Scope of Work

- I. Scope of Solicitation
- **II.** Instructions to Offerors
- **III.** Scope of Work / Specifications
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- VI. Bidding Schedule

I. SCOPE OF SOLICITATION

Clemson University and the Clemson University Land Stewardship Foundation are seeking proposals for Electrical Maintenance Services, referred to hereafter as the Work, at the Clemson University International Center for Automotive Research (CU-ICAR) campus in Greenville, SC as described herein.

Award will be made to the highest ranked responsive and responsible Offeror as outlined below in Section IV. This will be a one year contract with the option to renew for an additional four years.

II. INSTRUCTIONS TO OFFERORS

Regardless of specific requirements below or in this document, Offerors are required to submit their proposal electronically through the Clemson University online bidding system. To do so you must login (registering first) at

<u>https://sciquest.ionwave.net/prod/default.aspx?company=clemson</u>, and follow specific instructions for this solicitation. You should register several days in advance of the bid closing date so you can be approved and login in time to submit a response.

INFORMATION FOR OFFERORS TO SUBMIT - In addition to information requested elsewhere in this solicitation, Offerors should submit the following information for purposes of evaluation:

1. Technical Proposal

- A. Your technical proposal should addresses how you will perform the scope required in Section III below in addition to the items listed below.
- B. Offerors shall include as references a list of five (5) maximum current or previous clients for whom similar work has been contracted with the Offeror. This information may be utilized by the Owner to verify past performance of each Offeror. This list should include names and contact information of previous clients and should include clients with

a minimum of two (2) years service contract. Provided client references should include a brief scope of work performed.

Contact information for references shall include:

- 1. Name of client company
- 2. Address of client company
- 3. Contact person for client
- 4. Telephone no. for contact person
- 5. Email for contact person

*It is the Offeror's responsibility to ensure that reference information provide is current and accurate. References will be contacted by email.

2. Cost proposal

A. The cost of the proposed solutions must be submitted separately from the technical proposal. Cost must be all inclusive of all to include any travel, lodging, and other expenses. Cost must be entered in the online bidding system where required. Your separate cost proposal may go into more detail in terms of cost breakdown, options, etc..., but it must also clearly indicate the cost you enter into the online system. This is the cost that will be used for evaluation purposes and should reflect the cost for the base technical proposal you are offering in response to this solicitation. If there are conflicts in the costs you propose or Clemson can not clearly determine a total cost for your proposal, your response may be deemed non-responsive.

B. Proposals shall include annual cost on a lump sum basis for all Work described herein. Proposals will be evaluated on the total of cost for all of the facilities. Cost shall be separated as follows in your Cost Proposal:

- 1. Campbell Graduate Engineering Center
- 2. Innovation Place
- 3. Center for Emerging Technologies
- 4. AutoPark (Parking Garage)
- 5. Plaza
- 6. Total of nos. 1, 2, 3, 4, and 5 above.

C. Cost proposals should include all additional pricing as listed in Section III, 4. Please note, this pricing is not included in the evaluation, but rather for informational purposes should the need ever arise throughout the term of the contract.

3. Please follow submittal requirements outlined in the Bid Attributes in the online bidding system for breakdown of proposals and number of copies that must be submitted.

4. The successful Offeror shall provide satisfactory evidence of all required insurance coverage and licenses PRIOR TO PERFORMANCE

5. Be sure to see the Event Activities in the online bidding system for details on deadlines for questions and the pre-bid meeting.

