reference

4. **Service Level and Response Time** - Please state how you plan to meet the requirement for 24-hour coverage and emergency response as referred to in Item 2.4 of Section III of the solicitation.

5. **Health and Safety**  
Bidder shall provide a response that he has read item 2.5 of Section III of the solicitation, understands and will comply.
6. **Material and Safety Data Sheets**  
Provide a summary of your Material Safety Data Sheet program; include your emergency phone number and a sample copy of your firm's Material Safety Data Sheet, refer to Item 2.6 of Section III of the solicitation.
7. **Laboratory Capabilities**  
Include sample analytical reports as evidence of your firm's laboratory capabilities, refer to Item 2.7 of Section III of the solicitation.
8. **Microbiological Testing**  
Please submit a summary of your firm's capability in this area and sample test reports, refer to Item 2.8 of Section III of the solicitation.
9. **Domestic Water Softener Systems**  
Please submit a summary of your firm's capability and experience in this area, refer to Item 2.9 of Section III of the solicitation.
10. **Reagent Capabilities and Test Equipment**  
Bidder shall provide a response that he has read item 2.10 of Section III of the solicitation., understands and will comply.
11. **Quality Improvement**  
Please provide a summary of your own company's continuous Quality Improvement Program. Include an outline of the quality education, which your firm's employees receive, refer to Item 2.11 of Section III of the solicitation.
12. **Program Administration**  
Bidder shall provide a response that he has read item 2.12 of Section III of the solicitation. understands and will comply.
13. **Product Development and Application Technology**  
Bidder shall provide a response that he has read item 2.13 of Section III of the solicitation, understands and will comply.
14. **Specialized Analytical and Testing Evaluation Equipment**  
Please provide evidence of use and ownership of this equipment, refer to Item 2.14 of Section III of the solicitation.
15. **Chemical Deliveries**  
Bidder shall provide a response that he has read item 2.15 of Section III of the solicitation, understands and will comply.
16. **Subcontractors**

Subcontractors are not to be used in any portion of your service unless expressly approved by USC Columbia. Bidder shall provide a response that he has read item 2.16 of Section III of the solicitation, understands and will comply.

17. **Training**

As stated in Item 4.7 Operator Training of Section III of the solicitation, please provide a summary of the training your firm can provide to USC Columbia. This training should include how to perform tests and monitor chemical program results, how to work safely with chemical products, and general training regarding boiler, cooling, and chiller systems. Samples of published training materials should be included with bid.

18. **On-Site Analysis**

USC Columbia requires that water treatment companies must have the capability for on-site analysis of energy efficiency. Boiler efficiency, overall chiller efficiency, condenser efficiency, and evaporator efficiency testing must be able to be performed on a regular basis. Please submit a summary of your firm's capability in this area.

19. Bidder shall provide a response that he has read all the items in the following Sections and understands and will comply with:

3.0 GENERAL REQUIREMENTS AND CONDITIONS

4.0 SERVICE REQUIREMENTS

5.0 CHEMICAL TREATMENT SPECIFICATIONS AND REQUIREMENTS

6.0 TREATED SYSTEM EQUIPMENT SPECIFICATIONS

7.0 TREATED EQUIPMENT OPERATING CONDITIONS

MINORITY PARTICIPATION (JAN 2006)

Is the bidder a South Carolina Certified Minority Business?  Yes  NO

Is the bidder a Minority Business certified by another governmental entity?  Yes  NO

If so, please list the certifying governmental entity: \_\_\_\_\_

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor?  Yes  NO

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor?  Yes  NO

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor?  Yes  NO

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor?  Yes  NO

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- Traditional minority
- Traditional minority, but female
- Women (Caucasian females)
- Hispanic minorities
- DOT referral (Traditional minority)
- DOT referral (Caucasian female)
- Temporary certification

- SBA 8 (a) certification referral
- Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

**V. Qualifications**

QUALIFICATION OF OFFEROR (JANUARY 2006): To be eligible for award of a contract, a prospective contractor must be responsible. In evaluating an Offeror’s responsibility, the State Standards of Responsibility [R.19-445.2125] and information from any other source may be considered. An Offeror must, upon request of the State, furnish satisfactory evidence of its ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award. S.C. Code Section 11-35-1810.

**VI. Award Criteria**

AWARD CRITERIA – BEST VALUE BIDS (JANUARY 2006): Award will be made to the highest ranked, responsive and responsible offeror whose offer is determined to be the most advantageous to the State.

AWARD TO ONE OFFEROR (JAN 2006): Award will be made to one Offeror.

EVALUATION FACTORS – BEST VALUE BID (JANUARY 2006) Offers will be evaluated using only the factors stated below. Numerical weightings are provided for each evaluation factor. All evaluation factors, other than cost (which must be at least 60%), will be considered prior to determining the effect of cost on the score for each offeror. Once evaluation is complete, all responsive offerors will be ranked from most advantageous to least advantageous.

- |    |   |     |
|----|---|-----|
| A. | Total Cost to the University  | 60% |
| B. | Bidder’s reliability of Service and an Implementation Schedule,<br>Bidder’s Expertise with Engagement of Similar Scope & Complexity<br>And Special Qualifications | 40% |

UNIT PRICE GOVERNS (JAN 2006): In determining award, unit prices will govern over extended prices unless otherwise stated.

NEGOTIATIONS (JAN 2006): The Procurement Officer may elect to make an award without conducting negotiations. However, after the offers have been ranked, the Procurement Officer may elect to negotiate price or the general scope of work with the highest ranked offeror. If a satisfactory agreement cannot be reached, negotiations may be conducted with the second, and then the third, and so on, ranked offerors to such level of ranking as determined by the Procurement Officer.

**The potential value of this contract will not exceed \$1,500,000.00 which is the certification authorization for the University of South Carolina.**

**VII. Terms and Conditions - A. General**

ASSIGNMENT (JAN 2006): No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Procurement Officer.

BANKRUPTCY (JAN 2006): (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the Using Governmental Unit. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all State contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b)

Termination. This contract is voidable and subject to immediate termination by the State upon the contractor's insolvency, including the filing of proceedings in bankruptcy.

