

SE-655 INVITATION FOR TASK ORDER CONTRACT

AGENCY/OWNER: College of Charleston

PROJECT NAME: Flooring Contracting Services

PROJECT NUMBER: H15-C006-ML CONSTRUCTION COST RANGE: \$ _____ to \$ _____ N/A

PROJECT LOCATION: College of Charleston including Satellite Campuses and all other Property

DESCRIPTION OF PROJECT/SERVICES: The general scope and nature of the services includes, but is not limited to: providing all personnel, equipment, tools, materials, supervision, and other items/services necessary to perform removal and off site disposal for existing materials, prepping existing substrate for new materials, and installation of new materials.

BID/SUBMITTAL DUE DATE: 10/1/2019 TIME: 5:00PM EST NUMBER OF COPIES: 6

PROJECT DELIVERY METHOD: Design-Bid-Build

AGENCY PROJECT COORDINATOR: Kara Grantham

EMAIL: GranthamKR@cofc.edu TELEPHONE: 843-953-1595

DOCUMENTS MAY BE OBTAINED FROM: Please e-mail GoodwinAK@cofc.edu for Contractor's Statement of Qualifications and Questionnaire and Insurance Addendum.

- To be considered for a Task Order Contract, a Contractor will be required to contact the Agency Project Coordinator and obtain a Contractor's Statement of Qualifications & Questionnaire. The Contractor will review the 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: 133 Calhoun Street Room 209 Charleston SC 29401
- **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 20 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 NOT** accept submittals via email.
- 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

CONTRACT INFORMATION

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:

Attn: Kara Grantham

133 Calhoun Street

Charleston, SC 29401


MAIL SERVICE:

Attn: Kara Grantham

133 Calhoun Street

Charleston, SC 29401

APPROVED BY: _____


(OSE Project Manager)

DATE: 8/26/19

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