



## INVITATION FOR COMPETITIVE BEST VALUE BID FOR SMALL PURCHASE (UNDER \$50,000)

**Date Issued:** Friday, April 28, 2017

**Description:** HVAC Equipment Removal and Replacement for the South Carolina Education Lottery (SCEL)

**Submit Offer By:** Friday, May 19, 2017 at 2:00PM ET. (Late proposals will not be accepted)

**Site Visit (Non-Mandatory):** All Prospective Offerors should schedule a site visit between May 1-May 9, 2017. Site Visits will be conducted at SCEL's Draw Studio, located at 1333 Main Street, Suite 180, Columbia, SC 29201. Your failure to attend will not relieve the Contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the State. The State assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available at the conference. Nor does the State assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before the execution of this contract, unless that understanding or representation is expressly stated in this contract.

**Dates Available:** May 1-May 9, 2017

**Contact Person's Name:** Petrina Marsh

**Contact's Phone Number:** 803-737-2808

**Location:** SCEL Draw Studio, 1333 Main Street, Suite 180, Columbia, SC 29201

**Questions Must Be Received By:** Wednesday, May 10, 2017 at 2:00PM ET.

Offerors desiring an explanation, clarification, or interpretation of this Solicitation must request it in writing. Oral explanations or instructions will not be binding [R. 19-445.2042(B)]. Any information given to a prospective Offeror concerning this solicitation will be promptly furnished to all other prospective Offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of the responsive information would be prejudicial to other prospective offerors. If you became aware of this solicitation through the South Carolina Business Opportunity (SCBO) online advertising publication and you are considering submitting a Proposal, it is very important that you contact Ms. Marsh via email to ensure that you receive any amendments. An amendment becomes part of the Contract with SCEL and it may alter the scope of work or otherwise affect the information you must submit to SCEL. Answers to questions will be issued through an amendment.

**Award:**

SCEL will award to the highest ranking, responsive and responsible Offeror whose bid is determined to be the most advantageous to the State, taking into consideration the price (60%) and evaluation factors (quality of the service and product, reliability of delivery and implementation schedules, warranties and guarantees, and vendor financial stability) (40%). All evaluation factors, other than cost, will be considered prior to determining the effect of cost on the score for each participating bidder.

SCEL's Competitive Best Value Bid for this Small Purchase is conducted under the authority of the South Carolina Consolidated Procurement Code and Regulations (Code) and is pursuant to all applicable statutes and regulations within the Code located on the following link. <http://www.scstatehouse.gov/code/t11c035.php>

The procurement for the services listed herein, pursuant to the Small Purchases procedures of the Code, may be over ten thousand dollars (\$10,000) but not in excess of fifty thousand dollars (\$50,000) [§11-35-1550 (2)(c)]. An Offeror may not quote a price above \$50,000, including travel cost, and all work requested in this Best Value Bid must be performed for the quoted price.

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**Submit Inquiries/Questions to address, email, or fax below. Proposals are preferred via email in pdf or Word format with pricing submitted in a separate document. Only one copy of the Technical Proposal and one copy of the Pricing Proposal should be submitted.**

S.C. Education Lottery  
Attn: SCEL HVAC Equipment Removal and Replacement  
Petrina Marsh  
1333 Main Street, Suite 400  
Columbia, SC 29201  
Phone: (803) 737-2808/Fax: (803) 737-0047/Email: [Petrina.Marsh@sclot.com](mailto:Petrina.Marsh@sclot.com)

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## **I. SCOPE OF WORK**

### **Purpose**

The purpose of this solicitation is to solicit proposals on behalf of the South Carolina Education Lottery (SCEL) from Qualified Providers to furnish all labor, materials, transportation and equipment necessary to remove and replace SCEL's two (2) existing five (5) ton HVAC split systems for its Draw Studio located in Columbia, S.C in accordance with the requirements stated herein.

The Successful Contractor must also provide HVAC maintenance and repair services for a term contract of one year to begin upon completion of the removal and replacement of the two (2) new HVAC systems. Offerors must provide all costs associated with the removal and installation. The maintenance contract can be renewed as mutually agreed upon between the Contractor and SCEL but should not be included in Offeror's Proposal.

### **Contract Period**

The estimated start date for this contract is **05/19/2017** and includes the removal and replacement of SCEL's two (2) existing five (5) ton HVAC split systems for its Draw Studio. Dates provided are estimates only. The maintenance contract may be renewed as mutually agreed upon between the Successful Contractor and SCEL. Any resulting contract will begin on the date specified in the notice of award.

### **Background**

SCEL is a Public Commission and Instrumentality of the State of South Carolina (State) and operates as an Enterprise Entity. SCEL's sole purpose is to operate the State Lottery and transfer its profits to the State Treasurer for the South Carolina General Assembly to appropriate for education. SCEL markets its lottery products, which include instant and terminal games, in a socially responsible manner.

SCEL's Draw Studio, or "Studio-on-Main", is owned by SCEL and is located at 1333 Main Street, Suite 180, Columbia, SC 29201. SCEL conducts daily, live draw broadcasts for its online games including Pick 3, Pick 4, Palmetto Cash 5, Lucky for Life, Powerball, and Mega Millions.

