

	<h2>Lander University</h2> <p>Invitation for Bids</p>	Solicitation Number	IFB-LA-487-04-26-2022
		Date Printed	04/07/2022
		Date Issued	04/14/2022
		Procurement Officer	Lois Amick
		Phone	(864) 388-8899
		E-Mail Address	lamick@lander.edu

DESCRIPTION: **Lander University One-time Cleaning of Residence Halls-2022**

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

SUBMIT OFFER BY (Opening Date/Time): **04/26/2022 3:00 pm**

QUESTIONS MUST BE RECEIVED BY: **04/21/2022 12:00 Noon**

See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **ONE ORIGINAL and ONE COPY**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Lander University
Procurement Services CPO 6023
Greenwood, S.C. 29649

PHYSICAL ADDRESS:

Lander University
Procurement Services, Room FO210
204 W. Henrietta Ave.
Greenwood, S.C. 29649

See "Submitting Your Offer" provision

CONFERENCE TYPE: Site Visit DATE & TIME: e-mail or call Catherine Covar at 864-388-8174 or ccovar@lander.edu (preferred) As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: 204 W Henrietta Ave. Greenwood, SC 29649
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on 04/27/2022 . The award, this solicitation, and any amendments will be posted at the following web address: https://www.lander.edu/about/procurement-services/purchasing-solicitations-awards.html
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

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

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If offeror is a corporation, identify the state of Incorporation.)	
TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)	STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

COVER PAGE CIO (JAN. 2006)

PAYMENT ADDRESS (Address to which payments will be sent.)	ORDER ADDRESS (Address to which purchase orders will be sent)
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(See "Payment" clause) ___ Payment Address same as Home Office Address ___ Payment Address same as Notice Address (check only one)	(See "Purchase Orders and "Contract Documents" clauses) ___ Order Address same as Home Office Address ___ Order Address same as Notice Address (check only one)
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ACKNOWLEDGMENT OF AMENDMENTS							
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

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

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

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

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

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.

Project Description

It is the intent of Lander University to solicit written solicitations to provide summer cleaning services for the University in accordance with all requirements stated herein.

TERM OF CONTRACT – Lander University has the **OPTION** to renew the contract for (TWO) additional one year terms if the contractors agree and pricing remains same.

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 2006) (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: <http://www.lander.edu/procurement> (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.

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 2006) 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.

BID ACCEPTANCE PERIOD (JAN 2006) In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Officer in writing.

BID IN ENGLISH & DOLLARS (JAN 2006) Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation.

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]

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.

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2006)

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

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

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

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

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

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

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

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

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

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

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

CODE OF LAWS AVAILABLE (JAN 2006): The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at <http://www.scstatehouse.net/code/statmast.htm>. The South Carolina Regulations are available at: <http://www.scstatehouse.net/coderegs/statmast.htm>.

COMPLETION OF FORMS / CORRECTION OF ERRORS (JAN 2006): 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). (Applicable only to offers submitted on paper.)

DEADLINE FOR SUBMISSION OF OFFER (JAN 2006) 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 bodies' mail room which services that purchasing office prior to the bid opening. [R.19-445.2070(H)]

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]

DRUG FREE WORK PLACE CERTIFICATION (JAN 2006) 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

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 2006): Do not include any sales or use taxes in your price that the State may be required to pay.

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]

PAYMENT & INTEREST (MAY 2011): (a) Unless otherwise provided in this Solicitation, 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 check. (c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, 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. (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. § 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.

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]

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 Offers will be publicly opened at the location identified on the Cover Page, or last Amendment, whichever is applicable

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]

Written questions may be emailed to lamick@lander.edu prior to 04/21/2022 12 noon.

REJECTION/CANCELLATION (JAN 2006) 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.]

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 2006) 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.

STATE OFFICE CLOSINGS (JAN 2006) If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the government office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If state offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information may available at:

<http://www.scemd.org/myscgovweb/weather.html>.

SUBMITTING CONFIDENTIAL INFORMATION (FEB 2015)

(An overview is available at www.procurement.sc.gov) For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by 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. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. 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. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page 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 is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not 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. In determining whether to release documents, the State will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees 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 Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.) [02-2A125-2]

SUBMITTING A PAPER OFFER OR MODIFICATION (MAR 2015): If you 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]

TAXPAYER IDENTIFICATION NUMBER (JAN 2006): (a) If Offeror is owned or controlled by a common parent as defined in paragraph (b) of this provision, Offeror shall submit with its Offer the name and TIN of common parent.

(b) Definitions: "Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member. "Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(c) If Offeror does not have a TIN, Offeror shall indicate if either a TIN has been applied for or a TIN is not required. If a TIN is not required, indicate whether (i) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States; (ii) Offeror is an agency or instrumentality of a state or local government; (iii) Offeror is an agency or instrumentality of a foreign government; or (iv) Offeror is an agency or instrumentality of the Federal Government.

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 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 South Carolina Secretary of State (803-734-2170) or the South Carolina Department of Revenue (803-898-5391 or 803-898-5804).

WITHDRAWAL OR CORRECTION OF OFFER (JANUARY 2006) 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.

II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCT

CLARIFICATION (NOV 2007)

Pursuant to Section 11-35-1520(8), the Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of the solicitation. Such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation. [Section 11-35-1520(8); R.19-445.2080] [02-2B055-1]

DESCRIPTIVE LITERATURE – LABELING (JAN 2006): Include offeror's name on the cover of any specifications or descriptive literature submitted with your offer.

MAIL PICKUP (JAN 2006): Lander University gets mail delivery from The US Postal Service once daily around 2:45 p.m. (excluding weekends and holidays). See provision entitled Deadline for Submission of Offer. - *******NOTICE for bids arriving by US Postal Service – consider the bid opening at 3:00 pm and the late arrival of mail to Lander.**

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]

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]

PROTEST – CPO - MMO ADDRESS (JUNE 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, (b) by facsimile at 803-737-0639, or (c) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201.

SITE VISIT - BY APPOINTMENT: Appointment for a site visit may be made by contacting:

Catherine Covar
Lander University
(864) 388-8174
Greenwood, SC 29649 ccovar@lander.edu

UNIT PRICES REQUIRED (JAN 2006): Unit price to be shown for each item.

III. SCOPE OF WORK / SPECIFICATIONS

See Attachments and Bidding Schedule for detailed specifications – Section IX.

Bidding Schedule is VIII.

