



Purchasing Department | 1600 Hampton Street, Suite 606 | Columbia, SC 29208 | (803) 777 4115

Quotation must be received no later than: 10:00 AM 05/02/2019	Send Quotation to above address at Attention of: Lana Widener	Solicitation Number: USC-RFQ-3474-LW	Posting Date: 04/23/2019
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Questions regarding this solicitation must be received no later than **04-26-2019 10:00 A.M.** Answers to vendor questions will be posted to the Purchasing Department’s website in an amendment to the solicitation:
purchasing@sc.edu

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

1. All Quotes must be signed by the vendor’s representative per the terms noted. Failure to comply with these instructions may result in disqualification of the quote.
2. Faxed (803) 777-2032 or E-mailed (llw@mailbox.sc.edu) Quotes are acceptable and preferred.
3. This solicitation conforms to the provisions of Procurement Code Section 11-35-1550.

Vendor Name			
Vendor Address			
Phone Number		E-mail	
FEIN/SSN		SC Minority Cert No.	
Print Name		Signature	

Item	Unit	Description of Supplies	Total Price
1	Lot	Labor for Hardware Replacement for the East Quad and South Quad Housing Dorms as specified.	\$
		Award will be made to one vendor.	
		Buyer: Lana Widener E-Mail: llw@mailbox.sc.edu Phone: 803-777-4115 Fax: 803-777-2032	

TERMS AND CONDITIONS

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 or correction of materials furnished hereunder.

Unit prices will govern over extended prices unless otherwise stated. Quoted prices must remain firm for a period of thirty (30) days beyond the RFQ deadline.

All materials and products offered must be guaranteed to meet and comply with the requirements of all specifications, terms, and conditions indicated in this solicitation.

Award will be made in accordance with Section 11-35-1550 of the South Carolina Consolidated Procurement Code.

The University reserves the right to: (1) reject any and all quotations and to cancel the solicitation; (2) waive any and all technicalities; (3) reject any quotation in which the delivery time indicated is of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; (4) reject ambiguous quotations which are uncertain as to terms, delivery, quantity, or compliance with specifications.

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 solicitation, 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 offeror 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.

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.

QUESTIONS FROM OFFERORS

Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions must be received by the Procurement Officer no later than **April**

26, 2019 @ 10:00 AM. Submit any communication regarding this solicitation to the Procurement Officer and include the solicitation number and description. Oral explanations or instructions will not be binding. Any information given to a prospective offeror concerning this solicitation will be furnished to all other prospective offerors as an Amendment to the solicitation if that information is necessary for submitting offers or if the lack thereof would be prejudicial to other prospective offerors. The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer as soon as possible regarding any aspect of this procurement, including this solicitation, that unnecessarily or inappropriately limits full and open competition.

Information for Submitting Questions

Buyer: Lana Widener

Solicitation: USC-RFQ-3474-LW

Title: Labor for Hardware Replacement for the East Quad and South Quad Housing Dorms

E-mail Address: lw@mailbox.sc.edu

Fax Number: (803)777-2032

AMENDMENTS TO SOLICITATION (JAN 2004): (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.procurement.sc.gov(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

AUTHORIZED AGENT (FEB 2015): All authority regarding this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement or the resulting contract.

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 seven (7) days of award.**

CODE OF LAWS AVAILABLE (JAN 2006): The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at: <http://www.scstatehouse.gov/code/statmast.php> The South Carolina Regulations are available at: <http://www.scstatehouse.gov/coderegs/statmast.php> [02-2A040-2]

COMPLIANCE WITH LAWS (JAN 2006) During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

CONTRACTOR'S LIABILITY INSURANCE - GENERAL (FEB 2015) (a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors. (b) Coverage shall be at least as broad as: (1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy. (2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage. (3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. (c) Every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them, must be

covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used. (d) For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the State, every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them. Any insurance or self-insurance maintained by the State, every applicable Using Governmental Unit, or the officers, officials, employees and volunteers of any of them, shall be excess of the Contractor's insurance and shall not contribute with it. (e) Prior to commencement of the work, the Contractor shall furnish the State with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. All certificates are to be received and approved by the State before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The State reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time. (f) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. In addition, the Contractor shall notify the State immediately upon receiving any information that any of the coverages required by this section are or will be changed, cancelled, or replaced. (g) Contractor hereby grants to the State and every applicable Using Governmental Unit a waiver of any right to subrogation which any insurer of said Contractor may acquire against the State or applicable Using Governmental Unit by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the State or Using Governmental Unit has received a waiver of subrogation endorsement from the insurer. (h) Any deductibles or self-insured retentions must be declared to and approved by the State. The State may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. (i) The State reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances

CONTRACTOR'S OBLIGATION – GENERAL (JAN 2006): The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

DEFAULT AND TERMINATION

The University may terminate this contract, or any part hereof, for cause in the event of any default by the contractor, or if the contractor fails to comply with any contract terms and conditions, or fails to provide the state, upon request, with adequate assurances of future performance. In the event of termination for cause, the University will not be liable to the contractor for any amount for supplies or services not accepted, and the contractor will be liable to the University for any and all rights and remedies provided by law. If it is determined that the University improperly terminated this contract for default, such termination shall be deemed a termination for convenience. In case of default by the contractor, the University 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. In the event that this contract is terminated or cancelled upon request and for the convenience of the University, it may negotiate reasonable termination costs, if applicable.