III. SCOPE OF WORK / SPECIFICATIONS

1. Contract Execution

- A. This solicitation is conducted jointly by Clemson University and the Clemson University Land Stewardship Foundation (CULFS) and both entities shall represent the Owner to the Offeror.
- B. CULFS will specifically contract through subsidiary entities known as LICAM, LLC or LICAR, LLC for the Work.
- C. It is the intent of the Owner to award to the successful Offeror one contract based on this request for proposal (RFP) and evaluation for the maintenance of mechanical and plumbing systems for the Campbell Graduate Engineering Center (CGEC or Campbell Center), Innovation Place, Center for Emerging Technologies (CET), CU-ICAR AutoPark (Parking Garage), and Technology Neighborhood I facilities located on the CU-ICAR campus.
- D. The CET facility is owned by CULFS and will be the paying entity for work in this facility.
- E. The AutoPark and Plaza are maintained by CULFS and will be the paying entity for work in these areas.
- F. Execution of the Work will be jointly under the management of the CU-ICAR Partnership Office, Clemson University's Office of Land & Capital Asset Stewardship, and Campbell Center (Department of Automotive Engineering) in Greenville, SC. Invoices will be submitted separately for the Campbell Center, Innovation Place, Center for Emerging Technologies, AutoPark, and plaza facilities.
- G. Successful Offeror must be properly licensed in the State of South Carolina and the City of Greenville, SC to perform the scope of Work described herein.

2. Evaluation Criteria

- A. Proposals will be evaluated as a request for proposals with the weighted criteria listed in Section IV below.
- B. Offerors shall include as references a list of five (5) maximum current or previous clients for whom similar work has been contracted with the Offeror. This information may be utilized by the Owner to verify past performance of each Offeror. This list should include names and contact information of previous clients and should include clients with a minimum of two (2) years service contract. Provided client references should include a brief scope of work performed.
- C. Contact information for references shall include:
 - 1. Name of client company
 - 2. Address of client company
 - 3. Contact person for client
 - 4. Telephone no. for contact person
 - 5. Email for contact person

D. It is the Offeror's responsibility to ensure that reference information provide is current and accurate. References will be contacted by email.

3. Proposal Cost

- A. Proposals shall include annual cost on a lump sum basis for all Work described herein as outlined above in Section II, B Cost Proposal.
- B. The Offeror may negotiate an increase in the annual lump sum cost on one year increments not to exceed 2.5% per the terms and conditions.

4. Cost of Added Work

- A. Specific work requested by the Owner in this section shall be reimbursed on a unit price basis in addition to the base bid Work. Cost for specific work not identified as part of the base bid shall be awarded to the successful offeror via change order. Cost for said change order shall be reviewed and approved by the Owner prior to execution of work. Provide a unit price rate for each of the following items.
 - 1. Misc. Work Hourly rate for misc. work not include in the base bid Work.
- B. The above unit rates shall include the cost of labor, overhead, and profit along with vehicles/equipment/fuel required to complete the requested work. Cost for specialty equipment or vehicles should be included with the cost proposal for added work and shall be approved by the Owner prior to performing the work.
- C. The above unit rates shall not include the cost of parts, pieces, misc. components, materials, equipment, or other specialty materials requested by the Owner. Cost of such materials shall be included in the cost proposal for added work and will be reimbursed to the successful offeror at a maximum 5% mark up.

5. Contract Schedule Terms

- A. The successful Offeror shall be awarded a contract for an initial period of three (3) years with an option to renew for an additional one (1) or two (2) years at the Owner's discretion. The total contract time shall not exceed five (5) years.
- B. The Owner reserves the right to terminate the contract for convenience with 30 days written notice to the successful Offeror.

6. Diversity Procurement Initiative

- A. Clemson University actively supports and encourages the use of diversity in its procurement initiatives. See the attached Appendix A Diversity Procurement Initiative for further explanation.
- B. The successful Offeror shall submit post-award their proposed plans relative to including proposed minority owned businesses, woman owned businesses, or any other considered disadvantaged business enterprise hereafter referred to as minority business enterprise(s) (MBE). The Offerors MBE proposal shall reflect the proposed use of minority owned business on an annual basis based on proposed cost and shall be designated as a percentage of the total annual cost.
- C. Proposed MBE included in the proposal may include but not limited to labor suppliers, subcontractors, vendors, suppliers, etc.
- D. If the Offeror is a MBE the total amount of proposed MBE Work shall be designated in the plan as 100%.

- E. MBE's listed in the proposal shall be designated as minority business enterprise (MBE), women business enterprise (WBE), or other disadvantaged business enterprise (DBE). Any certification status attained by listed MBE's should be noted in the proposal (i.e. SC Governor's Office of Small & Minority Enterprises).
- F. MBE's submitted for this Work need not be a certified MBE at the time of submittal but will need to provide proof to the Owner of their minority ownership upon Owner's request.
- G. MBE's submitted in the plan shall not be replaced without prior approval of the Owner.