DELIVERY / PERFORMANCE LOCATION - SPECIFIED (JAN 2006): After award, all deliveries shall be made and all services provided to the following address, unless otherwise specified:

Unless otherwise specified, all deliveries shall be made to the following address:

Attn: Catherine Covar
Lander University
204 West Henrietta Avenue
Greenwood, SC 29649

IV. INFORMATION FOR OFFERORS TO SUBMIT

INFORMATION FOR OFFERORS TO SUBMIT – GENERAL (MAR 2015):

You shall submit a signed Cover Page and Page Two. Your offer should include all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in Part IX. Attachments to Solicitations.

You should submit a summary of all insurance policies you have or plan to acquire to comply with the insurance requirements stated herein, if any, including policy types; coverage types; limits, sub-limits, and deductibles for each policy and coverage type; the carrier’s A.M. Best rating; and whether the policy is written on an occurrence or claims-made basis. [04-4010-2]

MINORITY PARTICIPATION (JAN 2006)

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? Yes NO

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? Yes NO

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.)

V. QUALIFICATIONS

CONSTRUCTION INDUSTRY CODE: All work performed shall be in accordance with the requirements of the 2006 Edition of the International Building Code and any and all state and/or local codes that may be applicable.

QUALIFICATION OF OFFEROR (MAR 2015): (1) To be eligible for award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. We may consider information from any source at any time prior to award. We may elect to consider (i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was established, and/or (ii) any subcontractor you identify. (2) You must promptly furnish satisfactory evidence of responsibility upon request. Unreasonable failure to supply requested information is grounds for rejection. (3) **Corporate subsidiaries are cautioned that the financial capability of an affiliated or parent company will not be considered in determining financial capability;** however, we may elect to consider any security, e.g., letter of credit, performance bond, parent-company corporate guaranty, that you offer to provide Instructions and forms to help assure acceptability are posted on procurement.sc.gov, link to "Standard Clauses & Provisions." [05-5005-2]

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 TO MULTIPLE OFFERORS (JAN 2006): Award may be made to more than one Offeror. [06-6035-1]

UNIT PRICE GOVERNS (JAN 2006): In determining award, unit prices will govern over extended prices unless otherwise stated.

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.

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 complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above.

(b) The terms and conditions of documents (1) through (5) above shall apply notwithstanding any additional or different terms and conditions in any other document, including without limitation, (i) a purchase order or other instrument submitted by the State, (ii) any invoice or other document submitted by Contractor, or (iii) any privacy policy, terms of use, or end user agreement. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect.

(c) No contract, license, or other agreement containing contractual terms and conditions will be signed by any Using Governmental Unit. Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect. [07-7A015-2]

DISCOUNT FOR PROMPT PAYMENT (JAN 2006)

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

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

Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

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 State's 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.

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.

FALSE CLAIMS (JAN 2006): According to the S.C. Code of Laws § 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.

FIXED PRICING REQUIRED (JAN 2006): Any pricing provided by contractor shall include all costs for performing the work associated with that price. Except as otherwise provided in this solicitation, contractor's price shall be fixed for the duration of this contract, including option terms. This clause does not prohibit contractor from offering lower pricing after award.

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.

PAYMENT & INTEREST (FEB 2015)

(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 check mailed to the payment address on "Page Two." (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. [07-7A055-3]

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.

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.

SETOFF (JAN 2006) The state shall have all of its common law, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the state with regard to this contract, any other contract with any state department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the state for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

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.

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.

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 therefore. 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.

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.

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.

VII. TERMS AND CONDITIONS – B. SPECIAL

CHANGES (JAN 2006):

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

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

Subparagraphs (a) to (c) apply only if supplies are furnished under this contract. Subparagraphs (d) to (f) apply only if services are performed under this contract.

(2) **Adjustments of Price or Time for Performance.** If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the State promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

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

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

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.

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.

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 requirement.

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.

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.

ESTIMATED QUANTITY - PURCHASES FROM OTHER SOURCES (JAN 2006): The state may bid separately any unusual requirements or large quantities of supplies covered by this contract.

ESTIMATED QUANTITY – UNKNOWN - The total quantity of purchases of any individual item on the contract is not known. The State does not guarantee that the State will buy any specified item or total amount. The omission of an estimated purchase quantity does not indicate a lack of need but rather a lack of historical information. Lander reserves the right to purchase additional selections of carpet not specified on the bidding schedule at an agreed upon rate should the need arise.

ILLEGAL IMMIGRATION (NOV. 2008) (An overview is available at www.procurement.sc.gov) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

INDEMNIFICATION-THIRD PARTY CLAIMS (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

INTELLECTUAL PROPERTY INFRINGEMENT (JAN 2006) (a) Without limitation and notwithstanding any provision in this agreement, Contractor shall, upon receipt of notification, defend and indemnify the State, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees against all actions, proceedings or claims of any nature (and all damages, settlement payments, attorneys' fees (including inside counsel), costs, expenses, losses or liabilities attributable thereto) by any third party asserting or involving an IP right related to an acquired item. State shall allow Contractor to defend such claim so long as the defense is diligently and capably prosecuted. State shall allow Contractor to settle such claim so long as (i) all settlement payments are made by Contractor, and (ii) the settlement imposes no non-monetary obligation upon State. State shall reasonably cooperate with Contractor's defense of such claim. (b) In the event an injunction or order shall be obtained against State's use of any acquired item, or if in Contractor's opinion, the acquired item is likely to become the subject of a claim of infringement or violation of an IP right, Contractor shall, without in any way limiting the foregoing, and at its expense, either: (1) procure for State the right to continue to use, or have used, the acquired item, or (2) replace or modify the acquired item so that it becomes non-infringing but only if the modification or replacement does not adversely affect the specifications for the acquired item or its use by State. If neither (1) nor (2), above, is practical, State may require that Contractor remove the acquired item from State, refund to State any charges paid by State therefore, and take all steps necessary to have State released from any further liability. (c) Contractor's obligations under this paragraph do not apply to a claim to the extent (i) that the claim is caused by Contractor's compliance with specifications furnished by the State unless Contractor knew its compliance with the State's specifications would infringe an IP right, or (ii) that the claim is caused by Contractor's compliance with specifications furnished by the State if the State knowingly relied on a third party's IP right to develop the specifications provided to Contractor and failed to identify such product to Contractor. (d) As used in this paragraph, these terms are defined as follows: "IP right(s)" means a patent, copyright, trademark, trade secret, or any other proprietary right. "Acquired item(s)" means the rights, goods, or services furnished under this agreement. "Specification(s)" means a detailed, exact statement of particulars such as a statement prescribing materials, dimensions, and quality of work. (e) Contractor's obligations under this clause shall survive the termination, cancellation, rejection, or expiration of this Agreement.