CHOICE-OF-LAW (JAN 2006): The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

CONTRACT DOCUMENTS & ORDER OF PRECEDENCE (JAN 2006): (a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Officer, (2) documentation regarding the clarification of an offer [e.g., 11-35-1520(8) or 11-35-1530(6)], if applicable, (3) the solicitation, as amended, (4) modifications, if any, to your offer, if accepted by the Procurement Officer, (5) your offer, (6) any statement reflecting the state's final acceptance (a/k/a "award"), and (7) purchase orders. These documents shall be read to be consistent and complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above. (b) The terms and conditions of documents (1) through (6) above shall apply notwithstanding any additional or different terms and conditions in either (i) a purchase order or other instrument submitted by the State or (ii) any invoice or other document submitted by Contractor. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect. (c) No contract, license, or other agreement containing contractual terms and conditions will be signed by any Using Governmental Unit. Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect.

#### DISCOUNT FOR PROMPT PAYMENT (JAN 2006)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the state annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

DISPUTES (JAN 2006): (1) Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Richland County, State of South Carolina. Contractor agrees that any act by the Government regarding the Agreement is not a waiver of either the Government's sovereign immunity or the Government's immunity under the Eleventh Amendment of the United State's Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail.

EQUAL OPPORTUNITY (JAN 2006): Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.

FALSE CLAIMS (JAN 2006): According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel,



money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

**FIXED PRICING REQUIRED (JAN 2006):** Any pricing provided by contractor shall include all costs for performing the work associated with that price. Except as otherwise provided in this solicitation, contractor's price shall be fixed for the duration of this contract, including option terms. This clause does not prohibit contractor from offering lower pricing after award.

**NON-INDEMNIFICATION (JAN 2006):** Any term or condition is void to the extent it requires the State to indemnify anyone.

**NOTICE (JAN 2006):** (A) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used. (B) Notice to contractor shall be to the address identified as the Notice Address on Page Two. Notice to the state shall be to the Procurement Officer's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph.

**PAYMENT & INTEREST (MAY 2011):** (a) Unless otherwise provided in this Solicitation, the State shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the Government. (b) Unless otherwise provided herein, including the purchase order, payment will be made by check. (c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, the State shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason. (d) Amounts due to the State shall bear interest at the rate of interest established by the South Carolina Comptroller General pursuant to Section 11-35-45 ("an amount not to exceed fifteen percent each year"), as amended. (e) Any other basis for interest, including but not limited to general (pre- and post-judgment) or specific interest statutes, including S.C. Code Ann. § 34-31-20, are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied as simple interest without compounding.

**PUBLICITY (JAN 2006):** Contractor shall not publish any comments or quotes by State employees, or include the State in either news releases or a published list of customers, without the prior written approval of the Procurement Officer.

**PURCHASE ORDERS (JAN 2006):** Contractor shall not perform any work prior to the receipt of a purchase order from the using governmental unit. The using governmental unit shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order.

**SETOFF (JAN 2006):** The state shall have all of its common law, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the state with regard to this contract, any other contract with any state department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the state for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

**SURVIVAL OF OBLIGATIONS (JAN 2006):** The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following

clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit.

**TAXES (JAN 2006):** Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by the State, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by the State. It shall be solely the State's obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by the State to contractor, contractor shall be liable to the State for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the contractor.

**TERMINATION DUE TO UNAVAILABILITY OF FUNDS (JAN 2006):** Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. Contractor will not be reimbursed any costs amortized beyond the initial contract term.

**THIRD PARTY BENEFICIARY (JAN 2006):** This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise.

**WAIVER (JAN 2006):** The State does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the State's rights under this Contract. Any waiver must be in writing.

## **VII. Terms and Conditions - B. Special**

**CHANGES (JAN 2006):**

(1) Contract Modification. By a written order, at any time, and without notice to any surety, the Procurement Officer may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:

(a) drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the [State] in accordance therewith;

(b) method of shipment or packing;

(c) place of delivery;

(d) description of services to be performed;

(e) time of performance (i.e., hours of the day, days of the week, etc.); or,

(f) place of performance of the services.

Subparagraphs (a) to (c) apply only if supplies are furnished under this contract. Subparagraphs (d) to (f) apply only if services are performed under this contract.

(2) Adjustments of Price or Time for Performance. If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the State promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

(3) Time Period for Claim. Within 30 days after receipt of a written contract modification under Paragraph (1) of this clause, unless such period is extended by the Procurement Officer in writing, the contractor shall file notice of

intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the State is prejudiced by the delay in notification.

(4) Claim Barred After Final Payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

COMPLIANCE WITH LAWS (JAN 2006): During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

CONFERENCE – PRE-PERFORMANCE (JAN 2006): Unless waived by the Procurement Officer, a pre-performance conference between the contractor, state and Procurement Officer shall be held at a location selected by the state within five (5) days after final award, and prior to commencement of work under the contract. The responsibilities of all parties involved will be discussed to assure a meeting of the minds of all concerned. The successful contractor or his duly authorized representative shall be required to attend at contractor's expense.

CONTRACTOR'S LIABILITY INSURANCE (JAN 2006): (1) Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in South Carolina such insurance as will protect the contractor from the types of claims set forth below which may arise out of or result from the contractor's operations under the contract and for which the contractor may be legally liable, whether such operations be by the contractor or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable: (a) claims under workers' compensation, disability benefit and other similar employee benefit acts which are applicable to the work to be performed; (b) claims for damages because of bodily injury, occupational sickness or disease, or death of the contractor's employees; (c) claims for damages because of bodily injury, sickness or disease, or death of any person other than the contractor's employees; (d) claims for damages insured by usual personal injury liability coverage; (e) claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (f) claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle; (g) claims for bodily injury or property damage arising out of completed operations; and (h) claims involving contractual liability insurance applicable to the Contractor's obligations under the provision entitled Indemnification – Third Party Claims.

(2) Coverage shall be written on an occurrence basis and shall be maintained without interruption from date of commencement of the work until date of final payment. Coverage must include the following on a commercial basis: (i) Premises – Operations, (ii) Independent Contractor's Protective, (iii) Products and Completed Operations, (iv) Personal and Advertising Injury, (v) Contractual, including specific provision for contractor's obligations under the provision entitled Indemnification – Third Party Claims, (vi) Broad Form Property Damage including Completed Operations, and (vii) Owned, Non-owned and Hired Motor Vehicles.

