University of South Carolina
Purchasing Department
1600 Hampton Street, 6th floor
Columbia, SC 29208
Telephone: (803) 777-4115

Request for Quotation

Page One

THIS IS NOT AN ORDER

Quotation must be received **No Later Than: 10:00 AM**	Send quotation to above address Attention of:	Quotation Number:	Date
6 / 9 / 2015	Lana Widener	USC-RFQ-2829-LW	5 / 28 / 2015

Print company name and address:

e-mail address:

Please quote your lowest delivered price of the items(s) listed below. The Purchasing Department reserves the right to reject any or all quotes and to waive any or all technicalities.

1. If an item cannot be furnished, indicate by **NO QUOTE**.
2. All quotes must be signed by the vendor's representative and terms noted, failure to comply with this instruction may result in disqualification of the quote.
3. **FAXED QUOTES ACCEPTABLE.** FAX # (803) 777-2032

Federal I.D. or Social Security No. _____ SC Minority Certification Number (If Applicable)_____

Submitted By (Print Name)_____ Signature_____ Telephonee_____

Item No.	Quantity and Unit	Description of Commodity or Services	Unit Price	Total Price
1	1 lot	Labor, materials, and equipment required to clean 22 fan coil units, all ducts and fiberboard resurfacing to ducts in Thornwell Residence Hall as specifiifed. Site Visit (refer to page 4 of this solicitation) Award will be made to one vendor for the entire quote. Contact Info: Lana Widener / email: llw@sc.edu (803) 777-7776 (office) / (803) 777-2032 (fax)		$_____

GENERAL CONDITIONS

DEFAULT: In case or default by the Contractor, the University of South Carolina reserves the right to purchase any or all items in default in the open market, charging the Contractor with any additional costs. The defaulting Contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.

All amendments to and interpretation of this RFQ shall be in writing. The procurement officer shall not be legally bound by any amendment or interpretation that is not in writing.

SC/US PREFERENCE: In order to receive the South Carolina/United States made, manufactured or grown end-product preference, you must check the appropriate space (s) provided on the face of the quotation form. This preference does not apply to services.

Any contract entered into by the University of South Carolina or its agencies resulting from this quotation shall be subject to cancellation at the end of any fiscal or appropriated year unless otherwise provided by law.

Payment will be made in accordance with Section 11-35-45 of the South Carolina Consolidated Procurement Code and Disbursement Regulations. Delay in receiving invoices, as well as errors and omissions on the invoices, will be considered just cause for withholding payment without losing discount privileges. The University reserves the right to withhold payment or make such deductions as may be necessary to protect the University from loss or damage because of defective work, claims, damages or to pay for repair of correction of materials furnished hereunder.

Quoted prices must remain firm for a period of thirty days beyond the Request for Quotation deadline. Unit prices will govern over extended prices unless otherwise stated.

The University of South Carolina shall consider payment discounts in the award of this contract when such discounts are for thirty days or more after final inspection and acceptance of contract requirements. Payment discounts for less than thirty days are encouraged but shall not be a factor in award determination. Please state your discount terms using the above referenced information as the University's position on the matter.

All materials and products offered must be guaranteed to meet and comply with the requirements all the specifications, terms and conditions indicated or referred to.

The award will be made in accordance with Section 11-35-1520 of the South Carolina Consolidated Procurement Code.

The University reserves the right to reject any and all quotations and to cancel the solicitation; waive any and all technicalities; the University reserves the right to reject any quotation in which the delivery tine indicated to be of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; ambiguous quotations which are uncertain as to terms, delivery, quantity or compliance with specifications may be rejected.

The successful contractor assumes sole responsibility and shall hold harmless the University of South Carolina, its directors, officers, employees and agents from and against any and all claims, actions or liabilities of any nature which may be asserted against them by third parties in connection with the performance of the successful bidder, its directors, officers, employees and agents under this agreement. The University of South Carolina agrees to accept responsibility for claims, actions or liabilities resulting from negligent acts of its employees occurring within the scope of their employment which may be asserted against them by third parties in connection with the performance of the University of South Carolina, its members, directors, officers, employees and agents under this agreement.

