

Request For Quote

Quote: 072426CM01

The South Carolina Department of Behavioral Health and Developmental Disabilities-Office of Intellectual and Developmental Disabilities is interested in obtaining a price quote on the services/items listed below. If you would like to provide a quote, please return this form with your quote information to Procurement@ddsn.sc.gov NO LATER THAN 12:00PM ON MONDAY, AUGUST 10TH , 2026. If you have any questions, please call 803-898-9750.

Price Schedule

The Office of Intellectual and Developmental Disabilities is interested in obtaining the following items/services at BHDD SALEEBY CENTER with the minimum specifications below.

Date of Submission: _____

Line Item	Description	QTY	Unit	Price
1	Remove existing 4 ton split system	1	ea	\$
2	Install new 4 Ton split system heat pump w/min SEER2 rating of 14.3 w/R454B Refrigerant	1	ea	\$
3	Install new line set	1	ea	\$
4	Relocate thermostat	1	ea	\$
5	Install Siemens RDY 2000BN thermostat	1	ea	\$

6	Install new drain pan & safety switches	1	ea	\$
7	Reconnect duct to existing duct work	1	ea	\$
8	Replace outside disconnect	1	ea	\$
Total	-----	-----	-----	\$

*****Please read HVAC Guidelines and Statement of Work attached*****

Vendor Number: _____

Vendor Name: _____

Authorized Signature: _____

Contact Name: _____

Telephone: _____

Email Address: _____

Must be a Registered South Carolina Vendor to provide quote

STATEMENT OF WORK

1. Background

The South Carolina Department of Behavioral Health and Developmental Disabilities, Office of Intellectual and Developmental Disabilities provide services for individuals with intellectual disabilities, autism, head and spinal cord injury and conditions related to each of these four disabilities. Our mission is to assist people with disabilities and their families through choice in meeting needs, pursue possibilities and achieving life goals; and minimize the occurrence and reduce the severity of disabilities through prevention. The Saleeby Centers HVAC unit that services office space and classrooms currently needs to be replaced.

2. Objectives

The goal of this procurement is to locate a vendor to provide and install a 4 ton split system at the Saleeby Center.

Estimated Project Commencement Date:

Aug 17th , 2026

Estimated Project Completion Date:

Aug 24th , 2026

3. Scope

The Contractor must provide all parts and labor to install a 4 ton split system at the Saleeby Center: The contractor must also remove and dispose of the old HVAC unit.

4. Location of Work

- Work will be performed at the SCOIDD Saleeby Center, located at 714 Lewellen Ave, Hartsville SC 29550

5. Site Visit By Appointment

Do not show up to the site visit without notifying BHDD. You must contact BHDD at least one (1) business day before the scheduled site visit notifying them of your intent to schedule.

POC for Scheduling Visits: Jim Sportiello

O: 843-639-8264

M: 843-615-5497

6. Requirements

Contractor's Requirements:

- Site Visit: All interested contractors should perform a site visit at the centers to ensure they understand the full scope of the work and site conditions. The site visit will afford the contractor sufficient time to make certain that they can determine the exact extent of work required.
- Contractor shall work with region point of contact to coordinate work schedules and address any questions

regarding standards in this statement of work.

- The contractor shall remove the existing 4 ton split system and replace it with a new 4 ton split system as specified in the request for quote.
- Vendor Registration: You must have a state vendor number to be eligible to submit an offer. To obtain a state vendor number, visit www.procurement.sc.gov and select Doing Business with Us. Then select New Vendor Registration. (To determine if your business is already registered, go to "Vendor Search"). Upon registration, you will be assigned a state vendor number. Vendors must keep their vendor information current. If you are already registered and know your User ID and Password, you can update your information by selecting Update Vendor Registration. If you need to update information but do not have your User ID/Password, you must complete a new vendor registration and On Step 9 – Messages to Administration indicate “Update vendor number” with your existing 10-digit vendor number. (Please note that vendor registration does not substitute for any obligation to register with the S.C. Secretary of State or S.C. Department of Revenue. You can register with the agencies at South Carolina Business One Stop, <http://scbos.sc.gov>)

SCOIDD Requirements:

- Upon bid submittal deadline, SCOIDD will determine the awarded Contractor based upon the lowest quote of a responsible and responsive bidder. No bids will be accepted after the bid submittal deadline.
- Awarded Contractor will be provided a purchase order as a notice to proceed with establishing the work schedule.
- Provide Contractor with point of contact in which to solidify work schedule, identify any conflicts in the work schedule, and to address any questions regarding standards notated in this statement of work.
- Point of contact to direct Contractor on the work site as needed and to ensure that the Contractor requirements are met to the standards noted in this statement of work.
- Payment: Payment for this project will be issued after the project is completed to the standards noted in this statement of work and an invoice is provided to SCOIDD. Payment will be issued by the payment method in your vendor profile in the South Carolina business system SCEIS.

6.1. Tasks

Contractor Tasks:

- Work Hours: All work shall be performed during the normal working hours (8:00 a.m. to 4:30 p.m.), Monday through Friday
- The Contractor shall coordinate with the region’s point of contact for the purpose of establishing a work schedule.
- Damage to Government property: Contractors shall be responsible for replacement of any facility structure, to include: grass, turf, curb, road pavement, valve boxes, control markers, sprinkler heads, which is chipped, marred, damaged and/or ruined at the fault of the Contractor. The Contractor shall bear all costs associated with replacement and reinstallation.
- Contractors shall be responsible for cleaning any facility structure that are soiled or stained as a result of contractor’s performance. The Contractor shall wash-down with water all soiled or stained structures and grounds at the end of each workday. No chemicals are to be used at anytime on Government property. The Contractor shall bear all costs associated with washing and cleaning. Any such washing/cleaning shall be brought to the immediate attention of the region’s point of contact prior to washing/cleaning.
- At the end of each day the Contractor shall remove all debris from the worksite.
- Contractor personnel must exercise and exhibit absolute decorum, composure, and stability at all times.

- The contractor is responsible for supplying all equipment, personnel, tools, supplies and materials to perform these services.

Guidelines for Purchasing Small HVAC Units

Over the past couple of years, we have replaced a number of HVAC units at our community residences. I'm sure we have more units across the state that are approaching the end of their useful life. Most of these units are split or package heat pumps, and the capacities range from 2 to 5 tons. In order to be more consistent in specifying replacement systems, we have developed the following guidelines. These do not apply to every situation, but they should be helpful in putting together bid packages with HVAC contractors.

1. All replacement units must be set up to use R464B refrigerant.
2. The minimum SEER2 rating of 14.3
3. Acceptable manufacturers are Trane, American Standard, Carrier, Lennox, York, Heil, Rheem, Amana, Rudd, and Goodman. See Scope of Work for details.
4. When installed in an attic, the air handling unit should be located on a mechanical platform including a 3" inch drain pan with a float switch.
5. When installed in a crawl space, the air handling unit must be hung from floor joists and not set on the ground.
6. Condensing units and package units must be installed on concrete foundations at the rear of the building. When appropriate, the unit may be installed on the side of the building to reduce refrigerant line or duct lengths. If there is a question about aesthetics or physical appearance, this must be worked out with the county board.
7. When installing copper refrigerant tubing, a dry nitrogen purge must be used to prevent oxidation inside the pipe. The old refrigerant tubing may be reused where applicable after a R-11 flush and pressure test. When installation of the unit is complete, a vacuum must be pulled on the refrigerant system to remove moisture and contaminants, and the system must be leak tested.
8. All ductwork should be galvanized sheet metal and sealed with duct mastic. Duct should be insulated with 2" duct wrap and sealed with glass staples, glass fabric, and mastic or tape at the joints. Tape and mastic must be UL181A compliant. Flexible duct is only permitted for the last 4 feet of the runout to grilles in crawl spaces
9. The thermostat will normally be replaced when a new HVAC unit is installed. At a minimum, the thermostat should be digital and 7-day programmable.
10. The control system for the HVAC unit must be tied into the fire alarm system, so that the unit will shut down if the fire alarm activates.
11. A local power disconnect must be installed at the condenser unit or package unit.
12. We normally expect a minimum 1-year full parts and labor warranty, with a 10-year manufacturer's warranty on the compressor.

Additional questions or concerns pertaining to HVAC replacement units should be directed Greg Adams @ (803) 898-9422 or GAdams@ddsn.sc.gov.