(3) The insurance required by this paragraph shall be written for not less than the following limits of liability or as required by law, whichever coverage is greater:

COMMERCIAL GENERAL LIABILITY:

General Aggregate (per project) \$1,000,000

Products/Completed Operations \$1,000,000

Personal and Advertising Injury \$1,000,000

Each Occurrence \$1,000,000

Fire Damage (Any one fire) \$ 50,000

Medical Expense (Any one person) \$ 5,000

BUSINESS AUTO LIABILITY (including All Owned, Nonowned, and Hired Vehicles):

Combined Single Limit \$1,000,000

OR

Bodily Injury & Property Damage (each) \$750,000

WORKER'S COMPENSATION:

State Statutory

Employers Liability \$100,000 Per Acc.

\$500,000 Disease, Policy Limit; \$100,000 Disease, Each Employee

(4) Required Documentation. (a) Prior to commencement of the work, contractor shall provide to the state a signed, original certificate of liability insurance (ACORD 25). The certificate shall identify the types of insurance, state the limits of liability for each type of coverage, include a provision for 30 days notice prior to cancellation, name every applicable using governmental unit (as identified on the cover page) as a Certificate Holder, provide that the general aggregate limit applies per project, and provide that coverage is written on an occurrence basis. (b) Prior to

commencement of the work, contractor shall provide to the state a written endorsement to the contractor's general liability insurance policy that (i) names every applicable using governmental unit (as identified on the Cover Page) as an additional insured, (ii) provides that no material alteration, cancellation, non-renewal, or expiration of the coverage contained in such policy shall have effect unless the named governmental unit(s) has been given at least thirty (30) days prior written notice, and (iii) provides that the Contractor's liability insurance policy shall be primary, with any liability insurance of the state as secondary and noncontributory. (c) Both the certificate and the endorsement must be received directly from either the contractor's insurance agent or the insurance company.

(5) Contractor shall provide a minimum of thirty (30) days written notice to every applicable using governmental unit of any proposed reduction of coverage limits (on account of revised limits or claims paid under the General Aggregate) or any substitution of insurance carriers.

(6) The state's failure to demand either a certificate of insurance or written endorsement required by this paragraph is not a waiver of contractor's obligations to obtain the required insurance.

**Insurance Requirements: The successful bidder must provide a copy of its liability insurance certificate within ten (10) days upon the posting of the award statement or award statement and on each contract anniversary date thereafter attesting to such insurance coverage.**

**PERFORMANCE BOND REQUIRED (JAN 2006): Within ten (10) days after award, contractor shall provide a performance bond in the full amount of the contract sum, issued by a surety company licensed in South Carolina, with an "A" minimum rating of performance as stated in the most current publication of "best's key rating guide, property liability" which shall show a financial strength rating of at least five (5) times the contract amount. Each bond must be accompanied by a "power of attorney" authorizing the attorney in fact to bind the surety and certified to include the date of the performance bond.**

CONTRACTOR PERSONNEL (JAN 2006): The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

CONTRACTOR'S OBLIGATION – GENERAL (JAN 2006): The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

DEFAULT (JAN 2006):

(a)(1) The State may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to-

- (i) Deliver the supplies or to perform the services within the time specified in this contract or any extension;
- (ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or
- (iii) Perform any of the other material provisions of this contract (but see paragraph (a)(2) of this clause).

(2) The State's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the Procurement Officer) after receipt of the notice from the Procurement Officer specifying the failure.

(b) If the State terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Procurement Officer considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the State for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.

(c) Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the State in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

(d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule.

(e) If this contract is terminated for default, the State may require the Contractor to transfer title and deliver to the State, as directed by the Procurement Officer, any (1) completed supplies, and (2) partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing materials" in this clause) that the Contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Procurement Officer, the Contractor shall also protect and preserve property in its possession in which the State has an interest.

(f) The State shall pay contract price for completed supplies delivered and accepted. The Contractor and Procurement Officer shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property; if the parties fail to agree, the Procurement Officer shall set an amount subject to the Contractor's rights under the Disputes clause. Failure to agree will be a dispute under the Disputes clause. The State may withhold from these amounts any sum the Procurement Officer determines to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders.

(g) If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the termination had been issued for the convenience of the State. If, in the foregoing circumstances, this contract does not contain a clause providing for termination for convenience of the State, the contract shall be adjusted to compensate for such termination and the contract modified accordingly subject to the contractor's rights under the Disputes clause.

(h) The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or under this contract.

**CONTRACTOR'S USE OF STATE PROPERTY (JAN 2006):** Upon termination of the contract for any reason, the State shall have the right, upon demand, to obtain access to, and possession of, all State properties, including, but not limited to, current copies of all State application programs and necessary documentation, all data, files, intermediate materials and supplies held by the contractor. Contractor shall not use, reproduce, distribute, display, or sell any data, material, or documentation owned exclusively by the State without the State's written consent, except to the extent necessary to carry out the work.

**INDEMNIFICATION - THIRD PARTY CLAIMS (JAN 2006):** Notwithstanding any limitation in this agreement, Contractor shall defend and indemnify the State of South Carolina, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees against all suits or claims of any nature (and all damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities attributable thereto) by any third party which arise out of, or result in any way from, any defect in the goods or services acquired hereunder or from any act or omission of Contractor, its subcontractors, their employees, workmen, servants or agents. Contractor shall be given written notice of any suit or claim. State shall allow Contractor to defend such claim so long as such defense is diligently and capably prosecuted through legal counsel. State shall allow Contractor to settle such suit or claim so long as (i) all settlement payments are made by (and any deferred settlement payments are the sole liability of) Contractor, and (ii) the settlement imposes no non-monetary obligation upon State. State shall not admit liability or agree to a settlement or other disposition of the suit or claim, in whole or in part, without the prior written consent of Contractor. State shall reasonably cooperate with Contractor's defense of such suit or claim. The obligations of this paragraph shall survive termination of the parties' agreement.

LICENSES AND PERMITS (JAN 2006): During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

MATERIAL AND WORKMANSHIP (JAN 2006): Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended.

OWNERSHIP OF DATA & MATERIALS (JAN 2006): All data, material and documentation either prepared for the state pursuant to this contract shall belong exclusively to the State.

