



Greenville Technical College

# Invitation for Bids Amendment #1

Solicitation Number: GTC24-05-301IFB Janitorial Services – CMI - CHLS Date Issued: July 2, 2024 Procurement Officer: Valentina Johnson Phone: 864-250-8180 E-Mail Address: valentina.johnson@gvltec.edu Mailing Address: PO Box 5616 Greenville, SC 29606
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DESCRIPTION: **Janitorial Services- Center for Manufacturing Innovation and Center for Health and Life Sciences**

USING DEPARTMENT: Property Management

*The Term "Offer" Means Your "Bid" or "Proposal". 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 SEALED 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 207 738 S. Pleasantburg Dr Greenville, SC 29607
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**SUBMIT PROPOSAL BY (Opening Date/Time): July 22, 2024 @ 2:00 PM** (See "Deadline for Submission Of Offer" provision)

**QUESTIONS MUST BE RECEIVED BY: June 27, 2024 @ 5:00 PM** (See "Questions from Offerors" provision)

**NUMBER OF COPIES TO BE SUBMITTED: One (1) original hard copy & one (1) hard copies marked COPY. A redacted copy may also be submitted. If submitting a redacted copy – See Section IV. Submitting Redacted Offers for instructions. Must also submit 1 copy on USB flash drive. Initial here if NO redacted copy is necessary \_\_\_\_\_**

CONFERENCE TYPE:	DATE & TIME:
<b>Site Visit is Non-Mandatory but it is highly encouraged.</b> If you choose not to have a site visit, this does not relieve you 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 .College.	Site visits can be scheduled on June 19, 2024 and June 26, 2024 from 9:00 AM to 3:00 PM  Please contact Barbie Brinson at 864-884-0924 or Paul Snoad at 864-444-9560 for details.

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

## AWARD & AMENDMENTS

Award is scheduled to be posted on **August 1, 2024**. 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](http://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
- Corporate entity (not tax-exempt)

- Partnership
- Corporation (tax-exempt)

- Other \_\_\_\_\_
- Government entity (federal, state, or local)

**PAGE TWO**

**(Return Page Two with Your Offer)**

COVER PAGE – PAPER ONLY

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.) (See "Payment" clause)

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

**(check only one)**

**(check only one)**

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

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

**ACKNOWLEDGMENT OF AMENDMENTS**

Offerors 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](http://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)] [02-2B111-1]

**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)(5)**

- \_\_\_\_ In State Office Address same as Home Office Address
- \_\_\_\_ In State Office Address same as Notice Address (check only one)

# **NOTICE – AMENDMENT #1**

## **SOLICITATION GTC24-05-301IFB- Janitorial Services-CMI-CHLS**

### ***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/](http://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]*

**An additional date for a site visit has been scheduled for Tuesday, July 9, 2024 from 9:00AM to 3:00PM. Please contact Barbie Brinson at 864-884-0924 or Paul Snoad at 864-444-9560 for details.**

**Changes have been made to the following sections, the language highlighted in yellow replaces the language in the IFB:**

### **III. SCOPE OF WORK/SPECIFICATIONS**

Greenville Technical College is seeking a qualified Contractor to provide professional APPA Level 2 janitorial services for the Center for Manufacturing Innovation (CMI) and the Center for Health and Life Sciences (CHLS). Only one award will be issued for this solicitation.

#### **CENTER FOR MANUFACTURING INNOVATION (CMI)**

CMI is a state-of-the art manufacturing teaching, training and research facility. It is the vision of Greenville Technical College that CMI will be open to teaching, training and research activities 24 hours a day. Heaviest usage of CMI for teaching, training, research, college and community events will occur during normal hours of operation, however, it is foreseeable that facility usage will be an evolving process and vendor will be expected to be flexible and schedule cleaning activities at times when it will be the least disruptive to CMI's operational mission. CMI will be maintained in a state of continual cleanliness in order to best achieve Greenville Technical College's mission and commitment to students, faculty, staff and other stakeholders.

