

 THE CITADEL	Solicitation Type Solicitation Number Date Issued Procurement Officer Phone E-Mail Address	Best Value Bid BVB 23022-JM June 7, 2023 Jeff Molloy 843-953-6873 jmolloy@citadel.edu
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DESCRIPTION: The Citadel seeks offers from qualified firms for janitorial/custodial services for the entire campus.

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

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

SUBMIT OFFER by: **Thursday, July 13, 2023 at 2:00 PM** (See "Deadline For Submission Of Offer" provision)

NUMBER OF COPIES TO BE SUBMITTED: **Three (3) paper copy and One (1) electronic copy on a thumb drive.**

 Initial here if NO redacted copy is necessary

QUESTIONS MUST BE RECEIVED BY: **Thursday, June 29, 2022 at 2:00 PM** (See "Questions from Offerors" provision)

All questions shall be submitted in writing to the email address of the Procurement Officer listed above by the date and time specified and the subject line of the email shall read, "BVB 23022-JM Questions"

CONFERENCE TYPE: Pre-proposal conference DATE & TIME: June 22, 2023 10:00 a.m. <u>No other site visits will be offered</u> (As appropriate, see "Conferences- Pre-Bid/Proposal" & "Site Visit" provisions)	LOCATION: Facilities and Engineering Conference Room 520 Wilson Ave. Charleston, SC 29409 please contact Jeff Molloy, procurement@citadel.edu on or by June 13, 2023 before 2:00 pm to request the confirmation of your attendance
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AWARD & AMENDMENTS	Award is expected to be posted by August 3, 2023 The award, this solicitation, any amendments and any related notices will be posted at the following web address: https://www.citadel.edu/procurement/
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You MUST submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold your Offer open for a minimum of one-hundred twenty (120) calendar days after the Opening Date. (See "Signing Your Offer" provisions.)	
NAME OF OFFEROR (Full legal name of business submitting the offer)	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)	DATE SIGNED
PRINTED NAME & TITLE (Name and Business title of person signing above)	STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

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

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

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

ACKNOWLEDGMENT OF AMENDMENTS Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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Preferences do not apply to Request for Proposals per SC Consolidated Procurement Code Section 11-35-1524, e (5)
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Solicitation Outline

- I. Scope of Solicitation**
- II. Instruction 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**
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- VIII. Bidding Schedule / Cost Proposal**
- IX. Attachments to Solicitations.**
 - a. Provisions and Clauses by Reference**
 - b. Minority Participation Affidavit**
 - c. Non-Residents Taxpayer**
 - d. Offeror's Checklist**

AQUIRE SERVICES (JAN 2006): The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications and conditions. It is the intent of The Citadel to solicit bids for Janitorial / Custodial Service in accordance with all requirements stated herein. The purpose of this solicitation is to solicit offers from qualified firms for janitorial/custodial services for the entire campus. Please note each building and/or location specific custodial responsibilities described in the attached files. This specification covers provisions for complete and efficient janitorial services, including all reasonable and necessary labor, supervision, equipment and supplies in order to keep the contracted areas clean and properly supplied.

I. Scope of Solicitation

Contractor will provide for a complete and efficient program including all reasonable and necessary labor, supervision, equipment and supplies in order to maintain a clean, healthy and safe environment for all sites.

The bidder will further declare that he/she has examined the site of work and has become thoroughly familiar with all conditions pertaining to the work to be performed. The bidder also has examined the plans and specifications for the work and contractual documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he/she has been satisfied relative to the work to be performed.

MAXIMUM CONTRACT PERIOD – ESTIMATED MODIFIED (JAN 2006): This is a two-year (2) year contract with three (3) one (1) year renewal options. The maximum contract life is five (5) years.

Start date: 10/01/2023 End date: 09/30/2028

Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract - Effective Date/Initial Contract Period".

II. INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS

DEFINITIONS, CAPITALIZATION, AND HEADINGS (FEB 2015)

CLAUSE HEADINGS USED IN THIS SOLICITATION ARE FOR CONVENIENCE ONLY AND SHALL NOT BE USED TO CONSTRUCT 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.

BOARD means the South Carolina Budget & Control Board 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 mean 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.

[02-2A003-2]

AMENDMENTS TO SOLICITATION (JAN 2004): (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.citadel.edu/procurement/vendors-and-suppliers/solicitations/> (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

[02-2A005-1] [Modified Website]

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 (Modified) Notice regarding any award, cancellation of award, or extension of award will be posted at the location & 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 in excess of one hundred thousand dollars, such notice will be sent electronically to all offerors responding to the solicitation and any award will not be effective until the calendar day (including weekends and holidays) immediately following the seventh business day after such notice is given [02-2A010-2]

BID / PROPOSAL AS OFFER TO CONTRACT (JAN 2004): By submitting Your Bid or Proposal, you are offering to enter into a contract with the Using Governmental Unit(s). Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed. [02-2A015-1]