PRICE ADJUSTMENTS (JAN 2006): (1) Method of Adjustment. Any adjustment in the contract price made pursuant to a clause in this contract shall be consistent with this Contract and shall be arrived at through whichever one of the following ways is the most valid approximation of the actual cost to the Contractor (including profit, if otherwise allowed):

(a) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;

(b) by unit prices specified in the Contract or subsequently agreed upon;

(c) by the costs attributable to the event or situation covered by the relevant clause, including profit if otherwise allowed, all as specified in the Contract; or subsequently agreed upon; (d) in such other manner as the parties may mutually agree; or,

(e) in the absence of agreement by the parties, through a unilateral initial written determination by the Procurement Officer of the costs attributable to the event or situation covered by the clause, including profit if otherwise allowed, all as computed by the Procurement Officer in accordance with generally accepted accounting principles, subject to the provisions of Title 11, Chapter 35, Article 17 of the S.C. Code of Laws.

(2) Submission of Price or Cost Data. Upon request of the Procurement Officer, the contractor shall provide reasonably available factual information to substantiate that the price or cost offered, for any price adjustments is reasonable, consistent with the provisions of Section 11-35-1830.

PRICE ADJUSTMENT - LIMITED - AFTER INITIAL TERM ONLY (JAN 2006): Upon approval of the Procurement Officer, prices may be adjusted for any renewal term. Prices shall not be increased during the initial term. Any request for a price increase must be received by the Procurement Officer at least ninety (90) days prior to the expiration of the applicable term and must be accompanied by sufficient documentation to justify the increase. If approved, a price increase becomes effective starting with the term beginning after approval. A price increase must be executed as a change order. Contractor may terminate this contract at the end of the then current term if a price increase request is denied. Notice of termination pursuant to this paragraph must be received by the Procurement Officer no later than fifteen (15) days after the Procurement Officer sends contractor notice rejecting the requested price increase.

PRICE ADJUSTMENTS – LIMITED BY CPI “All Items” (JAN 2006): Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), “all items” for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at [www.bls.gov](http://www.bls.gov).

PRICING DATA – AUDIT – INSPECTION (JAN 2006) [Clause Included Pursuant to § 11-35-1830, - 2210, & - 2220] (a) Cost or Pricing Data. Upon Procurement Officer's request, you shall submit cost or pricing data, as defined by 48 C.F.R. § 2.101 (2004), prior to either (1) any award to contractor pursuant to 11-35-1530 or 11-35-1560, if the total contract price exceeds \$500,000, or (2) execution of a change order or contract modification with contractor which exceeds \$100,000. Your price, including profit or fee, shall be adjusted to exclude any significant sums by which the state finds that such price was increased because you furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date agreed upon between parties. (b) Records Retention. You shall maintain your records for three years from the date of final payment, or longer if requested by the chief Procurement Officer. The state may audit your records at reasonable times and places. As used in this subparagraph (b), the term "records" means any books or records that relate to cost or pricing data submitted pursuant to this clause. In addition to the obligation stated in this subparagraph (b), you shall retain all records and allow any audits provided for by 11-35-2220(2). (c) Inspection. At reasonable times, the state may inspect any part of your place of business which is

related to performance of the work. (d) Instructions – Certification. When you submit data pursuant to subparagraph (a), you shall (1) do so in accordance with the instructions appearing in Table 15-2 of 48 C.F.R. § 15.408 (2004) (adapted as necessary for the state context), and (2) submit a Certificate of Current Cost or Pricing Data, as prescribed by 48 CFR § 15.406-2(a) (adapted as necessary for the state context). (e) Subcontracts. You shall include the above text of this clause in all of your subcontracts. (f) Nothing in this clause limits any other rights of the state.

RELATIONSHIP OF THE PARTIES (JAN 2006): Neither party is an employee, agent, partner, or joint venturer of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party.

TERM OF CONTRACT – EFFECTIVE DATE / INITIAL CONTRACT PERIOD (JAN 2006): The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is one year from the effective date. Regardless, this contract expires no later than the last date stated on the final statement of award.

TERM OF CONTRACT – OPTION TO RENEW (JAN 2006): At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of one year, unless contractor receives notice that the state elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award.

TERMINATION FOR CONVENIENCE (JAN 2006): (1) Termination. The Procurement Officer may terminate this contract in whole or in part, for the convenience of the State. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.

(2) Contractor's Obligations. The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Procurement Officer may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the State. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

(3) Right to Supplies. The Procurement Officer may require the contractor to transfer title and deliver to the State in the manner and to the extent directed by the Procurement Officer: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the State has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in a accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this Section in no way implies that the State has breached the contract by exercise of the Termination for Convenience Clause.

(4) Compensation. (a) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Section 11-35-1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph.

(b) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the State, the proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated;

(c) Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph:

(i) contract prices for supplies or services accepted under the contract;

(ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services;

(iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (2) of this clause. These costs must not include costs paid in accordance with Subparagraph (c)(ii) of this paragraph;

(iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph (b) of this Paragraph, and the contract price of work not terminated.

(d) Contractor must demonstrate any costs claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles.

(5) Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not (i) affect the state's right to require the termination of a subcontract, or (ii) increase the obligation of the state beyond what it would have been if the subcontract had contained an appropriate clause.

**SUBCONTRACTOR SUBSTITUTION PROHIBITED - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009):** If you receive an award as a result of the subcontractor preference, you may not substitute any business for the subcontractor upon which you relied to qualify for the preference, unless first approved in writing by the procurement officer. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, the procurement officer may require you to pay the State an amount equal to twice the difference between the price paid by the State and the price offered by the next lowest bidder, unless the substituted subcontractor qualifies for the preference. [11-35-1524(D)(5)(c)]

**HIPAA LAW:** The Contractor agrees that to the extent that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the University of South Carolina may require to ensure compliance. Additional information may be viewed at: <http://www.sc.edu/hipaa/>

**PROTECTION OF HUMAN HEALTH AND THE ENVIRONMENT -** The University of South Carolina requires that all contractual activities to be in compliance with local, state and federal mandates concerning "protection of human health and the environment". In addition, the University of South Carolina is a "Drug Free Work Place" and requires all contractors to comply with South Carolina Code of Laws Section 41-15-10 ET sequence (1976 w/amendments). Any contractor doing business with the University will be required to document compliance with these mandates and to furnish specific information requested by the University's Department of Environmental Health and Safety when notified to do so. The Contractor understands and agrees that jobsites are open at all times work is being performed by the Contractor to authorized University employees who have been trained to identify unsafe work conditions. The Contractor will immediately correct any deficiencies noted by these inspections when requested by the University's Department of Environmental Health and Safety to do so. In work areas where a specific hazard is posed which includes but is not limited to lead paint and asbestos abatement projects, Contractors will be required to produce Lead Compliance Plans and Asbestos Project Designs which outline their method of work prior to the start of work. Each contractor shall designate a responsible member of the Contractor's organization to be at the site whose duty shall be the prevention of accidents. By submission of this bid, the vendor agrees to take all necessary steps to insure compliance with the requirements outlined above.