DRUG FREE WORK PLACE CERTIFICATION (JAN 2004): By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

ETHICS CERTIFICATE (MAY 2008): By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section

8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed.

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.sa.sc.edu/shs/hipaa/>

LICENSES AND PERMITS (JAN 2006): During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

MATERIAL AND WORKMANSHIP (JAN 2006): Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended.

OPEN TRADE REPRESENTATION (JUN 2015) By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300.

OPEN TRADE (JUN 2015) During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300.

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 - ADDRESS AND PHONE OF IN-STATE OFFICE:

Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

____ In-State Office Address same as Home Office Address

____ In-State Office Address same as Notice Address (check only one)

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).

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)]

PREFERENCES – BID SCHEDULE

All preferences must be claimed by initialing in the space provided in the bid schedule. Preferences are applied by line item whether the award is to be made by line item or lot. If you request a preference, you

are certifying that your offer qualifies for the preference you have claimed. If you qualify for a preference but do not request it, you are not entitled to receive preference applications per 11-35-1524.

PROTECTION OF HUMAN HEALTH AND THE ENVIRONMENT

The University of South Carolina requires that all contractual activities to be in compliance with local, state and federal mandates concerning “protection of human health and the environment”. In addition, the University of South Carolina is a “Drug Free Work Place” and requires all contractors to comply with South Carolina Code of Laws Section 41-15-10 ET sequence (1976 w/amendments). Any contractor doing business with the University will be required to document compliance with these mandates and to furnish specific information requested by the University’s Department of Environmental Health and Safety when notified to do so. The Contractor understands and agrees that jobsites are open at all times work is being performed by the Contractor to authorized University employees who have been trained to identify unsafe work conditions. The Contractor will immediately correct any deficiencies noted by these inspections when requested by the University’s Department of Environmental Health and Safety to do so. In work areas where a specific hazard is posed which includes but is not limited to lead paint and asbestos abatement projects, Contractors will be required to produce Lead Compliance Plans and Asbestos Project Designs which outline their method of work prior to the start of work. Each contractor shall designate a responsible member of the Contractor’s organization to be at the site whose duty shall be the prevention of accidents. By submission of this bid, the vendor agrees to take all necessary steps to insure compliance with the requirements outlined above.

RESTRICTIONS ON PRESENTING TERMS OF USE OR OFFERING ADDITIONAL SERVICES (FEB 2015)

(a) Citizens, as well as public employees (acting in their individual capacity), should not be unnecessarily required to agree to or provide consent to policies or contractual terms in order to access services acquired by the government pursuant to this contract (hereinafter “applicable services”) or, in the case of public employees, to perform their job duties; accordingly, in performing the work, contractor shall not require or invite any citizen or public employee to agree to or provide consent to any end user contract, privacy policy, or other terms of use (hereinafter “terms of use”) not previously approved in writing by the procurement officer. Contractor agrees that any terms of use regarding applicable services are void and of no effect. (b) Unless expressly provided in the solicitation, public contracts are not intended to provide contractors an opportunity to market additional products and services; accordingly, in performing the work, contractor shall not – for itself or on behalf of any third party – offer citizens or public employees (other than the procurement officer) any additional products or services not required by the contract. (c) Any reference to contractor in items (a) or (b) also includes any subcontractor at any tier. Contractor is responsible for compliance with these obligations by any person or entity that contractor authorizes to take any action related to the work. (d) Any violation of this clause is a material breach of contract. The parties acknowledge the difficulties inherent in determining the damage from any breach of these restrictions. Contractor shall pay the state liquidated damages of \$1,000 for each contact with a citizen or end user that violates this restriction.

RELATIONSHIP OF THE PARTIES (JAN 2006): Neither party is an employee, agent, partner, or joint venturer of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party. [07-7B205-1]

STATE OFFICE CLOSINGS (JAN 2004) If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the government office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If state offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information may be available at: <http://www.scemd.org/closings>

VENDOR IDENTIFICATION

The University must have your Federal ID Number (company) or Social Security Number (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.