BID ACCEPTANCE PERIOD (JAN 2004): In order to withdraw Your Offer after the minimum period specified on the Cover Page, you must notify the Procurement Officer in writing. [02-2A020-1]

BID IN ENGLISH & DOLLARS (JAN 2004): Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation. [02-2A025-1]

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

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (MAY 2008): GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

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

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

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

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

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

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

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

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

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

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

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

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004)

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

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

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

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

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

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

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

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

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

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

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

[02-2A035-1]

CODE OF LAWS AVAILABLE (JAN 2006): The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at:

<http://www.scstatehouse.gov/code/statmast.php>

The South Carolina Regulations are available at:

<http://www.scstatehouse.gov/coderegs/statmast.php>

[02-2A040-2]

DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (FEB 2015): You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have

an unfair competitive advantage or a conflict of interest, the state may withhold award. Before withholding award on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your offer identifies any services that relate to either this solicitation or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either. [02-2A047-2]

DEADLINE FOR SUBMISSION OF OFFER (JAN 2004): Any offer received after the Procurement Officer of the governmental body or his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or the governmental bodies' mail room which services that purchasing office prior to the bid opening. [R.19-445.2070(H)] [02-2A050-1]

DRUG FREE WORK PLACE CERTIFICATION (JAN 2004): By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended. [02-2A065-1]

DUTY TO INQUIRE (FEB 2015): Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. All ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by amendment. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the State's attention. See clause entitled "Questions from Offerors." [02-2A070-2]

ETHICS CERTIFICATE (MAY 2008): By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

OMIT TAXES FROM PRICE (JAN 2004): Do not include any sales or use taxes in Your price that the State may be required to pay. [02-2A080-1]

PROTESTS (JUNE 2006): Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled "Protest-CPO". [Section 11-35-4210] [02-2A085-1]

PUBLIC OPENING (JAN 2004)) Offers will be publicly opened at the date/time and at the location identified on the Cover Page, or last Amendment, whichever is applicable. [02-2A090-1]

QUESTIONS FROM OFFERORS (FEB 2015): (a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. See clause entitled "Duty to Inquire." We will not identify you in our answer to your question. (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer -- as soon as possible -- regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140] [02-2A095-2] Please send questions to procurement@citadel.edu

REJECTION/CANCELLATION (JAN 2004): The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R.19-445.2065] [02-2A100-1]

RESPONSIVENESS/IMPROPER OFFERS (JAN 2004): (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.

[02-2A105-1]

SIGNING YOUR OFFER (JAN 2004): Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words by its Partner, and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venture involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal. [02-2A115-1]

STATE OFFICE CLOSINGS (JAN 2004): If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the government office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If state offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information may be available at:

<https://scemd.org/closings>

[02-2A120-2]

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): Unless specifically instructed otherwise in the solicitation, you should submit your offer or modification in accordance with the clause titled "ON-LINE BIDDING INSTRUCTIONS." Paper offers are discouraged. If you must submit a paper offer or modification the following instructions apply. (a) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (b) (1) All copies of the offer or modification, and any other documents required to be submitted with the offer shall be enclosed in a sealed, opaque envelope or package. (2) Submit your offer or modification to the address on the Cover Page. (3) The envelope or package must show the time and date specified for opening, the solicitation number, and the name and address of the bidder. If the offer or modification is sent by mail or special delivery service (UPS, Federal Express, etc.), the outermost envelope or wrapper must be labeled "OFFER ENCLOSED" on the face thereof. (c) If you are responding to more than one solicitation, submit each offer in a separate envelope or package. (d) Submit the number of copies indicated

on the Cover Page. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. [02-2A130-2]

TAX CREDIT FOR SUBCONTRACTING WITH DISADVANTAGED SMALL BUSINESSES (JAN 2008): Pursuant to Section 12-6-3350, a taxpayer having a contract with this State who subcontracts with a socially and economically disadvantaged small business is eligible for an income tax credit equal to four percent of the payments to that subcontractor for work pursuant to the contract. The subcontractor must be certified as a socially and economically disadvantaged small business as defined in Section 11-35-5010 and regulations pursuant to it. The credit is limited to a maximum of fifty thousand dollars annually. A taxpayer is eligible to claim the credit for ten consecutive taxable years beginning with the taxable year in which the first payment is made to the subcontractor that qualifies for the credit. After the above ten consecutive taxable years, the taxpayer is no longer eligible for the credit. A taxpayer claiming the credit shall maintain evidence of work performed for the contract by the subcontractor. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Questions regarding the tax credit and how-to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498. [02-2A135-1]

WITHDRAWAL OR CORRECTION OF OFFER (JAN 2004): Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by S.C. Code Section 11-35-1520 and Regulation 19-445.2085. [02-2A150-1]

II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCTIONS

CONFERENCE – PRE-BID/PROPOSAL (JAN 2006): Due to the importance of all offerors having a clear understanding of the specifications and requirements of this solicitation, a conference of potential offerors will be held on the date specified above. **Have a copy of the solicitation ready so you can follow along with the discussion.** Any changes resulting from this conference will be noted in a written amendment to the solicitation. Your failure to attend will not relieve the Contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the State. The State assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available at the conference. Nor does the State assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before the execution of this contract, unless that understanding, or representation is expressly stated in this contract.

