

Winthrop University Invitation For Bid	Solicitation: FY2403IFB10004 Date Issued: 03/29/2024 Procurement Officer: ANNA MARIE TRIESTER Phone: 8033232143 E-Mail Address: purchasing@winthrop.edu Mailing Address: WINTHROP UNIVERSITY PROCUREMENT SERVICES 210 TILLMAN HALL Rock Hill SC 29733-0001
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DESCRIPTION: **Janitorial Services for Summer Turnover of Resident Halls and Monthly Service**

USING GOVERNMENTAL UNIT: **Winthrop University**

For FedEx and UPS deliveries: Winthrop University Procurement Services, 210 Tillman 2020 Alumni Drive Drop Box Rock Hill, SC 29733	OR	For USPS deliveries: Winthrop University Procurement Services 349 Columbia Avenue Rock Hill, SC 29733	OR	Hand Carry: Winthrop University Procurement Services Tillman Hall Rm 210 – Rock Hill SC 29733
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SUBMIT OFFER BY (Opening Date/Time): **04/19/2024 11:00 AM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **04/11/2024 @ 2:00 PM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **1 Original**

CONFERENCE TYPE: BY APPOINTMENT ONLY CONTACT PAM PURSER purserp@winthrop.edu and/or 803-323-4831 <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)</small>	LOCATION: Facilities Management 349 Columbia Ave Rock Hill SC 29733
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AWARD & AMENDMENTS	Award will be posted on 04/30/2024 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.procurement.sc.gov
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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" provision.)

NAME OF OFFEROR <small>(full legal name of business submitting the offer)</small>	<small>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.</small>
AUTHORIZED SIGNATURE <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	DATE SIGNED
TITLE <small>(business title of person signing above)</small>	STATE VENDOR NO. <small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small>
PRINTED NAME <small>(printed name of person signing above)</small>	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>

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)

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I. SCOPE OF SOLICITATION

ACQUIRE SERVICES and SUPPLIES / EQUIPMENT (JAN 2006)

Winthrop University (Winthrop) is seeking a contractor to furnish **employee labor, supervision and equipment**, plus transportation to-from campus, uniforms, name badges, and training necessary to provide a staff of employees required to perform janitorial services in order to maintain the cleanliness of university residence halls in accordance with the terms, conditions, and specifications included herein.

Winthrop shall oversee work completed by Contractor's on campus and provide cleaning supplies to the contractor. Contractor shall manage, schedule, supervise and direct their employees. Regular feedback provided and if needed change need to occur.

Services shall be provided by a well-established janitorial services firm with extensive experience performing janitorial work in a higher education environment (plus state or federal government and k-12 schools). Contractor shall have a significant pool of employees on staff to ensure appropriate staffing of the contract, as well as the financial capability to support a large payroll.

MAXIMUM CONTRACT PERIOD - ESTIMATED (JAN 2006)

Start date: 05/06/2024 End date: 10/31/2024. Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract - Effective Date/Initial Contract Period". [01-1040-1]

The monthly service is minimum of three months with option to renew by month up to twelve months.

II. INSTRUCTIONS TO OFFERORS - A. GENERAL INSTRUCTIONS

DEFINITIONS, CAPITALIZATION, AND HEADINGS (DEC 2015)

CLAUSE HEADINGS USED IN THIS SOLICITATION ARE FOR CONVENIENCE ONLY AND SHALL NOT BE USED TO CONSTRUE MEANING OR INTENT. EVEN IF NOT CAPITALIZED, THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION, UNLESS EXPRESSLY PROVIDED OTHERWISE.

AMENDMENT means a document issued to supplement the original solicitation document.

AUTHORITY means the State Fiscal Accountability Authority or its successor in interest.

BUSINESS means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other legal entity. [11-35-310(3)]

CHANGE ORDER means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract. [11-35-310(4)]

CONTRACT See clause entitled Contract Documents & Order of Precedence.

CONTRACT MODIFICATION means a written order signed by the procurement officer, directing the contractor to make changes which the clause of the contract titled "Changes," if included herein, authorizes the Procurement Officer to order without the consent of the contractor. [11-35-310(9)]

CONTRACTOR means the Offeror receiving an award as a result of this solicitation.

COVER PAGE means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.

OFFER means the bid or proposal submitted in response this solicitation. The terms Bid and Proposal are used interchangeably with the term Offer.

OFFEROR means the single legal entity submitting the offer. The term Bidder is used interchangeably with the term Offeror. See bidding provisions entitled Signing Your Offer and Bid/Proposal As Offer To Contract.

PAGE TWO means the second page of the original solicitation, which is labeled Page Two.

PROCUREMENT OFFICER means the person, or his successor, identified as such on either the Cover Page, an amendment, or an award notice.

YOU and YOUR means Offeror.

SOLICITATION means this document, including all its parts, attachments, and any Amendments.

STATE means the Using Governmental Unit(s) identified on the Cover Page.

SUBCONTRACTOR means any person you contract with to perform or provide any part of the work.

US or WE means the using governmental unit.

USING GOVERNMENTAL UNIT means the unit(s) of government identified as such on the Cover Page. If the Cover Page identifies the Using Governmental Unit as "Statewide Term Contract," the phrase "Using Governmental Unit" means any South Carolina Public Procurement Unit [11-35-4610(5)] that has submitted a Purchase Order to you pursuant to the contract resulting from this solicitation. Reference the clauses titled "Purchase Orders" and "Statewide Term Contract."

WORK means all labor, materials, equipment, services, or property of any type, provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract.

[02-2A003-3]

AMENDMENTS TO SOLICITATION (JAN 2004)

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.procurement.sc.gov(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]

AUTHORIZED AGENT (FEB 2015)

All authority regarding this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement or the resulting contract. [02-2A007-1]

AWARD NOTIFICATION (FEB 2015)

Notice regarding any award, cancellation of award, or extension of award will be posted at the location and on the date specified on the Cover Page or, if applicable, any notice of extension of award. Should the contract resulting from this Solicitation have a total or potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given. [02-2A010-2]

BID/PROPOSAL AS OFFER TO CONTRACT (JAN 2004)

By submitting Your Bid or Proposal, You are offering to enter into a contract with the Using Governmental Unit(s). Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed. [02-2A015-1]

BID ACCEPTANCE PERIOD (JAN 2004)

In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Officer in writing. [02-2A020-1]

BID IN ENGLISH and DOLLARS (JAN 2004)

Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation. [02-2A025-1]

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (MAY 2008)

GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

(a) By submitting an offer, the offeror certifies that-

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to-

- (i) Those prices;
- (ii) The intention to submit an offer; or
- (iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or

(2)(i) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal];

(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

(c) If the offeror deletes or modifies paragraph (a)(2) of this certification, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure. [02-2A032-1]

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004)

(a) (1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default.

[02-2A035-1]

CODE OF LAWS AVAILABLE (JAN 2006)

The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at:
<http://www.scstatehouse.gov/code/statmast.php>

The South Carolina Regulations are available at:
<http://www.scstatehouse.gov/coderegs/statmast.php>

[02-2A040-2]

DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (FEB 2015)

You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the state may withhold award. Before withholding award on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your offer identifies any services that relate to either this solicitation or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either. [02-2A047-2]

DEADLINE FOR SUBMISSION OF OFFER (JAN 2004)

Any offer received after the Procurement Officer of the governmental body or his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or the governmental body's mail room which services that purchasing office prior to the opening. [R.19-445.2070(G)] [02-2A050-

DRUG FREE WORK PLACE CERTIFICATION (JAN 2004)

By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended. [02-2A065-1]

DUTY TO INQUIRE (FEB 2015)

Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. All ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by amendment. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the State's attention. See clause entitled "Questions from Offerors." [02-2A070-2]

ETHICS CERTIFICATE (MAY 2008)

By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

OMIT TAXES FROM PRICE (JAN 2004)

Do not include any sales or use taxes in Your price that the State may be required to pay. [02-2A080-1]

OPEN TRADE REPRESENTATION (JUN 2015)

By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

PROTESTS (MAY 2019)

If you are aggrieved in connection with the solicitation or award of the contract, you may be entitled to protest, but only as provided in Section 11-35-4210. To protest a solicitation, you must submit a protest within fifteen days of the date the applicable solicitation document is issued. To protest an award, you must (i) submit notice of your intent to protest within seven business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled "Protest-CPO". The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided. [02-2A085-2]

PROHIBITED COMMUNICATIONS AND DONATIONS (FEB 2015)

Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

(a) During the period between publication of the solicitation and final award, ***you must not communicate, directly or indirectly, with the Using Governmental Unit or its employees, agents or officials regarding any aspect of this procurement activity,*** unless otherwise approved in writing by the Procurement Officer. All communications must be solely with the Procurement Officer. [R. 19-445.2010]

(b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. ***You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the Using Governmental Unit during the period beginning eighteen months prior to the Opening Date.*** [R. 19-445.2165] [02-2A087-1]

PUBLIC OPENING (JAN 2004)

Offers will be publicly opened at the date/time and at the location identified on the Cover Page, or last Amendment, whichever is applicable. [02-2A090-1]

QUESTIONS FROM OFFERORS (FEB 2015)

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. See clause entitled "Duty to Inquire." **We will not identify you in our answer to your question.** (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer -- as soon as possible -- regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140] [02-2A095-2]

Please address emails to purchasing@winthrop.edu and put the solicitation number and name in the subject line and have questions in word document format.

