



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

AMENDMENT NO.1 TO SOLICITATION

TO: ALL VENDORS

FROM: Kevin Sanders, Procurement Manager

SUBJECT: SOLICITATION NUMBER: **USC-RFP-3056-KS**  
Car Share Program

DATE: December 5<sup>th</sup>, 2016

---

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

**The opening date for this solicitation is extended to January 9<sup>th</sup>, 2017 at 2:30pm**

**Award posting is extended to January 17<sup>th</sup>, 2017**

**Vendor Questions and Answers**

---

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

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

\_\_\_\_\_  
Name of Offeror

\_\_\_\_\_  
Date

Question

separately bound submissions for business and technical parts. I don't see anywhere that the RFP shows what information should be included in either.

Answer

II. Instructions to Offerors

- (a) The contents of your offer must be divided into two parts, the technical proposal and the business proposal. Each part should be bound in a single volume.

The technical component of the response is related to the methodology, practice, idea, functional response. The business component is the financial, pricing, costing information

Question

Is Appendix A: Pricing/Royalty Fee Response Form the same thing as "Fee Structure" asked for in Proposal Contents on p.24?

Answer

Yes

Question

Page 24 has a section about Minority Participation that appears to need a response but it doesn't appear in the lineup of required information. Do we answer this, and where should it appear in the RFP?

Answer

This information is to be returned with pages 1 & 2 and included in the Technical component of the response

Question

Page 3 "the envisioned carshare program should launch by March 1<sup>st</sup> 2017 in order to be fully operational by the start of the Fall 2017 Semester" Please define launched? How many vehicles would be expected by March 1<sup>st</sup> and when does the spring semester end?

Answer

Launched essentially means that contract is in place. July 1 is when vehicles would need to be delivered on sight for Fall. Spring Semester ends in May. We request advertising in place at this time also to inform the public.

Question

"University questions" connected to page three provision if the university selects the fall semester as the actual start date rather than March 1<sup>st</sup> the marketing materials provision wouldn't apply. Correct?

Answer

This is correct.

## Question

III. Scope of work / specification:

## Question

member database – please define information separating faculty from student use specifically regarding personal information (ie personal email addresses, home addresses, telephone numbers, etc)

## Answer

Member base can be separated via organization email; Example:

Faculty Staff: [Barnwelr@mailbox.sc.edu](mailto:Barnwelr@mailbox.sc.edu)

Students: [Barnwelr@email.sc.edu](mailto:Barnwelr@email.sc.edu)

We anticipate this being a mechanism that clearly identifies and verifies a student vs a faculty staff member in the registration process.

## Question

Insurance – “without deductible to the University” Can the offeror charge a deductible for student and personal use?

## Answer

For any accidental damage and such, the University will not be liable or pay any deductible for personal use or student use.

Will the faculty follow the terms under the state rental contract?

- “Liability section - \$1M CSL, uninsured motorist, underinsured motorist, and garage liability” Does this apply to students and faculty? This is consistent with the state of SC rental contract but university carshare programs typically follow state minimums for liability regarding students.

## Answer

Yes faculty will follow terms of carshare contract. SC/State contracts will be done via other rental means with enterprise. The University requires the following in Insurance;

## Insurance

Certificates of Insurance shall be delivered to the University within fifteen (15) days following the date of notice of contract award. All insurance policies shall be issued by a company or companies with at least a “A” Best rating or rating equivalent and shall be qualified to do business in the State of South Carolina.

The Contractor agrees to provide the following minimum insurance coverage during the term of the contract:

1. Worker’s compensation: in accordance with the statutory limits set by the State of South Carolina.
2. General Liability & Property Damage: the contractor will provide and maintain during the life of this contract such General Liability and Property Damage insurance as shall protect him and any subcontractor performing work covered by this contract, from claims for property damage or

personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operations are conducted by himself or by any subcontractor, or by anyone directly or indirectly employed by either of them and the amounts of insurance shall be as follows:

- a. General Liability Coverage, on a Comprehensive Broad Form, on an occurrence basis, in the minimum amount of \$1,000,000/\$3,000,000 aggregate. Contractor's contractual liability should be included within the limits set forth above. Defense cost shall be in excess of the limit of liability. The University of South Carolina, its officers and employees shall be named as an Additional Insured.
  - b. Automobile Liability Insurance, covering all owned, hired and non-owned vehicle, used in connection with the contract to include coverage for liability, comprehensive and collision. The minimum limits shall be \$2,000,000 Combined Single Limit for bodily injury and property damage; \$50,000/\$100,000 Uninsured/Under-uninsured Motorists; \$5,000 medical payment. The University of South Carolina, its officers and employees shall be named as an Additional Insured.
  - c. The Contractor shall maintain Excess/Umbrella Liability insurance, on an occurrence basis, in the amount of \$5,000,000/\$5,000,000 aggregate. The University of South Carolina, its officers and employees shall be named as an Additional Insured.
3. Required Documentation. (a) Prior to commencement of the work, contractor shall provide to the state a signed, original certificate of liability insurance (ACORD 25). The certificate shall identify the types of insurance, state the limits of liability for each type of coverage, include a provision for 30 days notice prior to cancellation, name every applicable using governmental unit (as identified on the cover page) as a Certificate Holder, provide that the general aggregate limit applies per project, and provide that coverage is written on an occurrence basis. (b) Prior to commencement of the work, contractor shall provide to the state a written endorsement to the contractor's general liability insurance policy that (i) names every applicable using governmental unit (as identified on the Cover Page) as an additional insured, (ii) provides that no material alteration, cancellation, non-renewal, or expiration of the coverage contained in such policy shall have effect unless the named governmental unit(s) has been given at least thirty (30) days prior written notice, and (iii) provides that the Contractor's liability insurance policy shall be primary, with any liability insurance of the state as secondary and noncontributory. (c) Both the certificate and the endorsement must be received directly from either the contractor's insurance agent or the insurance company.
4. Contractor shall provide a minimum of thirty (30) days written notice to every applicable using governmental unit of any proposed reduction of coverage limits (on account of revised limits or claims paid under the General Aggregate) or any substitution of insurance carriers.
5. The state's failure to demand either a certificate of insurance or written endorsement required by this paragraph is not a waiver of contractor's obligations to obtain the required insurance.

Question

“Option for on campus rental location” – please define the on campus location and how it would connect with the carshare program. Would short-term rentals under the USC/state of SC contract be the main focus of this location?

Answer

This would be for the Columbia campus and would not connect directly with carshare. For greater needs and general rentals to support this University, needs, we request information on possibility of having estimated 15 vehicles in fleet to assist on short term rentals under USC/State of SC contract.

Question

Under Reservation Process: Can you clarify what the University Carolina card/associated account is? Is this a credit card or a student ID card?

Answer

This is a University based ID that is attached to a student based fund (Known as Carolina Cash) that students and all University ID holders have access to. Several local vendors have transition to allow Carolina Card as form of payment.

Question

Would the University of South Carolina provide the last 12 months of usage history from their previous carshare program? Items that could be included would be # of members enrolled in Student, Business and Community Use; Current # of actualized reservations per month, number of miles driven; avg. length of rental per vehicle.

Answer

History of Program currently N/A. Will work to retrieve is possible.