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.

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.

OWNERSHIP OF DATA & MATERIALS (JAN 2006): All data, material and documentation either prepared for the state pursuant to this contract shall belong exclusively to the State

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.

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.

SHIPPING / RISK OF LOSS (JAN 2006): F.O.B. Destination. Destination is the shipping dock of the Using Governmental Units' designated receiving site, or other location, as specified herein. (See Delivery clause)

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.

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 – Lander University has the **OPTION** to renew the contact for (TWO) additional one year terms if the contractors agree and pricing remains same.

TERMINATION FOR CONVENIENCE – INDEFINITE DELIVERY / INDEFINITE QUANTITY CONTRACTS (JAN 2006): Unless the termination so provides, a termination for convenience shall not operate to terminate any purchase orders issued prior to the effective date of termination.

TERMINATION FOR CONVENIENCE – SHORT FORM (JAN 2006): The Procurement Officer may terminate this contract in whole or in part, for the convenience of the State. In such a termination, 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. Upon such termination, the contractor shall (a) stop work to the extent specified, (b) terminate any subcontracts as they relate to the terminated work, and (c) be paid the following amounts without duplication, subject to the other terms of this contract: (i) contract prices for supplies or services accepted under the contract, (ii) costs incurred in performing the terminated portion of the work, and (iii) any other reasonable costs that the contractor can demonstrate to the satisfaction of the State, using its standard record keeping system, have resulted from the termination. The contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided. As a condition of payment, contractor shall submit within three months of the effective date of the termination a claim specifying the amounts due because of the termination. The absence of an appropriate termination for convenience clause in any subcontract shall not increase the obligation of the state beyond what it would have been had the subcontract contained such a clause.

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.

VIII. BIDDING SCHEDULE/ Cost Proposal**CLEANING SPECIFICATIONS FOR PROPOSAL
LANDER UNIVERSITY**

- b. Contractor will be properly insured for the type of work and the value of the work. Lander University will verify insurance before work is awarded
- c. Contractor to coordinate with the Lander University Project Manager for issues such as start date, daily schedule, weekend work.
- e. Contractor has the responsibility to provide waste containers and ensure the proper disposal for all waste generated.
- f. Lander University has a zero tolerance standard for allegation that contractor personnel acted in ways considered un-becoming to the university, have partaken in activity including, but not limited to, harassment, intimidation, cat-calling, threatened, and/or undertaken an unwelcomed approach towards university faculty, staff, students, and camp attendees.
- g. Lander University is a tobacco product free campus. Violations will be handled by the university project manager.
- i. Contractor is responsible for maintaining a clean project site throughout the project and once the work is complete.
- j. Lander University's project manager will walk the project site, prior to acceptance by the owner and issuing the final payment.
- k. The contractor is responsible for resolving all punch-list items, prior to the university making the final payment.
- l. The Lander University Police Department is empowered to enforce state law on the university campus. Any violators of state law will be handled accordingly.

#1 BEARCAT VILLAGE APARTMENTS

13 buildings with 8 apartments per building broken down as follows (102 total apartments):

2 buildings with 8 1 bedroom apartments

7 buildings with 8 2 bedroom apartments

3 buildings with 8 3 bedroom apartments (20 apartments have bath and a half, 3 have 1 bath)

1 building with 8 4 bedroom apartments (All 4 bedroom apartments have bath and a half)

99,936 sq. feet total

A. Bedrooms, hall areas, living areas, closets:

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, medicine cabinets, light fixtures, vents, A/C units, pipes, etc.)
2. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
3. Check corners and remove cobwebs as necessary.
4. Wipe down/dust all furniture (desk, chairs, tables, bed frames, closets, closet shelves)
5. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
6. Clean windows & window ledges
7. Check and remove all items left behind in closets, desk and dresser drawers. Any items left behind that would be considered returnable (clothes, books, cash, jewelry, items of value, etc.) should be given to the Housing Office in the Grier Student Center.
8. Damp wipe So-Flux covered (blue) mattresses with an anti-bacterial disinfectant cleaner and spot clean soiled areas.
9. Remove any trash.
10. Vacuum all carpet
11. Remove dirt from upholstered chairs and sofas with lint brush or vacuum
12. Take down and clean/wipe down all light fixture globes/lenses.

B. Bathrooms

1. Clean vents – dust/damp wipe soiled areas
2. Clean and disinfect all sinks and countertops. Faucets should be polished and free of smudges
3. Clean and polish mirrors
4. Clean showers, shower benches, shower doors, and soap dishes with an anti-bacterial disinfectant cleaner and remove all soap scum. Fiberglass surfaces should be cleaned with non-abrasive disinfectant and faucets should be polished and free of smudges.
5. Clean and sanitize toilets inside and outside with an anti-bacterial disinfectant. All stains should be removed from under the toilet rim. Clean and disinfect toilet seats on both sides.
6. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
7. . On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.

8. Disinfect inside all medicine cabinets and remove items left behind. Any items left behind that would be considered returnable (medicine, electric razors, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Disposable razors, soap, and shampoo are not considered returnable items.
9. Check under all vanity areas and remove items left behind. (Returnable items are to be given to the Housing Office.)
10. Remove any trash
11. Take down and clean/wipe down all light fixture globes/lenses.

C. Kitchens

1. Dust horizontal and vertical surfaces.
2. Open all cabinets to ensure that all items are removed. Any items left behind that would be considered returnable (dishes, pots or pans, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Food items, paper products, disposable pans, or items of minimal value are not considered returnable.
3. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
4. Damp wipe with disinfectant all cabinet shelves.
5. Scrub and disinfect stovetop, stove hood, counter surfaces and sinks. Faucets should be polished and free from smudges.
6. Remove all items from inside the refrigerator and stove. Any items left behind that would be considered returnable should be given to the Housing Office in the Grier Student Center.
7. Damp wipe the inside and outside of the refrigerator with an anti-bacterial disinfectant.
8. Wipe soiled areas from all walls, baseboards, cabinets, door frames, door jambs, switch-plate surfaces, appliance surfaces, vents, a/c units or blinds as needed.
9. . On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
10. Take down and clean/wipe down all light fixture globes/lenses.