REJECTION/CANCELLATION (JAN 2004)

The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R.19-445.2065] [02-2A100-1]

RESPONSIVENESS/IMPROPER OFFERS (JUN 2015)

(a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple offers may be submitted as one document, provided that you clearly differentiate between each offer and you submit a separate cost proposal for each offer, if applicable.

(c) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as

nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the State cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer. [R.19-445.2070 and Section 11-35-1520(13)]

(d) Price Reasonableness: Any offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. [R. 19-445.2070].

(e) Unbalanced Bidding. The State may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

(f) **Do not submit bid samples or descriptive literature unless expressly requested.** Unsolicited bid samples or descriptive literature will not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provisions of the solicitation. S.C. Code Ann. Reg. 19-445.2077(D).

[02-2A105-2]

SIGNING YOUR OFFER (JAN 2004)

Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words by its Partner, and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal. [02-2A115-1]

STATE OFFICE CLOSINGS (JAN 2004)

If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the government office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If state offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information may be available at: <https://scemd.org/closings/>
[02-2A120-3]

DISCLOSURE OF YOUR BID / PROPOSAL and SUBMITTING CONFIDENTIAL DATA (FEB 2021)

(a) According to Section 11-35-410, any person submitting a document in response or with regard to any solicitation or other request must "comply with instructions provided in the solicitation for marking information exempt from public disclosure. Information not marked as required by the applicable instructions may be disclosed to the public." **IF YOU IDENTIFY YOUR ENTIRE RESPONSE AS EXEMPT FROM PUBLIC DISCLOSURE, OR IF YOU DO NOT SUBMIT A REDACTED COPY AS REQUIRED, THE STATE MAY, IN ITS SOLE DISCRETION, DETERMINE YOUR BID OR PROPOSAL NONRESPONSIVE AND INELIGIBLE FOR AWARD.** (b) By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page, or portion thereof, of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page, or portion thereof, was redacted and conspicuously marked "Trade Secret" or "Confidential" or "Protected", (2) agrees that any information not redacted and marked, as required by these bidding instructions, as a

"Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. (c) If your offer includes any information that you claim is exempt from public disclosure, you must submit one complete copy of your offer from which you have removed or concealed such information (the redacted copy). Except for the information removed or concealed, the redacted copy must be identical to your original offer. (d) Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. If only portions of a page are subject to some protection, do not redact the entire page. The redacted copy must reflect the same pagination as the original and show the empty space from which information was redacted. The Procurement Officer must be able to view, search, copy and print the redacted copy without a password. If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. (e) On the redacted copy, you must identify the basis of your claim by marking each redaction as follows: You must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that you redacted and claim as exempt from public disclosure because it is either (1) a trade secret as defined in Section 30-4-40(a)(1) of the Freedom of Information Act, or (2) privileged and confidential, as that phrase is used in Section 11-35-410. You must separately mark with the words "TRADE SECRET" every page, or portion thereof, that you redacted and claim as exempt from public disclosure as a trade secret pursuant to Section 39-8-20 of the Trade Secrets Act. You must separately mark with the word "PROTECTED" every page, or portion thereof, that you redacted and claim as exempt from public disclosure pursuant to Section 11-35- 1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. (f) In determining whether to release documents, the State will detrimentally rely on your redaction and marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "Protected". By submitting a response, you agree to defend, indemnify and hold harmless the State of South Carolina, its agencies, officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from withholding information by the State of South Carolina or any of its agencies, that you have redacted or marked as "Confidential" or "Trade Secret" or "Protected". (All references to S.C. Code of Laws.) [02-2A125-3]

TAX CREDIT FOR SUBCONTRACTING WITH DISADVANTAGED SMALL BUSINESSES (JAN 2008)

Pursuant to Section 12-6-3350, a taxpayer having a contract with this State who subcontracts with a socially and economically disadvantaged small business is eligible for an income tax credit equal to four percent of the payments to that subcontractor for work pursuant to the contract. The subcontractor must be certified as a socially and economically disadvantaged small business as defined in Section 11-35-5010 and regulations pursuant to it. The credit is limited to a maximum of fifty thousand dollars annually. A taxpayer is eligible to claim the credit for ten consecutive taxable years beginning with the taxable year in which the first payment is made to the subcontractor that qualifies for the credit. After the above ten consecutive taxable years, the taxpayer is no longer eligible for the credit. A taxpayer claiming the credit shall maintain evidence of work performed for the contract by the subcontractor. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498. [02-2A135-1]

WITHDRAWAL OR CORRECTION OF OFFER (JAN 2004)

Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by S.C. Code Section 11-35-1520 and Regulation 19-445.2085. [02-2A150-1]

II. INSTRUCTIONS TO OFFERORS -- B. SPECIAL INSTRUCTIONS

MAIL PICKUP (Modified)

The US Postal Service delivers mail to Winthrop University's mail room once daily around 8:30 a.m. (excluding weekends

and holidays). See provision entitled Deadline for Submission of Offer. [02-2B080-1]

Due to the importance of all offerors having a clear understanding of the specifications and requirements of this solicitation, a conference of potential offerors will be held on the date specified on the cover page. Bring a copy of the solicitation with you. Any changes resulting from this conference will be noted in a written amendment to the solicitation. 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. [02-2B025-1]

PROTEST - CPO - MMO ADDRESS (JUN 2006)

Any protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing
(a) by email to protest-mmommo.state.sc.us ,
(b) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201. [02-2B122-1]

SITE VISIT (MODIFIED)

A site visit is not mandatory.

Residence Halls are closed, however, you can find information on the residence halls via this link
<https://www.winthrop.edu/reslife/residence-halls.aspx>

BY APPOINTMENT ONLY CONTACT PAM PURSER purserp@winthrop.edu and/or 803-323-4831
UNIT PRICES REQUIRED (JAN 2006)

Unit price to be shown for each item. [02-2B170-1]

III. SCOPE OF WORK/SPECIFICATIONS

Winthrop University (Winthrop) is seeking a contractor to furnish **employee labor, supervision and equipment**, plus transportation to-from campus, uniforms, name badges, and training necessary to provide a staff of employees required to perform janitorial services in order to maintain the cleanliness of university residence halls in accordance with the terms, conditions, and specifications included herein.

Winthrop shall oversee work completed by Contractor's on campus and provide cleaning supplies to the contractor. Contractor shall manage, schedule, supervise and direct their employees. Regular feedback provided and if needed change need to occur.

Services shall be provided by a well-established janitorial services firm with extensive experience performing janitorial work in a higher education environment (plus state or federal government and k-12 schools). Contractor shall have a significant pool of employees on staff to ensure appropriate staffing of the contract, as well as the financial capability to support a large payroll.

Residence Halls:

- East & West Thomson, 1964, 85,434 gross sq ft 4 story each, 2 towers, semi suite design private bathrooms between 2 suites, common area bathroom on East
- Lee Wicker, 1962, 69,382 gross sq ft 3 story and small basement, semi suite design private bathrooms between 2 suites
- Phelps – 1943 plus 1962 addition, 90,799 gross sq ft 3 story and small basement, semi suite design private bathrooms between 2 suites
- Margaret Nance – 1895, 59,352 gross sq ft 3 story traditional style dorm rooms with hallway common bathrooms
- Roddey – 1920, 62,118sqft, 3 story, apartment style with private bathrooms

SCOPE OF WORK FOR DORM CLEANING

- MAKE SURE ALL TRASH AND PERSONAL ITEMS ARE REMOVED FROM THE ROOM.
- IF FLOORS ARE TO BE STRIPPED AND WAXED, REMOVE ALL FURNITURE INTO THE HALLWAY (NOT BLOCKING WALK THROUGH) EXCEPT FOR BEDS.
- STRIP AND WAX FLOORS (AT LEAST 2 COATS OF WAX) AND CLEAN BASEBOARDS.
- PUT FURNITURE BACK IN THE ROOM
- FLOORS WITH CARPET, VACUUM.
- THOMSON FLOORS MUST BE SWEEPED AND MOPPED
- WIPE DOWN ALL FURNITURE, INSIDE AND OUTSIDE, CLEAN MIRRORS
- CLEAN INSIDE AND OUTSIDE OF MICROFRIDGES-LEAVE PLUGGED IN AND ON LOW (IF FROZEN UP, UNPLUG AND THAW BEFORE CLEANING)
- REMOVE ANY TAPE, HOOKS, TACKS FROM WALLS, CEILING AND DOORS.
- DO HIGH DUSTING
- CLEAN WINDOWS, WINDOWSILLS AND BLINDS (REPORT BROKEN BLINDS WITH ROOM NUMBERS)
- CLEAN ALL DOORS AND DOOR JAMS
- CLEAN BATHROOMS-TUB, SHOWER, TOILET (INSIDE AND OUTSIDE), MEDICINE CABINETS (INSIDE AND OUTSIDE) SINKS, UNDER SINKS, CEILINGS, DOORS AND DOOR JAMS, REMOVE OLD

SHOWER CURTAINS AND HANG NEW ONES, SWEEP AND MOP FLOORS, WIPE DOWN WALLS, CLEAN MIRRORS AND CLEAN VENTS.

- CLEAN CLOSETS-SWEEP, MOP, CLEAN SHELVES AND DOORS.
- CLEAN LIGHT SWITCH COVERS AND OUTLET COVERS
- MAKE SURE ROOM IS SET UP CORRECTLY (PICTURE WILL BE PROVIDED)

1. CONTACT PERSON

Contractor shall designate a point(s) of contact and provide contact information including emergency telephone numbers to Winthrop.

Winthrop will provide the names and contact information for staff required to provide oversight of the work performed under this contract and who will be working with the Contractor on this contract.

