



SPARTANBURG COMMUNITY COLLEGE

Invitation for Bid / **Amendment #1**

Solicitation: SCC-465
 Date Issued: **06/22/2022**
 Procurement Officer: Michael Clardy
 Phone: 864-592-4670
 E-Mail Address: clardym@scsc.edu
 Mailing Address: Spartanburg Community College
 PO Box 4386
 Spartanburg SC 29305

DESCRIPTION: *Floor Cleaning and Maintenance*

USING GOVERNMENTAL UNIT: **SPARTANBURG COMMUNITY COLLEGE**

SUBMIT YOUR SEALED OFFER AT THE FOLLOWING:

MAILING ADDRESS:

SPARTANBURG COMMUNITY COLLEGE
 PURCHASING OFFICE
 PO BOX 4386
 SPARTANBURG SC 29305

PHYSICAL ADDRESS:

SPARTANBURG COMMUNITY COLLEGE
 PURCHASING OFFICE Ledbetter Bldg. Rm 238
 107 Community College Drive
 Spartanburg SC 29303

SUBMIT OFFER BY (Opening Date/Time): ~~06/28/2022~~ **07/12/2022 2:00 P.M.**

QUESTIONS MUST BE RECEIVED BY: **06/24/2022 2:00 P.M.**

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Document, Three (3) identical copies marked "copy" and one (1) copy on a Flash-drive**

CONFERENCE TYPE: ~~Non-Mandatory Pre-Bid Conference~~
 DATE & TIME: ~~06/16/2022 10:00 a.m.~~

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

LOCATION:

**Spartanburg Community College
 Ledbetter Building Room 253
 107 Community College Drive
 Spartanburg, SC 29303**

**AWARD &
 AMENDMENTS**

Award will be posted on **07/19/2022**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.scsc.edu/vendors>

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.
 (See "Signing Your Offer" provision.)

NAME OF OFFEROR

(full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

DATE SIGNED

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME

(printed name of person signing above)

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

- Sole Proprietorship
 Partnership
 Other _____
 Corporate entity (not tax-exempt)
 Corporation (tax-exempt)
 Government entity (federal, state, or local)

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	_____ Area Code - Number - Extension Facsimile _____ E- mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
_____ Payment Address same as Home Office Address _____ Payment Address same as Notice Address (check only one)	_____ Order Address same as Home Office Address _____ Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS
 Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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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)

AMENDMENTS TO SOLICITATION (modified):

(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: <https://www.sccsc.edu/vendors/purchasing-solicitations.php> (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. [02-2A005-1]

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Spartanburg Community College
Attn: Michael Clardy
REFERENCE BID #SCC-465
P.O. Box 4386
Spartanburg, SC 29305

PHYSICAL ADDRESS:
Spartanburg Community College
107 Community College Drive
REFERENCE BID #SCC-465
Ledbetter Room 238
Spartanburg, SC 29303

Amendment No. 1

Questions / Answers

1. Can you clarify the furniture moving process and who is responsible for this?

The contractor is responsible for moving and replacing the furnishings in applicable spaces. Any items that are not permanently attached to floor that are individually less than 100 pounds (such as tables, desks and chairs) will be moved. Heavier furniture and loaded storage and filing cabinets are assumed to be over 100 pounds and will be left in place.

2. On page 23 VII. Bidding Schedule can you clarify what the “extended Price” column represents?

The contractor will provide an “all inclusive” hourly rate for each of the required criteria, this “unit cost” can be extended as a quantity of (4) four (on each line) to account for the (4) four floor technicians that will be assigned to work on this contract.

3. On Page 23 VII. Bidding Schedule, I am assuming this is a fully loaded hourly rate, can you verify? Also I am assuming of the 3 items listed for pricing, your #3 is a #2, I just wanted to make sure this did not represent anything else, can you verify please?

All hourly rates provided are to be all inclusive. Including, but not limited to all labor, supplies, materials, equipment overhead and profit.

There are three items listed on the Business Proposal section (Page 23). Items #1 and #2 are properly marked. Item #3 being marked as #2 is a “typo”.

4. On page 23 VII. Bidding Schedule, the quantities show a prefilled number 1 which only represents 3 people, can you verify if we are to bid 3 people or 4 people?

The bidder will furnish an hourly rate (unit of measure as “one”) in the applicable unit cost for each of the (3) three categories of service. Please extended the unit cost (hourly rate) in each line item by a factor of (4) four which is representative of the (4) four floor technicians required.

- With no knowledge of how much square footage will be stripped and waxed it will be very difficult to add our supply number in the grand total and our chemicals will be difficult as well given the amount of mopping, can the stripper, wax & cleaning chemicals be billed at a cost-plus basis? If you have a quantity of usage or dollar value can you provide this to use in a fully loaded number?

Cost plus billing will not be allowed. The hourly rates quoted must include all costs, including materials and supplies.

- If services were done in the past, what was the price services were done for?

These services have not been previously provided as an hourly contracted service.

- Is there adequate storage space on site to store equipment for floor technicians?

The college can (if the vendor desires) provide up to 100 sf. of storage space at each campus (three locations) for equipment storage. The college will assume no liability for equipment stored on site.

- Can we get an approximate square footage of each facility?

Building list below. (Total SF of each building listed)

Campus - Building Name	Year	ABR	Address	SQFT
Tyger River - Tyger River Building	1986	TRB	1875 E Main Street Duncan 29334	358386
Tyger River - BMW Building	1988	BMW	210 Commerce Court Duncan 29334	41250
Downtown - Evans Building	1922	EAC	220 E Kennedy Street SPBG 29302	104212
Central - P Dan Hull (east)	1963	PDH	111 Community College Drive SPBG 29303	94431
Central - Jack A Powers (west)	1969	JAP	119 Community College Drive SPBG 29303	74185
Central - Health Sciences Building	2001	HSB	850 Community College Drive SPBG 29303	71400
Central - Dan L Terhune (ssb)	2003	DLT	107 Community College Drive SPBG 29303	57810
Central - James P Ledbetter (lg)	1966	LED	103 Community College Drive SPBG 29303	48100
Central - Library	2006	LIB	127 Community College Drive SPBG 29303	43176
Central - Tracy J Gaines	1980	TJG	131 Community College Drive SPBG 29303	31865
Central - Joe D Gault	1980	JDG	135 Community College Drive SPBG 29303	19150
Central - Campus Operations	1995	PPB	136 Community College Drive SPBG 29303	4000

- Floor types in those facilities? (This is more for equipment purposes). Are they mostly VCT? Carpet? LVT?

Mostly VCT and Terrazzo

- How many days per year do you want us to price?

Work is to be performed and billed by the manhour. Invoices will include the total number of hours worked by the (4) four man team per billing cycle. SCC anticipates work to be performed every week with the possible exception of holidays. The college closes for (2) two weeks over the Christmas Holiday, but floor work will likely be scheduled during this time.

- We see the 3 different price per hour requests, but also know that headcount and hours are dictated...therefore, is this a bill by the hour contract or a fixed contract?

This is a "bill by the hour" contract based on "fixed" prices.

- How is terrazzo currently cared for? Does it remain natural and is honed or is it stripped and waxed?

Terrazzo floors are currently cared for by stripping and waxing