

 <b>THE CITADEL</b>	Solicitation Type Solicitation Number Date Issued Procurement Officer Phone E-Mail Address	<b>Invitation for Bid</b> <b>IFB 24018-JM</b> <b>May 16, 2024</b> <b>Jeff Molloy</b> <b>843-953-6873</b> <b>procurement@citadel.edu</b>
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**DESCRIPTION:** The Citadel is seeking a company to provide Maintenance and Repairs to food service equipment at The Citadel.

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

SUBMIT YOUR SEALED OFFER TO THE BELOW ADDRESS	
<b>MAILING ADDRESS:</b> The Citadel Procurement Services 3 Lee Avenue, Bond Hall 2 <sup>nd</sup> Floor, Suite 244 Charleston, SC 29409	<b>PHYSICAL ADDRESS:</b> The Citadel Procurement Services 3 Lee Avenue, Bond Hall 2 <sup>nd</sup> Floor, Suite 244 Charleston SC 29409

SUBMIT OFFER by: **Thursday, June 13, 2024 at 11:00 AM** (See "Deadline For Submission Of Offer" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One (1) paper copy and One (1) electronic copy on a thumb drive.**  
Initial here if NO redacted copy is necessary

QUESTIONS MUST BE RECEIVED BY: **Thursday, May 30, 2024 at 11:00 AM** (See "Questions from Offerors" provision)  
All questions shall be submitted in writing to the email address of the Procurement Officer listed above by the date and time specified and the subject line of the email shall read, "IFB 24018-JM Questions"

<b>CONFERENCE TYPE:</b> Pre-proposal and Site Visit <b>DATE &amp; TIME:</b> Wednesday, May 22, 2024 @ 10:00 a.m. (As appropriate, see "Conferences- Pre-Bid/Proposal" & "Site Visit" provisions)	<b>LOCATION:</b> Starbucks, Mark Clark Hall outside patio weather permitting (inside if not) 171 Moultrie St. Charleston, SC 29409
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<b>AWARD &amp; AMENDMENTS</b>	Award is expected to be posted by <b>Tuesday, June 18, 2024</b> . The award, this solicitation, any amendments and any related notices will be posted at the following web address: <a href="https://www.citadel.edu/procurement/vendors-and-suppliers/solicitations/">https://www.citadel.edu/procurement/vendors-and-suppliers/solicitations/</a>
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You <b>MUST</b> 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 sixty (60) calendar days after the Opening Date. (See "Signing Your Offer" provisions.)	
<b>NAME OF OFFEROR</b> (Full legal name of business submitting the offer)	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.
<b>AUTHORIZED SIGNATURE</b>  (Person must be authorized to submit binding offer to contract on behalf of Offeror.)	<b>DATE SIGNED</b>
<b>PRINTED NAME &amp; TITLE</b> (Name and Business title of person signing above)	<b>STATE VENDOR NO.</b>  (Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a> )

TAXPAYER IDENTIFICATION NO.	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation)</small>
OFFEROR'S TYPE OF ENTITY: (Check one) <small>(See "Signing Your Offer" provision.)</small>	
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporate entity (not tax-exempt)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Corporation (tax-exempt)	<input type="checkbox"/> Government entity (federal, state, or local)

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

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address	<input type="checkbox"/> Order Address same as Home Office Address
<input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> 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 <small>(See "Discount for Prompt Payment" clause)</small>	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](http://www.procurement.sc.gov/preferences). **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

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)

## **Solicitation Outline**

- I. Scope of Solicitation**
- II. Instructions to Offerors**
  - A. General Instructions**
  - B. Special Instructions**
- III. Scope of Work/Specifications**
- IV. Information for Offerors to Submit**
- V. Qualifications**
- VI. Award Criteria**
- VII. Terms and Conditions**
  - A. General**
  - B. Special**
- VIII. Bidding Schedule/Cost Proposal**
- IX. Attachments to Solicitation**

## I. SCOPE OF SOLICITATION

The Citadel is seeking a company to provide Maintenance and Repairs to food service equipment at The Citadel.

**ACQUIRE SERVICES & SUPPLIES / EQUIPMENT (JAN 2006):** The purpose of this solicitation is to acquire services and supplies or equipment complying with the enclosed description and/or specifications and conditions. [01-1005-1]

**FUNDS NOT AVAILABLE (JAN 2006):** The State's obligation under this contract is contingent upon the availability of funds from which payment for contract purposes can be made. [01-1035-1]

**MAXIMUM CONTRACT PERIOD — ESTIMATED (JAN 2006):** Start date: July 14th, 2024, End date: June 13th, 2025, with four, one-year renewal periods. 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]

## 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: <https://www.citadel.edu/root/procurement-vendors/solicitations> (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 & 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]

**AUTHORITY AS PROCUREMENT AGENT (DEC 2015):** The Procurement Officer is an employee of the Authority acting on behalf of the Using Governmental Unit(s) pursuant to the Consolidated Procurement Code. Any contracts awarded as a result of this procurement are between the Contractor and the Using Governmental Units(s). The Authority is not a party to such contracts, unless and to the extent that the Authority is a using governmental unit, and bears no liability for any party’s losses arising out of or relating in any way to the contract. [02-2A030-3]

**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), Offeror 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 (JUL 2023)**

("OCI FAQ for Contractors" is available at [www.procurement.sc.gov](http://www.procurement.sc.gov))

(a) You certify that, to the best of your knowledge and belief:

(1) your offer identifies any services that relate to either this solicitation or the work and that have already been performed by you, a proposed subcontractor, or an affiliated business or consultant of either; and

(2) there are no relevant facts or circumstances that may give rise to an actual or potential organizational conflict of interest, as defined in S.C. Code Ann. Reg. 19-445.2127, or 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.

(b) If you, a proposed subcontractor, or an affiliated business or consultant of either, have an unfair competitive advantage or a significant actual or potential conflict of interest, the State may withhold award. Before withholding award on these grounds, the State will notify you of the concerns and provide a reasonable opportunity for you to respond. The State may consider efforts to avoid or mitigate such concerns, including restrictions on future activities.

(c) The certification in paragraph (a) of this provision is a material representation of fact upon which the State will rely when considering your offer for award. [02-2A047-3]

**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)] [02-2A050-1]

**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]

**QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017):** 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. [02-2A097-1]

**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) (Modified):** 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.

[02-2A120-3]

**DISCLOSURE OF YOUR BID / PROPOSAL & 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 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]

**SUBMITTING A PAPER OFFER OR MODIFICATION (MAR 2015):** Unless specifically instructed otherwise in the solicitation, you should submit your offer or modification in accordance with the clause titled "ON-LINE BIDDING INSTRUCTIONS." Paper offers are discouraged. If you must submit a paper offer or modification the following instructions apply. (a) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (b) (1) All copies of the offer or modification, and any other documents required to be submitted with the offer shall be enclosed in a sealed, opaque envelope or package. (2) Submit your offer or modification to the address on the Cover Page. (3) The envelope or package

must show the time and date specified for opening, the solicitation number, and the name and address of the bidder. If the offer or modification is sent by mail or special delivery service (UPS, Federal Express, etc.), the outermost envelope or wrapper must be labeled "OFFER ENCLOSED" on the face thereof. (c) If you are responding to more than one solicitation, submit each offer in a separate envelope or package. (d) Submit the number of copies indicated on the Cover Page. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. [02-2A130-2]

**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]

**VENDOR REGISTRATION MANDATORY (JAN 2006):** You must have a state vendor number to be eligible to submit an offer. To obtain a state vendor number, visit [www.procurement.sc.gov](http://www.procurement.sc.gov) and select New Vendor Registration. (To determine if your business is already registered, go to "Vendor Search"). Upon registration, you will be assigned a state vendor number. Vendors must keep their vendor information current. If you are already registered, you can update your information by selecting Change Vendor Registration. (Please note that vendor registration does not substitute for any obligation to register with the S.C. Secretary of State or S.C. Department of Revenue. You can register with the agencies at <http://www.scbos.com/default.htm>) [02-2A145-1]

**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]

## **B. SPECIAL INSTRUCTIONS**

**CONFERENCE -- PRE-BID/PROPOSAL -- MANDATORY (FEB 2015):** See Conference Pre-Bid/Proposal clause. Your failure to attend the conference shall result in rejection of your offer. Attendance will be evidenced by your representative's signature on the attendance roster. [R. 19-445.2042] [02-2B020-2]

### **CONFERENCE -- PRE-BID/PROPOSAL (JAN 2006):**

Pre-Bid/Proposal Conference Date and Time: May 22<sup>nd</sup>, 2024, at 10:00AM

Location of Pre-Bid/Proposal Conference: Meet at Starbucks Patio at Mark Clark Hall @ 171 Moultrie Street, Charleston, SC 29409. In case of inclement weather, it will move inside Starbucks.