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner to state or imply that the products or service provided are endorsed or preferred by the user.

Upon award of a contract under this quotation, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina that require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may be exempt or exclude the successful quoter from requirements that it be authorized and/or licensed to do business in this State, by submission of this singed quote, the quoter agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.

Termination: Subject to the provisions below, the contractor may be terminated for any reason by the University providing a thirty-day advance notice in writing is given to the contractor.

Termination for Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the University may negotiate reasonable termination costs, if applicable.
Termination for Cause: Termination by the University for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty day advance notice requirement is waived and the default provision in this bid shall apply.

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/

SPECIAL CONDITIONS

LICENSES, PERMITS, INSURANCE: All costs for required licenses, permits and insurance shall be borne by the Bidder.

The University of South Carolina requires all contractual activities to be performed in a manner that is consistent with all applicable federal, state and local laws, regulations, rules, rulings and ordinances. These include, but are not limited to: the Occupational safety and Health Act, The Environmental Protection Act, The South Carolina Hazardous Waste Management Act.

IMPORTANT – Please Note
Vendors, we MUST have your Federal ID # (company) or Social Security # (individual) before processing any invoices for payment. Failure to provide this information will result in delay of payments until this information is received. Please include this information with your quote.

SITE VISIT

A NON-MANDATORY site visit will be held at the following date, time and location. The University assumes no responsibility for any conclusions or interpretations made by the contractor based on the information made available at the site visits. Nor does the University assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before execution of this contract, unless that understanding or representation is expressly stated in this contract.

Date and Time:	**Thursday, June 4, 2015, 10:00 AM**
Location:	**USC Thornwell** **Meet at the back of the building (exterior)** **1420 Pendleton Street** **Columbia, SC 29208**

Deadline for Questions: **Thursday, June 4, 2015, 4:00 PM**

NOTE: *A potential bidder's failure to attend an advertised pre-bid conference will not excuse its responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the State.*

SUBSTITUTIONS

Request for substitutions received after the deadline date and time stated above will not be considered for this solicitation.

Any approved substitutions will be noted in an amendment.

SCOPE OF WORK

The purpose of this solicitation is to acquire services and supplies or equipment complying with the enclosed description and/or specifications and conditions.

This solicitation is for to provide labor and material to clean 22 fan coil units, all ducts, and fiberboard resurfacing to ducts in Thornwell Residence Hall as detailed below.

Duct system component to be serviced:

220 Linear feet of Ductboard Fiberglass Ducts
110 Supply & Return Diffuser
22 Return Plenum Box Extending Off Unit
22 Fan Coil Small

Tasks Include:

Cleaning Of Components 22 x Fan Coil Small
Remove & Replace Insulation 22 x Fan Coil Small
Cleaning Of Components 220 linear feet of Ductboard Fiberglass Ducts
FIBERLOCK 8000 220 linear feet of Ductboard Fiberglass Ducts
Cleaning Of Components 22 x Return Plenum Box Extending Off Unit
Cleaning Of Components 110 x Supply & Return Diffuser

System Component and Task Specifications

Fan Coil Small

Fan coil units (FCU's) contain a heat exchange coil, blower housing and wheel, drain pan, electrical components and internal fiberglass liner. Some units may contain multiple blower housings on a single axle. They are typically located in close proximity to the area they are serving. They receive chilled or heated water through a network of piping from a centralized location. The ACCA and NADCA standards require that all internal components be cleaned. Fan coil units have been identified by the EPA as a microbiological growth site. Strict protocol is followed when cleaning this component to prevent cross contamination.