Pre-Bid/Proposal and site visit Conference Date and Time: Thursday, **06/22/2023 10:00 am**

Location of Pre-Bid/Proposal Conference: **Facilities and Engineering Conference Room 520 Wilson Ave. Charleston, SC 29409**

If you would like to participate in the pre-bid conference, please contact Jeff Molloy procurement@citadel.edu on or by June 13, 2023 before 2:00 pm to request the confirmation of your attendance. Please note: No other site visits will be available.

This solicitation includes a NON-Mandatory Pre-Proposal Conference. While attendance is not required, Offerors are strongly encouraged to attend and participate. The purpose of the Pre-Proposal Conference is to identify items that are in error, unclear, or unduly restrictive.

All conference attendees should read the solicitation and develop their questions in preparation for the conference. The pace of the conference will **NOT** afford individuals enough time to complete an initial review of the document during the conference. [02- 2B025-1]

PROTEST - CPO - MMO ADDRESS (JUN 2006): Any protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing

(a) by email to protest-mmo@mmo.state.sc.us,

(b) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201.

[02-2B122-1]

III. SCOPE OF WORK/SPECIFICATIONS

STATEMENT OF WORK (JUNE 2007)

- 1.0 This Scope of Work (SOW) defines the minimal acceptable performance by the vendor wanting to endure the high standards that The Citadel requires. The purpose of this solicitation is to petition offers from qualified firms for janitorial /custodial services for The Citadel Campus and athletic facilities. The Citadel requires the level of service necessary to obtain the Association of Higher Education Facilities Officers (APPA) Level 2 appearance factor, as described in the APPA publication "Operational Guidelines for Educational

Facilities” Custodial, Third Edition. The emphasis of the offer should be a clear indication of the offeror’s ability and cost to provide services that meet or exceed the specifications described in the following attachments:

Attachment “A” represents the description of the task of cleaning and minimum standards, Attachment “B” describes the frequencies required for The Citadel’s campus in conduction with “Special instructions” that is incorporated per building, all cleaning standards should follow the periodicity as described in Attachment “C”. It will be the responsibility of the contractor / bidder to obtain these same cleaning task standards for all areas on campus.

The Citadel reserves the right to add and delete campus buildings or square footage within the facility as needed. Prior to adding a building or square footage. Fees will be based on agreed upon bid schedule. The task cleaning standards and frequencies must meet or exceed those established herein. The Citadel may utilize the optional hourly porter services rate described at the bottom of the bidding schedule as needed throughout the campus.

Environmentally preferable - Means that a product or service has a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Chemical cleaning products are the cleaning products, supplies, and materials required in performance of this contract. The contractor will supply all products to be used and must certify that they meet or exceed eco-friendly standards for cleaning services.

1.1 Required:

- 1.1.1 Contractor should have a Training Program, and a Quality Control Program in place and must be included in this proposal. The Citadel reserves the right to audit this information at any time for any reason, announced or unannounced. The Training Programs should include, but not limited to the following:
 - 1.1.1.1 Training on the cleaning methods, frequencies and requirements in this solicitation.
 - 1.1.1.2 Title IX Sexual Harassment.
 - 1.1.1.3 Protection to minors (camps on campus)
 - 1.1.1.4 Blood Borne Pathogens exposure.
 - 1.1.1.5 HazCom.
 - 1.1.1.6 MSRA.
 - 1.1.1.7 Slip Trips and Falls.
 - 1.1.1.8 FERPA Confidential records, must be completed by any personnel working in the executive areas.
- 1.1.2 Contractor must have an electronic quality control inspection process for The College. Reports must be provided to the Contracts Manager for review and auditing purposes.
- 1.1.3 The Contractor must provide services for recall if proper cleaning has not been performed the previous night. If an area is not clean when the District representative reports to work, the contractor must have an employee on the job within one hour to start cleaning. Contractor will provide in their proposal the emergency phone number to be used for these calls and an individual with whom the district should talk.
- 1.1.4 The Contractor must provide at a minimum one (1) district/group/branch level manager and one (1) operational contract manager to oversee onsite contract/unit/area managers. These managers must possess at least two (2) years’ experience of managing school custodial services of comparable size and scope. Staff flow chart with names must be included with proposals. Management duties must be exclusive to The Citadel, shared management duties with other customers will not be accepted.
- 1.1.5 Contractor must meet all United States Occupational Safety and Health Administration rules and regulations, as well as other applicable rules/regulations. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. (SDS) Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning process. The-contractor is required to furnish all cleaning supplies and equipment necessary in order to fulfill all task mentioned within.
- 1.1.6 Contractor must maintain a qualified floor technician on staff at all times.