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]

**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]

**ELECTRONIC COPIES – REQUIRED MEDIA AND FORMAT (MODIFIED):** In addition to your original offer, you must submit an electronic copy of your offer on USB drive. **Electronic copies CANNOT and WILL NOT be accepted via email.** Submit the number of copies indicated on the cover page. The electronic copy must be identical to the original offer. File format shall be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password. [02-2B070-2]

**MAIL PICKUP (MODIFIED):** The Procurement Office receives mail from the on-campus US Postal Service location two (2) times per week (excluding weekends and holidays) and there is no guarantee your offer reaches the Procurement Services Department by the submission deadline if sent via the USPS. See provision entitled Deadline for Submission of Offer.

**OFFERING BY LOT (JAN 2006):** Offers may be submitted for one or more complete lots. Failure to offer on all items within a lot will be reason for rejection. [02-2B095-1]

#### **PREFERENCES DO NOT APPLY TO CONSTRUCTION OR RFP PROCESSES**

**PREFERENCES - A NOTICE TO VENDORS (SEP 2009):** On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences). ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4)&(6)] [02-2B111-1]

**PREFERENCES - SC/US END-PRODUCT (SEP 2009):** Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the tangible project identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined by Section 11-35-1524(A). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United

States, as applicable. Preference will be applied as required by law. Post award substitutions are prohibited. See “Substitutions Prohibited - End Product Preferences (Sep 2009)” provision. [02-2B112-1]

**PREFERENCES - RESIDENT CONTRACTOR PREFERENCE (SEP 2009):** To qualify for the RCP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must, at the time you submit your bid, directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and your total direct labor cost for those individuals to provide those services must exceed fifty percent of your total bid price. [11-35-1524(C)(1)(iii)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that will perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, and documentation of the your labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action). [02-2B113A-1]

**PREFERENCES - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009):** To qualify for this preference, You must meet the following requirements. (1) You must -- at the time you submit your bid -- have a documented commitment from a single proposed first tier subcontractor to perform some portion of the services expressly required by the solicitation. (2) The subcontractor -- at the time you submit your bid -- must directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and the total direct labor cost to the subcontractor for those individuals to provide those services exceeds, as applicable, either twenty percent for a 2% preference or forty percent of bidder’s total bid price for a 4% preference. (3) You must identify the subcontractor that will perform the work, the work the subcontractor is to perform, and your factual basis for concluding that the subcontractor’s work constitutes the required percentage of the work to be performed in the procurement. [11-35-1524(D)] You can stack this preference, i.e., earn another 2% or 4% preference for each additional qualifying subcontractor, but the preference is capped. [11-35-1524(D)(4), (E)(7)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that are to perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, the employer of those persons, your relationship with the employer, and documentation of the subcontractor’s labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action). **YOU WILL NOT RECEIVE THE PREFERENCE UNLESS YOU SPECIFY WHETHER YOUR ARE CLAIMING THE 2% OR 4% PREFERENCE AND YOU PROVIDE THE INFORMATION REQUIRED BY ITEM (3) ABOVE.** [02-2B113B-1]

**PREFERENCES - RESIDENT VENDOR PREFERENCE (SEP 2009):** To qualify for the RVP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code). [02-2B114-1]

**Offerors who are claiming preferences must make it clear which preferences are being requested and include a copy of this page with their Bid.**

US End Product \_\_\_\_\_ SC End Product \_\_\_\_\_ Resident Vendor \_\_\_\_\_

**Resident Contractor** \_\_\_\_\_ **Resident Sub-Contractor** \_\_\_\_\_

**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-mmo@mmo.state.sc.us](mailto:protest-mmo@mmo.state.sc.us)
- (b) by facsimile at 803-737-0639 or
- (c) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201.

[02-2B122-1]

**SITE VISIT (JAN 2006):** A site visit will be held at the following date, time and location. 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.

Date & Start Time: May 22<sup>nd</sup>, 2024, at 10:00AM

Location: Starbucks Patio at Mark Clark Hall @ 171 Moultrie Street, Charleston, SC 29409.

[02-2B165-1]

**UNIT PRICES REQUIRED (JAN 2006):** Unit price to be shown for each item. [02-2B170-1]

### III. SCOPE OF WORK/SPECIFICATIONS

1. Provide all labor, equipment, parts, and materials to maintain food service equipment in proper operating condition at The Citadel dining service locations.
  - 1.3 Repair services shall be defined as: Providing all necessary labor, materials, supplies, including supervision that will allow for the successful bidder to repair equipment consistent with manufacturers’ service recommendations. This includes repairing any failure of any magnitude, using original equipment manufacturer (OEM) procedures and guidelines, OEM parts and OEM recommended oils, seals, gaskets, supplies, etc. to have a single bidder capable of providing the services described within this agreement. It is not intended that this repair service be subcontracted to another contractor.
  - 1.4 Installation and Start-up services shall be defined as: the process of bringing a unit of equipment on-line from an inoperative condition such that normal production rates are being achieved.
  - 1.5 Contractor shall provide a schedule of maintenance list that indicates service intervals that follow OEM guidelines and specifications.
2. The company may be required to meet with the contract administrator or designee prior to the contract's commencement to review expectations outlined in this service agreement and discuss the contractor communication process.

#### 3. Food Service Locations with Hours of Operation:

<u>Location</u>	<u>Hours of Operation</u>	<u>Furlough Hours of Operation</u>	<u>Summer Hours of Operation</u>
<u>Coward Hall</u>	<u>Breakfast: 6:30AM-9:30AM</u>	7:00 AM – 3:00 PM	<u>Breakfast: 06:30AM – 08:00AM</u>
	<u>Lunch: 10:30-02:30PM</u> <u>Dinner: 5:00PM - 7:30PM</u>	N/A	<u>Lunch: 11:30AM-1:00PM</u> <u>Dinner: 5:30PM- 7:00PM</u>
<u>Chick-fil-A in Mark Clark Hall</u>	<u>7:00AM- 5:00PM</u>	<u>7:00AM- 3:00PM</u>	<u>7:00AM- 2:00PM</u>
<u>Starbucks in Mark Clark Hall</u>	<u>7:00AM- 5:00PM</u>	<u>7:00AM- 3:00PM</u>	<u>7:00AM- 2:00PM</u>
<u>The Canteen in Mark</u>	<u>7:00AM- 5:00PM</u>	<u>7:00AM- 3:00PM</u>	<u>Closed- requires prior coordination with</u>

<u>Clark Hall</u>			<u>contact administrator</u>
<u>Bond Cafe in Bond Hall</u>	<u>7:00AM- 5:00PM</u>	<u>Closed- requires prior coordination with contact administrator</u>	<u>Closed- requires prior coordination with contact administrator</u>
<u>Brewed Awakenings in The Daniel Library</u>	<u>7:00AM- 5:00PM</u>	<u>Closed- requires prior coordination with contact administrator</u>	<u>Closed- requires prior coordination with contact administrator</u>

**Hours of operation will be limited during periods of Furlough including but not limited to:**

<b>Furlough Type</b>	<b>Length of Furlough</b>
Maymester	Month of May
Spring Break	1 Week in March
Fall Furlough	1 Week around Thanksgiving
Winter Furlough	2 Weeks at the end of December

#### 4. **Equipment List**

APPENDIX D lists the food service equipment presently utilized by The Citadel. The Citadel will notify the Contractor within thirty (30) days of receipt of new equipment and of transfer of old equipment providing the make, the model number, and quantity.

#### 5. **DEFINITIONS:**

- a) "Repairs" means the restoration or replacement of non-working or improperly working parts with new OEM parts unless authorized by The Citadel.
- b) "Replace" means to remove and dispose of an existing item, equipment, or component and to provide and install an added item, equipment, or component.
- c) "Maintenance" means services and supplies necessary to keep equipment in good working order. This includes replacement of components which have worn out or reached the end of their normal life expectancy with equal or higher quality components.
- d) "Installation and Start-up" means the process of bringing a unit of equipment on-line from an inoperative condition such that normal production rates are being achieved.
- e) "Operation" means services and supplies necessary to keep equipment functional or operational.
- f) "Routine Repairs" means the process of restoring, to a serviceable condition.
- g) "Cost per Man Hour Repairs" means the hourly rate per man-hour worked for the applicable trade and task, to include all labor cost including wages, overhead, materials receiving and handling, mobilization to site, site movement, setup and profit.
- h) "Critical Equipment" means pieces of kitchen equipment necessary to support basic mess hall the five-week menu rotation.
- i) "Non-Critical Equipment" is kitchen equipment needing service/repair that is not critical to support the five-week menu rotation.

#### 6. **General Requirement:**

- a) Location of work Areas:
- b) These services will be primarily provided at the food service locations on The Citadel campus.
- c) Upon request, service may need to be provided at the Citadel Beach Club located at 4700 Palm Blvd. Isle of
  - a. Palms, SC 29451.

#### 7. **Parts:**

- a) Replacement parts shall be of equal quality or higher unless authorized in advance in writing by The Citadel's Contract Administrator.



- b) All replacement parts used in repairs shall be new OEM parts and shall meet specific sizes and ratings as defined by the manufacturer.
- c) All repaired or replaced parts shall have at least one-year warranty from installation date.
- d) Contractor must have the ability by which it can be contacted by telephone twenty-four (24) hours per day, seven (7) days per week to initiate the service call.
- e) Crew Size:
  - a. It is anticipated that most repairs will require only one technician. The use of more than one technician may be required either due to the complexity of the repair or to expedite the repairs of multiple pieces of equipment. In all situations, the College's contract administrator will approve the Contractor's request for additional crew prior to the Contractor's arrival for service.