Cleaning Of Components

The fan coils unit is shut down during the cleaning process. Engineering controls will be established to prevent cross contamination. All internal airside components including the evaporator coil, drain pan, blower wheel and housing and fiberglass liner are HEPA vacuumed. All porous surfaces, bearings and electrical components are protected with plastic sheeting before any moisture is introduced to the system. Wet or Type 2 cleaning methods are utilized for evaporator coils, blower components and drain pans utilizing an alkali foaming coil cleaner, diluted accordingly to each task. EPA recommendations are followed for unit cleaning. A minimum of two complete applications of coil cleaner is used to loosen impacted particulate from the coils. A high pressure water source is utilized for rinsing the coils. Appropriate drainage and water removal systems are utilized to prevent any pooling of water. If required, ventilation shall be provided to properly dry the system down.

Note: Not all evaporator coils can be completely restored to original condition. Some coils may require restoration beyond this initial process, in some cased the process of reconditioning a coil from severe impaction back to its original design criteria can take several separate cleaning over a period of time to dislodge embedded particulate. This determination can only be made after the initial restoration process has been completed. During the cleaning process of this component we the Contractor will utilize provisions from the following national standards:

NADCA ACR 2013:4.7 Air-Handling Unit (AHU) Cleaning: It is recommended that air-handling coils, fans, condensate pans, drains and similar non-porous surfaces be wet cleaned in conjunction with mechanical methods.

4.12.1.2 When the preliminary visual inspection reveals suspect microbial matter on any portion of the coil or drain pan, Type 2 cleaning methods shall be performed.

4.12.1.3 When the metal fins of the coil are damaged, deteriorating or showing signs of corrosion, replacement may be necessary. If cleaning will result in further damage to the coil, replacement is recommended.

4.12 Coil Surface Cleaning: When coil cleaning is performed, both upstream and downstream sides of each coil section shall be accessed for cleaning. When both sides of a coil are not accessible for cleaning then removal and/or replacement may be required.

4.12.2 Type 1 Coil Cleaning (Dry Cleaning): Type 1 methods of coil cleaning shall be used for removing loose dust, dirt or debris collected upon coil surfaces. Negative air machines shall be operated continuously during Type 1 coil cleaning process. The coil shall be isolated from the

duct system during the cleaning process to ensure disrupted particulate does not migrate to, or redeposit on, unintended areas. Physical removal of debris may be accomplished through a variety of methods which may include:
• HEPA-filtered contact vacuuming
• Brushes for penetrating between coil fins
• Compressed air
• Fin straightening tools

4.12.3 Type 1 Post-Cleaning Inspection: This inspection shall be performed after Type 1 coil cleaning has been completed. If debris still remains on the coil or the coil is impacted, Type 2 cleaning shall be performed.
4.12.4 Type 2 Coil Cleaning (Wet Cleaning): Type 2 cleaning methods are appropriate for removing adhered debris on all coil, drain pan and drain line surfaces. Type 2 cleaning shall be performed after non-adhered substance has been removed using Type 1 methods. Type 2 cleaning may include the following methods: All methods under
Type 1
• Application of coil cleaning products (which shall be used in accordance with the manufacturer's product labeling)
• Water washing at normal water line pressure
• Pressure washing equipment
• Hot water or steam cleaning equipment

4.12.4.1 The condensate drain pan and drain line shall be cleaned and flushed. The condensate drain pan shall be inspected to verify proper drainage operation before and after cleaning.

4.12.4.2 Cleaning methods and products shall not cause damage to, or erosion of, the coil surface or fins and shall conform to coil manufacturer recommendations when available. It is recommended that only coil cleaning solutions that are as close to pH neutral as possible are used.

4.12.8 Electric Resistance Coils: When cleaning electric resistance coils, the power source to the coils shall be de-energized and locked out/tagged out. When wet process cleaning is used, only non-corrosive detergents shall be used, and the coil shall be rinsed free of chemicals and thoroughly dried prior to being re-energized.

ACCA HVAC Restoration 2007:5.9.4 “All airside surfaces within air handling units shall be physically cleaned to remove accumulated particulate. Fibrous glass or other materials used to insulate the interior of air handler cabinets must be inspected for fraying tearing and delaminating as part of the cleaning process.”

