



# UNIVERSITY OF SOUTH CAROLINA

## **AMENDMENT NO. 3**

**TO:** ALL VENDORS

**FROM:** Lana Widener

**SUBJECT:** USC-RFQ-2575-LW  
**Moore School of Business Faculty and Staff Move**

**DATE:** April 14, 2014

---

This Amendment No. 3 modifies the Request for Quotes only in the manner and to the extent as stated herein.

- ITEM ONE: DUE DATE EXTENDED TO THURSDAY, APRIL 18, 2014**  
The due date for the quotes has been extended to April 18, 2014, no change in time.
- ITEM TWO: REVISED BID SCHEDULE**  
Attached is a Revised Bid Schedule
- ITEM THREE: FURNITURE MOVE (INVENTORY) LIST FROM BUSINESS ADMINISTRATION BUILDING TO NEW MOORE SCHOOL OF BUSINESS**  
Refer to Attached Inventory List  
**Note:** *If an item is listed as TBD, to be determined, bidder should include as an item to be moved.*
- ITEM FOUR: AWARD TO ONE VENDOR**  
Award will be made to one vendor for the entire quantity. (SPM034)
- ITEM FIVE: VENDOR QUESTIONS / ANSWERS**  
**QUESTION:**  
As with most quotes from the University of South Carolina, Total Price is requested, which is normally a binding quote. Due to the circumstances at both origin and destination, which include down time for parking, sharing of elevator at both locations and possible work delays, I would request that USC ask for a Guarantee Not to Exceed quote of 110%. This way the mover has something built in for delays and addendums do not need to be written up constantly. And if the cost comes in less, then USC benefits from the lesser charge as well.  
**ANSWER**  
*Bid as specified.*

**QUESTION:**

It was agreed to quote for 3050 tyga totes.

**ANSWER**

This number should cover all of the needs of the faculty/staff/common rooms. The totes just need to be made of a sustainable material – they are not required to be “tyga”

**QUESTION:**

Will pick up of the totes be required 30 days after the project is completed as opposed to each phase? (We all seemed to agree on this).

**ANSWER**

Yes, 30 days after the last move has been completed. However, the contractor and USC may work out early pick up of partial quantity of totes if that is agreeable to both parties.

**QUESTION**

Wendy mentioned because of destination, to please include a pick up charge if they were required to have tyga totes picked up throughout the project, a flat rate per pick up.

**ANSWER**

Refer to Item No. Two, Revised Bid Schedule.

An additional pick up charge is fine, but should only be charged if boxes are NOT all picked up at one time.

**QUESTION**

I would also suggest a rate per tote after the initial pick up, just in case the totes are delayed past the 30 day window. Again, this just gets you ahead of the game.

**ANSWER**

Bid as specified.

**QUESTION**

Zip ties and labels will be supplied by mover, would suggest a line item for that cost as well.

**ANSWER**

Line Item #1 includes all material required by contractor to provide for the move. Bid as specified.

**QUESTION**

Will parking be made available at origin and destination?

**ANSWER**

Parking at the origin will be reserved along the street by bagging some of the parking meters, and creating enough room for their truck(s). At the destination, since there is a loading dock, USC will coordinate the use of the loading dock among the various contractors that are still doing work at the building. The movers will have access to the dock for their truck. Contractor will coordinate with USC Facilities Representative.

**QUESTION**

Wendy mentioned she would have a inventory available to the movers that we could utilize in order to prepare our quote.

**ANSWER**

Refer to Item No. Three.

---

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 3 IN THE SPACE PROVIDED BELOW AND RETURN IT **WITH THEIR BID RESPONSE**. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Date

**REVISED BID SCHEDULE  
USC-RFQ-2575-LW**

**LOT I – Items 1-2**

**COMMODITY (MATERIALS)**

Item	Qty	Unit of Measure	Description	Extended Price
1	1	lot	Material to relocate office equipment, supplies, and miscellaneous office items from the Business Administration Building to the new Moore School of Business per the specifications.	\$ _____

Resident Vendor Preference \_\_\_\_\_  
 SC End Product Preference \_\_\_\_\_  
 US End Product Preference \_\_\_\_\_

**Note:** The commodity preferences do not apply to a single unit of an item with a price in excess of \$50,000 or a single award with a total potential value in excess of \$500,000. [11-35-1524(E)(2)]

**SERVICES (LABOR)**

Item	Qty	Unit of Measure	Description	Extended Price
2	1	Job	Labor to relocate office equipment, supplies, and miscellaneous office items from the Business Administration Building to the new Moore School of Business per the 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 FOR MATERIAL AND LABOR (Items 1-2):** \$ \_\_\_\_\_

