



Request for Proposal Amendment 1

Solicitation Number: GTC-22-05282IFB-Tree Trimming and Removal Services
Date Issued: July 6, 2022
Procurement Officer: Valentina Johnson
Phone: (864) 250-8180
E-Mail Address: valentina.johnson@gvltec.edu
Mailing Address: PO Box 5616 Greenville, SC 29606

DESCRIPTION: Tree Trimming and Removal Services

USING DEPARTMENT UNIT: Greenville Technical College

The Term "Offer" Means Your "Bid" or "Proposal". Unless submitted on-line, your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.

SUBMIT YOUR OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS: Greenville Technical College
Purchasing – MS 1236
PO Box 5616
Greenville, SC 29606-5616

PHYSICAL ADDRESS: Greenville Technical College
Bldg 123 Room 208
738 S. Pleasantburg Dr
Greenville, SC 29607

SUBMIT BID BY (Opening Date/Time): 07/12/2022 @ 2:00 PM (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **7/01/2022 @ 1:00 PM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original hard copy, one (1) copy marked "Copy" & one (1) redacted hard copy marked REDACTED. If submitting a redacted copy - See Section IV. Submitting Redacted Offers for instructions. Must also submit 1 copy of proposal, redacted proposal and cost proposal on USB flash drive.**

Initial here if NO redacted copy is necessary _____

CONFERENCE TYPE:	DATE & TIME:	LOCATION:
MANDATORY SITE VISIT: Schedule visit with Grounds Manager by calling 864-444-9560	To be scheduled with Grounds Manager	Barton Campus 506 South Pleasantburg Dr, Greenville, SC 29642

AWARD & AMENDMENTS

Award is scheduled to be posted on **07/20/2022**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <https://www.gvltec.edu/purchasing/>

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" and "Electronic Signature" provisions.)

NAME OF OFFEROR (full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

DATE SIGNED

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME

(printed name of person signing above)

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

- Sole Proprietorship
- Partnership
- Other _____
- Corporate entity (not tax-exempt)
- Corporation (tax-exempt)
- Government entity (federal, state, or local)

PAGE TWO

(Return Pages One and Two with Your Offer)

HOME OFFICE ADDRESS

(Address for offeror's home office /principal place of business)

NOTICE ADDRESS

(Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)

Area Code - Number - Extension: _____

Facsimile: _____

E-mail Address: _____

PAYMENT ADDRESS

(Address to which payments will be sent.)

ORDER ADDRESS

(Address to which purchase orders will be sent) (See "Payment" clause)
(See "Purchase Orders and "Contract Documents" clauses)

(check only one)

- Payment Address same as Home Office Address
- Payment Address same as Notice Address

(check only one)

- Order Address same as Home Office Address
- Order Address same as Notice Address

ACKNOWLEDGMENT OF AMENDMENTS

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)

10 Calendar Days (%)

20 Calendar Days (%)

30 Calendar Days (%)

_____ Calendar Days (%)

~~**PREFERENCES – A NOTICE TO VENDORS** (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US-end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4)&(6)]~~

PREFERENCES DO NOT APPLY 11-35-1524 (E)(3)

~~**PREFERENCES – ADDRESS AND PHONE OF IN-STATE OFFICE:** Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).~~

PREFERENCES DO NOT APPLY 11-35-1524 (E)(3)

_____ In-State Office Address same as Home Office Address

_____ In-State Office Address same as Notice Address (check only one)

NOTICE – AMENDMENT #1

SOLICITATION GTC-22-05282IFB

AMENDMENTS TO SOLICITATION (JAN 2004)

All actual and prospective Offerors should monitor the following web site for the issuance of Amendments:

www.gvltec.edu/purchasing/

- (a) The Solicitation may be amended at any time prior to opening.
- (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment.
- (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
[02-2A005-1]

Following are the Questions received and Answers:

1. On page 12, the solicitation states "All roadway work and pedestrian areas shall be completed by August 20, 2022 or thereafter if an extension is approved by College Management. Other required tree work must be completed by October 31, 2022". Is there any flexibility to this time frame?

Answer: College Management may approve a short-term extension of the above referenced deadlines if necessary. However, time is of the essence and the Contractor is expected to complete the work within schedule.

2. On page 13, the solicitation states "Offeror must submit a list of 3 references which reflect work accomplished of equivalent size and scope of the services requested in this solicitation". Would previous residential customer references serve as a viable alternative?

Answer: Please refer to "Qualifications of Offeror" (MAR 2015) (1) page 14. "..... We may consider information from any source at any time prior to award. We may elect to consider (i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was established, and/or (ii) any subcontractor you identify".

References provided for similar jobs in scope and size performed under a predecessor business(es) or subcontractor(s) are therefore acceptable.

3. One page 14, the solicitation states the vendor must "have [an] established office with administrative and operations support." I am the sole owner of the business and run it from my home address. Would this be sufficient to meet the minimum criteria?

Answer: Yes. This would meet the minimum requirements.

4. Will all pay be rendered upon completion of the job or would it be possible for payment to be received in increments throughout the process?

Answer: Billing upon accomplishment of specific milestones is acceptable. The Contractor shall consult with the Grounds Manager to confirm work completion and establish milestones payments.

5. Regarding insurance, the solicitation states we should submit documentation of our insurance policy along with our quote. If my company is already an approved vendor for GTC, and you have both my worker's compensation and GL policies on file, will I still need to submit insurance documentation with my quote?

Answer: Yes. Offeror shall provide a recent copy of their Certificate of Liability Insurance.