WARRANTY – STANDARD (JAN 2006): Contractor must provide the manufacture’s standard written warranty upon delivery of product. Contractor warrants that manufacturer will honor the standard written warranty provided.

SCOPE OF WORK / SPECIFICATIONS

The purpose of this solicitation is to acquire labor to remove and install hardware (desk and chest pulls) and supplies as needed for the removal and installation complying with the enclosed description and/or specifications and conditions. The hardware will be provided by USC Housing. The contractor will pick up the hardware from USC Housing’s warehouse (Columbia, SC). After award, all services provided to the location specified by the University of South Carolina in its purchase order. Installation of goods will be coordinated with the University Housing Representative.

ON-SITE FURNITURE HARDWARE REPLACEMENT SPECIFICATIONS – EAST & SOUTH QUAD RESIDENCE HALLS

SECTIONS INCLUDE:

PART 1 – GENERAL

RELATED DOCUMENTS

- 1.02 SUMMARY OF WORK
- 1.03 WORK SCHEDULES
- 1.04 SCOPE OF WORK
- 1.05 HAZARDOUS MATERIALS
- 1.06 OSHA COMPLIANCE
- 1.07 PROTECTION
- 1.08 SUBMITTALS
- 1.09 QUALITY ASSURANCE
- 1.10 PROJECT MEETINGS
- 1.11 BUILDING OCCUPANCY
- 1.12 RESTRICTIONS
- 1.13 BUILDING ACCESS FOR OTHER BUILDING MAINTENANCE WORK
- 1.14 UTILITIES ACCESS

- 1.15 PARKING
- 1.16 BUILDING ACCESS & SECURITY
- 1.17 DELIVERY, STORAGE, AND HANDLING
- 1.18 DEBRIS

PART 2 – PRODUCTS

- 2.01 GENERAL

PART 3 – EXECUTION

- 3.01 EXAMINATION
- 3.02 PREPARATION

FIELD QUALITY / STANDARD OF ACCEPTANCE

PUNCHLIST INSPECTIONS

END OF SECTION

PART 1 – GENERAL

1.01 RELATED DOCUMENTS

A. Refer to the following documents for finish colors and locations of finishes:

1. Specifications (This document in its entirety.)
2. Hardware Cut Sheet (Hardware is Owner Provided, Contractor Installed)

1.02 SUMMARY OF WORK

The Contractor shall furnish all labor, materials and equipment required to protect, prep and perform a high volume of replacing the existing hardware of student resident room furniture from East Quad and South Quad Residence Halls. The Contractor is responsible for moving and reinstalling all furniture in original locations.

Two mock up sets will be completed by awarded company and reviewed by University Housing to set benchmark on quality.

Hardware to be provided by University Housing.

1.03 WORK SCHEDULES

East Quad: May 13, 2019 – May 24, 2019

South Quad: May 13, 2019 – June 7, 2019

The Contractor will have access to both buildings beginning on May 13, 2019. Access to East Quad will end on May 24, 2019; the building will be occupied, and the contractor is not to enter this building after the deadline.

* Note: It is critical that this project maintains its schedule.

Punch List Completion Deadlines:

1. East Quad final punch list work must be completed by 4:00PM on May 24, 2019.
2. South Quad final punch list work must be completed by 4:00PM on June 7, 2019.

- A. The Contractor will submit an initial master schedule within seven (7) calendar days of contract award.
- B. The Master Schedule shall include details for each phase identifying tasks to occur by a daily break down. The schedule for each phase will include a start and completion date for hardware removal, replacement, substantial completion and final punch list items completed, which includes all removal of the Contractors supplies and equipment needed for any punch list work.
- C. The Contractor will perform work in increments of approximately 100-120 pieces at a time per phase so that the USC Housing's Representative can approve workmanship and make sure the University's standards for quality are met. The exact number of pieces per phase, and timing to be determined mutually by Contractor and Owners Representative at Preconstruction Meeting and will be based on The Master Schedule as provided by the Contractor. The University will release the next phase of work to the Contractor provided the Contractor has adhered to schedule, phase work, and maintained a standard of good workmanship.
- D. The Contractor will be responsible for staffing with appropriate staff to ensure all work is completed on schedule. The Contractor, within his schedule, will identify the number of on-site supervisors and staffing levels required to adhere to the schedule.
- E. The schedule will be reviewed at bi-weekly site progress meetings. The Contractor is responsible for the following:
1. Status to date including number of each piece completed, per each phase
 2. Number of staff on project including the quantity on each phase of work
 3. Recovery schedule if timeline falls behind to complete on time

1.04 SCOPE OF WORK

The awarded Contractor will be required to remove and replace all drawer pulls as listed below.

