



**Invitation for Bid
Amendment # 1**

Solicitation Number 030218-931-42705-04/13/18
 Date Printed 04/06/18
 Date Issued 04/06/18
 Procurement Officer Robert E Tyner, C.P.M.
 Phone (843) 574-6279
 E-mail Address Robert.tyner@tridenttech.edu

DESCRIPTION: Provide Kitchen Equipment Maintenance Services for TTC - 2018

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): **04/23/18 @ 2:00 PM EDT** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **Deadline has passed** See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: 1

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
 Trident Technical College
 Procurement Office
 PO Box 118067
 Charleston, SC 29423
Fax: 843 574-6395

PHYSICAL ADDRESS
 Trident Technical College
 Procurement Office
 Building 940, Suite G, Room 110
 2050 Mabeline Rd. N. Chas SC 29406
See "Submitting Your Offer" provision

ALL MAIL IS PICKED UP FROM THE US POSTAL SERVICE ONCE DAILY AT AROUND 8:00 A.M. (EXCLUDING WEEKENDS AND HOLIDAYS).

CONFERENCE TYPE: N/A DATE & TIME:	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on 04/27/18. The award, this solicitation, and any amendments will be posted at the following web address: https://www.tridenttech.edu/about/departments/proc/ttc_solic.htm .
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, 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.

NAME OF OFFEROR (Full legal name of business submitting the offer)		OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other (See "Signing Your Offer" provision.)
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		
TITLE (Business title of person signing above)		
PRINTED NAME (Printed name of person signing above)	DATE SIGNED	

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. 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.

STATE OF INCORPORATION	(If Offeror is a corporation, identify the state of Incorporation.)
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TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)	
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(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	_____ Address
	_____ Area Code – Number – Extension Facsimile
	_____ E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
___ Payment Address same as Notice Address (check only one)	___ Order Address same as Home Office Address
___ Payment Address same as Home Office Address	___ Order Address same as Notice Address (check only one)

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

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

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences . **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

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

___ In-State Office Address same as Home Office Address
 ___ In-State Office Address same as Notice Address (**check only one**)

Bidders shall acknowledge receipt of this Amendment prior to date and time specified in the solicitation, or as amended, by one of the following methods: (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the amendment. Failure of your acknowledgement to be received at the issuing office prior to date and time specified may result in rejection of your offer. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

THE SOLICITATION IS AMENDED AS PROVIDED HEREIN. INFORMATION OR CHANGES RESULTING FROM QUESTIONS WILL BE SHOWN IN A QUESTION-AND-ANSWER FORMAT. ALL QUESTIONS RECEIVED HAVE BEEN REPRINTED BELOW. THE "STATE'S RESPONSE" SHOULD BE READ WITHOUT REFERENCE TO THE QUESTIONS. THE QUESTIONS ARE INCLUDED SOLELY TO PROVIDE A CROSS-REFERENCE TO THE POTENTIAL OFFEROR THAT SUBMITTED THE QUESTION. QUESTIONS DO NOT FORM A PART OF THE CONTRACT; THE "STATE'S RESPONSE" DOES. ANY RESTATEMENT OF PART OR ALL OF AN EXISTING PROVISION OF THE SOLICITATION IN AN ANSWER DOES NOT MODIFY THE ORIGINAL PROVISION EXCEPT AS FOLLOWS: UNDERLINED TEXT IS ADDED TO THE ORIGINAL PROVISION. STRICKEN TEXT IS DELETED.

The college will not accept faxed amendments.

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Title: Provide Kitchen Equipment Maintenance Services for TTC - 2018

Is hereby amended as follows:

Changes not related to questions:

1. The opening date of this solicitation is extended to **Monday, April 23, 2018 @ 2:00PM EDT.**
2. The award date of this solicitation is extended to **Friday, April 27, 2018.**

Changes related to questions:

1. Section III, Scope of Work / Specifications, page 14:

~~The Contractor shall currently be, and shall remain to be throughout the duration of this contract, a Certified CFESA Company. The Contractor shall provide contracted services with employees who have achieved Master Technician certification by the CFESA, or by employees who are under the direct supervision of a certified CFESA Master Technician, throughout the duration of this contract.~~

2. Section III, Scope of Work / Specifications, page 15:

Preventive Maintenance Inspections and Tests

Contractor shall schedule all repairs, tests, and inspections through the college contract coordinator. Contractor shall submit a written schedule to the contract coordinator when major service requires the equipment to be down over 72 hours. The written schedule should be submitted at least thirty (30) days prior to service requirements. Contractor's regular working hours for the Preventive Maintenance services shall be within the range of 10:00 PM.– 6:00 AM, Monday through Saturday, and all day on Sundays, so as not to interfere with the College's culinary classroom schedules. Days and times will change from semester to semester based on class scheduling. The College's normal class times are scheduled from 6:00 AM to 10:00 PM, Monday through Saturday. Preventive Maintenance on the equipment shall commence within (10) days after the award of this contract. Equipment manufacturer, model, serial number, and its campus location are included in Attachment #1. Refer to the attachment for the

procedures below for the College's equipment. Contractor may complete PM services during scheduled school closures and student breaks during normal business hours with the approval of the contract coordinator.