5.9.1 “Cooling and/or heating coils shall be wet cleaned with detergent cleaners and then rinsed using a water stream in a manner that will not damage the cooling coil. Coils with a depth of 4 rows and greater should utilize pressurized chemical and water cleaning methods such as pressure washers and chemical injection systems. Multiple cleaning cycles may be necessary to complete evaporator coil restoration.”

5.9.2 “: Fan blades and fan housing shall be wet cleaned with detergent, physically scrubbed and then rinsed using a minimum of 30 PSI rinse water and a focused water stream.”

5.9.3 “The exterior housing of fan motors and their exterior wiring shall be carefully HEPA-vacuumed and then damp wiped as required to effectively remove debris.”

Remove & Replace Insulation

With the fan coil under containment, the internal insulation is removed utilizing HEPA-filtered negative air machines. Insulation is then double bagged and removed. Surfaces are scraped and HEPA contact-vacuumed. Adhesive is applied to the prepared surface and a new liner surface is installed.

During the removal and replacement process of this component the Contractor will utilize provisions from the following national standards:

NADCA ACR 2013:4.21 Thermal-Acoustic HVAC Insulation Replacement: All metal surfaces of the duct system that have undergone removal of degraded thermal-acoustic material shall have the base surface scraped clean and be free of loose, visible debris prior to installation of new insulation.

4.21.1 In the event the fiber glass removal was due to mold contamination, the base surface shall be cleaned to a Condition 1 status prior to reapplying any fiber glass insulating products.

4.21.2 All materials used for insulation replacement within the HVAC system shall meet or exceed the specifications of the original materials or current applicable codes. Installation of the replacement materials shall be in accordance with the manufacturer's written instructions.

4.21.3 Installation of thermal-acoustic HVAC insulation common to the air stream shall comply with current SMACNA, NAIMA and other applicable codes and standards.

4.21.4 Following completion of the installation of replacement materials, all new fiber glass surfaces shall be capable of meeting NADCA cleanliness verification requirements.

4.21.5 No cleaning process shall be performed that will damage a properly designed, installed, and structurally sound HVAC system and its components, or negatively affect the performance, operation, or normal life expectancy of the system.

Ductboard Fiberglass Ducts

Also known as rigid fiberglass ductboard ductwork, this product is a compressed fiberglass, porous surface with an outer metallic vapor barrier. All fiberglass products have a higher resistance to airflow and an increased capacity to capture and trap particulate and moisture. Different companies' cleaning procedures will result in different levels of cleanliness. It is essential that bid comparisons match protocols.

Cleaning Of Components

System will be placed under negative pressure and ductboard ducts are accessed through service openings to be determined. These openings allow maximum closure strength and preserve the structural integrity of the duct system. HEPA-filtered contact vacuuming is used extensively to insure that the compressed fiberglass matrix has been cleaned to the deepest level possible. The cleaning is conducted with HEPA filtered negative air to prevent cross-contamination and capture particulate. Rotating brushes and air whip tools are utilized only when coatings or resurfacing products are applied since these tools can damage ductboard duct systems. Ductwork is resealed using a proprietary method that exceeds all current closure standards.

During the cleaning process of this component the Contractor will utilize provisions from the following national standards:

NADCA ACR 2013:4.1 Negative Duct Pressurization: Prior to and throughout the duration of the cleaning process, the HVAC system and associated air duct shall be kept at an appropriate negative pressure differential relative to the indoor non-work area. This negative pressure differential shall be maintained between the portion of the HVAC duct system being cleaned and surrounding indoor occupant spaces.

4.1.1 Verifying Negative Pressure Differential: Under all circumstances, you shall verify pressurization differential during the project.

4.1.2 Equipment Exhausting Indoors: When utilizing vacuum collection equipment exhausting indoors it shall be HEPA-filtered and be capable of retaining dislodged debris.

4.1.3 Equipment Exhausting Outdoors: All equipment used to create negative duct pressurization that does not have HEPA filtration shall be exhausted outdoors.

4.8 Air Duct Cleaning: Air ducts shall be cleaned to remove all non-adhered substances and shall be capable of passing NADCA cleanliness verification tests.

