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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: <b>9:00 AM</b>	Send quotation to above address Attention of: <b>Dennis Gallman</b>	Quotation Number: <b>USC-RFQ-2984DG</b>	Date <b>6   3   2016</b>
<b>6   14   2016</b>			

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	Provide all Labor, Materials and Equipment to Conduct a Student Housing Feasibility Study for USC Sumter  Bid as Specified AWARD WILL BE MADE TO ONE VENDOR Point of Contact: Dennis Gallman/803-777-4115 E-MAIL: gallmand@mailbox.sc.edu (SEE ATTACHED SCOPE OF WORK AND BID SCHEDULE) FOB: Destination Freight Included E-mailed or Faxed Quotes are acceptable		

## 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.

## 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](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 YOU ARE CLAIMING THE 2% OR 4% PREFERENCE AND YOU PROVIDE THE INFORMATION REQUIRED BY ITEM (3) ABOVE.

**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 – CERTIFICATION (JAN 2015):** (a) The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm> (.). Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you. (b) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List. [02-2A077-A]

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.)



UNIVERSITY OF  
**SOUTH CAROLINA**  
**SUMTER**

A Palmetto College Campus

## ***USC Sumter Housing Feasibility Study.***

### **1. Abstract (150 words)**

Lack of campus housing at USC Sumter is an identified hurdle in recruiting students living more than 30 minutes from campus. Recent additions of student housing have proven profitable and enrollment-enhancing at two USC campuses, including a two-year campus like USC Sumter. This proposal outlines the need for a feasibility study as a first step in determining whether housing at USC Sumter would be sustainable and enhance recruitment and retention.

### **2. Project Proposal (double-spaced, 12 pt. font)**

#### **a. Overview of the proposal (3-5 pages)**

##### **i. Statement of problem**

USC Sumter admissions staff report that students outside of a 30-minute drive time to our campus routinely ask if we provide on-campus housing, and when the response is “no” they often express no further interest in applying. In addition, enrollment consultant Kip Howard indicated as a weakness at USC Sumter “current lack of available student housing” in his June

2014 report. We believe and have anecdotal evidence that lack of on-campus housing is a detriment to recruiting and retention efforts at USC Sumter. We need a professionally conducted study to determine the feasibility of building on-campus housing at USC Sumter.

## **ii. Rationale and goals**

The most recent USC campuses to add student housing—USC Beaufort and USC Salkehatchie—report great success at filling the beds they have created. Mike Parrot at USC B reported in August 2015 that their housing will make about \$1million in profit this year, with 728 rooms available, about 50 of those with double-occupancy, plus 25 students on a waiting list. USC Salkehatchie—perhaps more comparable to USC Sumter—has reported over a 90% occupancy rate in their first year of operation. Preliminary conversations with builders suggest 80% occupancy can be a break-even point, so even in the relatively low population area of Salkehatchie it seems housing is feasible.

While there are apartments for rent near USC Sumter campus, without campus management of roommate assignment and problem mediation, parents and students have limited opportunities for and serious concerns about sharing the expenses of an apartment with others. The median monthly gross residential rent in Sumter, SC in 2013 was \$764/month (<http://www.deptofnumbers.com/rent/south-carolina/sumter/>). Preliminary conversations with three different builders of public-private university housing place the average rent for a 100 bed unit at approximately \$500/bed/month. A typical USC Sumter financial aid “Cost of Attendance Budget” includes between \$4,050 (boarding with parents) and \$6840 (boarding alone) allowance for room and board. On-campus housing will help attract and retain students by:



1. providing housing for out of state students and/or student athletes (many of whom are out of state)
2. reducing students' total cost of attendance
3. reducing parental fears concerning roommate selection, problem resolution, physical safety, etc.
4. increasing campus bookstore and café sales
5. enhancing usage of tutoring and library services after hours (increasing retention)
6. enhancing campus life after hours and on weekends
7. others to be determined by feasibility study

**iii. Expected outcome(s) with a brief description of how the proposal is critical to the annual theme. For 2016-17, the focus should be on enrollment growth and student success.**

A professionally conducted feasibility study will provide needed information for seeking community financial support (i.e., City, County, State) of on-campus housing. Our Mid-Carolina Commission on Higher Education is enthusiastic and encouraging us to build housing, but without a feasibility study, securing the needed funding has been difficult. If the study indicates on-campus housing is feasible, we will move forward with planning and execution, including seeking Board of Trustees approval, private financial support, etc.

**iv. Activities or programs**

Upon receipt of funding, we will initiate the procedures to secure a contract with an appropriate company to complete a feasibility study. A prior quote from Anderson Strickler, LLC is attached and was used to estimate costs.

**v. Sustainability**

This is a one-time investment to determine if on-campus housing is feasible, the primary outcome of which is an assessment of sustainability.

**vi. Assessment**

Assessment of success will be gauged by meeting the milestones of the established timeline.

**vii. Responsible parties**

Michael E. Sonntag, Ph.D., USC Sumter Dean, 200 Miller Rd., Sumter, SC 29150. Dr. Sonntag has 20 years of experience in higher education, including 10 years as a faculty member, 7 years as an Academic Vice President at a 4-year public university, and 2 years as USC Sumter Dean. Dr. Sonntag has spent the last two years working with the Mid-Carolina Commission, three different companies who specialize in campus housing, a lawyer who specializes in public-private partnerships aimed at creating student housing, and city and county officials exploring adding on-campus housing at USC Sumter.

**viii. Level of innovation**

While the presence of housing on college campuses is nothing new, successful housing on a two-year campus is still relatively uncommon, at least in South Carolina and within the Palmetto College two-year campuses only USC Salkehatchie has public-private partnership funded, on-campus housing.

## USC Sumter Student Housing Feasibility Study

Select suitable vendor to conduct a feasibility study for student housing on the USC Sumter campus. Study may be broken down into the following six milestones.

### 1. Market Analysis

- a. Meet with primary campus contacts
- b. Create objectives and goals
- c. Develop final scope and timelines
  - i. Deliverables: Survey data, summary goals, and notes

### 2. Focus Groups

- a. Determine groups (Internal/External)
- b. Develop guide to determine what is important to each group
- c. Conduct focus group meetings and interviews
  - i. Deliverables: Summary findings of each group

### 3. Off Campus Market Analysis

- a. Identify off campus housing options
- b. Identify off campus amenities
- c. Interview local real estate management for competition
  - i. Deliverables: All data, lease terms, rates, amenities, and occupancies

### 4. Peer Study

- a. Identify peer institutions
- b. Review key data points and comparisons
- c. Identify lessons learned from others
  - i. Deliverables: Report on all data

5. Student Survey and Demand Analysis
  - a. Survey current and eligible students on details, amenities, room configurations, and rental rates
  - b. Determine demand
  - c. Project future demand
    - i. Deliverables: Survey results, housing demands and needs
  
6. Final Market Analysis Report
  - a. Develop final report to the campus leadership
    - i. Deliverables: Final Report, Executive Summary, comprehensive narrative, and supporting details

Billing can be based on the above six milestones, with vendor supplying estimated time frames for each.

**BID SCHEDULE**  
**USC-RFQ-2985-DG**

Item	Estimated Qty	Unit of Measure	Description	Price
1	1	LOT	<b>Provide all Labor Materials and Equipment to Conduct a Student Housing Feasibility Study for USC Sumter</b>	\$ _____

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.

## ADDITIONAL CONDITIONS

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### **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](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.

MINORITY PARTICIPATION (JAN 2006)

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