7. Description of Facilities

- A. Carroll A. Campbell, Jr. Graduate Engineering Center 4 Research Drive Greenville, SC 29607
 - 1. 90,000 square foot education facility consisting of the following:
 - Three (3) class rooms
 - Vehicle Simulation Lab
 - Media Center
 - 25 private offices
 - 9,000 square foot graduate student cubicle area
 - Lobby/reception/gallery space
 - 300 seat auditorium with stage
 - Mechanical & electrical rooms
 - 21,000 square foot laboratory area
 - Passenger & vehicle elevators
 - Attached outdoor terraces
 - Pedestrian ramp
 - Adjacent paved areas
 - Restrooms
 - 2. Equipment included in the Work in this building are as specified on the attached Appendix C Building Equipment List.
 - 3. The Campbell Center will be occupied by approximately 300 faculty, staff, and students of Clemson University on a daily basis. Corporate partners and visitors in the facility may vary from day-to-day depending on special events.
 - 4. See the attached Appendix B Activity Matrix for frequency of activities for the Work.
- B. Innovation Place
 - 5 Research Drive

Greenville, SC 29607

- 1. 12,400 square foot, four level office building consisting of the following:
 - 3,100 square foot multi-purpose gallery
 - 3,100 square foot fitness center with men and women locker rooms
 - 6,200 square foot office area located on two levels
 - 3,100 square foot roof top garden with small patio area
 - Two stair towers
 - Two elevators

- Mechanical & electrical rooms
- Restrooms
- 2. Equipment included in the Work in this building are as specified on the attached Appendix C Building Equipment List.
- 3. Innovation Place will be occupied by 16 full time employees of Clemson University in the CU-ICAR Partnership Office. Corporate partners & visitors in the facility may vary from day-to-day depending on special events & meetings. The gallery area could host events with as many as 100 attendees. The fitness center will serve the entire CU-ICAR campus with initial use estimated at 200 persons on a daily basis.
- 4. Innovation Place will serve as the welcome location for visitors to the CU-ICAR campus and must be maintained as specified at all times. The facility will serve as host to numerous events for both public and private affiliates.
- 5. See the attached Appendix B Activity Matrix for frequency of activities for the Work.
- C. AutoPark (Parking Garage)

5 Research Drive

Greenville, SC 29607

- 1. Six (6) level structured parking garage consisting of the following: structured parking garage with approximately 12,000 parking spaces on six (6) levels.
 - Sidewalks & roadways
 - 440,000 square feet
 - 1,200 parking spaces
 - Pole mounted lights on top level
 - Metal halide lighting on other levels
 - Stairways with lighting
 - Various convenience power circuits
 - Elevators
 - Façade flood lighting
- 2. Equipment included in the Work in this building are as specified on the attached Appendix C Building Equipment List.
- 3. See the attached Appendix B Activity Matrix for frequency of activities for the Work.
- D. Center for Emerging Technologies
 - 3 Research Drive

Greenville, SC 29607

- 1. 60,000 square foot, three level multi-tenant office and laboratory building consisting of the following:
 - 12,000 square foot class A office suites for Sage Automotive Interiors
 - 4,700 square foot class A office suite for Clemson Computing and Information Technology
 - 1,200 square foot class A office suite for the South Carolina Research Authority
 - 5,800 square foot class A office suite known as the Technology Café for singletenant occupants in individual offices and cubicles
 - 2,700 square foot chemical laboratory occupied by Focus Chemical
 - 2,008 square foot class A office suite occupied by MTC Federal Credit Union
 - 9,000 square foot automotive testing lab, open office area, and simulation lab