1.2 Uniforms:

All personnel on campus on or off duty will have a clean and presentable uniform plus prominently displayed at all times as well as the Citadel identification card provided to them during the hiring process or a picture ID with company name. Contractor will provide company identifying uniforms to all non-management personnel; all will be required to wear the company identifying uniforms while in the performance of their duties, uniforms will be clean, pressed, and in good condition. Contractor’s uniforms will be appropriately worn, non-revealing and will not contain logos, sayings, phrases, pictures, graphics, and or advertisements other than a discreet company logo(s).

The Contractor must describe how the company will meet the following minimum requirements for uniforms. The successful contractor must meet or exceed the following uniform criteria:

- The CONTRACTOR shall require all employees to wear distinctive uniform clothing. Male employees shall wear uniforms consisting of sleeved shirts and trousers. Female employees shall wear uniforms consisting of either skirts or pants and shirts/blouses. All male and female uniforms will be of the same color for all employees.
- The uniform shall have the CONTRACTOR's name affixed thereon in a permanent manner. Any color or color combination may be used. Employees shall be required to dress neatly, commensurate with the tasks being performed.
- The contractor shall require employees to be dressed in their work attire when reporting for duty, as locker space is not available.
- The contractor shall require employees to wear closed toe footwear – covering all exposed areas of the foot. Soles of footwear shall be non-slip and compatible with the surfaces being cleaned and chemicals/cleaning agents used in the performance of his/her duties.
- The Citadel representative retains the right, at no charge to The Citadel, to send home any CONTRACTOR's employees it deems not to be in proper uniform.

1.3 Restocking of Facility

Contractor will be responsible for the following materials;

- Hand sanitizer
- Liquid hand soap
- Air deodorizers (Restrooms only).
- Sanitary napkin disposal container bags.
- Toilet seat covers.
- Batteries (any dispensers on campus)
- Plastic trash cans liners clear (recycling) and black (Waste) - (28 Qt. to 45 Gal.)
- Interior and exterior mats (See Attachment "E")
- Athletic showers soap and shampoo product and dispensers

All paper products and the dispensers will be supplied by The Citadel and maintained by the contractor, paper towels shall be replenished with sufficient supply to last until the next scheduled service, including replacement of batteries in battery powered dispensers. Any additional products needed to support this contract will be responsibility of the Contractor. Contractor's staff shall insure the proper operation of all dispensers upon restocking of dispensers. Dispensers found to be non-functional will be tagged out of order and reported by the Contractor to The Citadel Contract Manager immediately. Contractor shall be responsible for replacing dispensers damaged by their staff. The Citadel will replace vandalized dispensers. All materials will be checked out (at a time designated by The Citadel) from the Central Supply Warehouse on a document provided by The Citadel. The Contractor will be responsible for transporting the materials to the buildings where required.

Helpful Resources: Useful guidance for identifying product brands having one or more environmentally preferable attributes can be found at the Federal government's EPA's website at <http://www.epa.gov/epp/index.htm>.

Recycling is the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace. Vendors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this solicitation.

Sustainability means meeting the needs of the present without compromising the ability of future generations to meet their own needs. Sustainability requires simultaneously meeting environmental, economic and community needs.

Daily Cleaning Personnel:

In addition to general daily cleaning, offers must include a bid for daytime cleaning personnel. Whose primary purpose of this person(s) will be to handle complaints and special cleaning. It will be acceptable for this person(s) to handle some portion of the general daily cleaning.

Energy Clause:

If mandatory energy conservation measures are applied to state facilities, the contractor will be expected to alter his work schedule procedures as required for compliance. When the measures are lifted, the contractor will then be required to bring the facilities back up to previous standards within a reasonable period of time.

Utilities:

The Citadel will provide the contractor with all normal utilities necessary for performing this contract, i.e., electricity, lights, water. Upon written request from The Citadel, the contractor will comply with energy conservation requirements initiated by State Government. The contractor shall supply all connections to the utilities, such as hoses and electrical cords.

Office space and Storage:

The Citadel will provide the contractor with space for office, training, breakroom, materials and job-related equipment. It is the responsibility of the contractor to maintain the exterior of the office area free of any materials that will lower The Citadel's and Facilities and Engineering grounds appearance. Security will be provided only to the degree of the daytime presence of campus personnel and normal campus security. Should a contractor desire additional security, it will be the responsibility of the contractor to decide and pay associated costs. The Citadel will provide as available; domestic water, sewer and 100 amps of single-phase power. Natural gas is not available. Contractor will receive (1) Citadel Phone line and (1) data line. The awarded contractor will be responsible for providing and maintaining the structure in the space provided by The Citadel. The Contractor shall keep all janitor closets, storage rooms and other space assigned for this use clean, orderly and locked at all times. Contractor is responsible for ensuring all hazardous materials are stored in accordance with applicable local, state and federal codes. Exceptions shall be made only with prior written permission from the Citadel Safety and Risk Manager.