The hardware replacement of East Quad & South Quad student room furniture shall consist of the following:

- A. Items to be refinished under this project broken down by building

<u>Building</u>	<u>Qty.</u>	<u>Description of item:</u>
East Quad	2215	Replace 5 drawer chest pulls & backplates (443 Chests)
East Quad	1172	Drill new holes for 4 drawer desk pulls & backplates (293 Desks)
EQ Total:	3387	
South Quad	1250	Replace 5 drawer chest pulls (250 Chests)
South Quad	1000	Replace 4 drawer desk pulls (250 Desks)
SQ Total:	2250	
GRAND TOTAL PULLS:	6352	

- B. All existing furniture to remain at building. At the end of the project, all furniture shall be set up by the Contractor, per furniture plans provided by the USC Housing's Representative.
- C. Hardware provided by University Housing.
1. All drawer pulls to be removed and replaced with new pulls
 2. Drawer glides tightened/re-secured as needed

D. Entire room is to be cleaned and vacuumed prior to exiting the building after punch list completion.

1.05 HAZARDOUS MATERIALS (IF APPLICABLE TO PROJECT)

A. The Contractor must abide by all state, local and university policies and procedures regarding hazardous materials. The Contractor must refer to the Hazardous Materials Survey Results and Report, for details.

B. The Contractor must sign a permit to work, acknowledging receipt of survey and policies, prior to commencement of work. If the Contractor is not willing to sign the permit to work, they will not be authorized to perform work.

1.06 OSHA COMPLIANCE

The Contractor is responsible for OSHA compliance. While on University property, the Contractor may be subject to inspections from University Health and Safety officials. The Contractor may also be required to submit a safety plan to the University prior to project commencement.

1.07 PROTECTION

If at any time, proper precautions have not been taken to adequately protect the building surfaces and furnishings, the Contractor will be advised by the USC Housing's Representative of specific locations and problems. Work must cease immediately, until such protections have been installed. Whether initial or supplemental protections are provided, all protection in spaces and for furnishings and finishes, are at the sole expense of the Contractor.

A. The Contractor must survey and inform the USC Housing's Representative of any pre-existing damage, within the work areas, prior to starting work. **The Contractor is required to take pictures of items considered to be damaged, prior to starting the project; and submit them to the Housing Project Manager for verification** and approval before making these repairs. If at any time throughout the duration of the project, damage is identified by USC Housing's Representative and has not been documented, the Contractor must assume responsibility for any repair and/or replacement of the item.

B. Upon commencement of work, all rooms, that the Contractor is not currently working in, must be closed to prevent the migration of any dust, dirt, or materials in adjacent areas.

C. The Contractor must protect all interior and exterior adjacent surfaces, furniture, equipment, areas to be finished, and areas that have been finished, with drop cloths or other adequate coverings.

D. All dust and debris is to be cleaned up as drawer hole drill work is completed in each area, room, or apartment.

E. The Contractor is solely responsible for all windows and exterior doors being closed and secured at the end of each work day, to prevent weather related damage or unauthorized entry to the site.

F. Interior doors only, must be propped open using proper door wedges at the floor level. Materials must not be wedged along the door frame, and deadbolts must not be thrown to keep a door from closing. Deadbolts failing due to misuse will be repaired at the Contractors cost, upwards of \$400 per deadbolt. Exterior doors must remain unpropped always.

G. The Contractor must protect all fire safety equipment and detection systems, keeping it free of debris, dust, paint, caulking, adhesives, etc.

H. The Contractor must use custodial mop sinks, as identified by University Housing. **The Contractor will not be permitted to**

use any showers, kitchen sinks, bathroom sinks, or laundry sinks to clean tools or equipment. The Contractor will be responsible for repairs and all associated costs to any clogged lines or drains and/or any damages to plumbing lines. Damages may result in repair costs upward of \$500 per drain. Location of mop sink for Contractor use will be provided at time of Preconstruction Meeting.

- I. The Contractor must keep sidewalks and parking areas cleared of materials and debris, at all times.
- J. The Contractor is responsible for any and all damage, caused by a lack of protection and/or procedures related to all items in these specifications, including, but not limited to: any interior or exterior equipment, adjacent surfaces, doors, door frames, furniture, finishes, and to the building, grounds and its systems, life safety, and other equipment. The Contractor must replace, repair and/or clean, at no additional cost to the University, any damaged property to its original state.
- K. The Contractor is responsible for delivery of hardware from Housing warehouse to jobsite and the safe transport throughout the building, as well as, the installation (without damage to the University's property, equipment, and personnel). The Contractor is liable for all injury, damage, or loss to persons and property. The project must be carried out entirely at the Contractor's risk and the University assumes no responsibility or obligation.