**Hours of Operation:** 24 hours a day.

**Normal Business Hours:** Monday through Friday, 7am to 11pm EST

**Day Porter:** CMI will require one (1) day porter to work from 8 am to 4:30 pm Monday – Friday. Day Porter will be expected to actively clean CMI throughout work shift and to respond to requests for custodial service from CMI faculty and staff including assisting with event set-ups and breakdowns as needed.

**Evening Cleaning:** Evening cleaning staff are expected to begin no earlier than 5 pm. Staffing levels should be no less than three (3) individuals for the evening shift.

**Upper Level:** Contractor will clean upper level at APPA Level 2 standards including but not limited to offices, restrooms, classrooms, labs, conference rooms.

**Lower Level:** Contractor will clean upper level at APPA Level 2 standards including but not limited to offices, restrooms, classrooms, labs, conference rooms and wash sinks.

**High Bays:** Contractor will clean the high bay areas one (1) time per week preferably on Friday, Saturday or Sunday assuming area is available for cleaning. Through sweeping of debris and then auto-scrub the entire floor that is open and accessible. Moveable objects and furniture to be moved by contractor to facilitate floor cleaning.

**Outdoor Areas:** Contractor will keep outdoor furniture clean and will empty outdoor trash containers within 50 feet of building. Entrances shall be swept clean.

## **In accordance with Section 11-35-1524 (E)(3) of the Consolidated Procurement Code PREFERENCES DO NOT APPLY.**

**All language referring to “Vendor Preferences” has been removed from the solicitation document (pages 2-7-8).**

### **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](http://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)] [02-2B111-1]

### **PREFERENCES – RESIDENT CONTRACTOR PREFERENCE (SEP 2009)**

To qualify for the RCP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must, at the time you submit your bid, directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and your total direct labor cost for those individuals to provide those services must exceed fifty percent of your total bid price. [11-35-1524(C)(1)(iii)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that will perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, and documentation of the your labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action). [02-2B113A-1]

### **PREFERENCES – RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009)**

To qualify for this preference, You must meet the following requirements. (1) You must—at the time you submit your bid—have a documented commitment from a single proposed first tier subcontractor to perform some portion of the services expressly required by the solicitation. (2) The subcontractor—at the time you submit your bid—must directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and the total direct labor cost to the subcontractor for those individuals to provide those services exceeds, as applicable, either twenty percent for a 2% preference or forty percent of bidder's total bid price for a 4% preference. (3) You must identify the subcontractor that will perform the work, the work the subcontractor is to perform, and your factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement. [11-35-1524(D)] You can stack this preference, i.e., earn another 2% or 4% preference for each additional qualifying subcontractor, but the preference is capped. [11-35-1524(D)(4), (E)(7)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that are to perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, the employer of those persons, your relationship with the employer, and documentation of the subcontractor's labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action). YOU WILL NOT RECEIVE THE PREFERENCE UNLESS YOU

~~SPECIFY WHETHER YOU ARE CLAIMING THE 2% OR 4% PREFERENCE AND YOU PROVIDE THE INFORMATION REQUIRED BY ITEM (3) ABOVE. [02-2B113B-1]~~

~~**PREFERENCES – RESIDENT VENDOR PREFERENCE (SEP 2009)**~~

~~To qualify for the RVP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code). [02-2B114-1]~~

**PLEASE USE THE REVISED BIDDING SCHEDULE ON THE FOLLOWING PAGE TO SUBMIT YOUR BID.**

**All other terms and conditions GTC24-05-301IFB-Janitorial Services-CMI-CHLS remain the same.**

**VIII. REVISED BIDDING SCHEDULE**

Item	Location	Monthly Cost	Annual Estimated Quantity	Extended (Annual) Cost
1	CMI	\$	12	\$
2	CHLS	\$	12	\$
<b>BID TOTAL</b>				<b>\$</b>

**Special Events**

**This is Information Only. Special Event Cleaning will NOT be used in bid price evaluation.**

Special Event Cleaning Price Per Hour Per Person\* \$ \_\_\_\_\_

\*(Special events would be considered graduations, conferences, etc. May need up to 8 people depending on event.)