- Two stair towers
- Two elevators
- Restrooms
- Lobbies
- Corridors
- Outdoor plaza areas
- Mechanical, electrical and information technology rooms
- 2. Specific components of office and lab suites vary from tenant to tenant. Suites include: conference/meeting rooms, break areas, work areas, storage rooms, private offices, cubicle areas.
- 3. The CET is currently occupied by approximately 120 full time employees of resident tenants. Occupancy could exceed 200 with one year. Corporate partners & visitors in the facility may vary from day-to-day depending on special events & meetings.
- 4. See the attached Cleaning Activity Matrix for frequency of cleaning activities for the Work.
- 5. See the attached Appendix B Activity Matrix for frequency of activities for the Work.
- E. Technology Neighborhood I Plaza
 - 1. Eleven (11) acre site development consisting of the following:
 - Sidewalks & roadways
 - Stairways with in-wall lighting
 - Landscaping
 - Pole mounted street lights
 - In ground accent lighting
 - Tree mounted accent lighting
 - Various convenience power circuits
 - Well & recirculation pumps
 - 2. Equipment included in the Work in this building are as specified on the attached Appendix C Building Equipment List.
 - 3. Technology Neighborhood I Plaza serves as the vehicular and pedestrian access to all CU-ICAR facilities.
 - 4. See the attached Appendix B Activity Matrix for frequency of activities for the Work.

8. Scope of Work

- A. This scope of Work shall include maintenance of all equipment as specified in this document. Maintenance shall include Work associated with any, but not limited to, of the following terms: maintenance, preventative maintenance, service, regular service.
- B. Successful Offeror shall provide Work with frequency in the attached Appendix B Activity Matrix.
- C. Maintain in good working order all equipment as listed on the attached Appendix C Equipment List and as prescribed in each equipment manufacturer operation and maintenance manual.
- D. Electronic copies of operation and maintenance manuals will be provided by the Owner upon request on CD only.

- E. Paper copies of manuals will not be provided by the Owner. It is the responsibility of the Offeror to provide necessary paper documents for preparation of their proposal and execution of the Work.
- F. Preventative maintenance as described in each manufacturer manual shall be included in the Work.
- G. Work related to manufacturers recommended maintenance & operations procedures shall include the cost of any special testing or examinations as required.
- H. Drawings of each facility shall be made available each offeror for reference as part of this RFP. These drawings are offered to represent the equipment included in each facility. Electronic copies of drawings will be provide by the Owner upon request on CD only.
- I. Paper copies of drawings will not be provided by the Owner. It is the responsibility of the Offeror to provide necessary paper documents for preparation of their proposal and execution of the work.
- J. Service technicians shall be dispatched and arrive on site within two hours for normal service requests.
- K. Service technicians shall be dispatched and arrive on site within one hour for emergency service requests.
- L. Successful Offeror shall coordinate maintenance activities with the Owner's designated representative for each facility. This shall include attending meetings as requested for coordination.
- M. Successful Offeror shall provide staffing on-site as necessary to perform the Work. This may include full or part time presence as deemed necessary by the Offeror
- N. The Offeror shall provide in the cost of the Work costs of any cell phone service, computers, office furniture, work benches, storage units, and office equipment required to perform the Work.
- O. All Work, specific or base bid, shall include the cost of all equipment, vehicles, fuel, and other associated materials necessary to complete the work.
- P. Cost to maintain any equipment added to the facilities post award of the contract shall be added via negotiated change order.
- Q. The Owner reserves the right to negotiate pricing for unforeseen conditions that may arise during the course of the contract. This shall include, but not limited to, items such as repairs due to weather related events, equipment failure not due to negligence, acts of nature, accidents, etc. The cost for unforeseen conditions work shall not be included in the base bid as it cannot be anticipated when equipment may default due to various reasons.
- R. References to fire alarm systems, information technology, telephone, audio visual systems, or elevators in any documents associated with this RFP shall be ignored. These systems are not part of the Work.
- S. Maintenance Plan: Successful Offeror shall develop a comprehensive maintenance plan to serve as a guide for implementation of the Work as described herein.
 - 1. Plan shall be developed as a draft for Owner review within 30 days of contract award
 - 2. Plan shall include a detailed check list and schedule of Work activities per the maintenance & operation manuals. This list shall designate specific equipment by facility.