1.08 SUBMITTALS

A. Pre-Construction Submittals

- 1. The Contractor will be required to submit the following:
 - a. **Master Work Schedule** with all details per section 1.03 Work Schedules, **must be submitted within seven (7) calendar days from contract award.**
 - b. **Building Protection Plan:** Include dust containment, mechanical systems protection, security fencing if applicable, securing the building from intruders or passers-by.
 - c. **Proof of current insurance**
 - d. All other materials identified elsewhere in this RFP

B. Invoices/Application for Payments

- 1. Contractor's invoices must be prepared in accordance with the terms and conditions of the University's Long Form Contract. The final invoice will be paid upon completion of all work, cleaning of the project work site, receipt of required documentation, and final acceptance by the USC Housing's Representative. Progress payments will be acceptable based on the percentage and completion of work. They generally should correspond to the completion of each work phase.
- 2. All requests for payment will be addressed and sent to the University Housing Construction & Renovations Department, Patterson Hall, 1520 Devine Street, Columbia SC 29208.

1.09 QUALITY ASSURANCE

- A. **Contractor Qualifications:** The Contractor shall have a minimum of ten (10) years proven satisfactory experience and shall show proof before commencement of work that he will maintain a qualified crew throughout the duration of the work. The Contractor shall provide a list of the last three comparable jobs including, name, location, specifying authority / Project Manager, start / completion dates and value of the work.
- B. **Preparation & Workmanship:** Comply with requirements under Part 2 & 3 of this document for products & systems indicated.

- C. **Mock-ups:** A sample of a completed East Quad desk and chest to demonstrate and set quality standards for execution shall be provided. The mock-up is to be provided no later than 1 day from start of the project.
1. The USC Housing's Representative will select 2 East Quad desks of student furniture to show new drilled holes, back plate and pulls.
 2. Do not proceed with remaining work until the University Housing Interior Designer approves the mock-up sample pieces.
- D. **Work Site visit and walk-thru:** University Housing staff will make site visits to job site location at for quality control at regular increments, Refer to section *1.03 Work Schedules*. USC Housing's Representative reserves the right to request a site visit at any point during duration of the project.

1.10 PROJECT MEETINGS

- A. A **Kickoff/ Pre-Construction meeting** will be scheduled by the USC Housing's Representative, no later than ten (10) calendar days after award of the contract and prior to commencement. This meeting will review responsibilities, personnel assignments, and items affecting project progress. The USC Housing's Representative will announce the place and time of the meeting.
1. **Attendees:** University Housing Project Manager and/or Interior Designer, other University personnel, Contractor, Project Manager, Superintendent, Subcontractors, and other individuals whose presence is required.
 2. **Agenda:**
 - a. Master schedule, (previously submitted for review, refer to section *1.03 Work Schedules*) including milestones for each phase of work
 - b. Critical work sequencing
 - c. Working hours & days
 - d. Designation of key personnel and their duties
 - e. Procedures for:
 - i. Processing field decisions and Change Orders
 - ii. Requests for information (RFIs)
 - iii. Processing Applications for Payment
 - f. Progress cleaning
 - g. Contractor procedures for protection of surfaces, fixtures and furnishings
 - h. Security
 - i. Proposed Contractor dumpster placement/location
 - j. USC Housing's occupancy requirements
 - k. Parking
 - l. Location of approved designated custodial mop sinks for project use.
 - m. Contractor storage location(s) within the building
- B. **Progress Meetings:** The Contractor must conduct progress meetings on bi-weekly intervals. The scheduled day and time to be determined by the USC Housing's Representative, upon the start of the project, and will be held at the job site.
1. **Attendees:** Same as Kickoff/ Preconstruction Meeting (to include any additional Sub-Contractors)
 2. **Agenda:** Discussion of project status, including, but not limited to:
 - a. Countdown of days for each phase of work (until substantial completion and total project completion dates)
 - b. Progress update for each phase of work (detailed by number of rooms removed, prepped, flooring installed, cleaned, wall base installed, protected, punch list completed)
 - c. Issues and strategies to overcome

- d. Confirm next meeting time and action items per responsible party
- e. Site walk-thru

1.11 BUILDING OCCUPANCY

- A. All resident halls will be vacant of student residents while work is scheduled to occur, unless noted within this document. Refer to section *1.03 Work Schedules*. However, the University reserves the right to schedule other work within the resident halls during the same period.