4.8.1 Air ducts shall be accessed through service openings in the system that are large enough to accommodate mechanical cleaning procedures and allow for cleanliness verification.

4.8.2 Air ducts shall be cleaned using mechanical agitation methods to remove particulate, debris, and surface contamination.

4.8.3 Dislodged substances shall be captured with a vacuum collection device.

4.8.4 Cleaning activities shall not damage any HVAC components.

4.9 Dampers: Dampers and any air-directional mechanical devices shall have their position marked prior to cleaning and shall be restored to their marked position after cleaning.

4.18 Cleaning Fibrous Glass Duct System Components: The cleaning of fibrous glass duct liner or duct board present in equipment or air ducts shall be performed in accordance with Section 4.8 of this Standard.

4.18.1 The mechanical cleaning methods selected for duct liner or fibrous glass duct board shall not create abrasions, breaks, or tears to fibrous glass liner or duct board surfaces. ACCA HVAC Restoration:5.4.3 “The primary process for cleaning all fibrous glass ductwork or fibrous glass components internal surfaces shall be direct vacuuming of the duct surface using a canister vacuum equipped with HEPA filtration.”

5.9.8b “Porous ductwork surfaces such as fiber glass duct board and internally lined sheet metal surfaces with fiber glass duct liners shall be cleaned using HEPA-filtered canister vacuums in conjunction with attached soft-bristled brush heads without damaging the surfaces being cleaned.”

5.10.2 “These ducts shall be accessed with the installation of access doors or can be opened using an intersecting 45 degree incision. Ducts and access openings in ducts constructed from fiberglass

duct board shall be fastened together using clinching staples on approximately 2-inch centers and approved pressure-sensitive tape. Where staples cannot be used, joints should be held together using appropriate pressure-sensitive tapes (as in 7.2.2), provided surface adhesion is satisfactory and will not fail during the expected life of the duct system. Use of mastic should be considered in all cases."

FIBERLOCK 8000 (preferred)

Before applying a Fiberlock coating product, all other surfaces are protected from the over spray and engineering controls are set to place to prevent particle migration to other parts of the system. Fiberlock protective coating is applied to the internal insulation of ductboard utilizing airless spraying equipment to achieve uniform surface. All manufacturer's instructions are followed through the process.

Fiberlock IAQ (Indoor Air Quality) 8000 is a dual-purpose, high performance coating designed for use in duct work. Fiberlock IAQ 8000 is designed to penetrate and reinforce duct liner or duct board insulation materials. Fiberlock IAQ 8000 can also be used to seal unlined duct work prior to component removal, preventing microbial particulate from becoming airborne.

Fiberlock IAQ 8000 contains an EPA-registered fungicide to prevent mold from growing on the surface of the cured film. Successfully tested to ASTM standard C-411 "Hot Surface Performance of a Coating on Glass Fiber Blanket Insulation". ASTM E-84 Class "A" fire rating. Meets requirements of NFPA 90A/90B standard.

Coating the internal insulation of ductboard is in accordance with these national standards and guidelines and is to be used by the Contractor:

NADCA ACR 2013:4.16 Surface Treatments: Surface treatments may be used to restore the integrity of material surfaces as an alternative to replacement. Surface treatments shall only be applied after confirming the system has been cleaned and has passed the specified level of cleanliness verification.

4.19 Resurfacing Fibrous Glass Surfaces: Resurfacing may be considered when thermal acoustic fibrous glass components, including air duct liner or duct board in the HVAC system, are considered friable, or exhibit visual signs of abrasion, degradation, or other undesirable conditions. Resurfacing may also be considered when the project work plan requests smoothing fiber glass surfaces to reduce future particulate collections within the HVAC system.

4.19.1 If resurfacing is to be performed, an assessment shall be made to determine whether the surface of the component will provide a strong, bondable surface for the coating material after undergoing proper mechanical cleaning.

4.19.2 If fibrous glass materials are beyond restoration and deemed unsuitable to support the proper application of a surfacing product or unable to provide a long-term bondable surface, resurfacing shall not be performed.

