

SE-311

INVITATION FOR MINOR CONSTRUCTION QUOTES

(For use on projects between \$50,000 and \$100,000.)

AGENCY/OWNER: Department of Administration - Division of Facilities Management and Property Services
PROJECT NAME: SCDHEC Repaint Office Walls
PROJECT NUMBER: D50-N051-SG, GS-5442
COST RANGE: \$ 55,000 CONSTRUCTION to \$ 70,000
PROJECT LOCATION: Mills Building, 1751 Calhoun Street, Columbia, SC
DESCRIPTION OF PROJECT: See SOW dated 8-15-2019, Painting Interior Office walls, Hallways, Doors and Window trim
QUOTE DUE DATE: 10/17/2019 TIME: 2:00PM
AGENCY PROJECT COORDINATOR: Robert Simkins, RA
EMAIL: robert.simkins@admin.sc.gov TELEPHONE: 803-413-0642
DOCUMENTS MAY BE OBTAINED FROM: Quotes@admin.sc.gov

DOCUMENT DEPOSIT AMOUNT: \$ N/A IS DEPOSIT REFUNDABLE Yes No N/A
PERFORMANCE AND LABOR & MATERIAL PAYMENT BONDS: The successful Contactor will be required to provide Performance and Labor and Material Payment Bonds, each in the amount of 100% of the Contract Price.

Contractors must obtain Documents/Plans from the above listed source(s) to be listed as an official plan holder. All written communications with official plan holders & Contractors submitting quotes will be via email or website posting.

PUBLIC NOTICES: All notices (Notice of Award) shall be posted at the following location: Hallway 2nd floor bulletin board 915 Main Street, Forsythe Building, Columbia SC

RIGHT TO PROTEST (SC Code § 11-35-4210)

Any actual bidder, offeror, contractor or subcontractor who is aggrieved in connection with this solicitation or the intended award or award of a contract under this solicitation may protest to the State Engineer in accordance with Section 11-35-4210 at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201. EMAIL: protest-ose@mso.sc.gov

All questions & correspondence concerning this Invitation shall be addressed to the A/E.

A/E NAME: Quotes@admin.sc.gov
A/E CONTACT: quotes@admin.sc.gov
EMAIL: quotes@admin.sc.gov TELEPHONE: N/A

PRE-QUOTE CONFERENCE: Yes No DATE: 10/10/2019 TIME: 10 AM

PRE-QUOTE CONFERENCE LOCATION: Mills Building Lobby, 1751 Calhoun Street Columbia, SC

QUOTE DELIVERY ADDRESSES:

HAND-DELIVERY: Attn: <u>Quotes</u> <u>1200 Senate Street, Suite 409, Wade Hampton Building</u> <u>Columbia, SC 29201-3965</u>	MAIL SERVICE: Attn: <u>Quotes</u> <u>1200 Senate Street, Suite 409, Wade Hampton Building</u> Email: <u>quotes@admin.sc.gov</u>
---	---

APPROVED BY: Stanley D. Bailey DATE: 10/7/19

(OSE Project Manager)

**D50-N051-SG, GS-5442- SCDHEC Repaint office walls
June 15, 2019**

GENERAL CONSTRUCTION NOTES:

1. Patch/repair existing minor damaged sheetrock around window areas (cracks, gaps etc.).
2. General - Paint – 2 coats on walls, wall trim, floor base and all window trim. Paint all walls. Paint same color as existing. Contractor shall verify wall color, Paint type and finish with client before starting any painting. Use **Low VOC paint** and match existing paint finish type.
3. Paint – Offices: N120, N415, O-204, O-203a, O302a, O-302, O-304, O-435, O-434, O-402.
4. Paint 1st thru 4th floor Hallways and window frames and sills. (Robert Mills side of Building only)
5. Paint Canteen space.
6. Paint – Elevator Lobby – All 1st thru 4th floors.
7. Paint – All Conference Rooms, contractor to verify how many rooms.
8. Paint – First Floor – Hallway walls and window frame/trim. (Old Building section)
9. Paint approximately 48 doors/frames on 3rd floor and 67 doors/frames on 4th floor. Contractor shall verify totals.
10. Paint 36 window trims on 3rd floor and 34 widow frames on 4th floor. Contractor shall verify totals.
11. Paint all baseboards of all spaces being painted.
12. **Contractor shall Field verify existing conditions of all walls and window trim to be painted.**
13. Coordinate work with client DHEC and Department of Administration for access to areas to be painted. Include in your contract multiple trips if needed to accomplish work with least disruption to client.
14. Quote base bid: All Work done during regular working hours: 8AM -5PM, Monday- Friday
15. Quote Alternate #1: All Work done after hours- 5PM until (TBD) and weekends 8AM-5PM.
16. **Furniture will be moved by Contractor** as needed to access area to be painted. Client will coordinate moving any computers and/or personal items in areas to be painted. Cover all existing items in spaces to be painted with a tarp, until painting is completed. Move furniture back to same position it was at before painting work started.

GENERAL PROJECT NOTES:

1. DHEC Contact: Marshall Rock will be our contact on this project - 803.413.4171
rockmo@dhec.sc.gov
2. The Agency Project Manager/Coordinator is Robert Simkins 803-734-0148(o), 803-413- 0642 (c), robert.simkins@admin.sc.gov. **For any emergency call 911.**
3. Construction and installation of all components/materials shall comply with all codes in effect for South Carolina. For a listing of these codes visit <http://www.llr.state.sc.us/pol/bcc/> .

D50-N051-SG, GS-5442- SCDHEC Repaint office walls
June 15, 2019

4. The Contractor is responsible for the safety and welfare of all workers, tenants and any individuals the job may affect. Contractor shall comply with all applicable provisions of the Occupational Safety and Health Act (OSHA). The Contractor is to maintain a safe work environment at all times. TAKE APPROPRIATE SAFETY MEASURES TO PROTECT BUILDING OCCUPANTS FROM HAZARDS POSED BY THE WORK OF THIS CONTRACT. DO NOT BLOCK PATHWAYS FOR PEDESTRIANS AND/OR VEHICLES without prior coordination with and approval of Owner's Agency Coordinator. **DO NOT BLOCK FIRE EXIT PATHWAYS.**
5. The Contractor and the Contractor's Sub-Contractors and/or Vendors shall comply with all Safety Guidelines of the South Carolina Department of Administration visit: <http://www.admin.sc.gov/generalservices/safety> for a complete listing and information.
6. **MATERIAL SAFETY DATA SHEETS** on all materials used in the construction of the project shall be on the job site in a three-ring notebook. Copies of the material safety data sheets shall be given to the Owner's Agency Coordinator.
7. Contractor shall check with Owner prior to starting work to learn what areas have been identified as having Asbestos Containing Materials (ACMs). Contractor shall NOT disturb these areas in any manner and shall notify the Owner if they will impede the work of this contract. Should that be the case, the Owner will procure the services of a licensed abatement contractor to remove these materials. Contact and notify the Owner's Agency Coordinator immediately of any damaged or suspect existing hazardous materials and/or components encountered or uncovered during the course of the work which are not specifically addressed in these documents. **Contact Mr. Robert Simkins of the SCDOA @ 803.413.0642**
8. At closeout, Contractor shall provide to the Owner a **notarized** letter on company letterhead, signed by the individual in responsible charge of the work of this contract, certifying that NO asbestos-containing materials were incorporated into the work of this project. This letter must accompany the Contractor's application for final payment.
9. During the work of this project the Contractor shall coordinate with the Owner's Agency Coordinator to have the building fire detection and alarm system disabled so as not to cause a false alarm. Contact Robert Simkins 803-413-0642 (c). During times when the building fire alarm system is disabled due to the work of this project the Contractor shall maintain a Fire-Watch and shall complete a Fire-Watch Log. Prior to commencement of the work of this project the Contractor shall obtain a PDF copy of the Fire Watch Log from SCDOA General Services Division. The completed Fire Watch Log shall be submitted to Robert Simkins at the end of each work day by email if possible – robert.simkins@admin.sc.gov
10. CONTRACTOR SHALL PROTECT OWNER'S EXISTING UTILITIES AND EQUIPMENT FROM DAMAGE DURING CONSTRUCTION. NOTE: CONTRACTOR SHALL REVIEW INTENDED MEANS OF PROTECTION WITH THE OWNER IN ADVANCE. CONTRACTOR SHALL NOTIFY THE OWNER'S AGENCY COORDINATOR IF ANY ITEMS, FURNITURE, OR EQUIPMENT WILL IMPEDE THE WORK OF THIS CONTRACT.
11. Coordinate work activities with the Owner's Agency Coordinator in order to minimize disruptions to ongoing operations. Do not interrupt any utility service without prior coordination and approval of OWNER'S AGENCY COORDINATOR. Utility service disruptions require 72 hours advance notice to Owner's Agency Coordinator.