1.12 RESTRICTIONS

- A. Work hours are unrestricted (accessible 24/7) during the timeframe outlined in the project schedule, and while working in conjunction with other Contractors on site. University Housing, however, maintains the right to modify work hours and access to the site, should the need arise. University Housing will provide proper notice to the Contractor in the event any change must be made.
- A. In accordance with University Policy, sexual harassment, discrimination and the use of alcohol or drugs is strictly forbidden. Refer to: <http://www.sc.edu/policies/policiesbydivision.php> for policy details.
- B. The Contractor and their staff should have a form of identification on them at all times, while on University property.
- C. Fraternalization between the Contractor's employees and USC students, faculty or staff is strictly prohibited and addressed with **zero-tolerance**.
- D. USC will not tolerate rude, abusive, or degrading behavior on the job site. Heckling and cat-calling directed towards students, faculty, or staff, or any other person on University property is strictly prohibited.
- E. Use of USC communications facilities (telephone, computers, etc.) by the Contractor is prohibited, unless prior arrangements are made with the USC Housing's Representative.
- F. The Contractor will have one joint point of contact for the duration of this project, the Architect/USC Housing's Representative. At no time is the Contractor to ask questions or take direction from any other individuals. Should an incident occur where they are approached by University staff, the Contractor must direct that person to the USC Housing's Representative.
- G. Work hours are unrestricted for the duration of this project. University Housing, however, maintains the right to modify work hours and access to the site should the need arise. University Housing will provide proper notice to the Contractor in the event any change must be made.
- H. The Contractor is required to have a full time, English speaking, superintendent onsite daily for this project. The Contractor must provide the name and daytime and after-hours contact information for the project superintendent and for at least one more senior Contractor representative (English speaking).
- I. The Contractors will not be able to use existing bathroom facilities. Port O Johns must be provided and emptied/changed out by the Contractor or the carrier of their choosing. Portable restroom facilities will be restricted to areas designated by the USC Housing's Representative. The Contractors and their employees found in violation must be removed from the job site.
- J. Proper attire must be worn always. Tank tops, shorts and open toe shoes are not permitted on site, at any time.

- K. When needed, the University must approve the location of the Contractor's dumpster prior to placement. No turf, landscape, exits or fire lanes must be used. The Contractor is responsible for removal of all waste from the site. Construction waste must not be placed in the University dumpsters.
- L. The Contractor must not allow its workers and Subcontractors to dispose any food waste/items into their construction dumpster to prevent potential rodent infestation of the dumpster. **All food/waste items must be removed daily from inside the buildings and disposed of off Campus daily.**
- M. Workers are prohibited from standing on or using existing furniture (i.e., desks, desk chair, beds, etc.) for any reason, including in lieu of approved stepladders.
- N. Bathroom sinks, showers or tubs may not be used for the cleaning of Contractor tools and equipment, except where designated by University Housing Project Manager. Refer to drawings for locations.
- O. The Contractor will not be allowed to access any rooms or buildings, that do not require any work under this project, for any reason. Contractors found in areas, other than as designated in this project, must be found to be trespassing, and will be reported to authorities.
- P. To enter any occupied student bedroom, staff apartment or staff office, the Contractor must provide 48hr notice to the USC Housing's Representative; and must be accompanied by a University Housing escort, which will be assigned by the USC Housing's Representative.
- Q. The University of South Carolina is a tobacco free campus, including but not limited to all outdoor University property, buildings, and parking garages. The Contractor must ensure that the tobacco free policy is adhered to and enforced by themselves, their employees, Subcontractors and vendors. Refer to <http://www.sc.edu/policies/ppm/univ500.pdf> for the policy in its entirety.
- R. Contractor must also adhere to the University's policy of maintaining a drug-free workplace.
- S. Damage to state property: Extreme care must be exercised to avoid damaging tree, shrubs, plants, containers, buildings, or other structures. If any of the above is damaged or destroyed due to negligence of the Contractor, it will be the responsibility of the Contractor to repair or replace at no cost to the University.

1.13 BUILDING ACCESS FOR OTHER BUILDING MAINTENANCE WORK

- A. The University may elect to schedule other work, including, but not limited to, repairs, condition assessments and other inspections not related to this contract, in adjacent work areas during this same summer break work period.
- B. The University Housing Project Manager, at the weekly progress meetings, will identify in advance any work scheduled by the University to occur in any part of the building, in which maintenance work is to occur.
- C. Such work may not be scheduled into individual units, occupied by the Contractor crews, without the prior knowledge of, and acceptance given by the Contractor.
- D. If at any time a situation is deemed an emergency, University personnel may access the building without notification to or approval from the Contractor, USC Housing's Representative and/or Architect, to perform emergency repairs or conduct critical life and structural safety inspections.

1.14 UTILITIES ACCESS

- A. The University will provide electricity and a water supply at the jobsite, through existing receptacles and fixtures, but without

any provision which allows workers to directly tap circuit panels. The Contractor must supply their own extension cords, water hoses and other equipment as required by the work scope.