ACCA HVAC Restoration 2007:7.1 "Resurfacing Products: Resurfacing products shall be specifically designed for use on the HVAC component and applied per manufacturer's instructions. All surfaces to be resurfaced shall have been properly cleaned and the surfaces shall achieve post-cleaning verification before any resurfacing products are applied.

NAIMA INSULATION FACTS #37 â€“ Facts About Using Sealants in Fiber Glass Air Handling Systems. “Direct application of the sealant to the damaged surface has been determined to be the only effective way to achieve complete coverage of the damaged area. Spraying a sealant into the airstream will not provide the needed coverage to the damaged surface.”

IICRC S520 chapter 12 “On occasion, the use of a sealant, coating or other product in an HVAC system may be considered for a variety of purposes. Such use may include, but is not limited to: Smoothing the interior profile of surfaces within HVAC systems to improve the ability to clean. Reducing the probability that surfaces may acquire foreign materials that could support future microbial activity. Repair or restore mechanical insulation or linings. Install a sealant or coating film containing active ingredients that may inhibit future mold growth in an HVAC system. In all cases, the use of such products shall not be substituted for removal of viable mold or fungal fragments and used in accordance with safety.

Return Plenum Box Extending Off Unit

The plenum is the short section of duct that extends off the HVAC unit when long trunk lines are not used. The plenum box is broken out as a separate item due to its ability to accumulate large amounts of debris and moisture. In addition, frequently the plenum box has severely degrading fiberglass due to its close proximity to the heating/cooling unit. This must be addressed once cleaning has begun.

Cleaning Of Components

The mechanical system is shut down during the cleaning process. Engineering controls will be established to prevent cross contamination. Access is made through disassembly of the box or service openings. These openings allow maximum closure strength and preserve the structural integrity of the return plenum. HEPA-filtered contact vacuuming is used extensively to insure that the compressed fiberglass matrix (when present) has been cleaned to the deepest level possible. The cleaning is conducted with HEPA filtered negative air to prevent cross-contamination and capture particulate. Ductwork is resealed using a proprietary method that exceeds all current closure standards.

During the cleaning process of this component the Contractor will utilize provisions from the following national standards:

NADCA ACR 2013:4.1 Negative Duct Pressurization: Prior to and throughout the duration of the cleaning process, the HVAC system and associated air duct shall be kept at an appropriate negative pressure differential relative to the indoor non-work area. This negative pressure differential shall be maintained between the portion of the HVAC duct system being cleaned and surrounding indoor occupant spaces.

4.1.1 Verifying Negative Pressure Differential: Under all circumstances, you shall verify pressurization differential during the project.
4.1.2 Equipment Exhausting Indoors: When utilizing vacuum collection equipment exhausting indoors it shall be HEPA-filtered and be capable of retaining dislodged debris.

4.1.3 Equipment Exhausting Outdoors: All equipment used to create negative duct pressurization that does not have HEPA filtration shall be exhausted outdoors.

4.8 Air Duct Cleaning: Air ducts shall be cleaned to remove all non-adhered substances and shall be capable of passing NADCA cleanliness verification tests.

4.8.1 Air ducts shall be accessed through service openings in the system that are large enough to accommodate mechanical cleaning procedures and allow for cleanliness verification.

4.8.2 Air ducts shall be cleaned using mechanical agitation methods to remove particulate, debris, and surface contamination.

4.8.3 Dislodged substances shall be captured with a vacuum collection device.

4.8.4 Cleaning activities shall not damage any HVAC components.

4.9 Dampers: Dampers and any air-directional mechanical devices shall have their position marked prior to cleaning and shall be restored to their marked position after cleaning.

4.18 Cleaning Fibrous Glass Duct System Components: The cleaning of fibrous glass duct liner or duct board present in equipment or air ducts shall be performed in accordance with Section 4.8 of this Standard.

4.18.1 The mechanical cleaning methods selected for duct liner or fibrous glass duct board shall not create abrasions, breaks, or tears to fibrous glass liner or duct board surfaces.