**8. Labor Charges:**

- a) Contractor will be entitled to a minimum service charge of one (1) hour labor charge. Labor costs will be computed in increments of one tenth an hour (1/10). The one-hour minimum service call will not apply to "return" calls necessary to complete work started on a previous service call. Such visits will be charged at the hourly rate subject to a one tenth of an hour increment.
- b) Overtime:
- c) It is expected that most of repairs will be made during standard hours of operation. Charges for overtime at one and one half (1½) times straight time shall be accepted for work outside the regular work week (Monday through Friday, 7:00AM till 5:00PM). Work occurring Monday through Friday from 5:00PM to 7:00AM shall be charged at the overtime rate as described in this paragraph. Service calls on Saturdays, Sundays, and holidays will be charged at overtime rates regardless of time. Holidays are defined as those dates acknowledged by the United States Post Office. Approval for overtime work shall be the responsibility of the Contract Administrator.

**9. Response Time:**

- a) Contractor must dispatch a technician to The Citadel campus within four hours of receiving the request for critical equipment requiring service Monday through Friday from 7:00AM to 5:00PM. Critical equipment is listed in APPENDIX F.
- b) Contractor must dispatch a technician within 24 hours, or 1 business day, of receiving the request for service on non-critical equipment.
- c) If the Contractor fails to dispatch a technician within the required response time, the College shall have the right to procure services from another contractor. Any additional labor charges due to difference in rates shall be the responsibility of the Contractor and will be charged back to the Contractor.

**10. Notification:**

- a) Every effort will be made to contact the Contractor during normal business hours; however, the Contractor must be capable of being contacted and dispatching a technician twenty-four (24) hours per day, seven (7) days per week. Failure to maintain this service during the contract term may result in contract termination or use of an external contractor.

#### **11.0 Use of Subcontractors:**

- a) If a subcontractor is used to provide parts and labor, the prime Contractor shall submit an invoice for services and attach a copy of the subcontractor's invoice. The prime Contractor shall not "up-charge" parts or labor by adding a percentage markup on top of that charged by the subcontractor.

#### **12.0 Invoicing:**

- a) Invoices may be rendered for each service call. Invoices must be received within seven (7) business days following the last day on which services were completed. Invoices must be accompanied by the applicable service tickets. The Citadel reserves the right to request the Contractor to provide proof of materials costs furnished under this contract.
- b) All invoicing shall be sent to [Auxiliary@citadel.edu](mailto:Auxiliary@citadel.edu) and [AP@citadel.edu](mailto:AP@citadel.edu).
- c) Job costs are defined by the hourly rate in the Price Proposal/Bidding Schedule.
- d) Invoices shall be itemized and refer to the authorized purchase order number. Labor charges will begin upon arrival on site at The Citadel Campus and check-in with the manager on duty and shall terminate upon departure from The Citadel dining service location. All trip tickets/service requests/work orders, repair documents and service repairs will be submitted to The Citadel's Contract Administrator for review, approval, and certification for service call actions. The Citadel does not pay a travel charge. The Colleges reserves the right to request the Contractor to furnish proof of material cost furnished under this contract.

#### **13.0 Installation:**

Occasionally the Citadel purchases food service equipment that requires installation by a qualified Contractor. The Contractor shall be available for equipment installation as needed.

- a. Equipment types identified as critical to the menu require a 48-hour window from the time the service request is placed to install. Installation at an overtime rate requires prior authorization from the Contract Administrator.
- b. Equipment not critical to the menu requires a 96-hour window from the time the service request is placed to install.
- c. Assembly and Installation: Skilled technicians or engineers assemble the equipment according to manufacturer guidelines and industry standards. This may involve mechanical, electrical, and sometimes software installation.
- d. Testing and Calibration: Once the equipment is installed, it undergoes testing to ensure that it functions correctly. This may include calibration of sensors, checking connections, and verifying performance parameters.
- e. Training: The Citadel may request personnel who will operate the equipment to be provided with training on its use, maintenance, and safety procedures.
- f. Documentation: Comprehensive documentation, including installation manuals, operation guides, and maintenance schedules, is provided to the customer for

reference.

- g. Start-Up: The equipment is officially put into operation, and any final adjustments or fine-tuning are made to optimize its performance.
- h. Handover: Once everything is operational and the customer is satisfied, the project is formally handed over to the customer. This may include signing off on completion documents and warranty information.
- i. Follow-Up Support: After installation, the Contractor may offer ongoing support and maintenance services to address any issues that may arise and ensure continued performance.

#### **14.0 Service Tickets/Service Request/Work Order**

The Contractor will prepare a service ticket for each "service trip". A service trip may involve the repair of more than one piece of equipment. At minimum, each service ticket will contain the following:

- a) The date and time of arrival/departure to The Citadel Dining Service Location
- b) The location(s) of service provided
- c) The equipment repaired
- d) The make, model number of item
- e) A summary of problem and repairs made
- f) The parts provided or ordered for repair
- g) An annotation of repairs covered under warranty
- h) A printed name and signature of the Dining services location manager

#### **15.0 Additional Requirements:**

##### **External Contractor Communication Process:**

##### **PROCESS STEPS:**

- a) During the standard hours of operation, The Citadel Auxiliary Maintenance Technician will notify the Offeror of the suspected equipment issue including equipment symptoms.
- b) Outside the standard hours of operation, The Citadel Food Service contractor will notify the offeror of the work request on equipment that is critical to the menu.
- c) The external contracted repair company shall send confirmation of the service call initiating the service ticket process to [Auxiliary@citadel.edu](mailto:Auxiliary@citadel.edu) highlighting the time of the service request.
- d) Upon arrival at the dining service location, the third-party technician shall check in and sign in with the Dining Services Location Manager to review the purpose for the service call.
- e) The third-party technician shall check out with the Dining Services Location Manager including a hand-off of service update.
  - i. Work scope of issue.
  - ii. Findings
  - iii. The status of the equipment
  - iv. The root cause of the equipment malfunction
  - v. The next steps for service to be complete.
  - vi. Signature of review confirmation of Location Manager (Dining Services)
  - vii. Send [Auxiliary@citadel.edu](mailto:Auxiliary@citadel.edu) and [AP@Citadel.edu](mailto:AP@Citadel.edu) emails containing service ticket invoices. Including the line-item breakdown of the work completed.

viii. Send [Auxiliary@citadel.edu](mailto:Auxiliary@citadel.edu) all communication regarding the work order status.

**16.0 Warranty:**

- a) Contractor shall guarantee all work in accordance with industry standards and shall furnish a one (1) year warranty on workmanship. Should the College determine during the contract period that any required work has been performed improperly or not performed at all; the Contractor will be issued written notification by the College to correct the deficiency within fourteen (14) calendar days or be in default of the contract.
- b) The Contractor warrants to the College that all parts furnished under this solicitation will be new and of good quality and workmanship, and agrees to replace promptly, free of any charge, any part or parts which by reason of defective materials or workmanship fail under normal use, free of negligence or accident, during the contract period including any contract extensions.
- c) Parts warranties are per manufacturer's warranty. Contractor must provide to the College representative in writing all applicable parts warranties.

**17.0 Contract Administrator:**

- a) The Contract Administrator shall be the Auxiliary Services AVP or their appointed representative. At the start of the contract, Contractor will meet with the Contract Administrator to review the Contractor Communication Process.

**DELIVERY / PERFORMANCE LOCATION – PURCHASE ORDER (JAN 2006):** After award, all deliveries shall be made and all services provided to the location specified by the Using Governmental Unit in its purchase order. [03-3015-1]

**QUALITY – NEW (JAN 2006):** All items must be new. [03-3060-1]

**IV. INFORMATION FOR OFFERORS TO SUBMIT**

**INFORMATION FOR OFFERORS TO SUBMIT - EVALUATION (JAN 2006):** In addition to information requested elsewhere in this solicitation, offerors should submit the following information for purposes of evaluation. [04-4005-1]

1. Request for References: Supply three (3) references (listed as Appendix C) of government agencies and/or firms for whom OFFEROR has provided similar services during the last two (2) years:
2. Offeror shall provide a sample of a “Trip Ticket/service ticket/work order.”
3. Offeror shall define the staffing plan to meet the requirements set forth in this agreement to confirm technicians are trained and qualified to perform the required services outlined in this agreement.
4. Offeror shall submit all licenses and certifications required to service the equipment contained in this bid.