**LOT II: Service**

<b>Item</b>	<b>Qty</b>	<b>Unit of Measure</b>	<b>Description</b>	<b>Hourly Rate</b>
1	1	hour	Provide hourly labor rate for additional pick up charge for totes should USC require pick-ups throughout the project.	\$ _____

Resident Contractor Preference \_\_\_\_\_  
Resident Sub-Contractor Preference (2%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_  
Resident Sub-Contractor Preference (4%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

<u>Tagged Item</u>	<u>Current Location</u>	<u>Who is requesting</u>	<u>New Location</u>	<u>Approval</u>	<u>Department</u>
Office Chair	Room 307	Prof. Tom Hughes	Office	NO	Accounting
Office Chair	Room 309	Dr. Tao Ma	Locate in Classroom	YES	Accounting
Supply Cabinets x 2	Room 313	Parker/Tuttle	Storage area	YES	Accounting
Roll Cart	Room 313	Parker/Tuttle	Storage area	YES	Accounting
Office Chair	Room 317	Dr. Ling Harris	Locate in Classroom	YES	Accounting
whiteboard	Room 317	Dr. Ling Harris	Ling Harris Office	YES	Accounting
4 dwr lateral file	Room 321	Dr. Scott Jackson	Storage area	YES	Accounting
whiteboard	Room 322	Dr. Bryan Stikeleather	Stikeleather office	Maybe	Accounting
Chair at Melinda's Desk	Room 804	Melinda		No	Advancement
Fender Passport Speaker System	Room 805	Gabriele Clark	Storage	Yes	Alumni
2 speaker stands in carry case	Room 808	Gabriele Clark	Storage	Yes	Alumni
1 microphone stand in carry case	Room 808	Gabriele Clark	Storage	Yes	Alumni
1 folding chair	Room 808	Gabriele Clark	Storage	Yes	Alumni
1 folding chair	Room 808	Gabriele Clark	Storage	Yes	Alumni
1 folding 6' table	Room 809	Gabriele Clark	Storage	Yes	Alumni
1 folding 6' table	Room 809	Gabriele Clark	Storage	Yes	Alumni
1 tailgate tent	Room 809	Gabriele Clark	Storage	Yes	Alumni
1 lockable 6' storage cabinet w/contents	Room 805	Gabriele Clark		No	Alumni
1 lockable 6' storage cabinet w/contents	Room 805	Gabriele Clark		No	Alumni
5 Drawer Filing Cabinets (4)	BPF - Room 802	BPF Staff	Not used in BPF - Others?	Yes	BPF
4 Drawer Filing Cabinet	BPF - Room 802	BPF Staff		No	BPF
Round Stool	BPF - Room 802	BPF Staff	Emily Workstation	Yes	BPF
Scanner	BPF - Room 802	BPF Staff		No	BPF
B/W Printers (2)	BPF - Room 802	BPF Staff		NO	BPF
Color Printer	BPF - Room 802	BPF Staff		No	BPF
Shredder	BPF - Room 802	BPF Staff		No	BPF
Fax Machine	BPF - Room 802	BPF Staff		No	BPF
B/W Printer	BPF - Room 102G	BPF Staff	Sharon Gause Workstation	Yes	BPF
Desk Chair	801 D	Jeanette Ross		No	DMC
Roll carts (3)	852	DMC		No	DMC
Desk Chair	801 B	Kim Smith		No	DMC
Hand Truck	852	DMC	Storage	Yes	DMC