ACCA HVAC Restoration:5.4.3 "The primary process for cleaning all fibrous glass ductwork or fibrous glass components internal surfaces shall be direct vacuuming of the duct surface using a canister vacuum equipped with HEPA filtration."

5.10.2 "These ducts shall be accessed with the installation of access doors or can be opened using an intersecting 45 degree incision. Ducts and access openings in ducts constructed from fiberglass duct board shall be fastened together using clinching staples on approximately 2-inch centers and approved pressure-sensitive tape. Where staples cannot be used, joints should be held together using appropriate pressure-sensitive tapes (as in 7.2.2), provided surface adhesion is satisfactory and will not fail during the expected life of the duct system. Use of mastic should be considered in all cases."

Supply & Return Diffuser

A diffuser is the register or grille-like facing attached to the branch run through a connector called the duct system boot. All diffusers, grilles and registers are first-line indicators of either dirty mechanical systems or free-floating debris in the room air. Many employee complaints originate from this condition.

Cleaning Of Components

The mechanical system is shut down during the cleaning process. Engineering controls will be established to prevent cross contamination. The diffuser grille is removed from the boot attachment. The exposed boot is contact HEPA vacuumed, and prepared to control cross contamination. The cleaning is conducted with HEPA filtered negative air machines to prevent cross-contamination and capture particulate. Diffusers are transported to central cleaning stations. A mild mixture of alkali cleaning solution is applied to diffusers followed by hand brushing or power washing.

During the cleaning process of this component the Contractor will utilize provisions from the following national standards:

NADCA ACR 2013:4.10 Registers, Grilles, Diffusers: It is recommended that all registers, grilles, diffusers and other air distribution devices be removed if possible, properly cleaned, and shall be restored to their previous position.

ACCA HVAC Restoration 2007:5.9.7 "All registers, diffusers or grilles shall be removed from the system for wet cleaning. The cleaning process shall include applying a detergent type cleaner, and physically brushing scrubbing all surfaces of the diffusers, and rinsing with clear water with a pressure greater than 30 psi while utilizing a focused water stream in a manner that does not damage the product."

WORK SCHEDULE

Work may commence between June 15 – June 17, 2015. All work must be completed by June 30, 2015.

AWARD: Award will be made to one vendor for all services.

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.)

ADDITIONAL CONDITIONS

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ***ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT.*** **VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - SC/US END-PRODUCT (SEP 2009): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made,

manufactured, or grown in SC or the US, respectively. An end-product is the tangible project identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined by Section 11-35-1524(A). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law. Post award substitutions are prohibited. See "Substitutions Prohibited - End Product Preferences (Sep 2009)" provision.

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.

PREFERENCES - RESIDENT VENDOR PREFERENCE (SEP 2009): To qualify for the RVP, 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 either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [$50,000] or the

annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code).

SUBSTITUTIONS PROHIBITED - END PRODUCT PREFERENCES (SEP 2009): If you receive the award as a result of the South Carolina end product or United States end product preference, you may not substitute a nonqualifying end product for a qualified end product. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, you shall pay to the State an amount equal to twice the difference between the price paid by the State and your evaluated price for the item for which you delivered a substitute. [11-35-1534(B)(4)]

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)]

Iran Divestment Act

Pursuant to the Iran Divestment Act of 2014, S.C. Code Ann. §§ 11-57-10, *et seq.*, effective January 5, 2015 the Executive Director of the State Budget and Control Board has published a list of persons determined to engage in investment activities in Iran. The list identifies entities that are ineligible to contract with the State of South Carolina or any political subdivision of the State, including state agencies, public universities, colleges and schools, and local governments. The list is available at the following URL:
http://www.mmo.sc.gov/PS/20150105_SC_IDA_List-Final.pdf

By accepting and fulfilling this Purchase Order, you certify that you are not on the current Iran Divestment Act List and that you will notify the Procurement Officer immediately if you are added to the list.

BID SCHEDULE

SERVICE

Item	Qty	Unit of Measure	Description	Extended Price
1	**1**	**job**	All labor, materials, and equipment required to perform work as specified in this solicitation.	**$**_____

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.