

**SE-610**

**INVITATION FOR INDEFINITE QUANTITY CONTRACT**

**AGENCY:** South Carolina Department of Motor Vehicles  
**CONTRACT NAME:** Statewide Civil Engineering Services  
**CONTRACT NUMBER:** R40-P004-PD  
**CONTRACT LOCATION:** Statewide  
**DESCRIPTION OF CONTRACT PROFESSIONAL SERVICES:** Civil Engineering Services  
**RESUME DEADLINE DATE:** 8/11/23 **TIME:** 5:00 pm **NO. OF COPIES: Printed:** 2 **Electronic:** 1  
**ANTICIPATED PROJECT DELIVERY METHOD:** **Design-Bid-Build**  **N/A**   
**AGENCY CONTRACT COORDINATOR:** Elizabeth Belle Branham  
**EMAIL:** Elizabeth.Branham@scdmv.net **TELEPHONE:** 803-896-3848

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

**RESUME DELIVERY ADDRESSES:**

**HAND-DELIVERY:**

**Attn:** Elizabeth Belle Branham  
10311 Wilson Blvd. Building C  
Blythewood SC 29016

**MAIL SERVICE:**

**Attn:** Elizabeth Belle Branham  
10311 Wilson Blvd. Building C  
Blythewood SC 29016

**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</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: SCDMV Headquarters, Procurement Department 2<sup>nd</sup> Floor

**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 communications 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 or email to [protest-ose@mmo.sc.gov](mailto:protest-ose@mmo.sc.gov).

**APPROVED BY:**  **DATE:** 7.12.23  
*(OSE Project Manager)*

**INSTRUCTIONS TO THE AGENCY:**

1. Submit the completed SE-610 to the OSE Project Manager in MS Word format.
2. OSE Project Manager will review and send approved copy to SCBO and the Agency.