C. Laundry Room

1. Clean windows and window ledges – inside and outside
2. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, cabinets, light fixtures, vents, etc.)
3. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
4. Check corners and remove cobwebs as necessary.
5. Wipe down/dust all furniture
6. Take down and clean/wipe down all light fixture globes/lenses.
7. Dust mop or vacuum all hard surface floor
8. On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
9. Remove any trash

D. Building hallways/stairwells

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, doors, light fixtures, vents A/C units, pipes, etc.)
2. Wipe soiled areas from all wall, baseboard, door, switch-plate surfaces, vents, A/C units, etc. as needed.
3. Check corners and remove cobwebs as necessary.
4. Dust/damp wipe ledges
5. Clean windows inside of building
6. Clean exit signs, fire extinguisher boxes, and emergency lighting
7. Dust mop or vacuum hard surface floors
8. On hard surface floors, remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
9. Dust all handrails/damp wipe soiled areas

CLEANING SPECIFICATIONS FOR PROPOSAL

LANDER UNIVERSITY

#2-BROOKSIDE SUITES

Three story traditional residence hall with suites

120 rooms and 60 bathrooms (6 buildings with 20 rooms/10 bathrooms each)

9800 sq. feet including lobby, hallways, and stairwells

A. Bedrooms, closets

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, light fixtures, vents, A/C units, etc.)
2. Wipe soiled areas from all wall, baseboard, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, or blinds as needed.
3. Check corners and remove cobwebs as necessary.
4. Wipe down/dust all furniture (desk, chair, bed frames, closets, closet shelves)
5. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
6. Clean windows & window ledges
7. Clean and polish mirrors
8. Disinfect inside all medicine cabinets and remove items left behind. Any items left behind that would be considered returnable (medicine, electric razors, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Disposable razors, soap, and shampoo are not considered returnable items.
9. Check and remove all items left behind in closets, desks and drawers. Any items left behind that would be considered returnable (clothes, books, cash, jewelry, items of value, etc.) should be given to the Housing Office in the Grier Student Center.
10. Damp wipe So-Flux covered (blue) mattresses with an anti-bacterial disinfectant cleaner and spot clean soiled areas.
11. Remove any trash.
12. Dust mop or vacuum floor
13. On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
14. Clean and disinfect bedroom sink and countertop. Faucets should be polished and free of smudges.
15. Take down and clean/wipe down all light fixture globes/lenses.

B. Building hallways, stairwells, and lobby

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, doors, light fixtures, vents A/C units, pipes, etc.)
2. Wipe soiled areas from all wall, baseboard, door, switch-plate surfaces, vents, A/C units, etc. as needed.
3. Check corners and remove cobwebs as necessary.
4. Dust/damp wipe ledges
5. Clean windows inside of building
6. Clean water fountains with an anti-bacterial disinfectant cleaner

7. Clean exit signs, fire extinguisher boxes, and emergency lighting
8. Dust mop or vacuum hard surface floors
9. Vacuum all carpet
10. On hard surface floors, remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant. The Chipley lobby is hardwood flooring. Use appropriate cleaning agents when cleaning lobby floor.
11. Dust all furniture/damp wipe soiled areas
12. Dust all handrails/damp wipe soiled areas

C. Bathrooms

1. Clean vents – dust/damp wipe soiled areas
2. Clean and disinfect sink. Faucets should be polished and free of smudges.
3. Disinfect inside all medicine cabinets and remove items left behind. Any items left behind that would be considered returnable (medicine, electric razors, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Disposable razors, soap, and shampoo are not considered returnable items.
4. Clean and polish mirrors
5. Clean showers, shower doors, shower benches and soap dishes with an anti-bacterial disinfectant cleaner and remove all soap scum. Fiberglass surfaces should be cleaned with non-abrasive disinfectant and faucets should be polished and free of smudges.
6. Clean and sanitize toilets inside and outside with an anti-bacterial disinfectant. All stains should be removed from under the toilet rim. Clean and disinfect toilet seats on both sides.
7. Dust mop or vacuum floors
8. Damp mop with disinfectant all vinyl floors and wipe down baseboards with a disinfectant cleaner. Remove any dirt buildup from corners, along baseboards and from any grooved surfaces.
9. Damp wipe all soiled areas on walls, doors, baseboards and switch-plate surfaces as needed.
10. Remove any trash
11. Clean with fungicide/antibacterial cleaner all ceramic tile floors* and shower walls and wipe down baseboards with a disinfectant cleaner. Remove any dirt buildup from corners, along baseboards and from any grooved surfaces*

*Brookside bathroom floors are 2 inch tile

D. Building hallways, stairwells, and lobby

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, doors, light fixtures, vents A/C units, pipes, etc.)
2. Wipe soiled areas from all wall, baseboard, door, switch-plate surfaces, vents, A/C units, etc. as needed.
3. Check corners and remove cobwebs as necessary.
4. Dust/damp wipe ledges
5. Clean windows inside of building
6. Clean water fountains with an anti-bacterial disinfectant cleaner
7. Clean exit signs, fire extinguisher boxes, and emergency lighting
8. Dust mop or vacuum hard surface floors
9. Vacuum all carpet

10. On hard surface floors, remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
11. Dust all furniture/damp wipe soiled areas
12. Dust all handrails/damp wipe soiled areas

CLEANING SPECIFICATIONS FOR PROPOSAL
LANDER UNIVERSITY
#3 CENTENNIAL HALL

74 – 4 single bedroom suites with common area and bathroom area

Bedrooms are 90 sq. ft. each with the common and bathroom area being approximately 293 sq. ft.

Building hallways, lobbies, and other common areas are not included in the cleaning contract.

A. Bedrooms, hall areas, living areas:

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, cabinets, light fixtures, vents, etc.)
2. Open all cabinets to ensure that all items are removed. Any items left behind that would be considered returnable (dishes, pots or pans, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Food items, paper products, disposable pans, or items of minimal value are not considered returnable.
3. Damp wipe with disinfectant all cabinet shelves.
4. Wipe soiled areas from all wall, baseboard, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, or blinds as needed.
5. Check corners and remove cobwebs as necessary.
6. Wipe down/dust all furniture (desk, chairs, tables, bed frames, dressers, wardrobes, wardrobe shelves)
7. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
8. Clean inside of all windows & window ledges
9. Check and remove all items left behind in cabinets, wardrobes, desk and dresser drawers. Any items left behind that would be considered returnable (clothes, books, cash, jewelry, items of value, etc.) should be given to the Housing Office in the Grier Student Center.
10. Damp wipe So-Flux covered (blue) mattresses with an anti-bacterial disinfectant cleaner and spot clean soiled areas.
11. Remove any trash.
12. Remove dirt from upholstered chairs and sofas with lint brush or vacuum
13. Clean and disinfect sink and countertop in common area. Faucets should be polished and free of smudges.
14. Take down and clean/wipe down all light fixtures globes/lenses
15. Dust mop or vacuum all hard surface floors
16. Damp mop hard surface floors with an anti-bacterial disinfectant

