

SE-655

## INVITATION FOR TASK ORDER CONTRACT

AGENCY/OWNER: The CitadelPROJECT NAME: TOC – Mechanical Construction ServicesPROJECT NUMBER: H09-C002-ML CONSTRUCTION COST RANGE: \$ \_\_\_\_\_ to \$ \_\_\_\_\_ N/A PROJECT LOCATION: Campus wide, The Citadel, 171 Moultrie Street, Charleston, SC 29409 and at The Citadel Beach House, 4700 Palm Blvd., Isle of Palms, SC 29451

**DESCRIPTION OF PROJECT/SERVICES:** Provide mechanical construction services on an 'as-needed' basis over the term of the contract. Services include equipment, installation and repairs to mechanical systems of campus buildings. Contractor must be licensed as required by the SC Contractor's Licensing Board (LLR) for work covered in this solicitation. Contractor must have a SC Mechanical Contractor AC5, HT5 & PB5 licenses. A non-mandatory Pre-Submittal meeting will be held at 9:00AM on 1/16/2020 to answer questions about TOC's.

BID/SUBMITTAL DUE DATE: 1/28/2020 TIME: 4:00PM NUMBER OF COPIES: 3PROJECT DELIVERY METHOD: Design-Bid-BuildAGENCY PROJECT COORDINATOR: Kathleen M. Dille, Architect, Director of Construction ManagementEMAIL: kdille@citadel.eduTELEPHONE: 843-953-7063DOCUMENTS MAY BE OBTAINED FROM: Kathleen M. Dille, Architect, Director of Construction Management

- Contractors interested in submitting a proposal must contact the Agency Project Coordinator and obtain a Contractor's Statement of Qualifications & Questionnaire. The Contractor will review the Selection Criteria listed in the form and verify it can meet or exceed the Criteria. The Contractor will complete the form, provide any additional documentation required by the Criteria, and submit it to the Agency at the address noted below by the submittal due date and time noted above.
- Contractor will be required to provide Performance and Labor and Material Payment Bonds for each Task Order, each in the amount of 100% of the contract price.
- Task Order Contracts and Task Orders will be awarded in accordance with Chapter 9 of *Manual for Planning and Execution of State Permanent Improvements* found at: <https://procurement.sc.gov/manual>
- **PUBLIC NOTICES:** All notices (Notice of Meetings, Notice of Intent to Award Task Order Contract) shall be posted at the following location: Facilities & Engineering Project Information website [www.citadel.edu/ofeprojects](http://www.citadel.edu/ofeprojects) and Facilities Lobby bulletin board
- **LICENSURE:** To be considered for selection, contractor must be properly licensed in accordance with the requirements of Title 40 of the SC Code of Laws, as amended, at the time of resume submission.
- To submit confidential information, see <https://procurement.sc.gov/construction/ose-confidential>.
- In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed 25 pages, front and back, including covers, which must be soft – no hard notebooks.
- All written communications with parties submitting information will be via email.
- Agency will accept submittals via email above: YES  NO
- 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](mailto:protest-ose@mso.sc.gov)

## CONTRACT INFORMATION

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| 1. The contract period of the awarded Task Order Contract (TOC):                     | <u>3 years with two 1-year extensions</u> |
| 2. Maximum expenditures over the period of the awarded TOC:                          | <u>\$ 4,000,000.00</u>                    |
| 3. Minimum single task order expenditure that will be allowed under the awarded TOC: | <u>\$ 90,000.00</u>                       |
| 4. Maximum single task order expenditure that will be allowed under the awarded TOC: | <u>\$ 350,000.00</u>                      |
| 5. Number of TOC's Agency must award under this solicitation:                        | <u>4</u>                                  |

## SUBMITTAL DELIVERY ADDRESSES:

HAND-DELIVERY: UPS or FedEx

Attn: Kathleen M. Dille, Architect  
The Citadel, 520 Wilson Avenue  
Charleston, SC 29409

MAIL SERVICE: USPS

Attn: Kathleen M. Dille, Architect  
The Citadel, 171 Moultrie Street  
Charleston, SC 29409

APPROVED BY: \_\_\_\_\_

  
 (OSE Project Manager)

DATE: 1/6/20

## INSTRUCTIONS TO THE AGENCY:

1. Submit a copy of the completed SE-655 to the OSE Project Manager in MS Word Format.
2. OSE Project manager will review and send approved copy to SCBO and the Agency.