<u>Tagged Item</u>	<u>Current Location</u>	<u>Who is requesting</u>	<u>New Location</u>	<u>Approval</u>	<u>Department</u>
Refrigerator	851	DMC		No	DMC
White Board	854	DMC		No	DMC
Small white Boards(2)	Board Room	DMC	Classrooms	Yes	DMC
Grey easels (4)	DMC	DMC	Closets	Yes	DMC
Storage Rack	Work Room	DMC	Storage	Yes	DMC
Step Stool	Work Room	DMC	Workspace	Yes	DMC
Rockers (4)	DMC	DMC	Terraces	Yes	DMC
8 ft. tables	DMC	DMC	They do not fold	No	DMC
Flags	Lumpkin	DMC	Tiered Classroom	Yes	DMC
Desk Chair	419	Chun-Hui Maio		NO	Economics
Futon thing	419	Chun-Hui Maio		NO	Economics
Desk Chair	418	Chris Jensen		NO	Economics
Desk Chair	416	John McDermott	Need to give back to vendor	Demo????	Economics
Desk Chair	412	Kathy Anastes	Sayl Chair - Classroom	YES	Economics
filing cabinet	460	Ellen Roueche	Storage	YES	Finance
filing cabinet	4th floor-west side, Hipp Bldg.	Ellen Roueche	Storage	YES	Finance
filing cabinet	4th floor-west side, Hipp Bldg.	Ellen Roueche	Storage	YES	Finance
filing cabinet	4th floor-west side, Hipp Bldg.	Ellen Roueche	Storage	YES	Finance
bookcase	4th floor computer rm west side, Hipp bldg			NO	Finance
4 wavy benches	Common Area	Graduate Admissions	Level 1 Lobbies	Yes	Grad Division
16 side chairs	Common Area	Graduate Admissions		No	Grad Division
4 round tables	Common Area	Graduate Admissions		No	Grad Division
Staff Mailbox	Common Area (to left of fire hose)	Graduate Admissions		No	Grad Division
lateral cabinet	Room 512	Graduate Admissions	Storage	Yes	Grad Division
wooden shelf over file cabinet	Room 521	Graduate Admissions	Storage	Yes	Grad Division
black wire rack	Room 521	Graduate Admissions	Storage	Yes	Grad Division
2 lateral cabinets	Room 520	Graduate Admissions	Storage	Yes	Grad Division
wood lateral	Room 518	Graduate Admissions		No	Grad Division
wood shelf	Room 518	Graduate Admissions		No	Grad Division
wood lateral	Room 522	Graduate Admissions		No	Grad Division
wire rack	Break Room	Graduate Admissions	Storage	Yes	Grad Division
water cooler *(one in grad lounge as well)	Break Room	Graduate Admissions		No	Grad Division
rack for grad robes	Room 501	Graduate Admissions		No	Grad Division

<u>Tagged Item</u>	<u>Current Location</u>	<u>Who is requesting</u>	<u>New Location</u>	<u>Approval</u>	<u>Department</u>
Lateral Cabinet	Room 508	Graduate Admissions		TBD	Grad Division
Book Shelf	Room 508	Graduate Admissions		No	Grad Division
Desk Chair	Room 567	Beth Busby		No	IB
Lateral File	Room 554A	Beth Busby	Storage	Yes	IB
Lateral File	Room 554A	Beth Busby	Storage	Yes	IB
Christmas Tree	Room 554A	Beth Busby	Storage	Yes	IB
Guest Chairs	Room 567	Kendall Roth		No	IB
Nexel Wire Rack	Room 150 E	DMSB OIT	Storage	YES	IT
Nexel Wire Rack	Room 150 E	DMSB OIT	Storage	YES	IT
Nexel Wire Rack	Room 150 E	DMSB OIT	Storage	YES	IT
HON Cabinet (Black)	Room 150 Staff Area	DMSB OIT	Storage	YES	IT
HON Cabinet (Black)	Room 150 Staff Area	DMSB OIT	Storage	YES	IT
Nexel Wire Rack	RM 150 Ladies Rest Room Storage	DMSB OIT	Storage	YES	IT
Nexel Wire Rack	RM 150 Ladies Rest Room Storage	DMSB OIT	Storage	YES	IT
Chair	BA 720	Michael Galbreth	Galbreth's Office	Yes	Management Science
Filing Cabinet	BA 720	Julia Witherspon	Storage	Yes	Management Science
Filing Cabinet	BA 716	Julia Witherspon	Storage	Yes	Management Science
Filing Cabinet	BA716	Julia Witherspon	Storage	Yes	Management Science
Chair	BA 731	Pelin Pekgun		TBD	Management Science
Chair	BA 732	Carrie Queenan		TBD	Management Science
Chair	BA 721	Mark Ferguson		TBD	Management Science
HM Aeron Chair	760	Sandy Bringley	6 Aeron Chairs to 309	Yes	Management
HM Aeron Chair	759	Audrey Korsgaard		Yes	Management
HM Aeron Chair	756	Julian Dalzell		Yes	Management
HM Aeron Chair	765	Patrick Wright		Yes	Management
HM Aeron Chair	766	Yasemin Kor		Yes	Management
HM Aeron Chair	768	Bruce Meglino		Yes	Management
HM Aeron Chair	771	Juliana Iarossi		Yes	Management
HM Aeron Chair	772	Scott Turner		Yes	Management
HM Aeron Chair	776	Sherry Thatcher		Yes	Management
HM Aeron Chair	779	Dirk Brown		Yes	Management
HM Aeron Chair	784	Tim Carroll		Yes	Management
Extra tall office chair	782	Joel Stevenson		No	Management