**STORAGE OF MATERIALS:** Absent approval of the using governmental unit, Contractor shall not store items, spare parts, etc. on the premises of the using governmental unit.

**ESTIMATED QUANTITY - UNKNOWN (JAN 2006):** The total quantity of purchases of any individual item on the contract is not known. The University does not guarantee that the University will buy any specified item or total amount. The omission of an estimated purchase quantity does not indicate a lack of need but rather a lack of historical information.

## **VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL**



**BID SCHEDULE  
SERVICE CONTRACTS**

Item	Qty	Unit of Measure	Description	Unit Price	Extended Price
1	12	Months	HVAC Systems Water Treatment Chemicals & Service for the Columbia Campus as per the enclosed specifications	\$	\$

Resident Contractor Preference \_\_\_\_\_

Resident Sub-Contractor Preference (2%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

Resident Sub-Contractor Preference (4%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

**Note:** The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

**BID SCHEDULE  
SERVICE CONTRACTS**

Item	Qty	Unit of Measure	Description	Unit Price	Extended Price
2	12	Months	HVAC Systems Water Treatment Chemicals & Service for the USC School of Medicine as per the enclosed specifications	\$	\$

Resident Contractor Preference \_\_\_\_\_

Resident Sub-Contractor Preference (2%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

Resident Sub-Contractor Preference (4%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

**Note:** The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

TOTAL PRICE:ITEMS 1 & 2 \$ \_\_\_\_\_

**SUPPLEMENTAL CHEMICAL COST FOR  
CLOSED LOOP CHILLED WATER SYSTEM TREATMENT**

Each Bidder is to complete the table below by providing the requested prices of Nitrite chemical for treating the chilled water closed loop systems. All prices are to include the product, services and training as described in the bid. This is for informational purposes only and will not be a determining factor in the award. The University does not obligate itself to buy any or all of the items(s) listed below and no historical usage of the item(s) is available.

TRADE NAME	COST PER LB.	LB. PER GALLON	COST PER 55 GAL. DRUM	COST TO TREAT 1,000 GALS OF CITY WATER TO 300 PPM NITRITE CONCENTRATION
	\$		\$	\$

**IX. ATTACHMENTS TO SOLICITATION**

- 1. IMPORTANT TAX NOTICE – NONRESIDENTS ONLY**
- 2. NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING**
- 3. OFFEROR’S CHECKLIST**
- 4. EAST ENERGY PLANT EQUIPMENT LOG SHEETS**
- 5. WEST ENERGY PLANT EQUIPMENT LOG SHEETS**
- 6. SOUTH ENERGY PLANT EQUIPMENT LOG SHEETS**

**IMPORTANT TAX NOTICE - NONRESIDENTS ONLY**


Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

The withholding requirement applies to every governmental entity that uses a contract ("Using Entity"). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

-----  
Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

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For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department's website at [www.sctax.org](http://www.sctax.org).

-----  
This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-898-5383.

	STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE <b>NONRESIDENT TAXPAYER                  REGISTRATION AFFIDAVIT                  INCOME TAX WITHHOLDING</b>	<b>I-312</b> (Rev. 5/7/04) 3323
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**The undersigned nonresident taxpayer on oath, being first duly sworn, hereby certifies as follows:**

1. Name of Nonresident Taxpayer: \_\_\_\_\_
2. Trade Name, if applicable (Doing Business As): \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Federal Identification Number: \_\_\_\_\_
5. Hiring or Contracting with: \_\_\_\_\_
- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Receiving Rentals or Royalties From: \_\_\_\_\_
- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Beneficiary of Trusts and Estates: \_\_\_\_\_
- Name: \_\_\_\_\_
- Address: \_\_\_\_\_

6. I hereby certify that the above named nonresident taxpayer is currently registered with  
**(check the appropriate box):**

- The South Carolina Secretary of State or
- The South Carolina Department of Revenue

Date of Registration: \_\_\_\_\_

7. I understand that by this registration, the above named nonresident taxpayer has agreed to be subject to the jurisdiction of the South Carolina Department of Revenue and the courts of South Carolina to determine its South Carolina tax liability, including estimated taxes, together with any related interest and penalties.

8. I understand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code Sections 12-8-540 (rentals), 12-8-550 (temporarily doing business or professional services in South Carolina), and 12-8-570 (distributions to nonresident beneficiary by trusts or estates) at any time it determines that the above named nonresident taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax liability.

The undersigned understands that any false statement contained herein could be punished by fine, imprisonment or both.

Recognizing that I am subject to the criminal penalties under Code Section 12-54-44 (B) (6) (a) (i), I declare that I have examined this affidavit and to the best of my knowledge and belief, it is true, correct and complete.

\_\_\_\_\_  
 Signature of Nonresident Taxpayer (Owner, Partner or Corporate Officer, when relevant) (Seal) \_\_\_\_\_  
 Date

If Corporate officer state title: \_\_\_\_\_

\_\_\_\_\_  
 (Name - Please Print)

**Mail to:** The company or individual you are contracting with.

# OFFEROR'S CHECKLIST

## *AVOID COMMON BID/PROPOSAL MISTAKES*

Review this checklist prior to submitting your bid/proposal.  
If you fail to follow this checklist, you risk having your bid/proposal rejected.

- DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES.
- REREAD YOUR ENTIRE BID/PROPOSAL TO MAKE SURE YOUR BID/PROPOSAL DOES NOT TAKE EXCEPTION TO ANY OF THE STATE'S MANDATORY REQUIREMENTS.
- MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL, OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE INSTRUCTIONS ENTITLED: SUBMITTING CONFIDENTIAL INFORMATION. ***DO NOT MARK YOUR ENTIRE BID/PROPOSAL AS CONFIDENTIAL, TRADE SECRET, OR PROTECTED! DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!***
- HAVE YOU PROPERLY ACKNOWLEDGED ALL AMENDMENTS? INSTRUCTIONS REGARDING HOW TO ACKNOWLEDGE AN AMENDMENT SHOULD APPEAR IN ALL AMENDMENTS ISSUED.
- MAKE SURE YOUR BID/PROPOSAL INCLUDES A COPY OF THE SOLICITATION COVER PAGE. MAKE SURE THE COVER PAGE IS SIGNED BY A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS.
- MAKE SURE YOUR BID/PROPOSAL INCLUDES THE NUMBER OF COPIES REQUESTED.
- CHECK TO ENSURE YOUR BID/PROPOSAL INCLUDES EVERYTHING REQUESTED!
- IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! **AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A PRE-BID/PROPOSAL CONFERENCE OR A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS!** PLEASE SEE INSTRUCTIONS UNDER THE HEADING "SUBMISSION OF QUESTIONS" AND ANY PROVISIONS REGARDING PRE-BID/PROPOSAL CONFERENCES.

This checklist is included only as a reminder to help offerors avoid common mistakes.  
Responsiveness will be evaluated against the solicitation, ***not*** against this checklist.  
You do not need to return this checklist with your response.

7/5/2011

EAST ENERGY - MONTHLY OPERATING REPORT

	Natural Gas meter	Make-Up Water Meter	C.W. Tank Water Meter	Plant Water Meter	Front 480V KWH Meter	Back 480V KWH Meter	4160V Switch KWH Meter	Boiler Feed Water Meter
Readings Date: 7/1/2011	2,003,680	7,264,925	2,053,820	86,460,727	2,076	4,411	0	9,188,471
Readings Last Month 6/1/2011	1,989,292	6,672,674	2,022,433	80,918,602	1,954	4,078	0	8,420,388
Difference	14,388	592,251	31,387		122	333	0	
Meter Constant	1,000	1	1		960	480	1,230	
Consumption	14,388,000	592,251	31,387	5,542,125	117,120	159,840	0	768,083
	CF	Gal	Gal	Gal	276,960		Total KWH	

Total Cu. Ft. Gas  
Total Corr. Steam 1.233 cf/lb

	Boiler # 1	Boiler # 2	Boiler # 3	A-C # 1	A-C # 2	A-C # 3	A-C # 4	Well Water
Hour Meter Readings 7/1/2011	36,852	44,911	36,771	46,698.0	22,094.0	33,957.0	51,004.0	38,502,500
Hour Meter Readings Last Month	36,852	44,192	36,293	46,137.0	21,386.0	33,257.0	50,930.0	37,691,400
Hours Operated	0	719	478	561.0	708.0	700.0	74.0	811,100
Total Hours Operated	1197			Hrs.		2,043.0		Hrs.

Integrator Reading 7/1/2011	536,012	2,908,032	546,271
Integrator Reading Last Month	536,012	2,898,378	544,255
Difference	0	9,654	2,016
Meter Constant	1,000	1,000	1,000
Uncorrected Steam Generated-lbs.	0	9,654,000	2,016,000
Pressure Correction Factor			
Corrected Steam Generated-lbs.			
Plant Total-Steam Generated-lbs.	11,670,000		

Date:	Tower Water Meters			
	# 1	# 2	# 3	# 4
7/1/2011	7,000,200	89,816,232	88,915,864	59,885,286
Prev. Mo.	5,440,000	88,231,273	87,204,972	59,605,308
Gallons	1,560,200	1,584,959	1,710,892	279,978
Total	5,136,029			Gal.

Lbs. corr. Steam / 8.345  
1,398,442.2 = Gal. Water Required  
0.42 % Make- Up  
 Miscellaneous Water Used 217,542 Gallons

Readings date: 7/1/2011  
 Previous Month  
 Hours Operated  
 Total Hours

Secondary C. W. Pumps		
Pump A	Pump B	Pump C
19,659	5,175	57,088
19,309	4,455	56,368
350	720	720
1790		Hrs.

Biomass 480 volt watt-hours	
KW Positive = incoming	
Negative = outgoing	
7/1/2001	1058657
6/2/2011	996411
	62246

	Fuel Oil	# 1 Oil Tank	# 2 Oil Tank	# 3 Oil Tank	Total
Reading Date:	6/1/2011	11,546	9,640	2,000	23,186
Previous Mo.	5/1/2011	11,546	9,578	2,000	23,124
		= Oil Used			-62

Prepared By: *J. A. Poole*

7/5/2011 **MONTHLY SUMMARY - BOILER OPERATIONS - EAST FACILITY - 2009**

		June	July	August	September	October	November	December
<b>Boiler operating hours</b>	<b>#1</b>	708	734	668	2	127	91	623
	<b>#2</b>	320	112	316	716	524	370	112
	<b>#3</b>	0	0	2	455	720	719	742
<b>Total</b>		1,028	846	986	1,173	1,371	1,180	1,477

<b>Natural Gas</b>	11,727,000	9,955,000	11,210,000	13,113,000	719,023	17,556,000	19,596,000
<b>Fuel Oil</b>	0	0	0	0	0	0	21,800
<b>Steam Generated</b>	10,593,000	8,826,000	9,811,000	10,595,000	14,204,000	14,604,000	19,881,000

<b>Boiler FW</b>	402,774	141,094	331,379	457,262	839,310	806,180	1,281,793
<b>% MU</b>	0.32	0.33	0.43	0.41	42	0.17	0.29

		January	February	March	April	May
<b>Boiler operating hours</b>	<b>#1</b>	640	85	0	48	0
	<b>#2</b>	29	476	743	535	744
	<b>#3</b>	656	458	374	290	94
<b>Total</b>		1,325	1,019	1,117	873	838

<b>Natural Gas</b>	16,849,000	13,881,000	14,035,000	10,368,000	9,595,000
<b>Fuel Oil</b>	21,577	75	0	0	0
<b>Steam Generated</b>	16,454,000	11,644,000	11,759,000	8,667,000	8,067,000