2. GENERAL SERVICES TO BE PROVIDED BY CONTRACTOR EMPLOYEES

Contractor's employees shall:

- a. Sweep, mop, vacuum, dust, disinfect and sanitize;
- b. Refill soap, hand sanitizer, paper towel and tissue dispensers;
- c. Be required to move furniture when needed or required to clean under furniture and also if needed to strip and wax floors;
- d. Clean inside/outside windows, exterior windows where readily accessible from the ground or off a ladder;
- e. Clean light fixtures (may require use of step ladder);
- f. Clean HVAC vents and grills (may require use of step ladder);
- g. Clean and service public, private and semi-private bathrooms. (Contractor shall provide employees trained in the requirements of OSHA, SCDHEC and CDC guidelines as required for cleaning public, private, and semi-private bathrooms);
- h. Disinfect and sanitize all public areas according to CDC and SCDHEC guidelines;
- i. Sweep and clean walkways and generally assist in keeping immediate outside premises of buildings in a neat and orderly condition;
- j. Be required to remove leaves, litter, ice and snow from steps and walks when needed or required;
- k. Collect and place trash in containers inside buildings; including recycling;
- l. Assist in moving custodial supplies and equipment often from one building to another and up and down floors inside buildings;
- m. Ensure all employees wear a mask at all times when in campus buildings and when 6-foot social distancing cannot be practiced;
- n. Perform other related duties as required and mutually agreed between Contractor and Winthrop.
- o. Intended custodial service level is APPA level 2 (see Attachment C).

See attachment for scope of service per buildings attached. Residence Halls – East & West Thomson, lee Wicker, Phelps, Margaret Nance and Roddey.

3. CONTRACTOR PERSONNEL

Prior to allowing Contractor employees to provide services under this Contract, Contractor must supply Winthrop with a national criminal background check and include: employee name, shift assigned and anticipated hire date. Background check to be dated within 3 months of the start of the contract.

During the term of the contract if a Contractor employee is arrested or charged with a crime the Contractor must notify the Winthrop contract manager with the circumstances and the employee may not return to campus to work without the written approval of Winthrop University.

Contractor employees shall be of good integrity and character.

Each employee of the contractor shall have a least six (6) months to one (1) year of experience as a janitorial employee. Supervisory employees shall have at least one (1) year of experience as a cleaning supervisor.

Contractor shall not consider for assignment to this Contract any employee who has been convicted of a homicide, any assault levels, any sex related crimes, any crimes involving minors, drug charges, illegal gaming or theft of any kind. Winthrop reserves the right to accept or reject any individual being considered for assignment. If Contractor becomes aware of any current employees charged with any of the above crimes while assigned to provide services at Winthrop, the Contractor will immediately notify Winthrop Facility Contact of the circumstances. Winthrop reserves the right to request removal of the employee from the contract.

Any person employed by the Contractor who does not or is unable to perform in a proper and skillful manner, or displays unprofessional behavior, as determined by Winthrop, may be temporarily or permanently removed from providing further services for Winthrop.

Contractor shall insure that student, faculty, and staff property; including but not limited to computers, radios, televisions, audio and video equipment and such devices, are not used or damaged by Contractor personnel.

Contractor shall require all employees to comply with all Winthrop rules, regulations and instructions issued by duly appointed officials, including such rules issued to regular employees. Rules of conduct, dress, and assembly will be adequately enforced. Contractor employees shall not be accompanied in their work areas by acquaintances, family members, or any other person unless said person is an authorized Contractor employee.

Any Contractor employee that is reported to have, or is observed, distracting or harassing a student, staff or faculty member, or visitor to the campus shall be immediately discharged from working at Winthrop.

Contractor shall have a defined employment process that complies with all Federal and State Affirmative Action and Equal Employment Requirements.

Contractor shall provide training to their staff prior to starting at Winthrop on PPE (Personal Protective Equipment), Bloodborne pathogen and Chemical Safety/SDS. Contractor to provide documentation of starting period to the employee starting at Winthrop.

Winthrop will provide asbestos awareness training at initial start.

Contractor to provide notification of hepatitis vaccinations or declination waivers as part of the employees starting process.

Contractors staff will participate with Winthrop's facilities / custodial staff monthly safety training.

Contractor staff will follow campus parking policies including parking locations, permits and fees paid.

4. PHYSICAL REQUIREMENTS OF THE POSITION (BUT NOT LIMITED TO):

- a. Pushing/pulling, mop, broom, vacuum cleaner, mop bucket, shop/wet vacuum, hand blower, carpet extractor;
- b. Bending, climbing, and reaching above head, lifting and carrying cleaning supplies and equipment up to 50 pounds;
- c. Kneeling, stooping, climbing stairs, standing/walking for long periods of time.
- d. Exposure to chemicals.

5. CONTRACTOR REQUIREMENTS

- a. Contractor must have at least 4 full time employees
- b. Contractor must have all employees hired and ready to work on the first day of contract with uniforms and name badges

- c. Contractor must have ample staff coverage when assigned employees are out sick and/or on vacation
- d. Contractor must provide equipment (vacuums, mop handles, brooms dustpans, extractors, wet vacs) and have all equipment purchased and on campus prior to the start of the contract.
- e. Contractor must have a pay rate for employees that is comparable to this area and in the field.
- f. Provide staff as needed to clean the spaces per the scope of service weekly plus supervision and equipment.
- g. Week is defined as Sunday 12am to Saturday 11:59pm
- h. Contractor shall correct all complaints and supply special requests for service within a reasonable time period. All complaints, both major and minor, shall be investigated during the same working day.
- i. Any complaint which cannot be corrected during the same working day or which is considered unreasonable or which cannot be dealt with for reasons beyond the contractor's control shall be specifically reported to the contract administrator.
- j. Contractor shall accompany a designated representative(s) on inspections of the work being performed at any time during business hours at the university. The contracting agency reserves the right to make determination as to whether the services are being performed satisfactorily.
- k. At least every thirty (30) days, Contractor may be required to meet with Winthrop Contract Administrator for a conference and to tour the facility to evaluate the performance of the contract. Contract administrator may request a written monthly performance report.
- l. Employees shall not remove any article or materials from the premises, regardless of its value or regardless of any employee or tenant's permission. This shall include the contents of any item found in trash containers in or around the premises.
- m. Trash items shall be placed in dumpsters or trashcans designated for that purpose.
- n. Winthrop follows a green clean process; Contractor staff will be trained by Winthrop custodial staff on the campus green clean processes.
- o. Contractor staff will utilize campus products and processes and will not bring non-Winthrop supplied cleaning supplies onto campus unless pre-approved and SDS's are provided
- p. Contractor staff will be issued campus keys for their respective work area daily and expected to return those keys daily at the end of the work shift. Failure to return the keys will mean the contractor may be held responsible for the cost of rekeying spaces impacted by the loss keys. Any lost keys must be reported to the contract administrator before the end of that work shift.
- q. Contractor to submit their company's Covid protocols as part of the bid package.
- r. Contractor and their staff will follow campus Covid guidelines and protocols regarding mask wearing and social distancing
- s. Contractor staff will follow campus Covid cleaning protocols and processes.
- t. Contractor staff to utilize the PPE (Personal Protective Equipment) provided by Winthrop
- u. University will utilize the PPE in accordance with recognized industry and campus standards plus following a good standard of care.
- v. For building emergencies both during normal work hours or after hours such as (plumbing leak, ac leak, roof leak, spill) facilities will reach out to the contractor supervisor to respond, Winthrop Facilities will also respond to limit the impact to the building and occupants. This will be considered a joint response. Overtime costs or additional costs incurred by the contractor in the emergency response will be addressed on a time and material basis per incident
- w. For additional custodial/janitorial services outside the scope of the contract shall be priced at the hourly rate per custodial staff and supervision that shall include the contractor owner equipment plus other subcontractors or material costs with mark up. The billable rate shall apply to work performed in all campus buildings regardless of the area of the university that requests work to be performed.
- x. See Attachment D for detailed scope per building

6. WINTHROP UNIVERSITY WILL:

- a. Provide supplies (soap, paper towel, tissue, cleaning supplies, mop heads, rags) Winthrop University will provide PPE (Personal Protective Equipment)
- b. Provide 1 office and 1 small storage room in the Facilities building (349 Columbia Ave) for the contractor to utilize.

7. WORK SCHEDULE

Contractor shall provide a staff of employees for coverage capable of filling the following shifts:

- a. 7:00 a.m. – 4:00 p.m.
- b. 7:00 a.m. – 12:00 p.m. Saturday only when dorms are occupied.

Lunch is 60 minutes (not on the clock) with one 30-minute break (on the clock).

The University expects to be closed approximately twelve (12) days during the fiscal year which begins on July 1 and ends on June 30.

There will be select days/weekends in the year that may require additional work hours (for instance August move-in weekend). Staffing need will be assessed prior to the event/weekend and the cost for the additional staff time will be per event/number staff/hours worked/overtime etc.

Alternate work hours shall be coordinated as mutually agreed between Contractor and Winthrop.

8. EMPLOYEE SAFETY AND TRAINING

Employee safety is the responsibility of the Contractor. All equipment, products and materials must be handled and operated safely per manufacturer recommendations and in accordance with all applicable codes, laws, ordinances, regulations and hazardous communication standards.

Contractor training of new and existing staff is critical and must, at a minimum, include blood borne pathogen training as well as all training required by OSHA, DHEC and all local, state and federal codes and laws and appropriate customer service protocol. The Contractor shall warrant that all such training has been conducted prior to the date work starts on the work order and shall warrant further that such training shall be repeated with current and new employees at least annually or more often if required by statute or regulation. Staff assigned to Contract must complete required training prior to providing services.