**INFORMATION FOR OFFERORS TO SUBMIT – GENERAL (MODIFIED):** You shall submit a

signed Cover Page and Page Two. **You must upload an image of a signed Cover Page and Page Two in your electronic copy.** 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]

**SUBMITTING REDACTED OFFERS (MAR 2015):** If your offer includes any information that you marked as "Confidential," "Trade Secret," or "Protected" in accordance with the clause entitled "Submitting Confidential Information," you must also submit one complete copy of your offer from which you have removed or concealed such information (the redacted copy). The redacted copy should (i) reflect the same pagination as the original, (ii) show the empty space from which information was redacted, and (iii) be submitted on magnetic media. (See clause entitled "Electronic Copies - Required Media and Format.") Except for the information removed or concealed, the redacted copy must be identical to your original offer, and the Procurement Officer must be able to view, search, copy and print the redacted copy without a password. [04-4030-2]

**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](http://procurement.sc.gov), link to “Standard Clauses & Provisions.” [05-5005-2]

**QUALIFICATIONS – REQUIRED INFORMATION (MAR 2015):** 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) The general history and experience of the business in providing work of similar size and scope. (b) 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.] (c) A detailed, narrative statement listing the three most recent, comparable contracts (including contact information) which have been performed. For each contract, describe how the supplies or services provided are similar to those requested by this solicitation, and how they differ. (d) A list of every business for which supplies or services substantially similar to those sought with this solicitation have been provided, at any time during the past three years. (e) A list of every South Carolina public body for which supplies or services have been provided at any time during the past three years, if any. (f) List of failed projects, suspensions, debarments, and significant litigation. [05-5015-2]

**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 BY LOT (JAN 2006):** Award will be made by complete lot(s). [06-6015-1]

**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) (Modified):** Award will be made to one Offeror by lot. [06-6040-1]

**DISCUSSIONS AND NEGOTIATIONS – OPTIONAL (FEB 2015):** Submit your best terms from both a price and a technical standpoint. Your proposal may be evaluated and your offer accepted without any discussions, negotiations, or prior notice. Ordinarily, nonresponsive proposals will be rejected outright without prior notice. Nevertheless, the State may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. [11-35-1530(6); R.19-445.2095(I)] If improper revisions are submitted during discussions, the State may elect to consider only your unrevised initial proposal, provided your initial offer is responsive. The State may also elect to conduct negotiations, beginning with the highest ranked offeror, or seek best and final offers, as provided in Section 11-35-1530(8). Negotiations may involve both price and matters affecting the scope of the contract, so long as changes are within the general scope of the request for proposals. If negotiations are conducted, the State may elect to disregard the negotiations and accept your original proposal. [06-6058-1]

**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 & 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 complementary. 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, the 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]

**ORGANIZATIONAL CONFLICT OF INTEREST (JUL 2023)**

(a) The Contractor agrees to immediately advise the Procurement Officer if an actual or potential organizational conflict of interest is discovered after award, and to make a full written disclosure promptly thereafter to the Procurement Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Procurement Officer, to avoid, mitigate, or neutralize the actual or potential conflict.

(b) The State may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. Contractor's failure to include an appropriate

termination for convenience clause in any subcontract shall not increase the obligation of the State beyond what it would have been if the subcontract had contained such a clause.

(c) The disclosure required by paragraph (a) of this provision is a material obligation of the contract. If the Contractor knew or should have known of an organizational conflict of interest prior to award, or discovers an actual or potential conflict after award, and does not disclose, or misrepresents, relevant information to the Procurement Officer, the State may terminate the contract for default. [07-7A054-1]

**PAYMENT & 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]

## **B. SPECIAL**

**BANKRUPTCY – GOVERNMENT INFORMATION (FEB 2015):** (a) All government information (as defined in the clause herein entitled "Information Security - Definitions") shall belong exclusively to the State, and Contractor has no legal or equitable interest in, or claim to, such information. Contractor acknowledges and agrees that in the event Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, government information in its possession and/or under its control will not be considered property of its bankruptcy estate. (b) Contractor agrees to notify the State within forty-eight (48) hours of any determination that it makes to file for bankruptcy protection, and Contractor further agrees to turn over to the State, before such filing, all government information that is in Contractor's possession in a format that can be readily utilized by the State. (c) In order to protect the integrity and availability of government information, Contractor shall take reasonable measures to evaluate and monitor the financial circumstances of any subcontractor that will process, store, transmit or access government information. [07-7B007-1]

### **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]

**CONFERENCE – PRE-PERFORMANCE (JAN 2006):** Unless waived by the Procurement Officer, a pre-performance conference between the contractor, state and Procurement Officer shall be held at a location selected by the state within five (5) days after final award, and prior to commencement of work under the contract. The responsibilities of all parties involved will be discussed to assure a meeting of the minds of all concerned. The successful contractor or his duly authorized representative shall be required to attend at contractor's expense. [07-7B040-1]

**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]

**CONTRACTOR'S USE OF STATE PROPERTY (JAN 2006):** Upon termination of the contract for any reason, the State shall have the right, upon demand, to obtain access to, and possession of, all State properties, including, but not limited to, current copies of all State application programs and necessary documentation, all data, files, intermediate materials and supplies held by the contractor. Contractor shall not use, reproduce, distribute, display, or sell any data, material, or documentation owned exclusively by the State without the State's written consent, except to the extent necessary to carry out the work. [07-7B067-1]

**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]

**DISPOSAL OF PACKAGING (JAN 2006):** Contractor shall dispose of all wrappings, crating, and other disposable materials pertaining to this contract at the end of each working day and upon completion of installation. [07-7B085-1]

**ILLEGAL IMMIGRATION (NOV 2008):** (An overview is available at [www.procurement.sc.gov](http://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]

**INFORMATION USE AND DISCLOSURE (FEB 2015):** Except to the extent necessary for performance of the work, citizens should not be required to share information with those engaged by the government in order to access services provided by the government and such information should be used by those engaged by the government only to the extent necessary to perform the work acquired; accordingly, this clause addresses basic requirements for the Contractor’s use and disclosure of government information, which expressly includes, but is not limited to, information provided by or obtained from the citizens. Anonymizing information does not resolve the foregoing concern. This clause should be broadly interpreted to effectuate this intent. Every obligation in this clause is material. Absent express reference to this clause, this clause supersedes any other clause to the extent of any inconsistency unless and to the extent the other clause provides greater protection for government information.

(a) *Definitions.* The terms used in this clause shall have the same meaning as the terms defined in the clause

titled Information Security – Definitions.

(b) *Legal mandates.* Contractor shall be permitted to use, disclose, or retain government information to the limited extent necessary to comply with any requirement imposed on Contractor by law. If it is necessary for Contractor to use, disclose, or retain government information in order to comply with a law, Contractor shall provide using governmental unit with written notice, including a description of the circumstances and applicable law, in advance of such use, disclosure or retention except to the extent expressly prohibited by law.

(c) *Flow down.* Any reference in this clause to Contractor also includes any subcontractor at any tier. Contractor is responsible for, and shall impose by agreement the requirements of this clause on, any other person or entity that contractor authorizes to take action related to government information.

(d) *Collecting Information.* Contractor must gather and maintain government information only to the minimum extent necessary to accomplish the work.

(e) *Rights, Disclosure and Use.* Except as otherwise expressly provided in this solicitation, Contractor agrees NOT to either (1) use or disclose government information, or (2) retain government information after termination or expiration of this contract. Contractor acquires no rights in any government information except the limited rights to use, disclose and retain the government information in accordance with the terms of this solicitation. To the extent reasonably necessary to perform the work, Contractor may: (i) use (including access, process, transmit, and store) and maintain the government information itself; and (ii) disclose government information to persons having a need-to-know (e.g., subcontractors). Before disclosing government information to a subcontractor or third party, Contractor shall give the using governmental unit detailed written notice of both the reason for disclosure and the identity and location of the recipient. The notice shall be provided no later than fifteen (15) business days in advance of the disclosure.

(f) *Return.* Notwithstanding the using governmental unit's failure to perform or the pendency of a dispute, Contractor agrees to promptly deliver to the using governmental unit (or destroy, at the using governmental unit's option) all government information in its possession as and upon written request of using governmental unit (provided that, if the contract has not expired or been terminated, Contractor shall be excused from the performance of any work reasonably dependent on Contractor's further access to such government information).

(g) *Privacy Policy & Applicable Laws.* Without limiting any other legal or contractual obligations imposed by this contract or the law, Contractor shall (a) comply with its own privacy policies and written privacy statements relevant to the work, and (b) comply with (1) all laws applicable to Contractor regarding government information, and (2) all laws and standards identified in the clause, if included, entitled Information Use and Disclosure – Standards.

(h) *Actions Following Disclosure.* Immediately upon discovery of a compromise or improper use of government information, Contractor shall take such action as may be necessary to preserve forensic evidence and eliminate the cause of the compromise or improper use. As soon as practicable, but no later than twenty-four hours after discovery, Contractor shall notify using governmental unit of the compromise or improper use, including a description of the circumstances of the use or compromise. As soon as practicable after discovery, Contractor shall undertake a thorough forensic investigation of any compromise or improper use and provide the using governmental unit all information necessary to enable the using governmental unit to fully understand the nature and extent of the compromise or improper use. With regard to any compromise or improper use of government information, Contractor shall: (1) provide any notification to third parties legally required to be provided such notice by Contractor, and if not (e.g., if legally required of the using governmental unit), Contractor shall reimburse using governmental unit for the cost of providing such notifications; (2) pay all costs and expenses for at least two years of identity theft monitoring services (including without limitation, credit monitoring) and identity theft restoration services for any such affected individuals receiving notice where such services are appropriate given the circumstances of the incident and the nature of the information compromised; (3) undertake any other measures that are customary and reasonable for an entity to take when experiencing a similar disclosure,



(4) pay any related fines or penalties imposed on the using governmental unit, and (5) reimburse the Using Governmental Unit all costs reasonably incurred for communications and public relations services involved in responding to the compromise or improper use. Notwithstanding any other provision, contractor's obligations pursuant to this item (h) are without limitation.