D50-N051-SG, GS-5442- SCDHEC Repaint office walls
June 15, 2019

12. **UTILITIES and TEMPORARY FACILITIES:** The Contractor shall have the use of any available sources approved by the Owner for lights, power, and water at the project site without cost. The installation and any costs associated with temporary provisions or extensions as necessary shall be the responsibility of the Contractor. The Contractor's personnel shall be allowed to use the toilet facilities located in the building if this privilege is not abused.
13. There may be ongoing construction projects within this building site. Contractor shall coordinate all work activities of this project with work activities of all other ongoing construction projects. Contractor shall make reasonable allowance in their quote to provide for coordination with other construction projects on this site and within this building.
14. All temporarily removed existing building components and accessories must be protected from damage and reinstalled in clean, working condition. Do not temporarily or permanently remove, replace or modify any existing structural component unless specifically required in the contract documents.
15. Contractor is responsible for any damage to parked vehicles caused by the work of this contract.
16. Contractor is responsible for any damage to existing landscape and hardscape caused by the work of this contract.
17. **STORAGE OF MATERIALS:** The Contractor shall not store any materials or equipment for this project inside the building. The Contractor shall be responsible for the coordination, with the Owner, of his material deliveries and installations 72 hours prior to their occurrence. Prior to delivery of any materials for this project that require storage on site, the contractor shall coordinate with Mrs. Carol Smoak, SCDSS Internal Operations to determine a suitable "lay-down" area. No flammable or otherwise hazardous materials shall be stored within the confines of this building or site.
18. **Normal Work Hours:** All work must be performed between the hours of 8:00am and 5:00pm Monday through Friday and are hereby established as "Normal Work Hours". Requests made by the Contractor to perform the work or any portion thereof of this Delivery Order outside of "Normal Work Hours" shall be submitted in writing (e-mail) and subsequently approved by the Owner in writing (e-mail) 72 hours prior to proceeding with any work outside of "Normal Work Hours". No Delivery Order Modification for cost increase will be considered for work outside of "Normal Work Hours" if the request is being made simply for the Contractor's convenience. If the Contractor has any reason to believe that the work of this project or a portion of the work can only be performed safely outside of "Normal Work Hours" the contractor shall make allowance in his bid. No Delivery Order Modification for cost increase will be considered for work outside of "Normal Work Hours". The Contractor may be asked to work around events involving building tenants as necessary. Contractor shall make reasonable allowance for this eventuality in his bid. No Delivery Order Modifications for cost increase will be considered due to Owner or Building Occupant's need to temporarily suspend operations of the Contractor.
19. **CLEAN UP:** At the end of each work day, the Contractor shall have the area of work cleaned. Contractor shall provide all necessary material and equipment for cleanup. Owner's equipment shall not be used by the contractor for any portion of the work. The contractor shall take ownership of all demolished items/debris and shall remove all such items from site and dispose of such items in accordance with all local, state and federal regulations.
20. There shall be **NO FRATERNIZATION** with visitors and/or employees of this facility.
21. **WARRANTIES AND GUARANTEES:** Provide Contractor's standard one (1) year warranty for all materials and installation, along with all extended warranties if required elsewhere in these documents including those assigned to specific materials and equipment. Provide Owner with copies of all equipment and material manufacturer's warranties and guarantees. All equipment

**D50-N051-SG, GS-5442- SCDHEC Repaint office walls
June 15, 2019**

and materials must be installed in such a manner as to not void their warranties or the warranties of existing equipment and materials.