Minimum Wage:

In the event of a federal minimum wage increase the current contract price will be subject to re-negotiation. No changes to the contract will be made without approval in writing of both parties. The contractor will be granted such an increase provided sufficient documentation is given to support the increase. The Contractor shall provide The Citadel with a listing of all benefits (Medical, dental, leave, sick leave, retirement etc.) All workers will receive a minimum wage of \$15.00 an hour while employed to work at The Citadel.

- a. The contractor may choose at its own discretion and no additional charges to The Citadel to pay any of its employees more than the starting required wage minimums, please describe in your solicitation what all those increases or the description of departure from the minimum wage will be in all positions.
- b. Note that the wages, salaries and hours worked by the Contractor's employees must be within the framework of the present Federal, State, and Local Labor Laws and Regulations. Any failure to comply with the labor laws and regulations will be the sole responsibility of the Contractor.
- c. **Offeror must state by position: days of service per year, total hours of service per week and wages to be paid.**

Holidays and breaks:

The Citadel follows a compressed holiday schedule. If The Citadel observes the holiday the contractor is encourage to observe as well, it is the bidder's responsibility to ensure all employees follow The Citadels schedule to assure support of the Corps of Cadets during operational days that might require sufficient personnel to support their functions.

IV. INFORMATION FOR OFFERORS TO SUBMIT

Operations

1. Employee Hiring, Training and Development

The Contractor must provide an on-site Manager of Custodial Services who must have training and experience proportionate with his/her assigned duties to provide onsite, day-to-day management of the custodial department and must have Signature Authority.

- a) The Manager of Custodial Services must have a minimum of five (5) years of appropriate experience in similar facility custodial service contracts or of appropriate experience acceptable to The Citadel, in covering labor and management services.
- b) The Manager of Custodial Services and any other staff or management personnel of the Contractor's firm that provides direct services to The Citadel must be acceptable to The Citadel's administration, and the administration retains the right of refusal and dismissal at any time. The Manager's philosophy and principles of management must be compatible to those of The Citadel.
- c) The Manager will coordinate with The Citadels Contracts Manager. The Custodial Manager shall provide at least forty (40) hours a week liaison time for this Contract. The Manager shall be responsible for the daily performance of the Supervisors and other employees assigned to perform work on this Contract. The Manager shall file all daily, weekly, and monthly reports as directed by The Citadel Contracts Manager.
- d) Provide documentation describing contractor's employee hiring criteria, training and development program(s) at a minimum, include screening of applications, interviews, calls to all references, and additional background investigation to include drug screening, injury history, convictions, etc. Company employees will strictly adhere to The Citadel regulations regarding personal behavior. All employees of the contractor must have a criminal history background check conducted with local and state law enforcement agencies.
- e) Describe contractor's program for continuing education and training, including job training and certification of supervisors, lead

workers and workers.

2. Quality Control

- a) As a minimum standard and in an effort to assure quality control, The Citadel will require weekly meetings with the on-site Manager of Custodial Services assigned to The Citadel. The primary purpose of these meetings is to facilitate the evaluation of the standards of performance of the Contractor and to provide a forum for open discussion and the resolution of problems that may develop regarding the delivery of services under the contract.
- b) It is The Citadel's goal is to achieve an APPA 2 level of cleaning service. The Manager of Custodial Services' immediate supervisor shall visit and/or inspect the Contractor's cleaning operation at The Citadel at least six (6) times per year. During or at the conclusion of each of these inspection visits, the supervisor shall submit a written inspection report to The Citadel and schedule a meeting with the Contracts Manager or his/her designee.
- c) The Contractor shall develop a detailed outline of its procedures for monitoring quality control and providing continuous communications incorporating the minimum requirements specified in the previous two paragraphs.
- d) Contractor or employees of Contractor shall notify The Citadel Contracts Manager of any evidence of theft, forced entry, leaks, flooding, unsafe conditions, pests, lost facility keys in their possession or any condition which may seem detrimental to the school function of maintenance in the same day the Contractor becomes aware of such incident or event. All serious issues should be addressed immediately or contact the Administrator or his or her designee. In the event of an emergency or if the problem arises after-hours, Contractor should contact The Citadel public safety directly.