B. Bathrooms

1. Clean vents – dust/damp wipe soiled areas
2. Clean and disinfect all sinks and countertops. Faucets should be polished and free of smudges
3. Clean and polish mirrors

4. Clean showers, shower benches, and soap dishes with an anti-bacterial disinfectant cleaner and remove all soap scum. Fiberglass surfaces should be cleaned with non-abrasive disinfectant and faucets should be polished and free of smudges.
5. Clean and sanitize toilets inside and outside with an anti-bacterial disinfectant. All stains should be removed from under the toilet rim. Clean and disinfect toilet seats on both sides.
6. Wipe soiled areas from all wall, baseboard, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, or blinds as needed.
7. Dust mop or vacuum floors
8. Clean with fungicide/antibacterial cleaner all ceramic tile floors and wipe down baseboards with a disinfectant cleaner. Remove any dirt buildup from corners, along baseboards and from any grooved surfaces.
9. Check under all vanity areas and remove items left behind.
10. Remove any trash
11. Take down and clean/wipe down light fixtures globes/lenses.

CLEANING SPECIFICATIONS FOR PROPOSAL

LANDER UNIVERSITY

#4 CHIPLEY HALL

Three story traditional residence hall with suites

51 rooms and 27 bathrooms (3 handicapped accessible rooms have their own bathroom)

20,694 sq. feet including lobby, hallways, and stairwells

A. Bedrooms, closets

16. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, light fixtures, vents, A/C units, etc.)
17. Wipe soiled areas from all wall, baseboard, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, or blinds as needed.
18. Check corners and remove cobwebs as necessary.
19. Wipe down/dust all furniture (desk, chair, bed frames, closets, closet shelves)
20. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
21. Clean windows & window ledges
22. Clean and polish mirrors
23. Check and remove all items left behind in closets, desks and drawers. Any items left behind that would be considered returnable (clothes, books, cash, jewelry, items of value, etc.) should be given to the Housing Office in the Grier Student Center.
24. Damp wipe So-Flux covered (blue) mattresses with an anti-bacterial disinfectant cleaner and spot clean soiled areas.
25. Remove any trash.
26. Vacuum all carpet

B. Building hallways, stairwells, and lobby

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, doors, light fixtures, vents A/C units, pipes, etc.)
2. Wipe soiled areas from all wall, baseboard, door, switch-plate surfaces, vents, A/C units, etc. as needed.
3. Check corners and remove cobwebs as necessary.
4. Dust/damp wipe ledges
5. Clean windows inside of building
6. Clean water fountains with an anti-bacterial disinfectant cleaner
7. Clean exit signs, fire extinguisher boxes, and emergency lighting
8. Dust mop or vacuum hard surface floors
9. Vacuum all carpet
10. On hard surface floors, remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant. The Chipley lobby is hardwood flooring. Use appropriate cleaning agents when cleaning lobby floor.
11. Dust all furniture/damp wipe soiled areas
12. Dust all handrails/damp wipe soiled areas

C. Bathrooms

1. Clean vents – dust/damp wipe soiled areas
2. Clean and disinfect sink. Faucets should be polished and free of smudges.
3. Disinfect inside all medicine cabinets and remove items left behind. Any items left behind that would be considered returnable (medicine, electric razors, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Disposable razors, soap, and shampoo are not considered returnable items.
4. Clean and polish mirrors
5. Clean showers, shower doors, shower benches and soap dishes with an anti-bacterial disinfectant cleaner and remove all soap scum. Fiberglass surfaces should be cleaned with non-abrasive disinfectant and faucets should be polished and free of smudges.
6. Clean and sanitize toilets inside and outside with an anti-bacterial disinfectant. All stains should be removed from under the toilet rim. Clean and disinfect toilet seats on both sides.
7. Dust mop or vacuum floors
8. Damp mop with disinfectant all vinyl floors and wipe down baseboards with a disinfectant cleaner. Remove any dirt buildup from corners, along baseboards and from any grooved surfaces.
9. Damp wipe all soiled areas on walls, doors, baseboards and switch-plate surfaces as needed.
10. Remove any trash
11. Clean with fungicide/antibacterial cleaner all ceramic tile floors and shower walls and wipe down baseboards with a disinfectant cleaner. Remove any dirt buildup from corners, along baseboards and from any grooved surfaces*

*ChIPLEY – shower floor and walls in 3 ADA bathrooms

CLEANING SPECIFICATIONS FOR PROPOSAL
LANDER UNIVERSITY
#5 LIDE APARTMENTS

4 buildings with 12 two-bedroom apartments per building
1 building with 10 two-bedroom apartments and 1 large meeting room
8,628 sq. feet per building

A. Bedrooms, hall areas, living areas, closets:

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, medicine cabinets, light fixtures, vents, A/C units, pipes, etc.)
2. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
3. Check corners and remove cobwebs as necessary.
4. Wipe down/dust all furniture (desk, chairs, tables, bed frames, closets, closet shelves)
5. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
6. Clean windows & window ledges
7. Check and remove all items left behind in closets, desk and dresser drawers. Any items left behind that would be considered returnable (clothes, books, cash, jewelry, items of value, etc.) should be given to the Housing Office in the Grier Student Center.
8. Damp wipe So-Flux covered (blue) mattresses with an anti-bacterial disinfectant cleaner and spot clean soiled areas.
9. Remove any trash.
10. Vacuum all carpet
11. Remove dirt from upholstered chairs and sofas with lint brush or vacuum
12. Take down and clean/wipe down all light fixture globes/lenses.

B. Bathrooms

1. Clean vents – dust/damp wipe soiled areas
2. Clean and disinfect all sinks and countertops. Faucets should be polished and free of smudges
3. Clean and polish mirrors
4. Clean showers, shower benches, shower doors, and soap dishes with an anti-bacterial disinfectant cleaner and remove all soap scum. Fiberglass surfaces should be cleaned with non-abrasive disinfectant and faucets should be polished and free of smudges.
5. Clean and sanitize toilets inside and outside with an anti-bacterial disinfectant. All stains should be removed from under the toilet rim. Clean and disinfect toilet seats on both sides.
6. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
7. . On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.

8. Disinfect inside all medicine cabinets and remove items left behind. Any items left behind that would be considered returnable (medicine, electric razors, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Disposable razors, soap, and shampoo are not considered returnable items.
9. Check under all vanity areas and remove items left behind. (Returnable items are to be given to the Housing Office.)
10. Remove any trash
11. Take down and clean/wipe down all light fixture globes/lenses.