During the Contractor's employee training period, Contractor shall meet with the Agency Facility Contact to establish a clear understanding of Winthrop's expectations, establish Facility's cleaning times, and address any unique aspects of the Facilities.

When present or applicable, the Contractor's employees shall participate in the onsite emergency and safety drills. Winthrop shall provide Contractor with any Facility specific safety procedures upon request.

Contractor shall provide training to their staff prior to starting at Winthrop on PPE (Personal Protective Equipment), Bloodborne pathogen and Chemical Safety/SDS. Contractor to provide documentation of starting period to the employee starting at Winthrop. Contractor to submit their companies training plans as part of the bid package.

Winthrop will provide asbestos awareness training at initial start.

Contractor to provide notification of hepatitis vaccinations or declination waivers as part of the employees starting process.

Contractors staff will participate with Winthrop's facilities / custodial staff monthly safety training.

If a contractor employee is sick do not report to the campus. If the illness is possibly Covid (based on the latest CDC and SCDHEC guidelines) then a negative test result after the appropriate waiting period is needed prior to reporting to campus and resuming normal duties. Contractor to submit their companies Covid protocols as part of the bid package.

9. UNIFORMS

Contractor staff must always appear in appropriately fitting, neat and clean attire worn in a professional manner. The Contractor shall provide each employee providing custodial services with a uniform. The uniform will consist of a vest or apron with pockets, identification of the Contractor, identification as "Custodial Services" and a name badge. Offerors shall provide details of this uniform as part of their offer, including a picture of a sample uniform. The Contractor shall provide each employee enough uniforms so that a clean uniform will always be worn by the custodian regardless of designated service times.

Apparel under the uniform shall be clean, solid colored, non-denim pants and a solid colored shirt with no writing or signs of discoloration or wear. All uniforms will be provided at the expense of the Contractor. The Contractor must issue employees a new set of uniforms within the first week of employment.

If the uniforms show excessive wear the Contractor will have two (2) weeks after notification by Winthrop to furnish new uniforms.

10. INSPECTIONS

Winthrop may conduct unscheduled inspections at any time. When performing such inspections, Winthrop shall attempt to perform such inspections either while employees are performing the work or immediately after completion. If Winthrop identifies any area of concern regarding compliance with contract provisions and/or quality of workmanship, Winthrop shall address its concerns with the Contractor. Any issues of unsatisfactory performance found during inspections will be documented by Winthrop and sent to the Contractor. Contractor shall resolve and/or correct such issues at no additional cost, immediately when Contractor employees are on site or when Contractor employees are not on site within 24 hours, unless otherwise agreed between Winthrop and Contractor.

11. DAMAGE

Contractor is responsible for all damages to the facilities resulting from the Contractor's performance, carelessness, or neglect. Any damages shall be immediately reported by the employee to the Winthrop point of contact for this contract.

Contractor shall assume liability for damage or loss resulting from the wrongful act(s) and/or negligence of his/her employees while they are on state owned premises.

Contractor or his/her insurer shall reimburse Winthrop for any such damage or loss within thirty (30) days after a claim is submitted.

Winthrop is not responsible for lost or stolen tools, supplies or equipment belonging to the Contractor.

12. TEMPORARY CLOSURE OF A FACILITY

Winthrop shall notify the contractor as soon as possible of any temporary closures of a facility. In the event of a temporary closure, Contractor shall reduce its monthly invoice to reflect the hours not worked. Winthrop shall notify the Contractor as soon as possible of the facility reopening date. Contractor shall resume services on the reopening date.

During times of severe/inclement weather the campus may be closed but facilities staff will work to support campus activities (residence halls, dining etc.). During periods of inclement weather, the contractor will be paid based on the number of employees that are able to get to the campus and their hours worked.

13. SOLE JUDGE

In all instances, Winthrop is the sole judge of the condition of the facility, timeliness of performance, professional behavior and standards of employees provided by Contractor, and any disputes regarding interpretation of the work performed herein.

DELIVERY/PERFORMANCE LOCATION -- SPECIFIED (JAN 2006)

After award, all deliveries shall be made and all services provided to the following address, unless otherwise specified:

Winthrop University 701 Oakland Ave Rock Hill SC 29733

[03-3030-1]

IV. INFORMATION FOR OFFERORS TO SUBMIT

INFORMATION FOR OFFERORS TO SUBMIT -- GENERAL (MAR 2015)

You shall submit a signed Cover Page and Page Two. If you submit your offer electronically, you must upload an image of a signed Cover Page and Page Two. Your offer should include all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in Part IX. Attachments to Solicitations. You should submit a summary of all insurance policies you have or plan to acquire to comply with the insurance requirements stated herein, if any, including policy types; coverage types; limits, sub-limits, and deductibles for each policy and coverage type; the carrier's A.M. Best rating; and whether the policy is written on an occurrence or claims-made basis. [04-4010-2]

MINORITY PARTICIPATION (DEC 2015)

Is the bidder a South Carolina Certified Minority Business? ☐ Yes ☐ No

Is the bidder a Minority Business certified by another governmental entity? ☐ Yes ☐ No

If so, please list the certifying governmental entity: _____

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? ☐ Yes ☐ No

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? _____

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? ☐ Yes ☐ No

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? _____

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- ☐ Traditional minority
- ☐ Traditional minority, but female
- ☐ Women (Caucasian females)
- ☐ Hispanic minorities

- ☐ DOT referral (Traditional minority)
- ☐ DOT referral (Caucasian female)
- ☐ Temporary certification
- ☐ SBA 8 (a) certification referral
- ☐ Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

The Department of Administration, Division of Small and Minority Business Contracting and Certification, publishes a list of certified minority firms. The Minority Business Directory is available at the following URL:
<http://osmba.sc.gov/directory.html>
 [04-4015-3]

V. QUALIFICATIONS

QUALIFICATIONS OF OFFEROR (MAR 2015)

(1) To be eligible for award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. 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. (2) You must promptly furnish satisfactory evidence of responsibility upon request. Unreasonable failure to supply requested information is grounds for rejection. (3) **Corporate subsidiaries are cautioned that the financial capability of an affiliated or parent company will not be considered in determining financial capability;** however, we may elect to consider any security, e.g., letter of credit, performance bond, parent-company corporate guaranty, that you offer to provide. Instructions and forms to help assure acceptability are posted on procurement.sc.gov, link to "Standard Clauses & Provisions." [05-5005-2]

QUALIFICATIONS - SPECIAL STANDARDS OF RESPONSIBILITY (MAR 2015)

(a) This section establishes special standards of responsibility. **UNLESS YOU POSSESS THE FOLLOWING MANDATORY MINIMUM QUALIFICATIONS, DO NOT SUBMIT AN OFFER:**

- **Contractor must be able to demonstrate operation of a stable custodial/maintenance business for a minimum of five years.**

(b) Provide a detailed, narrative statement with adequate information to establish that you meet all the requirements stated in subparagraph (a) above. Include all appropriate documentation. If you intend for us to consider the qualifications of your key personnel, predecessor business(es), or subcontractor(s), explain the relationship between you and such person or

QUALIFICATIONS -- REQUIRED INFORMATION (MODIFIED)

If requested by the Procurement Officer, within 48 hours you must submit the following information or documentation for you and for any subcontractor (at any tier level) that you identify pursuant to the clause titled Subcontractor - Identification. Err on the side of inclusion. You represent that the information provided is complete.

(a) Information reflecting the current financial position. Include the most current financial statement and financial statements for the last two fiscal years. If the financial statements have been audited in accordance with the following requirements, provide the audited version of those statements. [Reference Statement of Financial Accounting Concepts No. 5 (FASB, December, 1984), as amended.]

SUBCONTRACTOR -- IDENTIFICATION (FEB 2015)

If you intend to subcontract, at any tier level, with another business for any portion of the work and that portion either (1) exceeds 10% of your cost, (2) involves access to any "government information," as defined in the clause entitled "Information Security - Definitions," if included, or (3) otherwise involves services critical to your performance of the work (err on the side of inclusion), your offer must identify that business and the work which they are to perform. Identify potential subcontractors by providing the business name, address, phone, taxpayer identification number, **and point of contact** . In determining your responsibility, the state may contact and evaluate your proposed subcontractors. [05-5030-2]

VI. AWARD CRITERIA

AWARD CRITERIA -- BIDS (JAN 2006)

Award will be made to the lowest responsible and responsive bidder(s). [06-6020-1]

AWARD TO ONE OFFEROR (JAN 2006)

Award will be made to one Offeror. [06-6040-1]

CALCULATING THE LOW BID

The sum (extended price) will be determined by multiplying the quantity by the unit price on each line. Each sum (extended price) will be added together to determine the low bidder.