### **Services Required**

SCEL's Draw Studio currently has two (2) existing five (5) ton HVAC DX split systems that must be removed and replaced with two new HVAC systems. Air handlers are currently located in the ceiling. The first existing five (5) ton HVAC split system includes: (1) Carrier Model #38CKC060670, Serial #0202E00197 and (2) Carrier Model #FC4BNF060, Serial #0302A58475. The second existing five (5) ton HVAC split system includes: (1) Carrier Model #38CKC060670, Serial #0302E02543 and (2) Carrier Model #FC4BNF060, Serial #0302A58472. Final completion of the removal and replacement of the two HVAC systems should be completed by June 1, 2017. In addition to the removal and replacement of the two HVAC systems, SCEL is seeking Qualified Contractors to submit proposals for performing scheduled quarterly maintenance and inspections as well as any repair work needed related to heating, ventilation, and air conditioning systems for the Draw Studio. Contractor must be able to make non-scheduled repairs on a timely basis. All repairs will be quoted before labor is begun, including hourly rates.

The project shall include, but is not limited to the following:

1. Removal and disposal of the two, existing 5-ton HVAC DX split systems equipment and R-410A refrigerant
  2. Disconnect gas piping, high and low voltage electrical from existing units
  3. Provide all necessary rigging and lifting equipment to remove (2) existing units from roof and install (2) new units on the roof
  4. Install new ductwork as needed to allow for new equipment installation
  5. Furnish and install (2) new 5-ton roof top package units with heat pumps for electric heat and new R-410A refrigerant
  6. Furnish and install new condensation removal pumps and drain pans to prevent condensation water overflow
  7. Reconnect existing high and low voltage electrical to new units
  8. Reconnect all gas piping to new units, and check for leaks
  9. Re-use existing refrigerant line sets
  10. Re-use existing smoke detectors
  11. Provide and install two commercial programmable thermostats
  12. Provide startup and performance evaluations for both new rooftop units (2) per factory recommendations and perform a log inspection to verify proper operation
  13. Provide Warranty for 1<sup>st</sup> year parts, 5 year compressor and heat exchanger from the manufacturer and 1 year labor at no additional charge
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## **II. PROPOSAL INFORMATION FOR OFFERORS TO SUBMIT**

All proposals must be complete and carefully worded and must convey all of the information requested by SCEL. If significant errors are found in the Offeror's proposal, or if the proposal fails to conform to the essential requirements of the Best Value Bid, SCEL alone will be the judge as to whether that variance is significant enough to reject the proposal. Proposals must provide a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the Best Value Bid. Offerors may recommend any other options they feel would be of benefit to SCEL.

To be considered for award, all proposals should be organized to clearly address the following, as a minimum. **All information should be presented in the listed order:**

### **A. Cover Letter**

Offerors must provide a cover letter which includes a summary of the Offeror's ability to perform the services described herein and a statement that the Offeror is willing to perform those services and enter into a contract with the South Carolina Education Lottery. The cover letter must be signed by a person having the authority to commit the Offeror to a contract. The cover letter must include the representative's name, title, address, telephone number, e-mail address and any other appropriate means for contact of the representative.

### **A. Statement of Methods and Procedures**

1. Provide a statement describing the Scope of Work as you understand it, and describe the approach, means, methods and procedures to be employed to provide the removal and replacement for two HVAC systems and maintenance and repair services as requested.
2. Describe the way in which the work product will be structured and presented upon completion.

### **B. Qualifications of Offeror**

Offerors must include all pertinent information to substantiate their qualifications and capabilities to perform the services described in the scope of work including:

1. Prior experience with the removal and installation of five (5) ton commercial HVAC split systems for public or government-related entities, and/or any other business entities for which comparable services have recently been rendered.
2. Provide at least three (3) references that SCEL may contact regarding the evaluation of prior services performed as requested in this Best Value Bid. References must include the business name, contact name, address, telephone number, e-mail address, and name of company website if available.

### **C. Qualifications of Assigned Personnel**

Provide a list of all proposed individuals to be assigned to this project and the specified assigned responsibilities to this project including, relevant work experience summarizing the qualifications and experience of the individuals who will be conducting the removal and installation of five (5) ton commercial HVAC split systems for SCEL's Draw Studio. Offeror must identify a single point of contact for all SCEL services.

### **D. Work Schedule**

Provide an estimate of time required to complete the project and a proposed timeline of work tasks, with the date of final completion of the project.

### **E. Fee**

The fee proposal shall be SEALED in a separate envelope and should include:

An itemized breakdown of rates, fees and charges for services for total project including, but not limited to, labor, materials, transportation and equipment necessary to remove and replace SCEL's two (2) existing five (5) ton HVAC split systems. Pricing must include fees for any/all equipment (with year, make, model and serial numbers), and labor rates for the removal and installation of the HVAC systems, and pricing for HVAC Preventive Maintenance Agreement with response time and repair labor rates for maintenance and repair services for a term contract of one year to begin upon completion of the removal and replacement of the two (2) new HVAC systems. All proposed warranties should be listed.