C. Kitchens

1. Dust horizontal and vertical surfaces.
2. Open all cabinets to ensure that all items are removed. Any items left behind that would be considered returnable (dishes, pots or pans, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Food items, paper products, disposable pans, or items of minimal value are not considered returnable.
3. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
4. Damp wipe with disinfectant all cabinet shelves.
5. Scrub and disinfect stovetop, stove hood, counter surfaces and sinks. Faucets should be polished and free from smudges.
6. Remove all items from inside the refrigerator and stove. Any items left behind that would be considered returnable should be given to the Housing Office in the Grier Student Center.
7. Damp wipe the inside and outside of the refrigerator with an anti-bacterial disinfectant.
8. Wipe soiled areas from all walls, baseboards, cabinets, door frames, door jambs, switch-plate surfaces, appliance surfaces, vents, a/c units or blinds as needed.
9. . On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
10. Take down and clean/wipe down all light fixture globes/lenses.

C. Laundry Room

1. Clean windows and window ledges – inside and outside
2. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, cabinets, light fixtures, vents, etc.)
3. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
4. Check corners and remove cobwebs as necessary.
5. Wipe down/dust all furniture
6. Take down and clean/wipe down all light fixture globes/lenses.
7. Dust mop or vacuum all hard surface floor
8. On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
9. Remove any trash

CLEANING SPECIFICATIONS FOR PROPOSAL
LANDER UNIVERSITY

#6 McGHEE CT. APARTMENTS

4 buildings with 2 two-bedroom apartments per building
(8 apartments in total with adjoining laundry facility on rear of each apartment)
Approximately 1980 sq. feet per building

A. Bedrooms, hall areas, living areas, closets:

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, medicine cabinets, light fixtures, vents, A/C units, pipes, etc.)
2. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
3. Check corners and remove cobwebs as necessary.
4. Wipe down/dust all furniture (desk, chairs, tables, bed frames, closets, closet shelves)
5. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
6. Clean windows & window ledges
7. Check and remove all items left behind in closets, desk and dresser drawers. Any items left behind that would be considered returnable (clothes, books, cash, jewelry, items of value, etc.) should be given to the Housing Office in the Grier Student Center.
8. Damp wipe So-Flux covered (blue) mattresses with an anti-bacterial disinfectant cleaner and spot clean soiled areas.
9. Remove any trash.
10. Vacuum all carpet
11. Remove dirt from upholstered chairs and sofas with lint brush or vacuum
12. Take down and clean/wipe down all light fixture globes/lenses.

B. Bathrooms

1. Clean vents – dust/damp wipe soiled areas
2. Clean and disinfect all sinks and countertops. Faucets should be polished and free of smudges
3. Clean and polish mirrors
4. Clean showers, shower benches, shower doors, and soap dishes with an anti-bacterial disinfectant cleaner and remove all soap scum. Fiberglass surfaces should be cleaned with non-abrasive disinfectant and faucets should be polished and free of smudges.
5. Clean and sanitize toilets inside and outside with an anti-bacterial disinfectant. All stains should be removed from under the toilet rim. Clean and disinfect toilet seats on both sides.
6. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
7. . On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.

8. Disinfect inside all medicine cabinets and remove items left behind. Any items left behind that would be considered returnable (medicine, electric razors, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Disposable razors, soap, and shampoo are not considered returnable items.
9. Check under all vanity areas and remove items left behind. (Returnable items are to be given to the Housing Office.)
10. Remove any trash
11. Take down and clean/wipe down all light fixture globes/lenses.

C. Kitchens

1. Dust horizontal and vertical surfaces.
2. Open all cabinets to ensure that all items are removed. Any items left behind that would be considered returnable (dishes, pots or pans, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Food items, paper products, disposable pans, or items of minimal value are not considered returnable.
3. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
4. Damp wipe with disinfectant all cabinet shelves.
5. Scrub and disinfect stovetop, stove hood, counter surfaces and sinks. Faucets should be polished and free from smudges.
6. Remove all items from inside the refrigerator and stove. Any items left behind that would be considered returnable should be given to the Housing Office in the Grier Student Center.
7. Damp wipe the inside and outside of the refrigerator with an anti-bacterial disinfectant.
8. Wipe soiled areas from all walls, baseboards, cabinets, door frames, door jambs, switch-plate surfaces, appliance surfaces, vents, a/c units or blinds as needed.
9. . On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
10. Take down and clean/wipe down all light fixture globes/lenses.

C. Laundry Room

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, cabinets, light fixtures, vents, etc.)
2. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
3. Check corners and remove cobwebs as necessary.
4. Take down and clean/wipe down all light fixture globes/lenses.
5. Dust mop or vacuum all hard surface floor
6. On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
7. Remove any trash

CLEANING SPECIFICATIONS FOR PROPOSAL
LANDER UNIVERSITY

#7 NEW RESIDENCE HALL

103 Rooms and 103 Bathrooms

Bedrooms are 270 sq. ft. each

Building hallways, lobbies, and other common areas are not included in the cleaning contract.

A. Bedrooms

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, cabinets, light fixtures, vents, etc.)
2. Wipe soiled areas from all wall, baseboard, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, or blinds as needed.
3. Check corners and remove cobwebs as necessary.
4. Wipe down/dust all furniture (desk, chairs, bed frames, wardrobes, wardrobe shelves)
5. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
6. Clean all inside windows & window ledges
7. Clean and polish mirrors
8. Check and remove all items left behind in wardrobes, desks and drawers. Any items left behind that would be considered returnable (clothes, books, cash, jewelry, items of value, etc.) should be given to the Housing Office in the Grier Student Center.
9. Damp wipe So-Flux covered (blue) mattresses with an anti-bacterial disinfectant cleaner and spot clean soiled areas.
10. Remove any trash.
11. Dust mop hard surface floors
12. Damp mop hard surface floors with an anti-bacterial disinfectant
13. Clean and disinfect bedroom sink and countertop. Faucets should be polished and free of smudges.
15. Check under all vanity areas and remove items left behind. (Returnable items are to be given to the Housing Office.)
16. Take down and clean/wipe down light fixtures globes/lenses.