COMPETITION FROM PUBLIC ENTITIES (JAN 2006)

If a South Carolina governmental entity submits an offer, the Procurement Officer will, when determining the lowest offer, add to the price provided in any offers submitted by non-governmental entities a percentage equivalent to any applicable sales or use tax. S.C. Code Ann. Regs 117-304.1 (Supp. 2004). [06-6057-1]

UNIT PRICE GOVERNS (JAN 2006)

In determining award, unit prices will govern over extended prices unless otherwise stated. [06-6075-1]

VII. TERMS AND CONDITIONS -- A. GENERAL

ASSIGNMENT, NOVATION, AND CHANGE OF NAME, IDENTITY, OR STRUCTURE (FEB 2015)

(a) Contractor shall not assign this contract, or its rights, obligations, or any other interest arising from this contract, or delegate any of its performance obligations, without the express written consent of the responsible procurement officer. The foregoing restriction does not apply to a transfer that occurs by operation of law (e.g., bankruptcy; corporate

reorganizations and consolidations, but not including partial asset sales). Notwithstanding the foregoing, contractor may assign monies receivable under the contract provided that the state shall have no obligation to make payment to an assignee until thirty days after contractor (not the assignee) has provided the responsible procurement officer with (i) proof of the assignment, (ii) the identity (by contract number) of the specific state contract to which the assignment applies, and (iii) the name of the assignee and the exact address or account information to which assigned payments should be made. (b) If contractor amends, modifies, or otherwise changes its name, its identity (including its trade name), or its corporate, partnership or other structure, or its FEIN, contractor shall provide the procurement officer prompt written notice of such change. (c) Any name change, transfer, assignment, or novation is subject to the conditions and approval required by Regulation 19-445.2180, which does not restrict transfers by operation of law. [07-7A004-2]

BANKRUPTCY - GENERAL (FEB 2015)

(a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the Using Governmental Unit. This notification shall be furnished within two (2) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all State contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the State upon the contractor's insolvency, including the filing of proceedings in bankruptcy. [07-7A005-2]

CHOICE-OF-LAW (JAN 2006)

The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. [07-7A010-1]

CONTRACT DOCUMENTS and ORDER OF PRECEDENCE (FEB 2015)

(a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Officer, (2) the solicitation, as amended, (3) documentation of clarifications [11-35-1520(8)] or discussions [11-35-1530(6)] of an offer, if applicable, (4) your offer, (5) any statement reflecting the State's final acceptance (a/k/a "award"), and (6) purchase orders. These documents shall be read to be consistent and complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above. (b) The terms and conditions of documents (1) through (5) above shall apply notwithstanding any additional or different terms and conditions in any other document, including without limitation, (i) a purchase order or other instrument submitted by the State, (ii) any invoice or other document submitted by Contractor, or (iii) any privacy policy, terms of use, or end user agreement. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect. (c) No contract, license, or other agreement containing contractual terms and conditions will be signed by any Using Governmental Unit. Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect. [07-7A015-2]

DISCOUNT FOR PROMPT PAYMENT (JAN 2006)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the state annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday,

Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.
[07-7A020-1]

DISPUTES (JAN 2006)

(1) Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Richland County, State of South Carolina. Contractor agrees that any act by the government regarding the Agreement is not a waiver of either the government's sovereign immunity or the government's immunity under the Eleventh Amendment of the United States Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail. [07-7A025-1]

EFT INFORMATION (FEB 2021)

The Contractor must furnish to the State Treasurer's Office information necessary for making a payment by electronic funds transfer (EFT). You may do this by completing STO Form 4 and filing it with the STO. Additional information is available at the STO's website at <https://treasurer.sc.gov> (.). The Contractor is responsible for the currency, accuracy and completeness of the EFT information. Updating EFT information may not be used to accomplish an assignment of the right to payment, does not alter the terms and conditions of this contract, and is not a substitute for a properly executed contractual document. [07-7A027-1]

EQUAL OPPORTUNITY (JAN 2006)

Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference. [07-7A030-1]

FALSE CLAIMS (JAN 2006)

According to the S.C. Code of Laws Section 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime. [07-7A035-1]

FIXED PRICING REQUIRED (JAN 2006)

Any pricing provided by contractor shall include all costs for performing the work associated with that price. Except as otherwise provided in this solicitation, contractor's price shall be fixed for the duration of this contract, including option terms. This clause does not prohibit contractor from offering lower pricing after award. [07-7A040-1]

NO INDEMNITY OR DEFENSE (FEB 2015)

Any term or condition is void to the extent it requires the State to indemnify, defend, or pay attorney's fees to anyone for any reason. [07-7A045-2]

NOTICE (JAN 2006)

(A) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used. (B) Notice to contractor shall be to the address identified as the Notice Address on Page Two. Notice to the state shall be to the Procurement Officer's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph. [07-7A050-1]

OPEN TRADE (JUN 2015)

During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [07-7A053-1]

PAYMENT and INTEREST (FEB 2021)

(a) The State shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the Government.

(b) Unless otherwise provided herein, including the purchase order, payment will be made by electronic funds transfer (EFT). See clause titled " EFT Information."

(c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, or Chapter 6 of Title 29 (real property improvements) when applicable, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, the State shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason. (d) Amounts due to the State shall bear interest at the rate of interest established by the South Carolina Comptroller General pursuant to Section 11-35-45 ("an amount not to exceed fifteen percent each year"), as amended, unless otherwise required by Section 29-6-30. (e) Any other basis for interest, including but not limited to general (pre- and post-judgment) or specific interest statutes, including S.C. Code Ann. Section 34-31-20, are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied as simple interest without compounding. (f) The State shall have all of its common law, equitable and statutory rights of set-off.[07-7A055-4]

PUBLICITY (JAN 2006)

Contractor shall not publish any comments or quotes by State employees, or include the State in either news releases or a published list of customers, without the prior written approval of the Procurement Officer. [07-7A060-1]

PURCHASE ORDERS (JAN 2006)

Contractor shall not perform any work prior to the receipt of a purchase order from the using governmental unit. The using governmental unit shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order. [07-7A065-1]

SURVIVAL OF OBLIGATIONS (JAN 2006)

The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit. [07-7A075-1]

TAXES (JAN 2006)

Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by the State, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by the State. It shall be solely the State's obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by the State to contractor, contractor shall be liable to the State for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the contractor. [07-7A080-1]

TERMINATION DUE TO UNAVAILABILITY OF FUNDS (JAN 2006)

Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. Contractor will not be reimbursed any costs amortized beyond the initial contract term. [07-7A085-1]

THIRD PARTY BENEFICIARY (JAN 2006)

This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise. [07-7A090-1]

WAIVER (JAN 2006)

The State does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the State's rights under this Contract. Any waiver must be in writing. [07-7A095-1]

VII. TERMS AND CONDITIONS -- B. SPECIAL

CHANGES (JAN 2006)

(1) Contract Modification. By a written order, at any time, and without notice to any surety, the Procurement Officer may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:

- (a) drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the [State] in accordance therewith;
- (b) method of shipment or packing;
- (c) place of delivery;
- (d) description of services to be performed;
- (e) time of performance (i.e., hours of the day, days of the week, etc.); or,
- (f) place of performance of the services. Subparagraphs (a) to (c) apply only if supplies are furnished under this contract. Subparagraphs (d) to (f) apply only if services are performed under this contract.

(2) Adjustments of Price or Time for Performance. If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing

accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the State promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

(3) Time Period for Claim. Within 30 days after receipt of a written contract modification under Paragraph (1) of this clause, unless such period is extended by the Procurement Officer in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the State is prejudiced by the delay in notification.

(4) Claim Barred After Final Payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

[07-7B025-1]

COMPLIANCE WITH LAWS (JAN 2006)

During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs. [07-7B035-1]

CONTRACT LIMITATIONS (JAN 2006)

No sales may be made pursuant to this contract for any item or service that is not expressly listed. No sales may be made pursuant to this contract after expiration of this contract. Violation of this provision may result in termination of this contract and may subject contractor to suspension or debarment. [07-7B045-1]

CONTRACTOR'S LIABILITY INSURANCE - GENERAL (FEB 2015)

(a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors.

(b) Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy.

(2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

(3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(c) Every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them, must be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

(d) For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the State, every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them. Any insurance or self-insurance maintained by the State, every applicable Using Governmental Unit, or the officers, officials, employees and volunteers of any of them, shall be excess of the Contractor's insurance and shall not contribute with it.

(e) Prior to commencement of the work, the Contractor shall furnish the State with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. All certificates are to be received and approved by the State before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The State reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

(f) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. In addition, the Contractor shall notify the State immediately upon receiving any

information that any of the coverages required by this section are or will be changed, cancelled, or replaced.

(g) Contractor hereby grants to the State and every applicable Using Governmental Unit a waiver of any right to subrogation which any insurer of said Contractor may acquire against the State or applicable Using Governmental Unit by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the State or Using Governmental Unit has received a waiver of subrogation endorsement from the insurer.

(h) Any deductibles or self-insured retentions must be declared to and approved by the State. The State may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

(i) The State reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

[07-7B056-2]

CONTRACTOR PERSONNEL (JAN 2006)

The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. [07-7B060-1]

CONTRACTOR'S OBLIGATION -- GENERAL (JAN 2006)

The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements. [07-7B065-1]

DEFAULT (JAN 2006)

(a) (1) The State may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

(i) Deliver the supplies or to perform the services within the time specified in this contract or any extension;

(ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or

(iii) Perform any of the other material provisions of this contract (but see paragraph (a)(2) of this clause).

(2) The State's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the Procurement Officer) after receipt of the notice from the Procurement Officer specifying the failure.

(b) If the State terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Procurement Officer considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the State for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.

(c) Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the State in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

(d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule.

(e) If this contract is terminated for default, the State may require the Contractor to transfer title and deliver to the State, as directed by the Procurement Officer, any (1) completed supplies, and (2) partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing materials" in this clause) that the Contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Procurement Officer, the Contractor shall also protect and preserve property in its possession in which the State has an interest.

(f) The State shall pay contract price for completed supplies delivered and accepted. The Contractor and Procurement Officer shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property; if the parties fail to agree, the Procurement Officer shall set an amount subject to the Contractor's rights under the Disputes clause. Failure to agree will be a dispute under the Disputes clause. The State may withhold from these amounts any sum the Procurement Officer determines to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders.