### **G. General Information**

Offerors shall submit any additional information for consideration such as specialized services, staffs available or other pertinent information the Offeror may wish to include.

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## **III. AWARD CRITERIA**

### **Award Criteria**

SCEL will award to the highest ranking, responsive and responsible Offeror whose bid is determined to be the most advantageous to the State, taking into consideration the price (60%) and evaluation factors (quality of the service and product, reliability of delivery and implementation schedules, warranties and guarantees, and vendor financial stability) (40%). All evaluation factors, other than cost, will be considered prior to determining the effect of cost on the score for each participating bidder.

### **Evaluation Factors**

Offerors are required to submit their bid electronically to [Petrina.Marsh@sclot.com](mailto:Petrina.Marsh@sclot.com). This is a "Best Value Bid" (BVB). The purpose of best value bidding is to allow factors other than price to be considered in the determination of award for specific supplies and services based on pre-determined criteria identified by the State.

Evaluation Factors:

### **Price Proposal (60%)**

- A. Ability of the Offeror to provide an itemized breakdown of rates, fees and charges for services for total project including, but not limited to, labor, materials, transportation and equipment necessary to remove and replace SCEL's two (2) existing five (5) ton HVAC split systems. Pricing must include fees for any/all equipment (with year, make, model and serial numbers), and labor rates for the removal and installation of the HVAC systems. All proposed warranties should be listed.
- B. Ability of the Offeror to provide separate pricing for HVAC Preventive Maintenance Agreement, to include response time and repair labor rates for maintenance and repair services for a term contract of one year to begin upon completion of the removal and replacement of the two (2) new HVAC systems. All proposed warranties should be listed.

### **Technical Proposal (40%)**

- A. Ability of the Offeror to provide a quality and effective approach for the methods and procedures to be employed for the removal and replacement for two HVAC systems and maintenance and repair services as requested.

- B. Ability of the Offeror to provide substantive evidence of qualifications, experience, staffing capabilities, and credentials to perform and satisfy the requirements as described in the Scope of Work.
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#### **IV. GENERAL TERMS AND CONDITIONS**

##### **Subcontractor**

The Offeror may use Subcontractors to provide services as contemplated under this Best Value Bid. In the event the Offeror utilizes the services of a Subcontractor, the Subcontractor will be considered as the Offeror's Staff by SCEL and therefore, subject to the same requirements as the Offeror's Staff as discussed above under the captions, "**Qualifications of Assigned Personnel.**" The Offeror must submit information or documentation for any Subcontractor (at any tier level) pursuant to the Subcontractor-Identification clause as defined in SC Code Section 11-35-5030-2.

##### **Payment for Subcontractor Services**

The Offeror will be responsible for engaging the services of any Subcontractor. The Subcontractor, if designated to perform services for a specific project(s), shall be paid for their services, including expenses incurred by the Subcontractor, by the Offeror. All matters concerning wages, expenses, hours worked and paid, working conditions and other similar administrative matters shall be resolved between the Offeror and its Subcontractor and not between the Subcontractor and SCEL.

##### **Invoices and Billing**

Invoices or other billings shall be submitted to SCEL in writing within thirty (30) days of when contract services were provided and must include a description of the services being billed, including Staff names, dates, hours worked, and the applicable rate. After the initial planning phase of the project is complete, SCEL is willing to consider front loading payment as an incentive for the Offeror to provide the best possible price for services pertaining to the project.

The Offeror shall be responsible for withholding Federal and State income taxes, paying Federal Social Security Taxes, unemployment insurance and maintaining worker's compensation insurance coverage in an amount and under such terms as required by the State of South Carolina.

##### **Insurance**

The Offeror shall maintain, or cause its Subcontractors to maintain, the following insurance coverage for itself, its Staff and/or Subcontractors providing services under this contract. The Offeror shall provide copies of certificates of insurance to SCEL showing the types, amount, class of operations covered, effective dates of expiration of policies prior to providing services under this contract. In addition, the Offeror shall provide notification to SCEL in writing of any change(s) in policy coverage along with verification of information as required above.

##### **Conformity with Rules, Regulations, Licensing Laws, etc.**

The Offeror and its Subcontractors shall abide by all applicable rules, regulations, or policies established by SCEL and/or the facility on whose premises the Offeror and/or its Subcontractors perform services. SCEL shall provide materials to the Successful Offeror regarding SCEL policies, regulations, and procedures.

Further information regarding SCEL or its enabling legislation may be found on the links provided below.

SCEL: <http://www.sceducationlottery.com>

S.C. Code of Laws §59-150-10 to §59-150-410: <http://www.scstatehouse.gov/code/t59c150.php>

S.C. Code of State Regulations §44-10 to §44-140: <http://www.scstatehouse.gov/coderegs/Ch%2044.pdf>

##### **Tax Credit for Subcontracting with Small and Minority Businesses**

Vendors interested in income tax credit availability by subcontracting with certified minority firms should contact the Office of Small & Minority Business Assistance (OSMBA). OSMBA was created to assist Small and Minority Businesses in the State of South Carolina. For further information, phone (803) 734-5010.