

## SE-655

## INVITATION FOR TASK ORDER CONTRACT

AGENCY: South Carolina Department of CorrectionsCONTRACT NAME: TOC - Mechanical Construction ServicesCONTRACT NUMBER: N04-C002-FWCONSTRUCTION COST RANGE: \$ N/ACONTRACT LOCATION: Statewide

**DESCRIPTION OF PROJECT/SERVICES:** Provide mechanical construction services on an 'as-needed' basis over the term of the contract. Services include equipment installation and replacement, repairs to mechanical systems of campus buildings and underground heat and chilled water distribution system. 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.

SUBMITTAL DUE DATE: 2/28/23 TIME: 1:00 pm NO. OF COPIES: Printed: 1 Electronic: 1PROJECT DELIVERY METHOD: Design-Bid-BuildAGENCY CONTRACT COORDINATOR: James KlosEMAIL: Klos.james@doc.sc.govTELEPHONE: 803-365-3353

**DOCUMENTS MAY BE OBTAINED FROM:** Bid Documents are available in PDF form ONLY and must be obtained by emailing a request to James Klos at the SC Department of Corrections - Klos.james@doc.sc.gov

- 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) shall be posted at the following location: Scan in room at SCDC Division of Facilities Management, 4322 Broad River Rd, Columbia, SC
- **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 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 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 Section 11-35-4210 at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201 or email to [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:**Attn: Aaron Turner
Facilities Management, A/E Services 4322 Broad River Road  
Columbia, SC 29210
**MAIL SERVICE:**Attn: Aaron Turner
Facilities Management, A/E Services 4322 Broad River Road  
Columbia, SC 29210
APPROVED BY:   
(OSE Project Manager)DATE: 2/2/2023**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