(g) If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the termination had been issued for the convenience of the State. If, in the foregoing circumstances, this contract does not contain a clause providing for termination for convenience of the State, the contract shall be adjusted to compensate for such termination and the contract modified accordingly subject to the contractor's rights under the Disputes clause.

(h) The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or under this contract.

[07-7B075-1]

ILLEGAL IMMIGRATION (NOV 2008)

(An overview is available at www.procurement.sc.gov) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

INDEMNIFICATION-THIRD PARTY CLAIMS - GENERAL (NOV 2011)

Notwithstanding any limitation in this agreement, and to the fullest extent permitted by law, Contractor shall defend and hold harmless Indemnitees for and against any and all suits or claims of any character (and all related damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities) by a third party which are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property arising out of or in connection with the goods or services acquired hereunder or caused in whole or in part by any act or omission of contractor, its subcontractors, their employees, workmen, servants, agents, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by an Indemnitee, and whether or not such claims are made by a third party or an Indemnitee; however, if an Indemnitee's negligent act or omission is subsequently determined to be the sole proximate cause of a suit or claim, the Indemnitee shall not be entitled to indemnification hereunder. Contractor shall be given timely written notice of any suit or claim. Contractor's obligations hereunder are in no way limited by any protection afforded under workers' compensation acts, disability benefits acts, or other employee benefit acts. This clause shall not negate, abridge, or reduce any other rights or obligations of indemnity which would otherwise exist. The

obligations of this paragraph shall survive termination, cancelation, or expiration of the parties' agreement. This provision shall be construed fairly and reasonably, neither strongly for nor against either party, and without regard to any clause regarding insurance. As used in this clause, "Indemnitees" means the State of South Carolina, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees. [07-7B100-2]

INDEMNIFICATION-INTELLECTUAL PROPERTY (JAN 2006)

(a) Without limitation and notwithstanding any provision in this agreement, Contractor shall, upon receipt of notification, defend and indemnify the State, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees against all actions, proceedings or claims of any nature (and all damages, settlement payments, attorneys' fees (including inside counsel), costs, expenses, losses or liabilities attributable thereto) by any third party asserting or involving an IP right related to an acquired item. State shall allow Contractor to defend such claim so long as the defense is diligently and capably prosecuted. State shall allow Contractor to settle such claim so long as (i) all settlement payments are made by Contractor, and (ii) the settlement imposes no non-monetary obligation upon State. State shall reasonably cooperate with Contractor's defense of such claim. (b) In the event an injunction or order shall be obtained against State's use of any acquired item, or if in Contractor's opinion, the acquired item is likely to become the subject of a claim of infringement or violation of an IP right, Contractor shall, without in any way limiting the foregoing, and at its expense, either: (1) procure for State the right to continue to use, or have used, the acquired item, or (2) replace or modify the acquired item so that it becomes non-infringing but only if the modification or replacement does not adversely affect the specifications for the acquired item or its use by State. If neither (1) nor (2), above, is practical, State may require that Contractor remove the acquired item from State, refund to State any charges paid by State therefor, and take all steps necessary to have State released from any further liability. (c) Contractor's obligations under this paragraph do not apply to a claim to the extent (i) that the claim is caused by Contractor's compliance with specifications furnished by the State unless Contractor knew its compliance with the State's specifications would infringe an IP right, or (ii) that the claim is caused by Contractor's compliance with specifications furnished by the State if the State knowingly relied on a third party's IP right to develop the specifications provided to Contractor and failed to identify such product to Contractor. (d) As used in this paragraph, these terms are defined as follows: "IP right(s)" means a patent, copyright, trademark, trade secret, or any other proprietary right. "Acquired item(s)" means the rights, goods, or services furnished under this agreement. "Specification(s)" means a detailed, exact statement of particulars such as a statement prescribing materials, dimensions, and quality of work. (e) Contractor's obligations under this clause shall survive the termination, cancellation, rejection, or expiration of this Agreement. [07-7B103-1]

LICENSES AND PERMITS (JAN 2006)

During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract. [07-7B115-1]

MATERIAL AND WORKMANSHIP (JAN 2006)

Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended. [07-7B120-1]

PRICE ADJUSTMENTS (JAN 2006)

(1) Method of Adjustment. Any adjustment in the contract price made pursuant to a clause in this contract shall be consistent with this Contract and shall be arrived at through whichever one of the following ways is the most valid approximation of the actual cost to the Contractor (including profit, if otherwise allowed):

- (a) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- (b) by unit prices specified in the Contract or subsequently agreed upon;
- (c) by the costs attributable to the event or situation covered by the relevant clause, including profit if otherwise allowed, all as specified in the Contract; or subsequently agreed upon;
- (d) in such other manner as the parties may mutually agree; or,
- (e) in the absence of agreement by the parties, through a unilateral initial written determination by the Procurement Officer of the costs attributable to the event or situation covered by the clause, including profit if otherwise allowed, all as

computed by the Procurement Officer in accordance with generally accepted accounting principles, subject to the provisions of Title 11, Chapter 35, Article 17 of the S.C. Code of Laws.

(2) Submission of Price or Cost Data. Upon request of the Procurement Officer, the contractor shall provide reasonably available factual information to substantiate that the price or cost offered, for any price adjustments is reasonable, consistent with the provisions of Section 11-35-1830.

[07-7B160-1]

PRICE ADJUSTMENT - LIMITED -- AFTER INITIAL TERM ONLY (JAN 2006)

Upon approval of the Procurement Officer, prices may be adjusted for any renewal term. Prices shall not be increased during the initial term. Any request for a price increase must be received by the Procurement Officer at least ninety (90) days prior to the expiration of the applicable term and must be accompanied by sufficient documentation to justify the increase. If approved, a price increase becomes effective starting with the term beginning after approval. A price increase must be executed as a change order. Contractor may terminate this contract at the end of the then current term if a price increase request is denied. Notice of termination pursuant to this paragraph must be received by the Procurement Officer no later than fifteen (15) days after the Procurement Officer sends contractor notice rejecting the requested price increase. [07-7B165-1]

PRICE ADJUSTMENTS -- LIMITED BY CPI "OTHER GOODS and SERVICES" (JAN 2006)

Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), "Other Goods & Services" for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov [07-7B175-1]

PRICING DATA -- AUDIT -- INSPECTION (JAN 2006)

[Clause Included Pursuant to Section 11-35-1830, - 2210, & -2220] (a) Cost or Pricing Data. Upon Procurement Officer's request, you shall submit cost or pricing data, as defined by 48 C.F.R. Section 2.101 (2004), prior to either (1) any award to contractor pursuant to 11-35-1530 or 11-35-1560, if the total contract price exceeds \$500,000, or (2) execution of a change order or contract modification with contractor which exceeds \$100,000. Your price, including profit or fee, shall be adjusted to exclude any significant sums by which the state finds that such price was increased because you furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date agreed upon between parties. (b) Records Retention. You shall maintain your records for three years from the date of final payment, or longer if requested by the chief Procurement Officer. The state may audit your records at reasonable times and places. As used in this subparagraph (b), the term "records" means any books or records that relate to cost or pricing data submitted pursuant to this clause. In addition to the obligation stated in this subparagraph (b), you shall retain all records and allow any audits provided for by 11-35-2220(2). (c) Inspection. At reasonable times, the state may inspect any part of your place of business which is related to performance of the work. (d) Instructions Certification. When you submit data pursuant to subparagraph (a), you shall (1) do so in accordance with the instructions appearing in Table 15-2 of 48 C.F.R. Section 15.408 (2004) (adapted as necessary for the state context), and (2) submit a Certificate of Current Cost or Pricing Data, as prescribed by 48 CFR Section 15.406-2(a) (adapted as necessary for the state context). (e) Subcontracts. You shall include the above text of this clause in all of your subcontracts. (f) Nothing in this clause limits any other rights of the state. [07-7B185-1]

RELATIONSHIP OF THE PARTIES (JAN 2006)

Neither party is an employee, agent, partner, or joint venturer of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party. [07-7B205-1]

TERM OF CONTRACT -- EFFECTIVE DATE / INITIAL CONTRACT PERIOD (JAN 2006)

The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is 1years, 0months, 0days from the effective date. Regardless, this contract expires

no later than the last date stated on the final statement of award. [07-7B240-1]

TERM OF CONTRACT -- OPTION TO RENEW (FEB 2021)

At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of 1 year(s), month(s), and day(s), unless contractor receives notice that the state elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award. [07-7B245-3]

TERM OF CONTRACT -- TERMINATION BY CONTRACTOR (JAN 2006)

Contractor may terminate this contract at the end of the initial term, or any renewal term, by providing the Procurement Officer notice of its election to terminate under this clause at least 90days prior to the expiration of the then current term. [07-7B250-1]

TERMINATION FOR CONVENIENCE (JAN 2006)

(1) Termination. The Procurement Officer may terminate this contract in whole or in part, for the convenience of the State. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.

(2) Contractor's Obligations. The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Procurement Officer may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the State. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

(3) Right to Supplies. The Procurement Officer may require the contractor to transfer title and deliver to the State in the manner and to the extent directed by the Procurement Officer: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the State has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this Section in no way implies that the State has breached the contract by exercise of the Termination for Convenience Clause.

(4) Compensation. (a) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Section 11-35-1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph.