3. Contractor Employees

- a) All persons employed to perform these services shall be employees of the Contractor, well trained in cleaning, basic sanitation, safety and blood-borne pathogen procedures. Some services under the contract may be provided through subcontractors, but only after first obtaining written approval for services from the administrator. Examples might include glass cleaning, certain periodic/project tasks. The Contractor shall provide sufficient personnel to perform the required services efficiently and, in a manner, satisfactory to The Citadel. No person shall be allowed on the property who is not directly involved in the performance of the janitorial services. If the Contract Manager notifies the Contractor in writing that any person employed on this contract is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this Contract without the written consent from The Citadel.
- b) The Citadel will require that any substantial change to the frequency of the cleaning schedule or procedure must have the written approval of the contract's manager or his/her designee. All services performed under the terms of this contract shall comply with the requirements of the standards specified in the Occupational Safety and Health Act, and applicable regulations, as well as with other applicable federal, state and local laws and regulations.
- c) The Contractor must have an established, up-to-date, in-service educational training program dealing with the many diverse cleaning disciplines that may be found within a College / University facility, and document training given to Contract employees and staff. Such documentation will conform to The Citadel's procedures and be maintained by the Contractor.
- d) Criminal background checks shall be performed at Contractor's expense.
- e) Custodial Program – The Contractor shall provide sufficiently qualified on-site custodial personnel to provide the service delivery specified in this Contract. It is understood that the Contractor will provide custodial services seven (7) days per week, including holidays. Contractor will supply the Administrator with current phone numbers of personnel assigned to the University to be called in case of emergencies.
- f) Contractor unless otherwise specified herein, shall provide trained, qualified personnel to perform the duties required in accordance with the specifications. The Contractor, for the performance of custodial work, shall provide adequate personnel during the hours shown on the Cost Proposal Form.
- g) Contractor staff will be required to meet OSHA's regulations all training must be documented and available to both the Safety Office and Contracts Manager.
- h) Within 30 calendar days after award, the Contractor shall submit to the Contracts Manager a general schedule of planned performance of work for the Contract period. The schedule shall indicate when routine work will be accomplished, and the day of the week that weekly or less frequent services will be accomplished. For the project cleaning tasks, the Contractor shall submit to the Administrator a periodic schedule of work and the location to receive services, the services to be performed, and the estimated time to complete the work.

- i) The Contractor shall maintain an up-to-date record of individual work assignments for each worker. Contractor shall keep on file and furnish the Administrator each day a report which lists the names of all personnel present for work that day, showing the positions filled by each person to accomplish the routine work specified.
- j) Contractor shall instruct its employees that **no gratuities shall be solicited or accepted** for any reason whatsoever from occupants or other persons using The Citadel Campus or any other person. The service personnel assigned to a specific area shall be used exclusively in that area and will not perform any other additional duties specified herein during that shift, unless so approved by the Contracts Manager.
- k) The CONTRACTOR shall provide The Citadel with a written list of all employees assigned to work at The Citadel within 5 working days of the Contract start date. The list shall include (at a minimum) the following:
 - 1) Employee's full legal name (First, Middle Last)
 - 2) Last 4 of their Social Security Number
 - 3) Home Address
 - 4) Home / Mobile telephone number
 - 5) A listing of employees directly employed by the Contractor stating length of service, experience (supervisory and/or practical), and training (including any certifications) directly pertinent to the execution of the services as specified in this solicitation.

4. * Stable Workforce***:**

It is the contractor's responsibility to maintain a stable workforce at all times with enough personnel to shield from unexpected vacancies and unpredicted losses of personnel due to different circumstances, a stable workforce with a minimum of 10% of hires should be available to replace as needed without loss of service.

- a) Describe management breakdown to perform the services for this contract? (I.e. how many supervisors, lead workers, and workers would be assigned?)
- b) Describe the qualifications, training, and experience contractor requires of the workers who will service this contract.
- c) What qualifications, training, experience or certification does contractor require of the supervisors or lead workers and workers who will service this contract?
- d) How is absenteeism handled? Does contractor have back-up workers, supervisors and lead workers available? Does the bidder have a backup third party company to support with personnel issues?
- e) Provide documentation that supports evidence of a stable workforce, low employee turnover rate, employee incentives offered, etc.

5. Equipment

- 1. Unless otherwise specified herein, the Contractor shall furnish all supplies and materials necessary for the performance of work under this Contract. The Contractor will all cleaning supplies to include, cleaning soaps, germicides, floor finishes, mopping and sweeping equipment, rags and sponges, ladders, cleaning materials needed, within reason, by decision of The Citadel. All supplies and materials shall be of a type and quality that conform to applicable specifications and standards and, to the extent feasible and reasonable, include the use of environmentally-preferable products. It is the intention of The Citadel to use as many Eco-Friendly cleaning materials as possible. All supplies, materials, and equipment to be used in the performance of work described herein are subject to the approval of the Contracts Manager. The Contractor will be responsible for ordering, inventory and distribution of these items. The Contractor will also be responsible for procuring these items and services at the lowest possible cost, consistent with quality requirement; and for the reconciliation of all such items on a monthly basis. It is the contractor's responsibility to meet or exceed these requirements, in the event of equipment failure or the inability for the contractor to meet equipment operations it is the contractor responsibility to rent the equipment or hire a subcontractor to perform the task required while equipment is under repair or replacement.
- 2. The Following equipment should be maintained on campus and shall be in good working order.
 - Upright Vacuum HEPA Filter Low Noise
 - ALL Surfaces cleaning machine
 - High Speed Buffer with dust control
 - Low speed Buffer
 - Wet / dry vacuum with sweep
 - Ride on auto scrubber
 - Walk behind auto scrubber
 - Tile and grout cleaning machine
 - Hot water carpet extractor (minimum 170°)
 - No touch restroom cleaning system

- Carpet extractor machine
- Furniture / upholstery cleaning / extracting machine
- Battery powered back pack vacuum with HEPA filtration low noise.
- Portable blowing machine.