1.15 PARKING

- A. Contractors are required to obtain parking authorization before parking in a designated space. When available, parking and vehicle hangtag(s) will be coordinated through the USC Housing's Representative. The Contractor will be limited to the number of parking spaces and locations as assigned through Parking Services.
- B. The Contractor should note that there may be a parking fee associated with parking on campus, and hangtag(s) must be displayed at all times.
- C. Parking on campus is restricted to the spaces designated by Parking Services at the beginning of the project. All vehicles parked on campus must be head-in to the parking space. Backing in or pull-through parking is prohibited in all areas, including meters.
- D. Parking is prohibited on turf and sidewalks, in fire lanes, and in ADA parking spaces, stated in policy BUSF5.50 or <http://www.sc.edu/policies/busf550.pdf>. The Contractor will be responsible for any and all tickets, fines, and/or towing fees.
- E. Drop off points near the building where vehicles may be temporarily staged to facilitate the periodic off-loading of equipment, tools, and materials, will also be identified.

1.16 BUILDING ACCESS AND SECURITY

- A. Five (5) access cards for each building will be issued to the Contractor for the duration of the project. The access cards will be activated to allow the Contractor to enter the buildings, only during approved working hours agreed upon by the University Housing Project Manager. The Contractor will assume all responsibility for the cards, utilizing a belt loop attachment, or lanyard for added security. The Contractor will be charged \$35, per card, for all cards not returned upon completion of the project. All access cards and/or red core keys must be signed out by the responsible party. If a card is misplaced, you must notify University Housing immediately, to deactivate the card and keep the building secure.
- B. Keys to students' rooms, offices, and staff apartments, are prohibited. All Doors will be open by University Housing Personnel, prior to the commencement of work.
- C. The Contractor is responsible for assuring all windows and entry doors are closed and locked at the end of the work shift. Maintaining security of the building must be the Contractor's responsibility for the duration of the project.

1.17 DELIVERY, STORAGE, AND HANDLING ON SITE

- A. Store all hardware, according to both the manufacturer's requirements and authorities having jurisdiction (e.g. in original labeled containers in a secure (lockable), dry, heated and well ventilated single designated area). Only materials used on this project are to be stored on site.
- B. At the start of the project the Contractor is to schedule a time with the USC Housing's Representative to pick up hardware from the Housing Warehouse. Once hardware is received by the Contractor all hardware and related material storage will be the responsibility of the Contractor.
- C. At all times, all materials must be stored according to the manufacturers' recommended methods, in a dry space protected from the weather, with ambient temperatures maintained within range, recommended by the manufacturer of each product.
- D. On site, all materials, tools and equipment used by the Contractor must be stored in a place designated by the University Housing Project Manager. Materials must be arranged in a neat and orderly manner, as to not affect in any way, any of the terms and conditions under this contract or to block exits.

- E. The University will not assume responsibility for the security of the Contractor's project materials, tools, or equipment.
- F. The Contractor must not install any locking hardware on any portion of the building.
- G. The above-mentioned materials must be removed, and the entire site must be cleared at the time of project completion.

1.18 DEBRIS

- A. All demolished material, except material listed or marked as salvage by the University, for retention and that which can be recycled, becomes the property of the Contractor.
- B. Remove all project debris inside the building daily. All demolished materials must be loaded directly onto trucks for recycling, removal, or placed in the Contractor's dumpster(s). All required dumpsters must be provided by the Contractor and serviced when filled.
- C. Dispose of debris legally. Do not burn on site. Do not allow debris to enter sewers. Do not let piled debris endanger the structures and trees/plants that must remain.
- D. Suppress dust. Prevent unsanitary conditions, washouts, erosion, staining or silting of the site and adjacent property.
- E. Work in public areas inside buildings, must be cleaned after the work task is completed; to prevent spreading dust and debris to adjacent areas, by workers. Areas must be vacuumed and dusted, prior to moving to the next area. Failure to do so will result in the University hiring additional forces to perform clean up; and all costs incurred will be the responsibility of the Contractor and deducted from the final project payments.
- F. At the completion of the work, all interior and exterior spaces impacted by project activities must be clean and left in a move in ready condition. "Move in ready" is defined as all affected interior surfaces must be wiped down and/or vacuumed, to remove all dust, debris, excess adhesives, excess grouts, in accordance to manufacturers' recommended cleaning instructions for each product.
- G. Use of window openings to discard debris is strictly prohibited, unless proper protection is provided and approved in advance by the USC Housing's Representative.
- H. The building and the building premises must be left in a condition that is acceptable to the USC Housing's Representative

PART 2 - PRODUCTS

2.01 GENERAL

- A. Drawer pulls, back plates and screws will be furnished by University Housing. Refer to provided cutsheets for details.
 - a. Drawer Pulls: Franklin Brass, 4" Lombard Pull, P29613K-SN-B, Finish: Satin Nickel
 - b. Back Plates: Emtek, Art Deco Rectangular Backplate for Pulls, 86435, Finish: Satin Nickel

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Prior to commencement of work, thoroughly examine conditions of student bedroom furniture; and report in writing to the USC Housing's Representative any conditions or damages that adversely affect work of this section.

