

Clemson University Procurement Services

Bid Information

Bid Owner Allison Patton Contracting Officer
- MRO
Email apatton@clemson.edu
Phone 864 (656) 3677
Fax 864 (656) 2394

Bid Number 69929541 Addendum 2
Title Weekly Janitorial Services in
Georgetown, SC
Bid Type Sealed Bid
Issue Date 01/21/2016
Close Date 2/4/2016 1:45:00 PM Eastern

Contact Information

Address 108 Perimeter Road
Clemson, AL 29634
Contact Allison Patton Contracting Officer -
MRO
Department Procurement Services
Building ASB
Floor/Room
Telephone 864 (656) 3677
Fax 864 (656) 2394
Email apatton@clemson.edu

Ship to Information

Address CU: Baruch Institute
Highway 17 North
Georgetown, SC 29440
Contact
Department
Building
Floor/Room
Telephone
Fax
Email Belle W Baruch Forest Sci Inst

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____

Signature _____

Supplier Notes

Date / /

Bid Notes

Clemson is seeking bids for a new janitorial contractor to provide weekly cleaning at the Baruch Institute as outlined in the attached scope of work document. Please note, in order to submit a bid you must first register/login to buyWays.

Bid Activities

Date	Name	Description
1/28/2016 1:00:00 PM	Deadline for Questions	All questions must be submitted in writing to the buyer at apatton@clemson.edu prior to the date and time specified.

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	Scope of Work 69929541.pdf	Scope of Work
Header	Appendix A - 69929541.pdf	Appendix A - Services and Frequency
Header	Addendum #1 Bid 69929541.pdf	Revised Addendum #1
Header	Clemson University Standard Terms of Purchase Rev C 9.1.15.pdf	Purchase T&Cs

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Terms & Conditions	You agree to be bound by the terms of the Solicitation which include this document, Clemson University Standard Bidding Terms and Conditions and Clemson University Standard Terms of Purchase (available for reference in the Bid Attachment Section of this package, and/or www.clemson.edu/cfo/procurement/policies/terms.html). You agree to hold Your Offer open for a minimum of sixty (60) calendar days after the Opening Date. We agree to all terms and conditions contained in the bid.	_____ (Required)
2	Contradictory Terms	You agree that your bid does not include either modifications to any of this solicitation's contractual requirements or any other Vendor standard terms and conditions. Doing so may make your bid non-responsive and not considered for award. If you have questions or would like Clemson to consider alternate terms or requirements, you are required to submit questions to the procurement officer prior to the noted deadline requesting Clemson consider such deviations. Clemson is not required to accept changes, but will address changes as necessary with an amendment to the solicitation.	_____ (Required)
3	Submitting your offer or modification	(a) Offers and offer modifications must be submitted by submitting your offer electronically in the Clemson online bidding system (buyWays). (b) If you are responding to more than one solicitation, you must submit separate bids for each solicitation. (c) Facsimile, hardcopy, or e-mail offers, modifications, or withdrawals, are NOT authorized.	(No Response Required)
4	Preferences - A Notice to Vendors	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)]	(No Response Required)
5	Award Made to One Offeror	Award will be made to one Offeror.	(No Response Required)
6	Award Criteria - Bids	Award will be made to the lowest responsible and responsive bidder(s).	(No Response Required)

7	Bid Acceptance Period	In order to withdraw Your Offer after the 60 days specified above, you must notify the Procurement Officer in writing.	(No Response Required)
8	Public Opening	Offers will be publicly opened at the close date / time at Clemson University/Procurement Services, Administrative Services Building, Silas N. Pearman Boulevard, Clemson, S. C. 29634.	(No Response Required)
9	Posting of Award	The award for this solicitation will be posted at the Administrative Services Building, Silas N. Pearman Boulevard, Clemson, S. C. 29634 (as well as at the following website - https://sciquest.ionwave.net/clemson) within 5 working days of bid opening (unless Procurement Officer provides otherwise).	(No Response Required)
10	In State Office Address	Please provide the address and phone number for your in-state office in the space provided. 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)).	_____ (Optional)
11	SC Taxes	Do you collect South Carolina Taxes? Do NOT include taxes in your bid price. Valid Responses: [Please Select], Yes, No	_____ (Required)
12	Shipping Method	Freight/shipping costs MUST be included in bid price. Freight/shipping cannot be added at a later date. If applicable to this bid, is this cost included in your bid price?	_____ (Required)
13	Delivery Date	Enter your best delivery for this purchase, or completion date of services, as days after receipt of order.	_____ (Required)
14	Conflict of Interest	If you have any relatives employed with Clemson University, you must provide their names and relations.	_____ (Optional)
15	Illegal Immigration	Do you certify that you fully comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 1? Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1] (An overview is available at http://www.procurement.sc.gov)	_____ (Required)
16	Discount for Prompt Payment	If you offer a discount for prompt payment, provide these terms here.	_____ (Optional)