<b>Boiler FW</b>	1,008,015.0	584,879	511,185	196,792	115,719
<b>% MU</b>	0.27	0.33	0.25	0.29	0.39

**YEARLY TOTALS**

<b>Boiler operating hours</b>	<b>#1</b>	3,726
	<b>#2</b>	4,997
	<b>#3</b>	4,510
		13,233

<b>Natural Gas</b>	148,604,023
<b>Fuel Oil</b>	43,452
<b>Steam Generated</b>	145,105,000

<b>Boiler FW</b>	6676382
<b>% MU</b>	3.79



Monthly Summary - Chiller Operations - East Facility

Chiller and pumps operating hours

Chiller	Pumps	June	July	August	September	October	November	December	January	February	March	April	May												
1	A	563	646	741	646	533	744	0	720	12	744	398	720	481	743	0	747	0	670	0	364	0	548	1	457
2	B	361	391	-166	391	1581	616	714	720	1391	688	348	447	250	86	88	237	306	275	0	252	305	548	686	586
3	C	447	622	520	622	698	744	388	720	605	8	0	0	0	0	492	0	144	0	279	1	515	0	702	432
4		523	529			743		375		126		144		2		13		308		16		381		43	
Total		1894.0	1659	1624	1659	3555	2104	1477	2160	2134	1440	890	1167	733	829	593	984	758	945	295	617	1201	1096	1432	1475

Indicates month chiller was serviced

Indicates month tower was cleaned

Electric Power

KWH	June	July	August	September	October	November	December	January	February	March	April	May
960 +480	549,600	409,920	438,720	313,920	230,880	157,440	108,000	98,880	160,320	63,840	196,320	201,600
Total	549,600											

Total Plant	June	July	August	September	October	November	December	January	February	March	April	May
Water Gallons	4,013,520	4323517	4746750	3826400	3271118	1817400	2071000	1,944,330	2,060,677	1,275,488	2515687	2994045
Chilled Water Make-up	16,099	17504	22591	516994	14797	16167	14472	14487	13,747	21,457	25,593	23960
Cooling Tower Water Gallons	4,791,065	5,007,910	5,165,025	4,135,385	2,675,727	1,602,749	876,332	794562	1,218,181	542,561	1,966,945	2,936,786
Well Water make-up	427,300	440,900	441,500	427,400	441,300	314,700	0	541876	0	0	64,950	363,150

## Chiller Maintenance

	Oil Filter	Purge filter	Notes
South Plant			
#1 Chiller - R123	1/21/2010	1/21/2010 CDHF	4/28/08 Acid cleaned condenser
#2 Chiller - R11	1/20/2010	1/20/2010 CVHB	Cleaned Tower 3-9-09
East Plant			
#1 Chiller	7/13/2010	7/13/2010	Replaced oil pressure switch A side, Repaired air leaks on B side 8/25/09
#2 Chiller	10/27/2010	10/27/2010 CDHF	Performed vibration analysis on 5/21/09
#3 Chiller	10/29/2010	10/29/2010 CDHF	Cleaned Tower 7-31-09
#4 Chiller	7/12/2010	7/12/2010	Cleaned Tower 6-6-10
West Plant			
#1 Chiller	11/19/2009	11/19/2009	Leak Test A side - Trane pulled refrigerant - CCI installed new gaskets- CCS rebuilt compressor
#2 Chiller	11/18/2009	11/18/2009	Leak Test B side - Repaired by Rick Gable 5/28/10
#3 Chiller	11/24/2009	11/24/2009	
#4 Chiller	10/25/2010	10/25/2010	
CVHB 155 R00	N08L08516 (NEW CONVER)	L87L05490 (OLD)	
North Plant			
#1			Cleaned towers 7/9/10
#2			Cleaned towers 7/12/10

	Natural Gas Meter	Boiler Feed Water Meter	C.W. Tank Water Meter	Plant Water Meter	Well Water Meter	Front 480V KWh Meter	Side 480V KWh Meter	Back 4160V KWh Meter	Chlr4 4160V KWh Meter	Wheat St. KWh Meter	
Reading Date:7/1/11	1483228	7145100	8814030	1768753	84408600	5675	5204	8701	393	861530	
Reading last Month	1476384	6775600	8814017	1301497	83173600	5131	4887	8399	284	6040	
Difference	6844	369500	13	467256	1235000	544	317	302	109		
Meter Constant	X 1000	X 1	X 1	X 7.48	X 1	X 960	X 200	X 3200	X 1600	X 4800	
Consumption	6844000	369500	13	3495075	1235000	522240	63400	966400	174400		
			Well Water	1235000	1726440					Total KWh	
Total CF Gas			Plant Total	4730075							
Total Corr. Steam	.81 cf/lb										
		Boiler 1	Boiler 2	Chiller 1	Chiller 2	Chiller 3	Chiller 4	Sec. Pump A	Sec. Pump B	Sec. Pump C	
Hour Meter Date:7/1/11	41190		61714	51297	44450	94529	69080	74767	45839	59617	
Hour Meter last Month	40919		61659	50577	43976	94293	68747	74095	45192	59460	
Hours Operated	271		55	720	474	236	333	672	647	157	
Total Hours Operated	326			1763				1476			
		Boiler 1	Boiler 2	Tower 1	Tower 2	Tower 3	Tower 4				
Integrator Date:7/1/11	2193967		1665468	76783002	9838300	55093453	63070013	Tower Water Meter Date:7/1/11			
Integrator last Month	2186988		1664060	76196513	8287600	54655777	62569300	Tower Water Meter last Month			
Integrator Difference	6979		1408	586489	1550700	437676	500713	Difference in Gallons			
Meter Constant	X 1000		X 1000	3075578				Total Tower Water Used			
Uncorrected Steam Generated											
Pressure Correction Factor											
Corrected Steam Generated	6979000		1408000	Gallons of Water Required	1005033	(Total Lbs. Corrected Steam / 8.345)					
Total Pounds Steam Generated	8387000			Make-Up %	36%						
							Miscellaneous Water Used	1284984			
North Energy Plant Usage		KWh Usage	City Water	Tower Bleed	Well Water						
Reading Date:7/1/11		9226	2979640	11188300	36833000						
Reading last Month		8076	2892810	10298000	35601900						
Consumption Totals		1150	86830	890300	1231100						
							Prepared By:Scott Cooper	Date:7/1/11			
Remarks:											