(b) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the State, the proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated;

(c) Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph:

(i) contract prices for supplies or services accepted under the contract;

(ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services;

(iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (2) of this clause. These costs must not include costs paid in accordance with Subparagraph (c)(ii) of this paragraph;

(iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph (b) of this Paragraph, and the contract price of work not terminated.

(d) Contractor must demonstrate any costs claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles.

(5) Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not (i) affect the State's right to require the termination of a subcontract, or (ii) increase the obligation of the State beyond what it would have been if the subcontract had contained an appropriate clause.
[07-7B265-1]

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

BIDDING SCHEDULE (NOV 2007)

See attached bidding schedule and note there are two sections:

IX. ATTACHMENTS TO SOLICITATION

Attachment A – OPTIONAL SERVICES

Attachment B – OSHA REGULATIONS

Attachment C – APPA CUSTODIAL APPEARANCE LEVELS

Attachment D – SCOPE OF SERVICES PER BUILDING

Attachment E – MAP OF CAMPUS

IMPORTANT TAX NOTICE - NONRESIDENTS ONLY

Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

The withholding requirement applies to every governmental entity that uses a contract ("Using Entity"). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

For information about other withholding requirements (e.g., employee withholding), contact the South Carolina Department of Revenue at 1-844-898-8542 or visit the Department's website at: **dor.sc.gov**

This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration and withholding tax questions should be directed to the South Carolina Department of Revenue at 1-844-898-8542. Additional contact information can be found by visiting the Department's website at dor.sc.gov

PLEASE SEE THE "NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING" FORM (FORM NUMBER I-312) LOCATED AT: **dor.sc.gov**

[09-9005-5]

ATTACHMENT B

OSHA REGULATIONS

CLASSIFICATION SYSTEM FOR EVALUATING POTENTIAL EXPOSURE TO BLOOD BORNE PATHOGENS

A. CATEGORY I

Tasks that involve exposure to blood, body fluids, or tissues.

Includes positions, which are required to perform procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues or a potential for spills or splashes of them. The use of appropriate protective measures are required for each Category I position.

Gloves, mask, safety glasses, protective clothing that (head cover, plastic apron or cover gown, shoe covers) are to be worn appropriately according to the type of procedure or tasks. The individual when judging the extent of personal protective clothing and equipment that should be worn must consider probable or suspect exposure.

Personnel who are considered in this category may be:

1. Any individual who administers any type of direct patient care.
2. Any individual who handles items that may have come in contact with blood or body fluids.
3. Any individual who handles blood, body fluids or tissues.

B. CATEGORY II

Tasks that involve no exposure to blood, body fluids or tissues but employment may require performing unplanned Category I tasks.

The normal work routine of these positions involves no exposure to blood, body fluids or tissues but exposure or potential exposure may be required as a condition of employment. Appropriate protective measures are readily available to every employee engaged in Category II tasks.

Personal protective clothing and equipment shall be available to this individual that is appropriate for the tasks they may be asked to perform.

C. CATEGORY III

Tasks that involve no exposure to blood or body fluids, or tissues. Category I tasks are not condition of employment.

The normal work routine of these positions involves no exposure to blood, body fluids, or tissues.

Persons who perform these duties are not called upon as part of their employment to be potentially exposed in some other way. Tasks that involve handling if implements or utensils, use of public or shared bathroom facilities or telephones and personal contact such as handshaking are Category III.

D. DOCUMENTED EVIDENCE OF EMPLOYEE CATEGORY

All individuals performing procedures or tasks within the facility shall have documented evidence that they are aware of which category their duties shall place them in. This documentation shall include clear understanding of the proper use of personal protective clothing and equipment and where this clothing and equipment is maintained for their use, if they are in Category I or Category II. All employees shall receive training in Universal Precautions and barrier protection techniques.

MUSC Update

- We need outside vendors COVID protocol; needs to align with our protocol

ATTACHMENT B

OSHA SAFETY TRAINING PROGRAM CHECK LIST

Hazardous Communication Standard and Occupational Exposure Standard

- _____ Information on potential chemical hazards
- _____ Protective measures Personal Protective Equipment (PPE)
- _____ Understanding labels
- _____ How to use Material Safety Data Sheets (MSDS)
- _____ Where to find Material Safety Data Sheets (MSDS)
- _____ How to clean up a chemical spill
- _____ Reporting an accident or exposure
- _____ Where safety manual is found

Blood-borne Pathogen Standard

- _____ Epidemiology and transmission of Hepatitis and HIV
- _____ Explanation and location of exposure control plan
- _____ Safety for specific job tasks (work practice and engineering controls)
- _____ Use of Personal Protective Equipment (PPE)
- _____ Information on Hepatitis B vaccine
- _____ How to report an exposure
- _____ How exposure incidents are followed up
- _____ Explanation of biohazard labels
- _____ Opportunity for questions and answers
- _____ Where to find a copy of regulations

EMPLOYEE

DATE

SUPERVISOR/CREDENTIALS

DATE

ATTACHMENT B (Continued)

OSHA CATEGORY CLASSIFICATION

CATEGORY I

_____ Employee Name	_____ Department	_____ Job Title/Position
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I, _____ understand that the duties that are required by me in my job places me in Category I. I have a thorough knowledge of the proper use of personal protective clothing and equipment and where the clothing and equipment is maintained throughout the facility. I have received education and training in Universal Precaution, barrier protection techniques and modes of transmission of blood-borne viruses.

_____ Employee Signature	_____ Date
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CATEGORY II

_____ Employee Title/Position	_____ Department	_____ Job
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I, _____ understand that the duties that are required by me in my job places me in Category II, but I may be required to perform unplanned Category I duties. If I have to perform unplanned Category I duties I have a thorough knowledge of the proper use of personal protection clothing and equipment and where the clothing and equipment is maintained throughout the facility. I have received education and training in Universal Precautions, barrier protection techniques and modes of transmission of blood-borne viruses.

_____ Employee Signature	_____ Date
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ATTACHMENT C

APPA Custodial Appearance Levels

Level 1 – Orderly Spotlessness

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam, and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 2 – Ordinary Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam, and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 3 – Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 4 – Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is an obvious buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks.
- Lamp fixtures are dirty and some (up to 5 percent) lamps are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked.
- Trash containers smell sour.

Level 5 – Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

STANDARD OPERATING PROCEDURE WEST THOMSON

1ST FLOOR LOBBY/HALLS

DAILY TASKS

EMPTY TRASH/RECYCLE
DUST FURNITURE
VACUUM ENTRANCE RUG
SWEEP AND MOP
CLEAN PUBLIC BATHROOM
PICK UP ANY TASH ON FLOORS
CLEAN/DISINFECT WATER FOUNTAINS
CLEAN/SWEEP AND MOP VENDING ROOM
CLEAN ANY GLASS DOORS

WEEKLY TASKS

DUST/CLEAN BASEBOARDS

3 X WEEKLY

VACUUM ALL CARPET

MONTHLY TASKS

DUST CEILING VENTS AND ANY HIGH DUSTING

FIRST FLOOR LAUNDRY ROOM

DAILY

EMPTY TRASH/RECYCLE
SWEEP AND MOP
WIPE OFF MACHINES

2 X WEEKLY

HIGH DUSTING PIPES/WALLS

1ST,2ND,3RD,4TH FLOORS KITCHENS

-

DAILY TASKS

EMPTY TRASH
SWEEP/MOP
WIPE OFF STOVE AND REFRIDGERATOR
CLEAN SINK AND COUNTER TOPS
CLEAN WALLS BEHIND SINK,STOVE AND TRASH CANS

WEEKLY

WIPE DOWN ALL CABINETS AND TABLES/CHAIRS

MONTHLY

CLEAN CEILING VENTS

2ND 3RD 4TH FLOOR HALLS

-

DAILY TASKS

EMPTY TRASH/RECYCLE
CLEAN/DISINFECT WATER FOUNTAINS
PICK UP ANY TRASH ON FLOORS

WEEKLY

SWEEP AND MOP TILE AT ELEVATOR

2 X WEEKLY

dust blinds/sills at hall windows

3 X WEEKLY

vacuum all carpet/clean baseboards
edges and corners

MONTHLY

DUST CEILING VENTS AND REMOVE WEBS

STAIRWELLS

SWEEP AND MOP ONCE A WEEK

ELEVATORS

sweep and mop
wipe down walls weekly

STANDARD OPERATING PROCEDURES EAST THOMSON

1ST FLOOR LOBBY

DAILY TASKS

empty trash/recycle
wipe down tables
sweep outside of both entrances
clean glass at both entrances
vacuum entrance rugs
sweep/mop floors in lobby and hall

WEEKLY

dust/clean baseboards in lobby

MONTHLY

dust ceiling vents/high dusting

LOBBY PUBLIC BATHROOMS

DAILY TASKS

clean toilets,sinks,counters,mirrors
empty trash/recycle
fill dispensers
sweep/mop floors

2 X WEEKLY

high dusting- stall rails/ceiling vents
wipe down stall walls
wipe down all walls
dust tops of mirrors
dust dispensers

1ST FLOOR LAUNDRY ROOM

DAILY TASKS

empty trash/recycle
sweep/mop
wipe off machines

2 X WEEKLY

1ST,2ND,3RD,4TH FLOORS KITCHENS(ALL FLOORS)

DAILY

empty trash/recycle
sweep/mop
wipe off stove and hood vent
clean sink and counters
clean outside of appliances
clean walls behind sink,stove and trash cans

WEEKLY

wipe down all cabinets tables and chairs

1ST,2ND, 3RD, 4TH FLOOR HALLWAYS(ALL FLOORS)