B. Bathrooms

1. Clean vents – dust/damp wipe soiled areas
2. Clean showers & soap dishes with an Anti-Bacterial disinfectant cleaner and remove all soap scum. Fiberglass surfaces should be cleaned with non-abrasive disinfectant and faucets should be polished and free of smudges.
3. Clean and sanitize toilets inside and outside with an anti-bacterial disinfectant. All stains should be removed from under the toilet rim. Clean and disinfect toilet seats on both sides.
4. Wipe soiled areas from all wall, baseboard, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, or blinds as needed.
5. Remove any trash

6. Clean with fungicide/antibacterial cleaner all ceramic tile floors and wipe down baseboards with a disinfectant cleaner. Remove any dirt buildup from corners, along baseboards and from any grooved surfaces
7. Take down and clean/wipe down all light fixture globes/lenses

CLEANING SPECIFICATIONS FOR PROPOSAL
LANDER UNIVERSITY

#8 THOMASON COTTAGES

17 buildings with 4 single rooms per building and 1 bathroom per building
728 sq. feet per building

A. Bedrooms, closets

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, light fixtures, vents, A/C units, etc.)
2. Wipe soiled areas from all wall, baseboard, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, or blinds as needed.
3. Check corners and remove cobwebs as necessary.
4. Wipe down/dust all furniture (desk, chair, bed frames, closets, closet shelves)
5. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
6. Clean windows & window ledges – **inside and outside**
7. Clean and polish mirrors
8. Check and remove all items left behind in closets, desks and drawers. Any items left behind that would be considered returnable (clothes, books, cash, jewelry, items of value, etc.) should be given to the Housing Office in the Grier Student Center.
9. Damp wipe So-Flux covered (blue) mattresses with an anti-bacterial disinfectant cleaner and spot clean soiled areas.
10. Remove any trash.
11. Dust mop hard surface floors
12. Damp mop hard surface floors with an anti-bacterial disinfectant
13. Take down and clean/wipe down all light fixture globes/lenses

B. Bathrooms

1. Clean vents – dust/damp wipe soiled areas
2. Clean and disinfect countertops and sinks. Faucets should be polished and free of smudges.
3. Clean and polish mirrors
4. Clean showers, shower doors (if applicable), shower benches and soap dishes with an Anti-Bacterial disinfectant cleaner and remove all soap scum. Fiberglass surfaces should be cleaned with non-abrasive disinfectant and faucets should be polished and free of smudges.
5. Clean and sanitize toilets inside and outside with an anti-bacterial disinfectant. All stains should be removed from under the toilet rim. Clean and disinfect toilet seats on both sides.
6. Wipe soiled areas from all wall, baseboard, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, or blinds as needed.
7. Remove any trash

8. Clean with fungicide/antibacterial cleaner all ceramic tile floors and shower walls and wipe down baseboards with a disinfectant cleaner. Remove any dirt buildup from corners, along baseboards and from any grooved surfaces*

9. Take down and clean/wipe down all light fixture globes/lenses

*Thomason – bathroom floors – 17 bathrooms

C. Laundry Room

1. Clean windows and window ledges – **inside and outside**

2. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, cabinets, light fixtures, vents, etc.)

3. Wipe soiled areas from all wall, baseboard, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, or blinds as needed.

4. Check corners and remove cobwebs as necessary.

5. Wipe down/dust all furniture

6. Take down and clean/wipe down all light fixture globes/lenses

7. Dust mop or vacuum all hard surface floor

8. Damp mop hard surface floors with an anti-bacterial disinfectant

9. Remove any trash

CLEANING SPECIFICATIONS FOR PROPOSAL
LANDER UNIVERSITY
#9 WILLIAMSTON

Seven Buildings – 4 suites per building (8 rooms per building)
2016 sq. feet per building

One Building – 3 suites in building (6 rooms in building) & laundry room
2016 sq. feet in building

A. Bedrooms, hallways

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, medicine cabinets, light fixtures, vents, A/C units, pipes, etc.)
2. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units, or blinds as needed.
3. Check corners and remove cobwebs as necessary.
4. Wipe down/dust all furniture (desk, chairs, bed frames, wardrobes, wardrobe shelves)
5. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
6. Clean inside of all windows & window ledges
7. Clean and polish mirrors
8. Disinfect inside all medicine cabinets and remove items left behind. Any items left behind that would be considered returnable (medicine, electric razors, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Disposable razors, soap, and shampoo are not considered returnable items.
9. Check and remove all items left behind in closets, desks and drawers. Any items left behind that would be considered returnable (clothes, books, cash, jewelry, items of value, etc.) should be given to the Housing Office in the Grier Student Center.
10. Damp wipe So-Flux covered (blue) mattresses with an anti-bacterial disinfectant cleaner and spot clean soiled areas.
11. Remove any trash
12. Dust mop or vacuum floor
13. On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
14. Clean and disinfect bedroom sink and countertop. Faucets should be polished and free of smudges.
15. Take down and clean/wipe down all light fixture globes/lenses.

B. Bathrooms

1. Clean vents – dust/damp wipe soiled areas
2. Clean showers, shower doors (where applicable), & soap dishes with an Anti-Bacterial disinfectant cleaner and remove all soap scum. Fiberglass surfaces should be cleaned with non-abrasive disinfectant
3. Clean and sanitize toilets inside and outside with an anti-bacterial disinfectant. All stains should be removed from under the toilet rim. Clean and disinfect toilet seats on both sides.

4. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, or blinds as needed.
5. Dust mop or vacuum floor
6. Clean with fungicide/antibacterial cleaner all ceramic tile floors and wipe down baseboards with a disinfectant cleaner. Remove any dirt buildup from corners, along baseboards and from any grooved surfaces**
7. Remove any trash.
8. Take down and clean/wipe down all light fixture globes/lenses.

C. Laundry Room

1. Clean windows and window ledges – **inside and outside**
2. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, cabinets, light fixtures, vents, etc.)
3. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, or blinds as needed.
4. Check corners and remove cobwebs as necessary.
5. Wipe down/dust all furniture
6. Take down and clean/wipe down all light fixture globes/lenses.
7. Dust mop or vacuum all hard surface floor
8. Damp mop hard surface floors with an anti-bacterial disinfectant
9. Remove any trash

**Williamston – all bathroom floors are ceramic tile and 2 handicapped accessible showers in building 3 have ceramic tile walls

CLEANING SPECIFICATIONS FOR PROPOSAL

LANDER UNIVERSITY

#10 University Place

5 buildings with 4 two-bedroom apartments per building

615 sq. feet per apartment

Total 12,300 sq. feet

A. Bedrooms, hall areas, living areas, closets:

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, medicine cabinets, light fixtures, vents, A/C units, pipes, etc.)
2. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
3. Check corners and remove cobwebs as necessary.
4. Wipe down/dust all furniture (desk, chairs, tables, bed frames, closets, closet shelves)
5. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
6. Clean windows & window ledges
7. Check and remove all items left behind in closets, desk and dresser drawers. Any items left behind that would be considered returnable (clothes, books, cash, jewelry, items of value, etc.) should be given to the Housing Office in the Grier Student Center.
8. Damp wipe So-Flux covered (blue) mattresses with an anti-bacterial disinfectant cleaner and spot clean soiled areas.
9. Remove any trash.
10. Vacuum all carpet
11. Remove dirt from upholstered chairs and sofas with lint brush or vacuum
12. Take down and clean/wipe down all light fixture globes/lenses.