6. Cleaning and Disinfecting Equipment:

1. All equipment required to carry out operation within the scope of this Contract shall be provided by the Contractor. Equipment must be maintained in good operating condition, and must conform to NAPA, UL, ANSI, OSHA and other safety standards in effect at the time of use. As required by OSHA, DHEC proper equipment, materials, and training necessary to clean up and sanitize small and large areas throughout campus at a moment's notice will be made available by the Contractor.
2. The Contractor will provide with a list of machinery and equipment at their disposal that the offeror will be utilizing and storing on campus for flooring and window maintenance.
3. The contractor provides with equipment that will be utilized for gymnasium, locker room and restroom cleaning and sanitizing to include portable cleaning stations and or electrostatic foggers.
4. Bidder must supply with a list of available chemicals that the contract will be utilizing for the specific use of disinfecting. Correspondingly provide with a list of equipment that the chemicals will be dispersed with, portable or stationary.

7. Company Vehicles

- a) All Company vehicles must be properly licensed, insured and in good operation. All road safety regulations will be observed and enforced by The Citadel public safety division. Any and all tickets received by company vehicles will be liquidated by the company within 30 days of the offence.
- b) Any company vehicle(s) will only be operated by someone with a valid SC Driver's license.
- c) Golf cart operation is the same as any other vehicle and must confirm with all applicable laws in accordance with SCDMV to include license, insurance and must be in good working order.
- d) The Citadel Auto shop will not service, maintenance or repair any vehicles not owned by The Citadel or state property.

8. Hours of operation

- a) The Citadel Cadets in the South Carolina Corps of Cadets follow a regimented 24-hour daily schedule that includes physical training, academic classes, military science studies, athletics, club sports, leadership training, club activities and diverse special events that provide supplemental learning experiences.
- b) Facilities and Engineering 0700 -1700
- c) Barracks 24 hours a day
- d) Library 0700 – 2200
- e) Bond Hall, Capers Hall, Jenkins Hall, Thomson Hall, Grimsley Hall, Letellier Hall. 0700 – 2200
- f) Deas Hall M-Th 0530-2200, Fri 0530-1900, Sat 0800-1400, Sun 0800-1300

9. Holidays

- a. Bidder will maintain full staff while the Corps of Cadets is on campus regardless of either observing or not observing a national holiday. Contractor will maintain staffing to support all events that will be occurring during this situation.

INFORMATION FOR OFFERORS TO SUBMIT - EVALUATION (JAN 2006): In addition to information requested elsewhere in this solicitation, Offerors should submit the following information for purposes of evaluation:

- | | | | |
|-----------|--|-----------------|-----------|
| A. | Total cost Bidding Schedule/ Cost Proposal | Section VIII. | 60 Points |
| B. | Meeting qualifications outlined in
How well do you meet all of the documented experience and qualifications in section V? | Section V | 20 Points |
| C. | Ability to meet all requirements listed in Section IV para 1, 2 &4
Abilities of the bidder to perform Employee Hiring, Training and Development
Bidders process towards Quality Control. | | 10 Points |
| D. | Possesses or ability of acquiring equipment reflected
Bidder possesses or has the ability to procure the equipment required to perform
all necessary tasks in accordance with this solicitation. | Section III 5b. | 10 Points |

DELIVERY DATE – As specified by PO. (JAN 2006): Unless otherwise specified herein, all items shall be delivered no later than thirty days after contractor's receipt of the purchase order. If the using governmental unit requests delivery sooner than the time specified, contractor may invoice the ordering entity any additional shipping charges approved by the ordering entity on the purchase order. [03-3025-1]

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

- a) The CONTRACTOR shall be held responsible for the accuracy of the data submitted and shall update the list immediately should there be any changes. Enclose the Official Proposal Form, which must be completed and signed by a company officer with the authority to contract for services. This form is the first two pages of the solicitation document.
- b) References: Provide current contact information for a total minimum of five (5) professional references (current or past) that are supportive of contractor's professional qualifications. Provide at least one who can attest to contractor's performance servicing at least 1,500,000 square feet in a multi-building complex. Include the company name, phone number, mailing address, email address, and contact person who had the direct responsibility to administer their contract with these references.
- c) The Citadel reserves the right to check references other than those supplied by the offeror. References will be checked
- d) A list of any contracts terminated within the state of South Carolina for non-performance. Include a contact person name and telephone number.
- e) A copy of the current annual report or certified financial statement prepared by a Certified Public Accountant, indicating financial capability to furnish services as specified. This information will be kept confidential.
- f) A statement that the offeror has regularly and continuously (to include number of years) been engaged in the business of providing custodial services to institutions of similar size and complexity. Include information detailing the Contractor's internal quality assurance methods and employee training programs.
- g) All offerors are required to complete and submit Attachment K - Contractors Questioner with their bid. Failure to comply with this request may deem your offer as non-responsive.
- h) **COST (See Bidding Schedule. Please submit under separate sealed cover and include detail summary with all rates and fees.)**
- i) Use of current technology; Offerors are encouraged to utilize current communication technology to assess the overall customer services successfulness of this contract. Points will be awarded to the companies who provide new and innovative with active tools for customers (i.e. Departments) to report real time additional, satisfactory and unsatisfactory service needs.
- j) Contractor must disclose any previous contract shortcomings or any contracts not fully accomplished in any alike institutions that have previously served, either self-created or caused by an institution-based decision.