- B. The Contractor should not proceed with hardware replacement until an agreement has been reached with the USC Housing's Representative regarding any problems. The starting of work on any pieces shall imply that the piece has been inspected and found acceptable by the Contractor.

3.02 PREPARATION

- A. Remove all old hardware and save for University salvage. **Contractor is to store old hardware in areas designated by USC Housing's Representative. At completion of the project Contractor is to move all salvage to USC Consolidated Services or other location designate by USC Housing's Representative for state surplus recycling.**
- B. Do not use solvent or reactive cleaning agents on items that will mar or remove finishes (e.g. lacquer finishes).
- C. On site, protect all adjacent interior surfaces and areas with drop cloths, shields, masking, templates, or other suitable protective means. Make good of any damage caused by failure to provide such protection.
- D. Perform no work on site work unless a minimum lighting level of 323 Lux (30 foot candles). Adequate lighting facilities shall be provided by the Contractor if proper lighting level is not already provided in each work location.

3.03 QUALITY CONTROL / STANDARD OF ACCEPTANCE

- A. All surfaces, preparation and hardware applications shall be inspected, and the installation shall present Good Workmanship as referenced by American Woodworking Institute (AWI/AWMCA) Hardware Installation and Quality Standards.
 - 1. Screws in all hardware shall be installed per manufacturer's instructions.
 - 2. Templates should be used and maintained throughout the duration of the project to ensure 4" on center to center of drawer face; for pulls requiring new drilled holes.
 - 3. Hardware installed neatly with no tear out of surrounding materials.
 - 4. Properly, fitted and adjusted to ensure correct and smooth operation.
- B. New hardware installation shall be considered unacceptable if any of defects are apparent to the USC Housing's Representative under final lighting source conditions:
 - 1. Scratches, chips, gouges, marring of wood surface, and visible defects are evident on wood surface due to improper care during installation.
 - 2. Loose fitting installation or overly tightened fasteners.
 - 3. Tarnishing of hardware due to reactive cleaning agents.
- C. Contractor is responsible for repairs to furniture caused by hardware installation, at no expense to the University. Small affected areas may be touched up; large affected areas shall be refinished.

3.04 PUNCLIST INSPECTIONS

A. Punch list in phases:

1. Preliminary Punch: During bi-weekly meetings and site walk through, USC Housing's Representative will point out any items requiring punch repair. Contractor is to include 2-3 staff members with tools ready to complete punch items as presented to the Contractor during walk through. Any items that require lengthy repair are to be completed in a timely manner, for review at the next bi-weekly meeting. A written list of lengthy repairs will be provided by the USC Housing's Representative to the Contractor, for the Contractor to manage and fully complete in conformance with contract specifications and requirements.
2. Final Punch: The inspection of the Final Punch List by the USC Housing's Representative will be completed 2 days before Total Project Completion deadlines per building. Refer to section 1.03 Work Schedules for deadlines. All punch must be completed by deadline date.

B. Items remaining incomplete on the Final Punch List at the time of the last inspection, may, at the University's discretion, be taken over, completed by the University, and charged to the Contractor for expenses incurred. These expenses shall be deducted from the final payment to the Contractor.

C. The building and the building premises shall be left in a condition that is acceptable to the USC Housing's Representative, in accordance to the conditions outlined in this document, including Standard of Acceptance.

D. Final acceptance shall also establish the substantial completion and start date of the one (1) year warranty period.

END OF SECTION

PLEASE COMPLETE: 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.)

BID SCHEDULE
USC-RFQ-3474-LW

Item	Quantity	Unit of Measure	Description	Extended Price
1	1	LOT	Remove and install desk and chest pulls in the East Quad dormitory as specified. Work to be performed between May 13 th – May 24 th , 2019.	\$ _____

Item	Quantity	Unit of Measure	Description	Extended Price
2	1	LOT	Remove and install desk and chest pulls in the South Quad dormitory as specified. Work to be performed between May 27 th and June 7 th , 2019.	\$ _____

Resident Contractor Preference _____
 2% Resident Subcontractor Preference _____
 4% Resident Subcontractor Preference _____

Number of Subcontractors _____
 Number of Subcontractors _____

NOTE:

All preferences must be claimed by initialing in the space(s) for each lot provided above. Identify the number of subcontractors to be used in the space(s) provided above, if applicable. If you request a preference, you are certifying that your offer qualifies for the preference you have claimed. Please refer to the preference clauses listed in this solicitation to ensure that you qualify to select the above preferences. Bidder is to submit the following information in a separate document for the subcontractor preferences requested:

- 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.