- 3. A written report shall be submitted to the Owner monthly noting Work activities that occurred in the preceding month as specified in the plan giving the date of each activity.
- 4. Plan shall be updated as necessary to address specific needs or changes to the facilities.
- 5. Maintenance Plan to include an estimated quantity of replacement lamps for all light fixtures in the facilities. The successful Offeror & Owner shall negotiate an agreed quantity and price of replacement lamps to be stored in a designated place in each facility. These lamps to be available for replacement during monthly lighting survey by the successful Offeror. Owner shall reimburse Offeror for cost of lamps per this RFP. Labor to replace lamps shall be reimbursed per this RFP. Maintenance Plan to also include provisions to replace ballasts on an as needed basis with cost reimbursed to the Offeror per this RFP.
- T. Emergency Generators: Emergency generator warranties are included in the maintenance manuals on CD. The successful Offeror shall coordinate any repairs covered under warranty with the generator manufacturer on behalf of the Owner. Cost for repairs (labor, materials, & parts) not covered under manufacturer warranty shall be reimbursed by the Owner per the RFP.

9. Negligence

A. Successful Offeror shall be responsible for any cost associated with damage to Owner's property or equipment due to negligence in performing the Work.

10. Submittal Requirements Summary

- A. Offerors shall include the following data with their submittal for this RFP.
 - 1. Lump sum annual cost for the Work as described herein.
 - 2. Unit prices for Work as specified in Cost of Added Work, Section 4, of this document.
 - 3. A minimum of five (5) previous or current clients with contact information with a minimum of two (2) years service with specified client.

11. Non-Mandatory Pre-submittal Conference

- A. Offerors are strongly urged to attend a non-mandatory pre-submittal conference as described below:
 - 1. Date: March 10, 2014
 - 2. Time: 10:00 AM
 - 3. Location: CU-ICAR Partnership Office
 - 5 Research Drive

4th Floor, Small Conference Room

Greenville, SC 29607

- 4. Parking: Park on level 4 of the CU-ICAR Parking Garage. The CU-ICAR Partnership Office is located on level 4 of Innovation Place office building which is attached to the parking garage.
- B. Subcontractors, vendors, suppliers, etc. to prime Offerors are encouraged to attend the pre-submittal conference but it is not mandatory.

12. Definitions

- A. Off Hours Between the hours of midnight and 5:00 AM, Monday through Friday
- B. Operation Hours Between the hours of 8:00 AM and 4:30 PM, Monday through Friday
- C. Offeror or Prime Offeror The legal entity that will submit for contracting with the Owner for the Work described herein and be contractually responsible there for.
- D. Daily Basis Work days; Monday through Friday

IV. TERMS AND CONDITIONS – SPECIAL

- 1. <u>AWARD CRITERIA:</u> Offers will be evaluated using only the factors stated below. Evaluation factors are stated in the relative order of importance, with the first factor being the most important. Once evaluation is complete, all responsive Offertory will be ranked from most advantageous to least advantageous.
 - A. 50% Annual cost
 - B. 50% Submitted experience on similar work past performance

V. APPENDICES TO SCOPE OF WORK

- A. Clemson University Diversity Procurement Initiative
- B. Activity Matrix
- C. Equipment List

Please note, Appendix D & F are too large to transfer electronically. Copies of these will be available at the Prebid meeting as well as upon request.

- D. Manufacturer Maintenance Manuals
- E. Facility Drawings



Diversity Procurement Initiative

In order to fulfill the vision of being one of the nation's top 20 public universities, Clemson University has identified strategic, 10-year goals, including the goal to "Strengthen our sense of community and increase our diversity." Achieving this goal will require a broad-based approach that encompasses the student body, faculty and staff as well as the community of vendors and contractors with whom the university conducts its business and any university-affiliated organization.

Just as Clemson has established a goal of no less than double-digit minority student enrollment, we also endorse and adopt the State of South Carolina's goal of ensuring that minority-owned businesses represent a minimum of 10 percent of state agency procurement contracts. As Clemson expands its research and academic presence across the state, these developments should reflect a similar level of diversity in the vendor/contractor community. Adherence to these guidelines will be required of both public and private investments.

The president will assign specific individuals to manage this diversity vendor and procurement initiative and develop metrics to measure progress.



Clemson University – ICAR: Minority Business Utilization Program

Clemson University has established a strategic objective of achieving a minimum of double digit minority business participation in all procurement contracts with vendors and contractors involved in the Clemson University International Center for Automotive Research, both public and private. Each vendor/contractor must provide along with their bid a Minority Business Utilization Plan which details their efforts for achieving the minimum objectives as set forth above.