(i) *Survival & Remedy*. All the obligations imposed by this paragraph are material. The obligations of this section shall survive termination or expiration of the contract. Without limiting any rights the using governmental unit may have, and notwithstanding any other term of this contract, Contractor agrees that using governmental unit may have no adequate remedy at law for a breach of Contractor's obligations under this clause and therefore the using governmental unit shall be entitled to pursue equitable remedies in the event of a breach of this clause. [07-7B108-1]

**INFORMATION USE AND DISCLOSURE – STANDARDS (FEB 2015):** To the extent applicable:

(a) Breach of security of state agency data; notification; rights and remedies of injured parties; penalties; notification of Consumer Protection Division, S.C. Code Ann. Section 1-11-490.

(b) South Carolina Financial Identity Fraud and Identity Theft Protection Act (FIFITPA), 2008 Act 190, as amended. Solely for purposes of Section 39-1-90 of the South Carolina Code of Laws, as amended, Contractor is deemed to be the owner of government information, as defined herein, and Contractor agrees that the Using Governmental Unit is not a licensee.

(c) The South Carolina Family Privacy Protection Act of 2002, S.C. Code Ann. Sections 30-2-10, et seq.

(d) Personal Identifying Information Privacy Protection, S.C. Code Ann. Sections 30-2-310 et seq.

(e) Data Breach Notification, 2014 Act No. 286, Section 117.117, as revised in any future annual appropriations act. [07-7B110-1]

**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 “ALL ITEMS” (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), “all items” for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at [www.bls.gov](http://www.bls.gov) [07-7B170-1]

**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 the 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]

**PURCHASING CARD (JAN 2006):** Contractor agrees to accept payment by the South Carolina Purchasing Card for no extra charge. The Purchasing Card is issued by Visa. The purchasing card allows state agencies to make authorized purchases from a vendor without the requirement to issue a purchase order. [07-7B200-1]

**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]

**STORAGE OF MATERIALS (JAN 2006):** Absent approval of the using governmental unit, Contractor shall not store items on the premises of the using governmental unit prior to the time set for installation. [07-7B235-1]

**SUBCONTRACTOR SUBSTITUTION PROHIBITED - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009):** If you receive an award as a result of the subcontractor preference, you may not substitute any business for the subcontractor upon which you relied to qualify for the preference, unless first approved in writing by the procurement officer. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, the procurement officer may require you to pay the State an amount equal to twice the difference between the price paid by the State and the price offered by the next lowest bidder, unless the substituted subcontractor qualifies for the preference. [11-35-1524(D)(5)(c)] [07-7B237-1]

**TERM OF CONTRACT – EFFECTIVE DATE / INITIAL CONTRACT PERIOD (MODIFIED):** 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 one (1) year 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 (MODIFIED):** (a) At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of one (1) year 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 30 days 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]

**WARRANTY – ONE YEAR (JAN 2006):** Contractor warrants all items acquired shall conform to all contractor's representations, the requirements of this contract, and all published documentation. [07-7B275-1]

**WARRANTY – STANDARD (JAN 2006):** Contractor must provide the manufacturer's standard written warranty upon delivery of product. Contractor warrants that manufacturer will honor the standard written warranty provided. [07-7B280-1]

**YEAR 2000 WARRANTY (JAN 2006):** Contractor represents and warrants that the equipment is designed to be used prior to, during, and after the calendar year 2000 A.D., and that the equipment will operate during each such time period without error relating to date data, specifically including any error relating to, or the product of, date data which represents or references different centuries or more than one century. [07-7B285-1]

**BLANKET PURCHASE AGREEMENTS (NOV 2007):** (a) Pursuant to S.C. Regulation 19-445.2100(B), this purchase order establishes a blanket purchase agreement to facilitate filling repetitive needs for small quantities of miscellaneous supplies or services. Contractor shall furnish the supplies or services described herein in general terms, if and when requested by authorized personnel during the specified period and within the stipulated aggregate amount, if any. The State is obligated only to the extent of authorized calls actually placed against this blanket purchase agreement. Only those individuals expressly identified herein, by organizational component, and within any dollar limitations identified herein, may place calls under the agreement. Calls against this blanket purchase agreement generally will be made orally, except that informal correspondence may be used when ordering against agreements outside

the local trade area. Written calls may be executed. Acceptance of supplies, services, or information technology shall be indicated by signature and date on the appropriate form by authorized personnel after verification and notation of any exceptions. This agreement shall be issued for a period of no longer than 12 months.(b) All shipments under the agreement, except subscriptions and other charges for newspapers, magazines, or other periodicals, shall be accompanied by delivery tickets or sales slips which shall contain the following minimum information: (1) name of supplier; (2) blanket purchase agreement number; (3) date of call; (4) call number; (5) itemized list of supplies or services furnished; (6) quantity, unit price, and extension of each item less applicable discounts (unit price and extensions need not be shown when incompatible with the use of automated systems, provided that the invoice is itemized to show this information); and (7) date of delivery or shipment. The State shall choose one of the following statements: \_\_\_ A summary invoice shall be submitted at least monthly or upon expiration of the blanket purchase agreement, whichever occurs first, for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value, and supported by receipted copies of the delivery tickets. \_\_\_ An itemized invoice shall be submitted at least monthly or upon expiration of the blanket purchase agreement, whichever occurs first, for all deliveries made during a billing period and for which payment has not been received. Such invoices need not be supported by copies of delivery tickets. \_\_\_ When billing procedures provide for an individual invoice for each delivery, these invoices shall be accumulated provided that a consolidated payment will be made for each specified period; and the period of any discounts will commence on final date of billing period or on the date of receipt of invoices for all deliveries accepted during the billing period, whichever is later. This procedure should not be used if the accumulation of the individual invoices materially increases the administrative costs of this purchase method. [07-7C005-1]

**VIII. BIDDING SCHEDULE/COST PROPOSAL**

BIDDING SCHEDULE (NOV 2007):

**ATTACHMENT A. BIDDING**

1 Lot	Cost per Man Hour "Technician" for installation, start-up of critical and non-critical equipment, maintenance, and repair of <b>non-refrigerated</b> kitchen equipment between 07:00AM- 05:00PM	Total \$ _____
1 Lot	Cost per Man Hour "Technician" for preventative maintenance on non-refrigerated equipment.	Total \$ _____
	Total for Lot 1	\$ _____
	Contractor will not exceed 10% mark up to the cost of materials and supplies.	Total % _____
2 Lot	Cost per Man Hour "Technician" for installation, start-up of critical and non-critical equipment, maintenance, and repair of <b>refrigerated</b> kitchen equipment between 07:00AM- 05:00PM	Total \$ _____
2 Lot	Cost per Man Hour "Technician" for preventative maintenance on refrigerated equipment.	Total \$ _____
	Total for Lot 2	\$ _____

	Contractor will not exceed 10% mark up to the cost of materials and supplies.	Total % _____
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**Evaluated price of each lot will be the added “total” of both labor categories – man hour for regular work and preventative maintenance labor hour.**

**IX. ATTACHMENTS TO SOLICITATION**

**The following documents are attached to this solicitation:**

**APPENDIX A: NONRESIDENT TAXPAYER REGISTRATION INFORMATION AND AFFIDAVIT INCOME TAX WITHHOLDING**

**APPENDIX B: OFFEROR’S CHECKLIST**

**APPENDIX C: REFERENCES**

**APPENDIX D: EQUIPMENT LIST**

**APPENDIX E: EQUIPMENT LIST CURRENTLY UNDER WARRANTY**

**APPENDIX F: EQUIPMENT LIST CRITICAL TO THE FIVE-WEEK MENU ROTATION**

# APPENDIX A

## Instructions for Non-Resident Taxpayer Registration

### 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.

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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.

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For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department's website at: <https://dor.sc.gov>

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This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-896-1420.

### SC FORM I-312

Access the form via the link below:

[NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT I-312](#)

## **INFORMATION**

### **NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT**

#### **Nonresidents Must Complete and Return Form with Offer**

**Submit this form to the company or individual you are contracting with.**

**Do not submit this form to South Carolina Department of Revenue (SCDOR).**

#### **PURPOSE OF AFFIDAVIT**

A person is not required to withhold taxes for a nonresident taxpayer who submits an affidavit certifying that they are registered with either the South Carolina Secretary of State or the SCDOR.

#### **REQUIREMENTS TO MAKE WITHHOLDING PAYMENTS**

Code Section 12-8-550 requires persons hiring or contracting with a nonresident taxpayer to withhold 2% of each payment made to the nonresident where the payments under the contract exceed \$10,000.

However, this section does not apply to payments on purchase orders for tangible personal property when those payments are not accompanied by services to be performed in this state.

Code Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200 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.



