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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: 9:00 AM	Send quotation to above address Attention of: Dennis Gallman	Quotation Number: USC-RFQ-2938-DG	Date		
4 7 2016			3	23	2016

Print company name and 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 _____ Telephone _____

Item No.	Quantity and Unit	Description of Commodity or Services	Unit Price	Total Price
	See Bid Schedule	Furnish all material, equipment & supplies to remove and reinstall Furniture Bid as Specified AWARD WILL BE MADE TO ONE VENDOR Point of Contact: Dennis Gallman/803-777-4115 E-MAIL: gallmand@mailbox.sc.edu FOB Destination Freight Included e-mail address: _____ Mandatory Site Visit (See Scope of Work)		

GENERAL CONDITIONS

DEFAULT: In case of 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.

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 time 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 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 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 signed 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.

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.)

SCOPE OF WORK

ACQUIRE SERVICES (May – July 2016): The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications and conditions.

It is the intent of the University of South Carolina to solicit bids from qualified vendors to remove and reinstall bedroom furniture from student rooms to allow floors to be cleaned and waxed (by USC Staff) in accordance with all requirements stated herein. The following facilities will be used:

- Honors College (1215 Blossom Street)
- McBryde Quadrangle (1309 Blossom Street)
- South Tower (614 Bull Street)
- Maxcy College (1332 Pendleton Street)
- Bate House (1423 Whaley Street)
- Columbia Hall (918 Barnwell Street)
- Capstone (902 Barnwell Street).

MANDATORY SITE VISIT: A 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 visit. 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 the execution of this contract, unless that understanding or representation is expressly stated in this contract.

Date: Wednesday, March 30, 2016

Time: 10:00 AM, EST

Location: USC Housing Warehouse
1005 Idlewilde Blvd
Columbia, SC 29201

Deadline for Questions: Monday, April 4, 2016 at 10:00 AM

Submit Questions to: Dennis Gallman, Procurement Officer
e-mail: gallmand@mailbox.sc.edu
fax: 803-777-2032

SPECIFICATIONS

A. Successful Bidder must be licensed and bonded.

B. Successful Bidder is to remove furniture from each identified student room, place furniture into surrounding hallway, study rooms, or other available rooms on same floor. Furniture may be stacked on top of one another – as long as neither item is damaged. Furniture will then be reinstalled in designated configuration(s) AFTER floors have been waxed.

C. A total of 1,634 rooms will have furniture removed and reinstalled.

D. An average rate of 125 rooms per day (removal or installation) is required.

E. All building have elevators.

F. Typical room consists of the following:

- 2x Desks
- 2x 3 or 5 Drawer Chests
- 2x Mattresses
- 2x Bed Frames
- 2x Headboard/Footboard Sets
- 2x Desk Pedestal (not in all buildings)
- 2x Wardrobes (on casters)
- 2x Desk Chairs

G. The following will be provided by University staff:

- Point of contact each day to update schedule (if needed)
- Access to required facilities and rooms
- Immediate notification of any schedule changes

H. The following will be provided by Vendor:

- All material handling equipment needed to safely move furniture
- Transportation to and between facilities

I. WORKING HOURS

8:00 am to 4:30 pm

J. SCHEDULE DATES FOR MOVE

Various days: Monday, May 9, 2016 through Friday, July 8, 2016

Movement Schedule as of February 9, 2016:

Date	Building	Daily Target
May 10	Capstone	90
May 11	Capstone	126
May 12	Capstone/Honors	100
May 13	Honors	125
May 16	Honors	76
May 19	Capstone	72
May 20	Capstone	126
May 23	Capstone/Honors	117
May 24	Honors	135
May 25	Bates House	124
May 26	Bates House	124
May 27	Bates House	31

May 31	Honors	115
June 1	Honors	118
June 2	Honors	96
June 3	Columbia Hall	125
June 6	Columbia Hall	125
June 7	Bates House	124
June 8	Bates House	124
June 9	Bates House	31
June 14	South Tower	108
June 15	South Tower	96
June 16	Columbia Hall	125
June 17	Columbia Hall	125
June 20	McBryde	50
June 24	South Tower	108
June 27	South Tower	96
June 28	McBryde	130
June 29	Maxcy	59
July 1	McBryde	130
July 5	Maxcy	90
July 7	Maxcy	47
	<i>Total</i>	<i>3,268</i>

K. CLEAN UP

At the completion of all work, areas must be left clean. All debris shall be removed from the site by the Contractor.

L. DAMAGE TO STATE PROPERTY

Extreme care shall be exercised to avoid damaging furniture, buildings, or other structures. 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.

M. SAFETY PRECAUTIONS

The contractor shall be responsible for the safety and health of all workers on the job and shall comply with all applicable provisions of the Occupational Safety and Health Act.

CERTIFICATES OF INSURANCE

Certificates of Insurance shall be delivered to the University as requested herein. Such certificates shall also indicate the requirement for advance notice of termination or cancellation of or change in coverage. The contractor must furnish a statement of Worker's Compensation as required by law, or a statement that the contractor is self-insured and will not file a claim against USC. **Contractor should submit copy of insurance within 5 days of award.**

Minimum requirements are as follows:

- Worker's compensation: in accordance with the statutory limits set by the State of South Carolina.
- Commercial General Liability Insurance: \$1,000,000 per occurrence. Naming USC as an additional insured.
- Comprehensive Automobile Liability/Bodily Injury/Property Dam

BID SCHEDULE

USC-RFQ-2938-DG

Item	Qty	Unit of Measure	Description	Total Price
1	1	Lot	Remove and Reinstall Furniture	\$ _____

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

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 - 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).

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.