Each Plan shall address efforts at outreach to the minority community to make them aware of specific business and work opportunities. Information regarding individuals, organizations and media used during outreach are to be included in the Plan. Clemson University is prepared to serve as a resource to assist with outreach efforts.

Each Plan shall also provide the names of specific individuals who were contacted for business and work opportunities and when those individuals were contacted along with their response. Clemson University will verify all information provided.

The Plan must contain as a minimum, the definition of the scope of work to be subcontracted, estimated dollar value of the scope of work and the name of the minority business to be utilized. If for some reason an identified minority business is later dropped from the Plan, Clemson shall be notified immediately. Any replacement for a dropped minority business shall satisfy the minority component of the Plan and Clemson's permission must be given before any substitution is made.

The Plan should show evidence that each minority business doing work over \$100,000 is certified as such (*List Acceptable Certification Types*). Copy of certification materials will be provided to Clemson for verification. If a proposed minority business is not certified, Clemson will work with the vendor/contractor to validate certification. For work under \$100,000, minority businesses can be approved through notarized certification documents.

The successful vendor/contractor shall provide a monthly report to Clemson University-ICAR indicating the progress made toward achieving the objectives of the Plan. Each monthly report shall list the businesses used, the amount paid to them and the type of work they performed.

Clemson University will provide assistance identifying bonding options and strategies related to minority business utilization.

Success of individual Plans will be reported through the Minority Business Utilization Report prepared by Clemson University.



Attachment B

Electrical Maintenance Activity Matrix

11-Feb-14

	60-14										
	Activity	As Needed	Daily	Twice Weekly	Weekly	Twice Monthly	Monthly	Every 6 Weeks	Twice Yearly	Yearly	Every 2 Years
1	Provide maintenance/service activities per maintenance & operations manuals	V									
2	Survey all interior and exterior areas, rooms, spaces, etc. to review light fixture illumination, not deficiencies, and note necessary repairs or replacement of lamps; exterior areas shall be surveyed at night. Do not include replacement parts/lamps in the cost of Work. Cost should include only survey.							٧			
3	Conduct infrared testing of all electrical panels and report in writing to Owner; This testing to be conducted every two (2) years.										v
4	Clean electrical rooms; Work to include wiping of all surfaces of piping & equipment, sweep and mop floors								v		
5	Submit to the Owner in writing a detail report of activity for the Work. Report shall include all contract activities conducted during the specified time including date of specific activities							٧			
6	Check emergency generators fuel level & fill as necessary; invoice owner for cost of fuel; cost to check to be included in Work							٧			
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Attachment C

Carroll A. Campbell Graduate Engineering Center (CGEC)

CGEC Equipment List – Electrical

- 1. Grounding and Bonding
- 2. Hanger and Supports
- 3. Seismic Restraint Systems
- 4. Electrical Identification
- 5. Raceways and Boxes
- 6. Cable Tray
- 7. Wiring Devices
- 8. Packaged Engine Generators
- 9. Enclosed Switches and Circuit Breakers
- 10. Fuses
- 11. Lighting
- 12. Lighting Control Systems

Parking Garage and Innovation Place

Parking Garage and Innovation Place Equipment List - Electrical

- 1. Lighting
- 2. Dimming System First Floor
- 3. Gear
- 4. Self Regulating Heating Cable

- 5. Transformers
- 6. Panel HG Tower / Ground Floor
- 7. Panel EMDP
- 8. Installation Guide Z-Max Relay Panels
- 9. Panel LPG Main Lighting Panel Rm. 107
- 10. Generator / Automatic Transfer Switch
- **11. Specification Sheet**
- 12. Wiring Diagrams

Center for Emerging Technologies Equipment List - Electrical

- 1. Grounding and Bonding
- 2. Hanger and Supports
- 3. Seismic Restraint Systems
- 4. Electrical Identification
- 5. Raceways and Boxes
- 6. Cable Tray
- 7. Wiring Devices
- 8. Packaged Engine Generators
- 9. Enclosed Switches and Circuit Breakers
- 10. Fuses
- 11. Lighting
- 12. Lighting Control Systems