

SE-655 INVITATION FOR TASK ORDER CONTRACT

AGENCY: College of Charleston

CONTRACT NAME: TOC - Test and Balance Contracting Services

CONTRACT NUMBER: H15-C013-ML

CONSTRUCTION COST RANGE: \$ N/A

CONTRACT LOCATION: 133 Calhoun Street, Charleston, SC 29401

DESCRIPTION OF PROJECT/SERVICES:

Services Provider shall check, test, adjust, and balance components of the Owner's air handling systems, cooling systems, and refrigeration systems, when and as requested by Owner, to ensure these systems operate optimally with respect to noise, temperature and flow conditions while the system equipment is operating economically and efficiently. TAB Services are intended to be performed after the system components are installed and operating.

SUBMITTAL DUE DATE: 11/11/2024 TIME: 02:00 PM NO. OF COPIES: Printed: 4 Electronic: 1

PROJECT DELIVERY METHOD: Design-Bid-Build

AGENCY PROJECT COORDINATOR: Laura Lee Worrell

EMAIL: worrellLL@cofc.edu

TELEPHONE: (843) 953-1645

DOCUMENTS MAY BE OBTAINED FROM: Laura Lee Worrell/worrellLL@cofc.edu

- 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 (Meetings, Intent to Award TOC) shall be posted at the following location: <https://charleston.edu/facilities-management/contract-awards.php>
- LICENSURE:** To be considered for selection, persons or firms 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 Appendix I, OSE Manual, <https://procurement.sc.gov/manual>.
- In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed 20 double-sided pages, including covers, which must be soft-no hard notebooks.
- All written communication with parties submitting information will be via email.
- Agency will accept submittals via email above (PDF file no larger than 10MB): 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 SC Code § 11-35-4210 at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201, email: protest@ose@mmo.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:

Attn: Laura Lee Worrell

133 Calhoun St.

Charleston, SC 29401

MAIL SERVICE:

Attn: Laura Lee Worrell

133 Calhoun St.

Charleston, SC 29401

APPROVED BY:



(OSE PROJECT MANAGER)

DATE: 10/17/2024