## APPENDIX B

### Offeror's Checklist

#### OFFEROR'S CHECKLIST AVOID COMMON PROPOSAL MISTAKES

Review this checklist prior to submitting your proposal.  
If you fail to follow this checklist, you risk having your proposal rejected.

- DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES.
- REREAD YOUR ENTIRE PROPOSAL TO MAKE SURE YOUR PROPOSAL DOES NOT TAKE EXCEPTION TO ANY OF THE STATE'S MANDATORY REQUIREMENTS.
- MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL, OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE INSTRUCTIONS ENTITLED: SUBMITTING CONFIDENTIAL INFORMATION. **DO NOT MARK YOUR ENTIRE PROPOSAL AS CONFIDENTIAL, TRADE SECRET, OR PROTECTED! DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!**
- HAVE YOU PROPERLY ACKNOWLEDGED ALL AMENDMENTS? INSTRUCTIONS REGARDING HOW TO ACKNOWLEDGE AN AMENDMENT SHOULD APPEAR IN ALL AMENDMENTS ISSUED.
- MAKE SURE YOUR PROPOSAL INCLUDES A COPY OF THE SOLICITATION COVER PAGE. MAKE SURE THE COVER PAGE IS SIGNED BY A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS.
- MAKE SURE YOUR PROPOSAL INCLUDES THE NUMBER OF COPIES REQUESTED.
- CHECK TO ENSURE YOUR PROPOSAL INCLUDES EVERYTHING REQUESTED!
- IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! **AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A PRE-PROPOSAL CONFERENCE OR A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS!** PLEASE SEE THE INSTRUCTIONS UNDER THE HEADING "SUBMISSION OF QUESTIONS" AND ANY PROVISIONS REGARDING PRE-PROPOSAL CONFERENCES.

This checklist is included only as a reminder to help offerors avoid common mistakes. Responsiveness will be evaluated against the solicitation, **not** against this checklist. You do not need to return this checklist with your response.

**APPENDIX C: REFERENCES** Supply three (3) references of government agencies and/or firms for whom OFFEROR has provided similar services during the last two (2) years:

<b>1. Agency or Firm Name:</b>	
<b>Business Address:</b>	
<b>Mailing Address:</b>	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>Email address:</b>	
<b>Type of Service:</b>	
<b>Dates(s) when service provided</b>	
<b>2. Agency or Firm Name:</b>	
<b>Business Address:</b>	
<b>Mailing Address:</b>	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>Email address:</b>	
<b>Type of Service:</b>	
<b>Dates(s) when service provided</b>	
<b>3. Agency or Firm Name:</b>	
<b>Business Address:</b>	
<b>Mailing Address:</b>	
<b>Contact Person:</b>	
<b>Telephone:</b>	
<b>Email address:</b>	
<b>Type of Service:</b>	
<b>Dates(s) when service provided</b>	

## APPENDIX D: EQUIPMENT LIST

EQUIPMENT TYPE	MODEL #	INSTALL DATE	EQUIPMENT LOCATION	AGE OF EQUIPMENT	SERIAL #	INCLUDE IN NON-REFRIGERATED (Lot #1)	INCLUDE IN REFRIGERATION (Lot #2)
Curtis Coffee Maker	TCTS10067		Bond Hall Café		13046005	No	No
Crescor 2 Door Hot Box			Bond Hall Café		LAH-J162430-332	No	No
Atlas 3 Pan Coldwell	WCM-3	2017	Bond Hall Café	7 years	2081-06-A	No	No
Atlas 5 Pan Warming Table	WIH-D&M-4		Bond Hall Café		5516-05-A	No	No
Beverage-Air Reach in Cooler			Bond Hall Café		*	No	No
Verismo 701 Espresso Machine	701	Unknown	Brewed Awakenings	8 years	Unknown	Yes	No
Open Air Display Case	Unknown	Unknown	Brewed Awakenings	10 years	Unknown	No	Yes
Ice-O-Matic Ice Maker	ICEU220HA3	Unknown	Brewed Awakenings	5 years	15031280010723	Yes	Yes
Beverage Air Undercounter Cooler A	Unknown	Unknown	Brewed Awakenings	10 years		No	No
Beverage Air Undercounter Cooler C	Unknown	Unknown	Brewed Awakenings	10 years		No	No
Oasis Reach in Cooler			Canteen Fresh Kitchen		0979794 FU316611	No	No
True Reach in Cooler			Canteen Fresh Kitchen		9326986	No	No
Turbochef Pizza Oven	941-004-00	2019	Canteen Fresh Kitchen	5 years	1715105	No	No
Atlas 6 Pan Cold Well	RM-5		Canteen Fresh Kitchen		17031254A	No	No
Turbochef Tornado Oven	NGC06	2012	Canteen Fresh Kitchen	12 years	NGCD6D12541	No	No
Traulsen	UHT27-R	2017	Canteen Fresh	7 years	T92161H17	Yes	Yes

Undercabinet Reach In Cooler 1 Door			Kitchen				
<b>EQUIPMENT TYPE</b>	<b>MODEL #</b>	<b>INSTAL L DATE</b>	<b>EQUIPMENT LOCATION</b>	<b>AGE OF EQUIPMEN T</b>	<b>SERIAL #</b>	<b>INCLUDE IN NON-REFRIGERATED (Lot #1)</b>	<b>INCLUDE IN REFRIGERATI ON (Lot #2)</b>
Curtis Coffee Maker	TCTT10040	2017	Chick-fil-A MCH	7 years	13440525	No	No
Schroeder Beverage Dispenser		2017	Chick-fil-A MCH	7 years	VBD 14 09 17-0056	No	No
Traulsen Undercabinet Reach In Cooler 2 Door		2017	Chick-fil-A MCH	7 years	T87877G17	Yes	Yes
Curtis Coffee Maker	TP2S103140	2017	Chick-fil-A MCH	7 years	13440496	No	No
Curtis Coffee Urn	TFT1G3040	2017	Chick-fil-A MCH	7 years	*	No	No
Taylor Ice Cream Machine	751-33	2017	Chick-fil-A MCH	7 years	M7083501	No	Yes
KanPak Cream Dispenser	CDG211	Feb-24	Chick-fil-A MCH	0 years	21105-00894	No	No
Traulsen Prep Table Reach In Cooler	VHT60-LR	2017	Chick-fil-A MCH	7 years	T91883H17	Yes	Yes
Follett Ice Maker	01424720	Sep-22	Chick-fil-A MCH	1.5 years	M78464-201-22-V01	Yes	Yes
Follett Ice Bin	1052587	2017	Chick-fil-A MCH	7 years	K04383	No	No
Traulsen Reach In Cooler 2 Door Tall	RET232NUT-FHS	2022	Chick-fil-A MCH	2 years	T89198G17	Yes	Yes
Randell Breeding Table	52365WPR	2017	Chick-fil-A MCH	7 years	W1064134-1	Yes	Yes
Henny Penny Pressure Fryer 1	500C	2017	Chick-fil-A MCH	7 years	AA1708135	No	No
Henny Penny Pressure Fryer 2	500C	2017	Chick-fil-A MCH	7 years	AA1708032	No	No
Henny Penny Pressure Fryer 3	500C	2017	Chick-fil-A MCH	7 years	AA1708033	No	No
Garland Char Broiler	CXPB12	2017	Chick-fil-A MCH	7 years	1707100100613	No	No
Lang Range Top	RT30F-208VCF	2017	Chick-fil-A MCH	7 years	RT300817A0054	No	No
Antunes Vertical Toaster	VCT-1000CF	Dec-22	Chick-fil-A MCH	1.5 years	23012511	No	No
<b>EQUIPMENT</b>	<b>MODEL #</b>	<b>INSTAL</b>	<b>EQUIPMENT</b>	<b>AGE OF</b>	<b>SERIAL #</b>	<b>INCLUDE</b>	<b>INCLUDE IN</b>