3. Section III, Scope of Work / Specifications, page 18:

When a repair service or Preventive Maintenance (PM) call is completed, contractor's employee shall leave with the contract coordinator, or his designee, a copy of the service ticket that includes a brief write up of service performed and a list of parts used.

The service ticket for Preventive Maintenance shall include a list of all items checked per unit as described for the equipment category listed in this solicitation next to each item, the name of the contractor's employee performing the inspections and tests, and the date the work was performed.

The contractor may provide electronic service reports as long as they contain all the same information as requested in a written report. Contractor shall deliver the electronic reports to the contract coordinator.

4. Section III, Scope of work / Specifications, page 14:

Applicable Standards

The following standards shall be in effect on the date of the solicitation and resulting contract. Contractor shall maintain these standards through-out the term of the contract, and to include any updates or modifications to the standards during the term of the contract. These standards shall form a part of this specification.

- National Service Cooperative, NSF and ANSI standards for maintenance policies.
- Commercial Food Equipment Service Association (CFESA)

Contractor Requirements

All equipment under this contract shall be maintained to comply with all requirements of the current applicable standards in Section II, all other applicable laws, regulations, ordinances, codes, etc., and the American National Standards Institute (ANSI), National Sanitation Foundation (NSF) and (CFESA) Code shall be used as a guide to establish that the equipment is operating safely. The Contractor shall provide a full preventive maintenance program in accordance with (ANSI), and (NSF), and (CFESA) standards, and manufacturer's recommended maintenance requirements and this contract.

5. Section V, Qualifications, page 23:

Contractor has adequate and duly trained commercial kitchen equipment maintenance personnel in their service organization, certified Master Technicians by CFESA, with local service representative(s) for the geographical (Tri-County) area for which the solicitation is applicable.

Contractor Profile – additional information:

1. Company must be certified in by Commercial Food Equipment Service Association (CFESA) for Electrical, Gas, Steam, and Refrigeration Equipment and be certified to meet NSF/ANSI standards.

Section V, Qualifications, page 23:

1. A listing of employee's directly employed by the contractor stating ~~CFESA training~~, length of employment, and experience in troubleshooting and maintaining commercial kitchen equipment.
2. **Documentation showing that Contractor is a Certified CFESA Company**

Section V, Qualifications – required Information, page 23.

- ~~5. A complete customer list for which contractor has provided similar services during the last three (3) years which details the size and scope of each customer's organization which the contractor services directly. A list of at a minimum (10) customers-for which contractor has provided similar services during the last three (3) years which-details the size and scope of each customer's organization which the contractor services directly.~~
Include a contact person name and phone number and e-mail address for each customer. This list should be for the Tri-County geographical region referred to in item #7.

Questions:

Q-1: Page 14 – CFESA certification requirements. Our organization has been a member of CFESA since 1995. However, the Charleston branch has been in operation for just over a year and our techs have not acquired their certifications yet. Is it possible to provide a detailed resume of all technicians to outline technical ability in lieu of CFESA certifications?

A-1: State's response. Change. Offers may submit a detailed resume of the technicians that will be assigned to TTC to outline the technical ability in lieu of CFESA certification. The technicians must possess all required licenses to perform the work including but not limited to Electrical, Gas, Steam, and Refrigeration Equipment. See items 1 and 4 in "Changes related to questions" above.

Q-2: Page 15 – All service technicians carry cell phones. That said, we would like for all service requests to come directly through the office so we can best manage the technicians schedules and best address the needs of Trident Technical College.

A-2: State's response. No change. The requirement for the technician to carry a cell phone is to be able to communicate with TTC personnel while on-site at TTC. TTC will send all service requests to the contractor's contact person identified at the contract start-up meeting.

Q-3: Page 15 – "PM services shall be in the range of 10:00 PM – 6:00 AM, Monday through Saturday..." Is it possible to complete the PM's during school closures or when students are on break during regular hours of business?

A-3: State's response. Change. Contractors will be able to complete PM work during school closures and student breaks during regular working hours. See item 2 in "Changes related to questions" above.