B. Bathrooms

1. Clean vents – dust/damp wipe soiled areas
2. Clean and disinfect all sinks and countertops. Faucets should be polished and free of smudges
3. Clean and polish mirrors
4. Clean showers, shower benches, shower doors, and soap dishes with an anti-bacterial disinfectant cleaner and remove all soap scum. Fiberglass surfaces should be cleaned with non-abrasive disinfectant and faucets should be polished and free of smudges.
5. Clean and sanitize toilets inside and outside with an anti-bacterial disinfectant. All stains should be removed from under the toilet rim. Clean and disinfect toilet seats on both sides.
6. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
7. . On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
8. Disinfect inside all medicine cabinets and remove items left behind. Any items left behind that would be considered returnable (medicine, electric razors, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Disposable razors, soap, and shampoo are not considered returnable items.

9. Check under all vanity areas and remove items left behind. (Returnable items are to be given to the Housing Office.)
10. Remove any trash
11. Take down and clean/wipe down all light fixture globes/lenses.

C. Kitchens

1. Dust horizontal and vertical surfaces.
2. Open all cabinets to ensure that all items are removed. Any items left behind that would be considered returnable (dishes, pots or pans, items of value, etc.) should be given to the Housing Office in the Grier Student Center. Food items, paper products, disposable pans, or items of minimal value are not considered returnable.
3. Damp wipe with disinfectant all inside surfaces of drawers. Drawers should be left slightly open to allow airflow to dry surfaces.
4. Damp wipe with disinfectant all cabinet shelves.
5. Scrub and disinfect stovetop, stove hood, counter surfaces and sinks. Faucets should be polished and free from smudges.
6. Remove all items from inside the refrigerator and stove. Any items left behind that would be considered returnable should be given to the Housing Office in the Grier Student Center.
7. Damp wipe the inside and outside of the refrigerator with an anti-bacterial disinfectant.
8. Wipe soiled areas from all walls, baseboards, cabinets, door frames, door jambs, switch-plate surfaces, appliance surfaces, vents, a/c units or blinds as needed.
9. . On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
10. Take down and clean/wipe down all light fixture globes/lenses.

C. Laundry Areas

1. Dust horizontal and vertical surfaces of permanent furnishings. (i.e. baseboards, blinds, doors, cabinets, light fixtures, vents, etc.)
3. Wipe soiled areas from all walls, baseboards, doors (especially areas around door knob), door frames, door jambs, switch-plate surfaces, vents, a/c units or blinds as needed.
4. Check corners and remove cobwebs as necessary.
5. Wipe down/dust all areas
6. Take down and clean/wipe down all light fixture globes/lenses.
7. Dust mop or vacuum all hard surface floor
8. On hard surface floors remove any dirt buildup from corners, along baseboards, and from any grooved surfaces. Damp mop hard surface floors with an anti-bacterial disinfectant.
9. Remove any trash

D. Outside Patio (1st floor) or Balcony (2nd floor)

1. Wipe soiled areas from all wall, door, A/C units, etc. as needed.
2. Check corners and remove cobwebs as necessary.
3. Wipe ledges & clean railings outside building

4. Sweep & clean floors
5. Clean off all outside furniture/damp wipe soiled areas
6. Take down and clean/wipe down all light fixture globes/lenses.

Lander University reserves the right to choose all or partial total of residence halls to be cleaned according to needs and available budget at the time of award.

BIDDING SCHEDULE

BID below:

<u>LOCATION</u>	<u>PRICE</u>
#1 BEARCAT VILLAGE APARTMENT	\$ _____
#2-BROOKSIDE SUITES	\$ _____
#3 CENTENNIAL HALL	\$ _____
#4 CHIPLEY HALL	\$ _____
#5 LIDE APARTMENT	\$ _____
#6 MCGHEE CT. APARTMENTS	\$ _____
#7 NEW RESIDENCE HALL	\$ _____
#8 THOMASON COTTAGES	\$ _____
#9 WILLIAMSTON	\$ _____
#10 UNIVERSITY PLACE	\$ _____

TOTAL PRICE (01, 02, 03, 04, 05, 06, 07, 08, 09, 10) one time complete cleaning
\$ _____

Work must begin immediately after awarded contractor receives Purchase Order from Lander University.

I can complete this work window in work window discussed:

Company Name _____ Authorized Signature _____

Number of years of experience: _____

Additional Information:

References (for jobs you have completed similar to this bid)

Name: _____ Title : _____

Service(s) Provided: _____

Company Location Name: _____

Location Mailing/Street Address: _____

Location City / State / Zip: _____

Telephone Number(s): _____ Fax Number: _____

E-mail Address: _____

Name: _____ Title : _____

Service(s) Provided: _____

Company Location Name: _____

Location Mailing/Street Address: _____

Location City / State / Zip: _____

Telephone Number(s): _____ Fax Number: _____

E-mail Address: _____

Title : _____

Name: _____

Service(s)
Provided:

Company Location Name: _____

m _____

Location City / State / Zip: _____

Telephone Number(s): _____ Fax Number: _____

E-mail Address:

IX. ATTACHMENTS TO SOLICITATION

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 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.

AUTHORIZED SIGNATURE		PRINTED NAME		DATE
COMPANY			STATE VENDOR NO. (IF KNOWN)	
MAILING ADDRESS			SOCIAL SECURITY OR FEDERAL TAX NO.	
CITY	STATE	ZIP CODE		PHONE
EMAIL ADDRESS (Please Provide)				PO#
ACCEPTED BY STATE OF SOUTH CAROLINA AS FOLLOWS:				
BUYER				DATE

MMO NO. 001 (REV 7/01)

IMPORTANT TAX NOTICE - NONRESIDENTS ONLY

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

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

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

For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at **803-898-5383** or visit the Department's website at www.sctax.org.

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 803-898-5383.

Form W-9 (Rev. January 2005) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2>	Give form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note, if the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.