22. Awarded contractor must furnish all labor, materials, equipment and supervision to fully complete the project. Contractor shall follow all manufacturer specifications for every aspect of the work involved and installation shall meet or exceed all requirements for the application for which it is being installed. Contractor is responsible for verifying all dimensions and quantities prior to submission of quote.
23. All work must be performed in a professional workmanlike manner. All workers shall conduct themselves in a respectable, responsible fashion **at all times** taking care not to endanger property or personnel. This is a secured facility and contractors will be required to check-in for entry into the premises. All workers must have proper documentation and legal capacity to work in the United States. Any worker not having proper documentation can be denied entry and may be held for verification.
24. Contractor is required to visit the project site prior to quote in order to review existing conditions. Access to the site must be pre-arranged with the Owner's Agency Coordinator, Robert Simkins 803.413-0642(c), robert.simkins@admin.sc.gov. Any preparatory requirements not listed that should be reasonably anticipated by the Contractor are to be included as a part of the scope of work.

Quotes:

Quotes shall be submitted on the **FM-331 Quote Form** included herein. Quotes are due on or before date on invitation. Please see instructions on SE-311 invitation to bid.

The attached **Quote Form** includes a space for a **Lump Sum All Inclusive Price. A Construction Services Delivery Order will be awarded to the low bidder based on the Lump Sum All Inclusive Price only.**

Contract Documents:

Scope of Work Document (This Document).

SE-311 Invitation Form

SE-331 Quote Form

Contractor License Requirements:

Per:

SC Consolidated Procurement Code

Contract Time and Liquidated Damages:

The work of this project shall be **Substantially Complete by 60 total days from notice to proceed date and issue of PO.**

Liquidated Damages in the amount of **\$100.00 per day** will be assessed for failure to complete the work by the agreed upon date of substantial completion. The date of commencement shall be the date the

**D50-N051-SG, GS-5442- SCDHEC Repaint office walls
June 15, 2019**

State of South Carolina Purchase Order is received by the Contractor. Failure to commence actual work of the Construction Services Delivery Order within seven (7) days from the Date of Commencement will entitle the Agency to consider the Contractor non-responsible. In this event, the Agency may withdraw the Construction Services Delivery Order and terminate the contract.

Insurance and Bonds Requirements:

Per:
SC Consolidated Procurement Code

**Contractor shall include all bond costs in base bid.
Bonds are required if bid is over \$50,000 - include performance and labor and materials bonds.**

Payment:

Per:
Contractor shall submit invoices for payment to the following address: Accounts Payable, 1200 Senate Street, Suite 409, Columbia, SC 29201. Include Purchase number on Invoice submittal. Invoices should be for the entire lump sum amount and shall only be submitted when work has been completed and approved by the agency's project manager. Copy of invoice to be sent to project manager:
robert.simkins@admin.sc.gov

Quotes:

Quotes shall be submitted on the **FM-331 Quote Form** included herein. Quotes are due on or before the date and time listed on the **FM-311 Invitation Form**.

Include **Allowances and Unit prices** (see specs section 012100 and 012200) with FM-331 Quote form

Please e-mail the completed **FM-331 Quote Form (in PDF format only)** to quotes@admin.sc.gov so that date and time of receipt are accurately recorded. The **Bid Form** includes a space for a **Lump Sum All Inclusive Price**. **A Construction Services Delivery Order will be awarded to the low bidder based on the Lump Sum All Inclusive Price only.**

Contract Documents:

GS-5442- Mills-Jarret – Paint Offices – Paint Offices- Scope of Work Document (This Document).

GS-5442 FM-311 Invitation Form

GS--5442 FM-331 Quote Form

Floor plans 1st thru 4th