DAILY TASKS

empty trash/recycle
clean/disinfect water fountains
pick up any trash on the floor

2 X WEEKLY

dust blinds/windows at ends of each hall

STAIRWELLS

WEEKLY

sweep and mop

ELEVATORS

WEEKLY

sweep and mop

EAST THOMSON CONFERENCE ROOM

sweep and mop steps - 2 X weekly
vacuum carpet - 3 X weekly

high dusting/ pipes and walls

wipe off tables - 3 X weekly

STANDARD OPERATING PROCEDURES RODDEY

BASEMENT COMMUNITY ROOM

DAILY TASKS

empty trash/recycle
wipe down counters, stove and sink

2 X WEEKLY

sweep and mop floor

COVERED PORCH

DAILY

sweep/mop when needed
clean smudges on door

MONTHLY

remove spider webs from around doors
and ceiling

1ST, 2ND 3RD FLOORS LAUNDRY ROOMS

DAILY TASKS

wipe off machines
empty trash/recycle
sweep/mop floors

STAIRWELLS

WEEKLY

sweep/mop
clean rails and do high dusting

1ST, 2ND, 3RD FLOOR HALLWAYS

DAILY TASKS

pick up any trash on floors
clean/disinfect water fountains

3 X WEEKLY

vacuum all carpet
clean baseboards /edges /corners

1ST FLOOR VENDING ROOM

DAILY TASKS

empty trash/recycle
sweep/mop floors
disinfect/clean outside of vending
machines

STANDARD OPERATING PROCEDURES LEE WICKER

BASEMENT LAUNDRY ROOM

DAILY

wipe off outside of machines
empty trash/recycle
sweep/mop partial area
vacuum partial area

2 X WEEKLY

high dusting (pipes and walls)

BASEMENT, 1ST, 2ND, 3RD FLOOR KITCHENS

DAILY

empty trash/recycle
sweep/mop
wipe off stove and hood vents
clean sink and counter tops
clean outside appliances
clean walls behind sinks, stove, trash cans

WEEKLY

wipe down all cabinets/tables/chairs

BASEMENT, 1ST, 2ND, 3RD FLOOR HALLWAYS

DAILY

empty trash/recycle
clean/disinfect water fountains
pick up any trash on the floor
clean all common areas on floors

2 X WEEKLY

dust blinds/windows at end of halls

3 X WEEKLY

vacuum all carpet and clean baseboards, edges and corners

1ST FLOOR

LOBBY/LOUNGE/COMMON AREAS

DAILY

clean public bathroom
clean vending machine area
wipe of any tables and chairs
empty trash/recycle
keep outside of entrance clean daily
clean glass and window sills

2 X WEEKLY

dust and clean baseboards and furniture

3 X WEEKLY

vacuum carpet

MONTHLY

dust ceiling vents/fans etc

ELEVATORS

sweep/mop weekly

STAIRWELLS

sweep/mop weekly

clean rails/ do high dusting monthly

STANDARD OPERATING PROCEDURES PHELPS

1ST FLOOR LOBBY

DAILY

Empty trash/recycle
Clean public restroom
Dust furniture/wipe off tables
Vacuum carpet at entrance
Sweep outside of both entrance doors

Clean any glass/smudges off of doors

WEEKLY

Dust and clean baseboard

MONTHLY

Dust ceiling vents/high dusting

COMPUTER ROOM

DAILY

empty trash/recycle

2 X WEEKLY

Dust

3 X WEEKLY

Vacuum

1st FLOOR VENDING AREA

DAILY

empty trash/recycle
clean/disinfect vending machines
sweep and mop tile floor

GROUND 1ST, 2ND, 3RD FLOORS - HALLWAYS

DAILY

empty trash/recycle
Clean/disinfect water fountains
Pick up any trash on the floor

2 X WEEKLY

dust blinds and clean window sills - each end of hall

3 X WEEKLY

vacuum all carpet
clean baseboards, edges and corners

1ST, 2ND FLOOR LAUNDRY ROOM

DAILY

Empty trash/recycle
Sweep and mop
Wipe off machines

2 X WEEKLY

High dusting - pipes, wall etc

BASEMENT LAUNDRY ROOM

DAILY

Empty trash/recycle
Sweep and mop
Wipe off machines

2 X WEEKLY

High dusting - pipes, wall etc

GROUND, 1ST 2ND, 3RD FLOOR KITCHENS
(ALL FLOORS)

DAILY

Empty trash

sweep and mop

wipe off stove

clean sink and counters

wipe down outside of refridgerators

Clean wall behind sink, stove and trashcan

WEEKLY

Wipe down all cabinets, tables and chairs

ELEVATOR

WEEKLY

Sweep and mop or vacuum

STAIRWELLS

WEEKLY

sweep/mop weekly

MONTHLY

High dusting and clean rails

STANDARD OPERATING PROCEDURES MARGARET NANCE

1ST,2ND,3RD FLOOR LOBBIES/COMMON AREAS

DAILY

empty trash/recycle

wipe down furniture

pick up any trash on floor

WEEKLY

dust baseboards

3 X WEEKLY

vacuum carpet

MONTHLY

dust blinds/window sills

High dusting

1ST,2ND,3RD FLOOR KITCHENS

DAILY

empty trash/recycle

sweep/mop

wipe off stove and hood vents

clean sink and counter tops

wipe down outside appliances

clean walls behind sinks, stove, trash cans

WEEKLY

wipe down all cabinets/tables/chairs

1ST FLOOR VENDING AREA & 2 PRIVATE BATHROOMS

DAILY

clean, sweep and mop

1ST FLOOR FRONT ENTRANCE/PORCH

DAILY

sweep

mop when needed

clean glass/smudges on door

vacuum rug

MONTHLY

remove spider webs around door and off ceiling

1ST,2ND,3RD FLOOR GANG BATHROOMS

Each bathroom is closed at specific times for cleaning -
Schedule to be provided.

DAILY

clean toilets, sinks, counters and showers

empty trash

clean mirrors

fill dispensers

sweep and mop floors

2 X WEEKLY

dust stair rails

wipe off top of showers

dust ceiling vents

wipe down stall walls and dust windows

wipe down wall behind trash can

****change shower curtains as needed****

1ST,2ND,3RD FLOOR HALLWAYS

DAILY

empty trash/recycle

clean/disinfect water fountains

pick up any trash on the floor

2 X WEEKLY

dust blinds/window sills

3 X WEEKLY

vacuum all carpet and clean baseboards,edges and corners

STAIRWELLS

WEEKLY

sweep/mop floors

MONTHLY

clean railing

high dusting

1ST FLOOR LAUNDRY ROOM

DAILY

sweep and mop

empty trash/recycling

wipe down outside of machines

2 X WEEKLY

High dusting

<div style="display: flex; justify-content: space-between;"> <div style="text-align: left;"> W-9 <small>Form (Rev. October 2016)</small> <small>Department of the Treasury</small> <small>Internal Revenue Service</small> </div> <div style="text-align: center;"> Request for Taxpayer Identification Number and Certification <small>► Go to www.irs.gov/FormW9 for instructions and the latest information.</small> </div> <div style="text-align: right;"> Give Form to the requester. Do not send to the IRS. </div> </div>	
See Specific Instructions on page 3.	<div style="border: 1px solid black; padding: 2px;"> 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> 2 Business name/disregarded entity name, if different from above </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Individual/sole proprietor or single-member LLC </div> <div> <input type="checkbox"/> C Corporation </div> <div> <input type="checkbox"/> S Corporation </div> <div> <input type="checkbox"/> Partnership </div> <div> <input type="checkbox"/> Trust/estate </div> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) </div> <div style="font-size: 0.8em; margin-top: 5px;"> Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Other (see instructions) ► </div> </div>
	<div style="border: 1px solid black; padding: 2px;"> 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) Exemption from FATCA reporting code (if any) <small>(Applies to accounts maintained outside the U.S.)</small> </div>
	<div style="border: 1px solid black; padding: 2px;"> 5 Address (number, street, and apt. or suite no.) See instructions. <div style="float: right; border: 1px solid black; padding: 2px; width: 300px;"> Requester's name and address (optional) </div> </div>
	<div style="border: 1px solid black; padding: 2px;"> 6 City, state, and ZIP code </div>
	<div style="border: 1px solid black; padding: 2px;"> 7 List account number(s) here (optional) </div>
<div style="border: 1px solid black; padding: 2px;"> Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter. </div>	
<div style="border: 1px solid black; padding: 2px;"> Part II Certification Under penalties of perjury, I certify that: <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later. </div>	
Sign Here	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Signature of U.S. person ► </div> <div style="width: 35%;"> Date ► </div> </div>
<div style="border: 1px solid black; padding: 2px;"> General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9. Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: <ul style="list-style-type: none"> Form 1099-DIV (dividends, including those from stocks or mutual funds) Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) Form 1099-S (proceeds from real estate transactions) Form 1099-K (merchant card and third party network transactions) Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) Form 1099-C (canceled debt) Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later. </div>	

Winthrop University

Residence Hall cleaning - bid form

Summer turn cleaning

Building	Cost for scope of services
East & West Thomson	
Margaret Nance	
Phelps	
Lee Wicker	
Roddey	
Total all buildings	

Monthly service of Residence Hall common areas - starting August 1 2024

Building	Monthly cost for scope of services
East & West Thomson	
Margaret Nance	
Phelps	
Lee Wicker	
Roddey	
Monthly Total all buildings	
Total all buildings for 3 months	

Bid Summary

Total - Summer turn cleaning	
Total - 3 months service of Residence Hall common areas - starting August 1 2024	
Total for bid	