Month of June

South Energy - Monthly Operating Report

	Gas Meter	Boiler Feed Meter	Soft Water Meter	C. W. Tank Meter	Plant Water Meter	480 Meter	4160 Meter
Reading: 7/1/2011	43,061.00	1750400	1879554	446670	9856000	9755.98	2027.88
Reading last month	32,927.00	934700	928849	441930	9412700	9378.9	1706.37
Difference	10,134.00	815700	950705	4740	443300	377.08	321.51
Meter Constance	1,000.00	100	1	1	7.48	1000	1000
Consumption	10,134,000.00	815700	950705	4740	3315884	377080	321510
	0	0				698590	

Hour Meter Readings	Chiller#1	Chiller#2	Chiller#3	Secondary Pump A	Secondary PumpB	Secondary Pump C
Reading: 7/1/2011	42,217.00	50048	738	3560	647	0
Reading last month	41,986.00	49518	59	2845	647	0
Difference	231.00	530	679	715	0	0

Tower Water Meter	CKT #1	CKT #2	CKT #3	Boiler	Integrator fuel usage	Hrs.
Reading: 7/1/2011	279,600.00	35274	1298415	Reading: 7/1/2011	Boiler #1	Boiler #1
Reading last month	97,625.00	28998	237111	Reading last month	17478290	10840
Difference	181,975.00	6276	1061304	Difference	8973128	10840
					8505162	0
						1754
						1279
						475

Meter Constance

Totals:					
City Water	3,315,884.00	Gallons	Pump A	715	Hours
Plant Water	3,315,884.00	Gallons	Pump B	0	Hours
Well Water	0.00	Gallons	Pump C	0	Hours
Tower Water	1,870,879.00	Gallons	Total Hrs.	715	Hours
Misc. Water	489,560.00	Gallons	Natural Gas	10134000	CF
Boiler Water	815,700.00	Gallons	480 V	377080	KWH
C.W.Feed	4,740.00	Gallons	4160 V	321510	KWH
Chiller #1	231.00	Hours	Total KWH	698590	KWH
Chiller #2	530.00	Hours	Fuel used	0	Gals.
Chiller #3	679.00	Hours	Hours	475	Hours
	1.19	cf/lb	Integrator	8505162	Lbs.

80.03 % Make-up  
19.97 % Condensate Return

Well Water	Well
Reading: 7/1/2011	9457500
Reading last month	9457500
Difference	0
Meter Constance	100

7/1/2011

Year 2010-2011

South Energy Boiler Operations

Boiler #1	Operating Hours	Natural Gas	Fuel Oil	Gallons Make-up	Steam Generated	Fuel on Hand
July	0	0.00	0	0	0	0
Aug	0	0.00	0	0	0	0
Sept	0	0.00	0	0	0	0
Oct	0	0.00	0	0	0	0
Nov	0	0.00	0	0	0	0
Dec	N/A*	6,446,000.00	0	N/A	N/A	0
Jan	N/A	9,001,000.00	0	N/A	N/A	0
Feb	N/A	5,864,000.00	0	N/A	N/A	2250
Mar	272	1,768,000.00	10840	1,720,000	N/A	26165
Apr	713	7,061,000.00	0	463,200	5,908,100	26193
May	294	2,787,000.00	0	191,212	2,292,918	26193
June	475	10,134,000.00	0	815,700	8,505,162	26193
Totals	1754	43,061,000.00	10840	3,190,112	16,706,180	26193

\* est. 510 hrs.

Includes Rental

	Chiller #1 Hrs.	Chiller #2 Hrs.	Chiller #3 Hrs.	Total Hrs.	KWH 480 V	KWH 4160 V	KWH Total KWH	Total Plant Water	CW Make-up	CT Make-up	Well Water
July	1216.6	260.0	0.0	1476.6	254580.0	667840.0	922420.0	2145174	9650.0	2111720	60.0
Aug	735.0	745.0	0.0	1480.0	372750.0	742530.0	1115280.0	2363171	34782.0	2313340	0.0
Sept	709.0	716.0	0.0	1425.0	307420.0	591250.0	898670.0	2500863	46292.0	1926510	590000.0
Oct	665.3	141.0	0.0	806.3	164700.0	357180.0	521880.0	1239458	3325.0	1039070	200000.0
Nov	0.0	721.0	0.0	721.0	131720.0	318700.0	450420.0	759220	2611.0	786630	0.0
Dec	0.0	685.0	0.0	685.0	133890.0	256130.0	390020.0	557260	27060.0	542990	0.0
Jan	4.2	666.0	0.0	670.2	148020.0	273340.0	421360.0	595558	5960.0	576950	0.0
Feb	632.9	317.0	0.0	949.9	136850	304810.0	441660.0	304810	4740.0	665470	0.0
Mar	1,460.74	1.0	0.0	1461.7	197730.0	465720.0	663450.0	1435562	8870.0	1091970	0.0
Apr	706.6	0.0	0.0	706.6	220320.0	487060.0	707380.0	1860949	3760.0	1293343	0.0
May	675.0	0.0	59.0	734.0	209400.0	485970.0	695370.0	1809337	8610.0	1562548	0.0
June	231.0	530.0	679.0	1440.0	377080.0	321510.0	698590.0	3315884	4740.0	1870879	0.0
Totals	7036.3	4782.0	738.0	12556.3	2654460.0	5272040.0	7926500.0	18887247	160400.0	15781420	790060.0





South Energy  
Yearly Totals

Boiler #1

Chiller #1	
Hrs.	7,036
Chiller #2	
Hrs.	4,782
Chiller #3	
Hrs.	738
Total	
Hrs.	12,556
KWH	
480 V	2,654,460
KWH	
4160 V	5,272,040
KWH	
Total KWH	7,926,500
Total	
Plant Water	18,887,247
CW	
Make-up	160,400
CT	
Make-up	15,781,420
Well	
Water	790,060

Operating	
Hours	1,754
Natural	
Gas	43,061,000
Fuel Oil	
Burned	10,840
Gallons	
Make-up	3,190,112
Steam	
Generated	16,706,180
Fuel on	
Hand	26,193