Q-4: Page 18 – "...contractor's employee shall leave with the contract coordinator, or his designee, a copy of the service ticket..." Currently all of this information is sent immediately upon completion electronically to a designee at the customer. Is electronic communication acceptable to the College?

A-4: State's response. Change. An electronic communication as a service ticket is acceptable. See item 3 in "Changes related to questions" above.

Q-5: Page 19 – "Same day on-site response time for emergency calls." In some cases, depending on when the call is received, same day response may require after hours service. i.e. Call comes in at 4pm for a walk-in cooler that needs to be addressed same day. Are over time charges allowed?

A-5: State's response. No Change. If the service call lasts beyond normal business hours the contractor shall invoice any time after 5:00PM at the other than normal hours rate.

Q-6: Page 23 – CFESA info... can we provide a detailed accounting of all technicians, skill level, years in the industry, previous work done with Trident Technical College, references, etc....to be used in lieu of CFESA certification?

A-6: State's response. Change. Offerors may provide a detailed accounting of all technicians, skill levels, years in the industry, previous work experience, and references in lieu of CFSEA certification. See item 4 in "Changes related to questions" above

Q-7: Page 23 – "complete customer list for which contractor has provided similar services..." Are you requiring every customer in the geographic area or enough to sufficiently demonstrate service capabilities?

A-7: State's response. Change. Offerors shall submit a customer list of at a minimum (10) customers for whom contractor has provided similar services in the past (3) years. See item 5 in "Changes related to questions" above.

Q-8: Page 36 – "Travel Time/Truck Charge...to include travel time and first half hour on-site of service..."
– Our travel charge/truck charge typically does not include any on site time. We bill travel and then start the "repair clock" when on site. Will winning contractor need to bill all invoices this way or bill a truck charge and start repair clock when on site.

A-8: State's response. Change. Contractor will bill the truck charge separately from the on-site "repair clock" time. The truck charge will include all travel time costs. Contractor will bill for the service call using the hourly rates captured on the revised bidding schedule. See revised bidding schedule.

VIII. Bidding Schedule - Revised by amendment 1

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Quotation Schedule

Unit price shall be shown.

Provide Date of Delivery After Receipt of Order (ARO) in space provided on Quotation Schedule.

Complete the Manufacturer/Authorized Dealer certification at bottom of Quotation Schedule.

Items 1 and 2

Item #	Qty	UOM	Description	Grand Total
1	1	Year	Preventive Maintenance for Kitchen Equipment as specified SC Resident Vendor Preference: _____ SC Resident Sub-contractor Pref. (4%): _____ Number of Preferences claimed: _____ SC Resident Sub-contractor Pref. (2%): _____ Number of Preferences claimed: _____	\$ _____
2	1	Year	Repair Rates Kitchen Equipment as specified SC Resident Vendor Preference: _____ SC Resident Sub-contractor Pref. (4%): _____ Number of Preferences claimed: _____ SC Resident Sub-contractor Pref. (2%): _____ Number of Preferences claimed: _____	\$ _____
				\$ _____

ITEM 3

1	Each	PARTS - PERCENTAGE OF DISCOUNT OFF MANUFACTURER'S LIST PRICE (Informational use only – not used in evaluation)	_____ %
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See next page for calculations.

ITEM 1 CALCULATION

See attached equipment list spreadsheet (Attachment 1) Include a copy of completed spreadsheet with your offer.

Insert total in space provided on page 8 above.

ITEM #2 CALCULATION

The quantity and unit of measure are estimated values and may be higher or lower than stated here.

QTY	UOM	DESCRIPTION	HOURLY RATE	EXTENDED TOTAL
75	HOURS	Labor rate – normal business hours of 8:00AM to 5:00PM Monday – Friday less holidays and scheduled closings	\$ _____	\$ _____
25	HOURS	Labor rate – other than normal business hours (may include evenings or week-ends)	\$ _____	\$ _____
40	EACH	TRAVEL TIME/TRUCK CHARGE (To include all travel time costs, and first half hour on-site of service to repair call visit.)	\$ _____	\$ _____

QTY	UOM	DESCRIPTION	Flat Rate	Extended total
10	Each	Truck Charge (to include all travel costs)	\$ _____	\$ _____
		Item 2 total		\$ _____

Insert total in space provided on page 8 above.

Please Check appropriate line:

I certify that I: _____ **AM** currently in the kitchen and refrigeration equipment maintenance business.
 _____ **AM NOT** currently in the kitchen and refrigeration equipment maintenance business.

Signature

Printed Name

SC Certified Minority Vendor: Y N S.C. Cert #: _____