TYPE		L DATE	LOCATION	EQUIPMEN T		IN NON- REFRIGE RATED (Lot #1)	REFRIGERATI ON (Lot #2)
Randell Countertop Rail Unit		2017	Chick-fil-A MCH	7 years	W1012035-1	No	No
Duke Product Holding Cabinet	FWMS- 22CF5-120	2017	Chick-fil-A MCH	7 years	09172483	No	No
Duke Multi-Use Holding Cabinet	MUHC-51- 120	2017	Chick-fil-A MCH	7 years	08172209	No	No
Franke Warming Station	HDH2	2017	Chick-fil-A MCH	7 years	31070001559	No	No
BKI Warming Station	2TSM- 3824R	2017	Chick-fil-A MCH	7 years	421382A- 709002	No	No
BKI Fry Warming Station	FW15L	2017	Chick-fil-A MCH	7 years	312008F- 707015	No	No
Toastmaster Bun Warmer	3880A	2017	Chick-fil-A MCH	7 years	DW880C0817 A0013	No	No
Henny Penny Deep Fryer 1	OFE-321 F	2017	Chick-fil-A MCH	7 years	BA1708021	No	No
Henny Penny Deep Fryer 2	OFE-321 F	2017	Chick-fil-A MCH	7 years	BA1708026	No	No
Traulsen 1 Door Reach In Freezer	RLT132WU T-FHS	2017	Chick-fil-A MCH	7 years	T50104F16	Yes	Yes
Traulsen Under counter cooler	UHT27-R		Chick-fil-A MCH		23H00022	Yes	Yes
Crown Garity Portable Hand Wash Sink			Coward Hall		CV05480	No	No
True Reach In Cooler			JHS 6th floor		5128179	Yes	Yes
Groen Steam Kettle 1 Large		2022	Lower Mess Coward Hall	2 years	83583	No	No
Groen Steam Kettle 2 Large		2022	Lower Mess Coward Hall	2 years	22007	No	No
Groen Steam Kettle 3 Large			Lower Mess Coward Hall		NB73989	No	No
True Reach In Cooler			Lower Mess Coward Hall		8624910	Yes	Yes
<b>EQUIPMENT TYPE</b>	<b>MODEL #</b>	<b>INSTAL L DATE</b>	<b>EQUIPMENT LOCATION</b>	<b>AGE OF EQUIPMEN T</b>	<b>SERIAL #</b>	<b>INCLUDE IN NON- REFRIGE RATED (Lot #1)</b>	<b>INCLUDE IN REFRIGERATI ON (Lot #2)</b>
Advance Tabco 4 Pan Warming Table 1	BASETAB- X		Lower Mess Coward Hall		*	No	No
Advance Tabco 5 Pan Warming	BASETAB- X		Lower Mess Coward Hall		*	No	No

Table 1							
Lincoln Pizza Oven 1 Top	1132000UK1837		Lower Mess Coward Hall		0905210000062	Yes	No
Lincoln Pizza Oven 2 Bottom	1132000UK1837		Lower Mess Coward Hall		09052100000612	Yes	No
Beverage-Air All Purpose Cold			Lower Mess Coward Hall		5406811	Yes	Yes
True Reach In Cooler			Lower Mess Coward Hall		1-2599202	Yes	Yes
True Refrigeration Deli Cooler			Lower Mess Coward Hall		*	Yes	Yes
Carter Hoffmann Hot Box Double Door 6 Bottom Warmer	BRI20		Lower Mess Coward Hall		*	No	No
Wearever Pizza Rack Storage	N/A		Lower Mess Coward Hall		5951	No	No
CresCor Hot Box 2 Door 1			Lower Mess Coward Hall		*	No	No
Carter Hoffmann Hot Box 2 Door 5 Top Warmer			Lower Mess Coward Hall		4222166-022008	No	No
Carter Hoffman Hot Box Warmer 1			Lower Mess Coward Hall		736394-082019	No	No
Ice-O-Matic Ice Bin		11/20/2019	Lower Mess Coward Hall	5 years	J72260	No	No
Advance Tabco 5 pan Hot Well New 1		11/26/2019	Lower Mess Coward Hall	5 years	000076452	No	No
<b>EQUIPMENT TYPE</b>	<b>MODEL #</b>	<b>INSTAL DATE</b>	<b>EQUIPMENT LOCATION</b>	<b>AGE OF EQUIPMEN T</b>	<b>SERIAL #</b>	<b>INCLUDE IN NON-REFRIGERATED (Lot #1)</b>	<b>INCLUDE IN REFRIGERATI ON (Lot #2)</b>
Advance Tabco 5 pan Hot Well New 2		11/27/2019	Lower Mess Coward Hall	5 years	000076447	No	No
Advance Tabco 5 pan Hot Well New 3		11/28/2019	Lower Mess Coward Hall	5 years	000076453	No	No
Pitco Frialator 1	unknown	unknown	Lower Mess Coward Hall	unknown		No	No
Pitco Frialator 2			Lower Mess Coward Hall			No	No
Pitco Frialator 3			Lower Mess Coward Hall			No	No
Pitco Frialator 4			Lower Mess Coward Hall			No	No

Crown Grill			Lower Mess Coward Hall		9926	No	No
Crescor Roast and Hold	1000HHSS2DX		Lower Mess Coward Hall	3 years	GCB-J000610532-5	No	No
Crescor Roast and Hold Work	1000HHSS2DX	June, 2021	Lower Mess Coward Hall	3 years	GCBJ000610532-1	No	No
Hoshizaki 3 Door Cooler	R3A-FS	3/28/2023	Lower Mess Coward Hall	1 year	M50373K	No	Yes
Lincoln Pizza Impinger	1132-000-V-KF005	2023	Lower Mess Coward Hall	1 year	2303100101431	No	No
True 1 Door Reach in Cooler - Knob	STG1R-1S-HC	2022	Lower Mess Coward Hall	2 years	9326986	No	Yes
Hoshizaki 3 Door @ Deli	R3A-F5	2023	Lower Mess Coward Hall	1 year	M50373K	No	Yes
**Hobart Ware Washer-south	FT900	August, 2008	Main Kitchen Coward Hall	16 Years	27-1181-882	No	No
Hobart Disposal	4009942		Main Kitchen Coward Hall		103007689-PAV	No	No
Scotsman Ice Maker			Main Kitchen Coward Hall		17091320011062	No	Yes
Scotsman Ice Maker	C1030MA-32D		Main Kitchen Coward Hall		17071320015622	No	Yes
Scotsman Ice Bin	B9485		Main Kitchen Coward Hall		08051320011848	No	No
<b>EQUIPMENT TYPE</b>	<b>MODEL #</b>	<b>INSTAL L DATE</b>	<b>EQUIPMENT LOCATION</b>	<b>AGE OF EQUIPMEN T</b>	<b>SERIAL #</b>	<b>INCLUDE IN NON-REFRIGERATED (Lot #1)</b>	<b>INCLUDE IN REFRIGERATI ON (Lot #2)</b>
True Reach in Cooler			Main Kitchen Coward Hall		9336218	No	Yes
Hobart Slicer	HS6	May, 2021	Main Kitchen Coward Hall	3 years	3850683	No	No
Hobart Slicer	HS6	May, 2021	Main Kitchen Coward Hall	3 years	3852049	No	No
Hoshizaki Ice maker	KM-2500SWH3	4/22/2016	Main Kitchen Coward Hall	8 years	F00407D	No	Yes
Follett Ice Bin-Middle of Kitchen (by schedule)	DEV2100S G-72		Main Kitchen Coward Hall		H92080-112	No	No
Robot Coupe 1	N/A		Main Kitchen Coward Hall		*	No	No
Pitco Frialator 1	Hobart #CSC000112	n/a	Main Kitchen Coward Hall		*	No	No
Pitco Frialator 2	Hobart #CSC000113	n/a	Main Kitchen Coward Hall		*	No	No
Picto Frialator 3	Hobart	n/a	Main Kitchen		*	No	No

	#CSC00011 4		Coward Hall				
Pitco Frialator 4	Hobart #CSC00011 1	n/a	Main Kitchen Coward Hall		*	No	No
Hobart Buffalo Chopper			Main Kitchen Coward Hall		56-918-147	No	No
Robot Coupe 3	R2 DICE ULTRA		Main Kitchen Coward Hall		25701325031- 06	No	No
Varimixer (in kitchen)			Main Kitchen Coward Hall		2030070001	No	No
Varimixer Large			Main Kitchen Coward Hall		*	No	No
Baxter Walk in Oven 1 (Right) Gas	OV500E2	2006	Main Kitchen Coward Hall	18 years	24-2014389	Yes	No
<b>EQUIPMENT TYPE</b>	<b>MODEL #</b>	<b>INSTAL L DATE</b>	<b>EQUIPMENT LOCATION</b>	<b>AGE OF EQUIPMEN T</b>	<b>SERIAL #</b>	<b>INCLUDE IN NON- REFRIGE RATED (Lot #1)</b>	<b>INCLUDE IN REFRIGERATI ON (Lot #2)</b>
Baxter Walk in Oven 2 (Left) Electric	OV500G2- EE	2009	Main Kitchen Coward Hall	15 years	24-2014366	Yes	No
Rational Cooking Center 3 - Bakeshop Electric	SCC WE202	2011	Main Kitchen Coward Hall		E22SH1511248 9079	Yes	No
Hoshizaki Ice maker	KM- 2500SWH3	4/22/2016	Main Kitchen Coward Hall	8 years	F00408D	No	Yes
Hobart Ware Washer- north	FT900	5/13/2011	Main Kitchen Coward Hall	13 years	27-1190-843	No	No
Hobart Disposal	4009942	6/24/2020	Main Kitchen Coward Hall	4 years	104001060- RAW	No	No
Carter Hoffman Roast and Hold	CH1600N2	11/1/2020	Main Kitchen Coward Hall	4 years		No	No
**Blast Chiller	QC3-100 Rapid Chill	12/2/2020	Main Kitchen Coward Hall	4 years		No	Yes
Cres Cor 2 Door Hot Box	671164	June, 2021	Main Kitchen Coward Hall	3 years	ACB- J000593548-2	No	No
Vulcan Hotbox	VHP15	March, 2021	Main Kitchen Coward Hall	3 years	481990219	No	No
Hoshizaki Ice Maker	KM- 2600SWJ3	2022	Main Kitchen Coward Hall	2 years	L00302E	No	Yes
**Rational Cook Center	LM1000GG -AXXXX	2021	Main Kitchen Coward Hall	3 years	022SJ2109291 9568	Yes	No
Crown Tilt Kettle	DLT 80	June, 2021	Main Kitchen Coward Hall	3 years		No	No
Manitowic Ice Dispenser	IYT1200A- 261		Main Kitchen Coward Hall		1121023381	No	Yes



