



**U N I V E R S I T Y O F**  
**SOUTH CAROLINA**

**AMENDMENT NO. 1**

**TO:** ALL VENDORS

**FROM:** Lana Widener

**SUBJECT:** USC-RFQ-2431-LW  
Furnish all labor to relocate the College of Arts and Sciences Offices - USC Columbia Campus

**DATE:** May 23, 2013

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This Amendment No. 1 modifies the Request for Quotes only in the manner and to the extent as stated herein.

**ITEM ONE: DUE DATE AND TIME HAVE BEEN EXTENDED**

The due date and time for quotes has been extended to May 28, 2013, 1:00 pm.

**ITEM TWO: ADD ADDITIONAL FLOOR TO SCOPE OF SERVICES**

Contractor will move furniture, supplies, and equipment for the College of Arts and Sciences from the 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor and Fourth Floor of Gambrell Hall to the Petigru building.

**Note:** Original Scope included only 2<sup>nd</sup> and 4<sup>th</sup> floor.

**ITEM THREE: ROOM NUMBERS IN GAMBRELL HALL WITH FURNITURE TO BE MOVED:**

First Floor: Rooms 102, 131, 132, 152, and 157 (includes closet, full-length mirror and 4 chairs)

Second Floor: Rooms 202, 251 (Suite A, B, C, D, E, F, H), 253 (Projection Room), 254, 255 (boxes only), 256, 257A, 257B, 257D, and 257 Foyer area

Fourth Floor: Rooms 405,406, 408, 409, 410, 411, 412A, 413, and 430

**ITEM FOUR: REVISED SCHEDULED MOVE DATES**

Relocation of the College of Arts and Sciences Offices from Gambrell Hall to Petigru will be July 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>.

**ITEM FIVE: COLLEGE OF ARTS AND SCIENCES REPRESENTATIVES**

The College of Arts and Sciences will have three representatives to assist the Contractor and its employees with direction and relocation of furniture and office items throughout the move.

**ITEM SIX: ADDITIONAL ITEMS IN SCOPE OF SERVICES/SPECIFICATIONS**

- Packed Boxes will be marked with Room No.'s by USC prior to move.
- Lateral File Cabinets will be unloaded.
- Vertical Files to be moved may still be loaded.
- Computers will be disconnected and all items (mouse, wires, plugs, etc.) will be packed.

## **ITEM SEVEN: VENDOR QUESTIONS**

### **Question #1**

Hours of Operation. I would like to have 7am to 7pm.

**Answer:**

**USC can work with this schedule.**

### **Question #2**

The dates of the move are July 9th and 10<sup>th</sup>. If the 11<sup>th</sup> is available, it would make the days a little shorter.

**Answer:**

**See Item #4**

### **Question #3**

No panels will be removed, except for the reception desk area on the second floor, please confirm.

**Answer:**

**That is correct. No panels will be removed at all.  
The furniture in the 2<sup>nd</sup> floor desk area will be relocated, but not the panels.**

### **Question #4**

Movers will have a dedicated elevator at both ends

**Answer:**

**Correct, 1 elevator is dedicated in Gambrell and the Contractor should be the only people in Petigru at the time so the elevator will be dedicated to the Contractor by default**

### **Question #5**

All hanging pictures will be moved by USC.

**Answer:**

**Yes, that is correct**

### **Question #6**

All large printers and copiers will be moved by USC.

**Answer:**

**Yes, that is correct**

### **Question #7**

All construction vehicles and fencing will be removed by move day

**Answer:**

**Construction vehicles currently located at USC Petigru by the General Contractor will be moved.**

**Question #8**

If boxes and labels are needed, please advise.

**Answer:**

**No boxes or labels required. USC will provide the boxes and labels.**

**ITEM EIGHT: FURNITURE INSTALLATION**

Contractor must have 5 years' experience in de-installing and installing office furniture similar to what is located in Gambrell Hall to Petigru. If Contractor does not have this experience and requires a sub-contractor to handle this portion of the job, the sub-contractor must have 5 years' experience in de-installing and installing office furniture similar to items to be moved from Gambrell Hall to Petigru.

**ITEM NINE: DAMAGE TO FURNITURE, FLOORING, WALLS, ETC.**

Extreme care shall be exercised to avoid damage to furniture, flooring, walls and/or any areas within Gambrell Hall and Petigru. It is the responsibility for the Contractor to protect the furniture, flooring, walls, and any areas on the University campus as they move and install furniture. If any of the above is damaged or destroyed due to negligence of the Contractor, they shall be repaired or replaced at no cost to the University.

**ITEM TEN: INFORMATION FOR BIDDERS TO SUBMIT WITH BID**

- Must show evidence of being an established qualified furniture installer or having a business relationship with an established qualified furniture installer for this project – . **Failure to include in your bid will cause your bid to be deemed non-responsive.**
- Bidder is to provide a minimum of three references for its company for work performed within the last five years. If any subcontractors are used by their company for this solicitation then three references are required to be submitted by the bidder's subcontractor(s). These references must include company name, contact person, phone number and e-mail address.
- Bidder is to provide a list of the current employees that will be assigned to perform the contractual work. It is required that Bidder's lead/supervisory employees must have a minimum of at least one year of moving experience.

**ITEM ELEVEN: ADDITIONAL TERMS AND CONDITIONS**

**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.

**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.

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BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN IT **WITH THEIR BID RESPONSE**. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

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Authorized Signature

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Firm

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Date