<u>Tagged Item</u>	<u>Current Location</u>	<u>Who is requesting</u>	<u>New Location</u>	<u>Approval</u>	<u>Department</u>
lateral cabinet		Sandy Bringley	Storage	Yes	Management
lateral cabinet		Sandy Bringley	Storage	Yes	Management
filing cabinet		Sandy Bringley	Storage	Yes	Management
5 drawer file cabinet (black)	Room 372	Jennie Smyrl	Storage	YES	Marketing
5 drawer file cabinet (black)	Mktg Dept	Jennie Smyrl	Storage	YES	Marketing
MSB Banners (10)	Food Room 8th Floor	Tina	Storage	Yes	Marcom
various boxes (gift items)	Food Room 8th Floor	Tina	Need more information	TBD	Marcom
Marketing - Vidoe Equiement (carts)	6th Floor	Tina	When do they use this?	TBD	Marcom
Gray benches (9 small)	OCM, 650, Reception area	Dawn Marsha'	Level 1 Lobbies	YES	OCM
Grey benches (1 large)	OCM, 650, Reception area	Dawn Marsha'	Level 1 Lobbies	YES	OCM
4 black swivel chairs	OCM, 650, open area	Dawn Marsha'	OCM Seating	YES	OCM
Light wood square table w/swivel chairs	OCM, 650, open area	Dawn Marsha'		NO	OCM
2 large curved light wood tables	OCM, 650, open area	Dawn Marsha'		NO	OCM
Light wood square table and 6 chairs	650, Eaton Lounge	Dawn Marsha'		NO	OCM
Credenza	650, Eaton Lounge	Dawn Marsha'		No	OCM
Rolling cart	650, Eaton Lounge	Dawn Marsha'		No	OCM
5 Black leather like chairs	650, Eaton Lounge	Dawn Marsha'		TBD	OCM
Light wood coffee table	650, Eaton Lounge	Dawn Marsha'		No	OCM
Light wood square side table	650, Eaton Lounge	Dawn Marsha'		No	OCM
White folding table for lobby displays	650, Eaton Lounge	Dawn Marsha'	Storage - TBD	Yes	OCM
Black leather desk chairs (32)	OCM, 650, Conference Room and offices	Dawn Marsha'	Executive Ed	YES	OCM
Black metal storage cabinet	OCM, 650, Storage Room	Dawn Marsha'		No	OCM
6 staff.student assistant computers (towers,	front desk area of 201	Ugrad Division	Room 301G	Yes	Undergrad Division
Large Printer	201 front desk area	Ugrad Division	Bizhub - Mail/Copy	Yes	Undergrad Division
Shredder	201 front desk area	Ugrad Division		No	Undergrad Division
3 computer screens, 1 keyboard, 1 tower, sp	201 office (behind the make shift wall--Leigh	Ugrad Division		No	Undergrad Division
student 11 computers/ 12 towers, 11 mice, 1	201 lobby area	Ugrad Division	M. Dollar to determine	TBD	Undergrad Division
1 computer, tower, keyboard, mouse, speak	201 back office (Tracie and Kim's former offic	Ugrad Division		No	Undergrad Division
Fax machine	201 back break room	Ugrad Division		No	Undergrad Division
TV screen	201 front conference room	Ugrad Division		No	Undergrad Division
ink cartridges	201 back break room	Ugrad Division		No	Undergrad Division
2 black/gray filing cabinets	201 front desk area (back)	Ugrad Division		No	Undergrad Division
2 beige filing cabinets	201 front desk area (back)	Ugrad Division		No	Undergrad Division

<u>Tagged Item</u>	<u>Current Location</u>	<u>Who is requesting</u>	<u>New Location</u>	<u>Approval</u>	<u>Department</u>
storage units/cubbies (3 total)	201 front desk area (back)	Ugrad Division		No	Undergrad Division
art work???	201 office (through out)	Ugrad Division		No	Undergrad Division
minor sheets, major sheets, etc.	201 front desk area (back of front desk)	Ugrad Division	Should be packed in your dep	Yes	Undergrad Division
other random items	201 various office locations	Ugrad Division	Should be packed in your dep	Yes	Undergrad Division
Office Suite	Suite 101 (Kendall's Office)	Dean's Office	TBD	TBD	Dean's Office
Couch/Side Chairs/Table	Dean's Office - Peter Brews	Dean's Office	TBD	TBD	Dean's Office
"L" shaped desk	Wendy Hennessy's office	Dean's Office	TBD	TBD	
"U" shaped desk with overhead	Henrietta Etheredge's Office	Dean's Office	TBD	TBD	
"U" shaped desk with overhead	Trish Jones Office	OCM	TBD	TBD	
Desk/Credenza	Georgia Doran Office	OCM		TBD	
"U" shaped desk with overhead	Rod Roenfeldt Office	BPF Staff		TBD	
"U" shaped desk with overhead	Corporate Solutions Office	DMC		TBD	
Task Chairs (approx. 250-300)	8th Floor Conference Rooms			Yes	