

# SE-610 INVITATION FOR INDEFINITE QUANTITY CONTRACT

AGENCY: Department of Mental Health

CONTRACT NAME: IDQ - Mechanical Engineering Services

CONTRACT NUMBER: J12-P008-LC

CONTRACT LOCATION: 7901 Farrow Rd., Columbia, SC 29203

DESCRIPTION OF PROJECT/PROFESSIONAL SERVICES: *(450 character limit)*

Provide Mechanical Engineering consulting services for building renovations and new construction projects. The scope of work may consist of feasibility studies, cost estimating, design documentation through construction documents & specification preparation, bidding & construction administration as required. Some delivery orders executed under the IDQ may require coordination of work with other SC Department of Mental Health consultants.

RESUME DEADLINE DATE: 09/22/2023 TIME: 02:00 PM NO. OF COPIES: Printed: 6 Electronic: 1

ANTICIPATED PROJECT DELIVERY METHOD: Design-Bid-Build

AGENCY CONTRACT COORDINATOR: Pete Creighton

EMAIL: [peter.creighton@scdmh.org](mailto:peter.creighton@scdmh.org) TELEPHONE: (803) 530-3667

The Agency requests qualifications from firms interested in providing professional services for the contract listed above. Any questions concerning this solicitation must be addressed to the Agency Contract Coordinator listed above.

## RESUME DELIVERY ADDRESSES:

### HAND-DELIVERY:

Attn: Pete Creighton, Bldg 4, Crafts Farrow Campus  
7901 Farrow Rd.  
Columbia, SC 29203

### MAIL SERVICE:

Attn: Pete Creighton, Bldg 4, Crafts Farrow Campus  
7901 Farrow Rd.  
Columbia, SC 29203

## CONTRACT INFORMATION:

1. The contract period of the awarded Indefinite Quantity Contract (IDQ):	<u>2 Years</u>
2. Maximum expenditures over the period of the awarded IDQ:	<u>\$300,000.00</u>
3. Maximum single Delivery Order expenditure that will be allowed under the awarded IDQ:	<u>\$100,000.00</u>
4. Maximum number of IDQ's Agency may award under this solicitation:	<u>3</u>

## • INTERESTED FIRMS SHOULD SUBMIT THE FOLLOWING:

1. A Current STANDARD FEDERAL FORM 330;
2. The Name and Contact Information, including email, of a Primary Contact;
3. A Certification stating whether the Firm is a Resident of South Carolina (See SC Code §11-35-3215); and
4. Response to Selection Criteria set forth in SC Code §11-35-3220, as amended.

- **PUBLIC NOTICES:** All notices (Meetings, Selection for Interviews-IDQ, and Notice of Intent to Award IDQ Contract) shall be posted at the following location:  
Hallway Bulletin Board Building 4 7901 Farrow Rd. Columbia, SC 29201

- **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. The Standard Federal Form 330 is not included in this page count.
- 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](mailto:protest-ose@mmo.sc.gov).

APPROVED BY: *Lyth B. Clark, Jr*

DATE: 09/01/2023

(OSE PROJECT MANAGER)