- 17 Protest - CPO - MMO Address Any protest for this solicitation must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing (a) by email to protest-mmo@mmo.state.sc.us, (b) by facsimile at 803-737-0639, or (c) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201. (No Response Required)
- 18 Installation / On Site Labor If Installation or On Site Labor is requested, as part of this contract, then the contractor agrees to install all items acquired pursuant to this contract and/or shall be required to conduct work at Clemson as part of this contract. The contractor awarded this contract is required to submit an ACORD 25 form prior to commencement of work per Clemson Standard Terms of Purchase (available for reference in the Bid Attachment Section of this package and/or <http://www.clemson.edu/cfo/procurement/policies/terms.html>).
*Failure to maintain insurance and submit this form to University Procurement may result in termination of contract for failing to comply with this requirement. _____ (Optional)
- 19 TERM OF CONTRACT - OPTION TO RENEW TERM OF CONTRACT - OPTION TO RENEW: (a) At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of year(s), month(s), and day(s), unless contractor receives notice that the state elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award. (b) Contractor acknowledges that, unless excused by Section 11-57-320, if the contractor is on the then-current Iran Divestment Act List as of the date of any contract renewal, the renewal will be void ab initio. _____ (Required)
- 20 Disposal of Packaging Contractor shall dispose of all wrappings, crating, and other disposable materials pertaining to this contract at the end of each working day and upon completion of installation. (No Response Required)
- 21 Warranty Contractor warrants all items acquired shall conform to all contractors' representations, the requirements of this contract, and all published documentation. (No Response Required)

Line Items

#	Qty	UOM	Description	Response
1	1	month	Weekly cleaning of Baruch Office/Laboratory building	\$_____

Item Notes: Enter the monthly cost for weekly cleaning as specified.

Supplier Notes: _____

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	SC Resident Contractor Preference (Line-Services)	<p>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). Are you requesting the SC Resident Contractor Preference?</p> <p>Valid Responses: [Please Select], Yes, No</p>	_____ (Required)

2	Resident Subcontractor Preference-2% or 4% (Line-Services)	<p>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 IN THE NEXT QUESTION. Select the appropriate preference you are requesting or select N/A if not claiming this preference.</p> <p>Valid Responses: [Please Select], 2%, 4%, N/A</p>	(Required)
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3	Resident Subcontractor Preference - 2% or 4% INFORMATION(Line-Services)	<p>If claiming the Resident Subcontractor Preference of 2% or 4% above, 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 in the space provided here. If you are claiming multiple subcontractors, please indicate each by name as well as the particular preference you are claiming for each one (i.e. ABC Inc - 2%, XYZ LLC - 4%).</p>	(Optional)
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2	1	month	Biweekly cleaning of administrative office building.	\$ _____
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Item Notes: Enter monthly cost for the biweekly cleaning as specified.

Supplier Notes: _____

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	SC Resident Contractor Preference (Line-Services)	<p>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). Are you requesting the SC Resident Contractor Preference?</p> <p>Valid Responses: [Please Select], Yes, No</p>	(Required)
2	Resident Subcontractor Preference-2% or 4% (Line-Services)	<p>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 IN THE NEXT QUESTION. Select the appropriate preference you are requesting or select N/A if not claiming this preference.</p> <p>Valid Responses: [Please Select], 2%, 4%, N/A</p>	(Required)

3	Resident Subcontractor Preference - 2% or 4% INFORMATION(Line-Services)	If claiming the Resident Subcontractor Preference of 2% or 4% above, 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 in the space provided here. If you are claiming multiple subcontractors, please indicate each by name as well as the particular preference you are claiming for each one (i.e. ABC Inc - 2%, XYZ LLC - 4%).	_____ (Optional)
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3	1	hr	Enter hourly price for speciality cleaning rate	\$ _____
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Item Notes: This is to include but not be limited to windows, carpets, upholstery, and floor refinishing.

*This price will not be used for evaluation but for informational purposes when the need arises.

Supplier Notes: _____