## Following are the Questions received and Answers:

1. What is the total square footage for the CMI and CHLS buildings?  
As noted on page 8 and 9 of the solicitation document CMI square footage is approximately 100,000 and CHLS square footage is approximately 137,000
2. Are these services contracted to a vendor or does the college keep it in house?  
Janitorial services are currently provided by DeWhit Facility Services for CMI.
3. What is the contract amount?  
\$93,126/Year
4. Is there to be any floor work (i.e. stripping and waxing, carpet cleaning etc.) completed under this contract? If so please provide the estimated square footage of those areas  
As noted on page 10 of the solicitation document carpet will be kept clean and free of debris and remove spots and stains if possible. If a spot or stain cannot be removed, the contractor shall contact the contract administrators. Project carpet cleaning will be scheduled by the contract administrators. There is no flooring in CHLS that will require stripping and "waxing". Hard surface flooring will be maintained by routine dust mopping and/ or vacuuming and use of an auto scrubber or comparable system in accordance with APPA level 2 standards.
5. How many days per year are services to be provided at both locations?  
Services will be performed Monday through Friday. The college is closed for approximately 13 days a year.
6. If the Bidder is using a subcontractor does the subcontractor have to list the college on their COI?  
The contract will be between the College and the awarded Contractor. The Contractor will provide a Certificate of Insurance listing Greenville Technical College as a certificate holder and will be responsible for any subcontractors approved for use.
7. Is it possible to view a copy of the last awarded bid for these services?  
Documentation regarding the previously awarded contract can be found on the College's purchasing page under "Archived Posts". Below is the link for your convenience:  
<https://www.gvltec.edu/purchasing/archive.html>
8. Where do Bidders list the subcontractor on their submittal?  
Please refer to Section V. Qualifications.
9. Will there be any additional opportunities for site visits in addition to the dates stated in the solicitation document?  
Yes, Tuesday, July 9th. 9 am to 3 pm. Contact Barbie Brinson or Paul Snoad to schedule a time. Contact information is listed on page 1 of this Amendment and on the front page of the solicitation document.

10. Will Greenville Tech provide the floor cleaning chemicals, floor scrubbers and vacuums?  
No. The Contractor will provide all cleaning supplies and equipment. The College will provide consumables for restrooms, other dispensers throughout the building and trash can liners.
11. What is the student and faculty headcount for CMI?  
Average of 250 per day Mon through Thurs 7:30AM until 10PM – no classes on Friday. This amount includes students, instructors, administration, CCE, Clemson and groups meeting in boardroom and multipurpose room.
12. The CMI building specifies 3 evening cleaners. Is it up to the vendor to determine the number of hours they will work (i.e. 8-hour shifts) or is there an expectation for the number of hours they should each work per day?  
Yes. The Contractor will determine hours to be worked and will staff CMI with the necessary employees to maintain APPA level 2 cleaning standards. Contractor will provide staffing schedule to contract administrators.
13. What is the anticipated faculty/staff headcount for CHLS?  
Approximately 1,420 students and approximately 130 faculty and staff.
14. Are there any staffing requirements for the CHLS building? Specifically, when it comes to day porter(s) / hours and/or the night cleaning staff.  
Vendor will staff CHLS with the necessary employees to maintain APPA level 2 cleaning standards beginning no earlier than 5 pm each evening. College custodial staff will day porter CHLS. Vendor will provide staffing schedule to contract administrators.
15. Are day porter maintenance requirements simple tasks like replacing light bulbs, etc.? If not, can you please give examples of typical maintenance duties?  
No. Day porter(s) at CMI will perform janitorial and cleaning duties only. Maintenance is performed by college maintenance staff which includes replacing light bulbs. CHLS will have college custodial staff act as day porters.
16. Are fingerprint background checks / Level II criminal background checks required or only the SLED background checks?  
As stated in the solicitation document only SLED background checks are required. Contractors may conduct other background checks in addition to the SLED checks, but these are not required for the purpose of this contract.
17. Is window cleaning required? If so, please explain in more detail.  
As noted on page 10 of the solicitation document, interior glass from floor level to a height of 120 inches will be kept clean. Entry way glass and doors will be kept clean on a continuous basis from floor height up to 120 inches. Other glass and window cleaning will be scheduled by contract administrators.