Crown Tilt Kettle - Right	DLT 80	2022	Main Kitchen Coward Hall	2 years		No	No
Artic Air Freezer			Senior Mess Hall Coward Hall		H8023734	No	Yes
True Reach In Cooler			Senior Mess Hall Coward Hall		9298716	No	Yes
Advance Tabco 5 Pan Cold Well Table 4	BASETAB-X		Senior Mess Hall Coward Hall		*	No	Yes
<b>EQUIPMENT TYPE</b>	<b>MODEL #</b>	<b>INSTAL DATE</b>	<b>EQUIPMENT LOCATION</b>	<b>AGE OF EQUIPMENT</b>	<b>SERIAL #</b>	<b>INCLUDE IN NON-REFRIGERATED (Lot #1)</b>	<b>INCLUDE IN REFRIGERATION (Lot #2)</b>
Advance Tabco 5 Pan Cold Well Table 5	BASETAB-X		Senior Mess Hall Coward Hall		*	No	Yes
Beverage Air 2 Door Cooler	RB44HC-1S		Senior Mess Hall Coward Hall	3 years	13607633	No	Yes
Vollrath Hot/Cold Display	RDE8436	2021	Senior Mess Hall Coward Hall	3 years	K43-00465518-001	No	Yes
Vollrath Hot/Cold Display	RDE8436	2021	Senior Mess Hall Coward Hall	3 years	K28-00458999-002	No	Yes
Vollrath Drop in Heated Shelf	FC-4HS	2021	Senior Mess Hall Coward Hall	3 years	L265-01458311-001	No	No
Vollrath Drop in Heated Shelf	FC-4HS	2021	Senior Mess Hall Coward Hall	3 years	L286-01469311-002	No	No
One Door Cooler- Avantco	178A19RH C		Senior Mess Hall Coward Hall		6270170721071840	No	Yes
CorsAir Display	CS009	2021	Senior Mess Hall Coward Hall	3 years		No	No
Vollrath Salad	25569-7Z	2021	Senior Mess Hall Coward Hall	3 years	L44-1430134-001	No	No
Vollrath	255569-2A	2021	Senior Mess Hall Coward Hall	3 years		No	No
CorsAir Condiment	CC003	2021	Senior Mess Hall Coward Hall	3 years		No	No
Vollrath	25569-5Z	2021	Senior Mess Hall Coward Hall	3 years	L46-1430137-001	No	No
CorsAir Action Cart	CA008	2021	Senior Mess Hall Coward Hall	3 years		No	No
Vollrath Coldwell	25569-2Z	2021	Senior Mess Hall Coward Hall	3 years	L46-1430125-001	No	No
CorsAir Deli	CD006	2021	Senior Mess Hall Coward Hall	3 years		No	No
Vollrath Ductless Hood	69722C-2-VC	2021	Senior Mess Hall Coward Hall	3 years	L22501438125-001	Yes	No
Welbilt Under Counter	ND21R500	2019	Starbucks MCH	5 years	650110422	No	Yes

<b>EQUIPMENT TYPE</b>	<b>MODEL #</b>	<b>INSTAL L DATE</b>	<b>EQUIPMENT LOCATION</b>	<b>AGE OF EQUIPMEN T</b>	<b>SERIAL #</b>	<b>INCLUDE IN NON-REFRIGERATED (Lot #1)</b>	<b>INCLUDE IN REFRIGERATI ON (Lot #2)</b>
Refrigerator							
Element 7 Nitrogen Infuser		2019	Starbucks MCH	5 years	0519804038	No	No
Delfield Under Counter Refrigerator		2019	Starbucks MCH	5 years	1904152000424	No	Yes
Delfield Under Counter Refrigerator		2019	Starbucks MCH	5 years	1903152002326	No	Yes
Elkay Pitcher Cleaner		2019	Starbucks MCH	5 years	11412	No	No
Ditting Coffee Grinder		2019	Starbucks MCH	5 years	2036028018	No	No
Turbo Chef NGO Oven	NGO	2019	Starbucks MCH	5 years	NG0D48240	No	No
Turbo Chef NGO Oven	NGO	2019	Starbucks MCH	5 years	NG0D48133	No	No
Delfield Under Counter Refrigerator		2019	Starbucks MCH	5 years	1904152001949	No	Yes
Structural Concepts Display Cooler		2023	Starbucks MCH		1034464JU322172	No	Yes
Delfield Under Counter Refrigerator		2019	Starbucks MCH	5 years	1904152000278	No	Yes
Maestro Espresso Machine	Mastrena 2	2019	Starbucks MCH	5 years	410003738	Yes	No
Maestro Espresso Machine	Mastrena 2	2019	Starbucks MCH	5 years	410003735	Yes	No
Franke Foodservice Cup Washer		2019	Starbucks MCH	5 years	305190000161	No	No
Elkkay Ice Cooler		2019	Starbucks MCH	5 years	12232	No	No
Delfield Under Counter Refrigerator		2019	Starbucks MCH	5 years	1904152000392	No	Yes
<b>EQUIPMENT TYPE</b>	<b>MODEL #</b>	<b>INSTAL L DATE</b>	<b>EQUIPMENT LOCATION</b>	<b>AGE OF EQUIPMEN T</b>	<b>SERIAL #</b>	<b>INCLUDE IN NON-REFRIGERATED (Lot #1)</b>	<b>INCLUDE IN REFRIGERATI ON (Lot #2)</b>

Franke Foodservice Cup Washer		2019	Starbucks MCH	5 years	305190000142	No	No
Rhinowares Cup Cleaner		2019	Starbucks MCH	5 years	n/a	No	No
Vitamix Blender	VMO145	2019	Starbucks MCH	5 years	062911190315045124	No	No
Vitamix Blender	VMO145	2019	Starbucks MCH	5 years	062911190315045127	No	No
TRUE Reach in Freezer Double Door	T-49F-HC	2019	Starbucks MCH	5 years	9711040	No	Yes
TRUE Reach in Refrigerator Double Door	TG2R-2S-HC	2019	Starbucks MCH	5 years	9716988	No	Yes
TRUE Reach in Freezer Single Door	T23F-H6	2019	Starbucks MCH	5 years	9684413	No	Yes
HOBART Advansys Warewasher	LXeR	2019	Starbucks MCH	5 years	n/a	Yes	No
Ice-O-Matic Ice Maker	CIM0636HA	2019	Starbucks MCH	5 years	19051280012473	No	Yes
Ice-O-Matic Ice Bin	n/a	2019	Starbucks MCH	5 years	n/a	No	No
Walk-in Cooler/Freezer	n/a	2024	The Canteen	Install July 2024	n/a	No	Yes
Walk-in Coolers	n/a	2023	Coward Hall			No	Yes
Walk-in Freezers	n/a	2023	Coward Hall			No	Yes

## APPENDIX E: EQUIPMENT LIST CURRENTLY UNDER WARRANTY

The following pieces of equipment are currently under warranty. The Contractor will be responsible for the equipment once the warranty has expired:

Type of Equipment	Warranty End Date	Notes	Location
Walk-in Coolers/Freezer	August 3 <sup>rd</sup> , 2028	Contractor Warranty	Coward Hall
Walk-in Coolers/Freezer	August 3 <sup>rd</sup> , 2033	Manufacturer Warranty	Coward Hall

Walk-in Coolers/Freezer	TBD	TBD. Replaced Summer 2024	Chick-fil-A MCH
Kan Pak Cream Dispenser	February 2025	1 year from purchase date	Chick-fil-A MCH
Silver King Milk Dispenser	January 2025 and January 2029	1-year parts and labor and 5-year compressor parts	Coward Hall
Tuff Charbroiler	November 2024	1-year limited warranty	Coward Hall

## APPENDIX F: EQUIPMENT LIST CRITICAL TO THE FIVE-WEEK MENU ROTATION

Location	Equipment Type	Model #	Notes
Coward Hall	Rational Ovens	SCC WE202	Two out of three need to be operational
Coward Hall	Hot Holding Service Equipment	BASETAB-X	FOH serving Stations
Coward Hall	Cold Holding Service Equipment	BASETAB-X	FOH serving stations
Coward Hall	Dishwasher	FT900	At least one of the two need to be operational November-July. Both need to be operational August-October.
Coward Hall	Baxter Oven	OV500E2 OV500G2-EE	At least one of the two need to be operational
Coward Hall	Pizza Impinger	1132-000-V-KF005	At least one of the two need to be operational
Coward Hall	Walk-in Freezer	n/a	Main Freezer, F needs to be operational
Coward Hall	Walk-in Cooler	n/a	Cooler B, D need to be operational
Coward Hall	Blast Chiller	QC3-100 Rapid Chill	
Coward Hall	Pitco Fryer	n/a- original has worn off	At least three of the four need to be operational