These tools will be used by the customer (building coordinators) to rate and critique the service they receive throughout the year.

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? _____

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

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

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

☐ Traditional minority

☐ Traditional minority, but female

☐ Women (Caucasian females)

☐ Hispanic minorities

☐ DOT referral (Traditional minority)

☐ DOT referral (Caucasian female)

☐ Temporary certification

☐ SBA 8 (a) certification referral

☐ Other minorities (Native American, Asian, etc.)

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

For a list of certified minority firms, please consult the Minority Business Directory, which is available at the following URL:
<http://www.govoepp.state.sc.us/osmba/>
[04-4015-1]

RECYCLED PRODUCT (JAN 2006): Offeror shall identify which product(s) is made out of or contains recycled materials. This information will be used for future research [] Yes [] No (Items: _____) If the above applies to more than one item, please indicate above. [04-4025-1]

V. QUALIFICATIONS

QUALIFICATION OF OFFEROR (MAR 2015):

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

QUALIFICATIONS – REQUIRED INFORMATION (MAR 2015):

Submit the following information or documentation for you and for any subcontractor (at any tier level) that you identify pursuant to the clause titled Subcontractor – Identification. Err on the side of inclusion. You represent that the information provided is complete. (a) The general history and experience of the business in providing work of similar size and scope. (b) Information reflecting the current financial position. Include the most current financial statement and financial statements for the last two fiscal years. If the financial statements have been audited in accordance with the following requirements, provide the audited version of those statements. [Reference Statement of Financial Accounting Concepts No. 5 (FASB, December, 1984), as amended.] (c) A detailed, narrative statement listing the three most recent, comparable contracts (including contact information) which have been performed. For each contract, describe how the supplies or services provided are similar to those requested by this solicitation, and how they differ. (d) A list of every business for which supplies or services substantially similar to those sought with this solicitation have been provided, at any time during the past three years. (e) A list of every South Carolina public body for which supplies or services have been provided at any time during the past three years, if any. (f) List of failed projects, suspensions, debarments, and significant litigation. [05-5015-2]

QUALIFICATIONS - SPECIAL STANDARDS OF RESPONSIBILITY (MAR 2015): (a) This section establishes special standards of responsibility. **UNLESS YOU POSSESS THE FOLLOWING MANDATORY MINIMUM QUALIFICATIONS, DO NOT SUBMIT AN OFFER:**

The Offeror must document that they possess the following qualifications:

Documented Experience:

1. Describe the experience of your company (a minimum of five (5) years of successful professional experience) functioning as a custodial service contractor with experience involving multi-building facilities in an educational setting comparable in size and cleaning requirements to The Citadel's facilities. Experience should include diverse scheduling, equipment operation, and personnel supervision, as well as other functions outlined in this solicitation in a multi-building account of at least 1,500,000 square feet.
2. Contractor must document how he/she has regularly and continuously engaged in the business of providing custodial services as indicated in the scope of work of this solicitation for institutions of similar size and complexity.
3. Contractor must document how he/she has adequate and duly trained supervisors and employees in their service organization, with local service representatives for the geographical area for which the solicitation is applicable.
4. Contractor must document his/her overall ability to provide custodial services, personnel, and supervision as indicated in the scope of work of this solicitation.
5. Contractor Profile – additional information:
 - Document the total number of core corporate employees available to be assigned for supervision and execution of the services indicated in the scope of work of this solicitation.
 - Provide a complete description and location of nearest office/warehouse facility available to provide support to the Contractor's on-site staff engaged in providing the specified services to The Citadel.

- Contractor shall provide documentation that it is not financially (or otherwise) encumbered with any vendor or supplier in any manner that would now at or any time during the term(s) of this contract limit the Contractor's ability to provide the services specified in this solicitation.
- Vendor **must** currently have available the minimum required staff of 45 on-hand to meet the requirements of this agreement.

(b) Provide a detailed, narrative statement with adequate information to establish that you meet all the requirements stated in subparagraph (a) above. Include all appropriate documentation. If you intend for us to consider the qualifications of your key personnel, predecessor business(es), or subcontractor(s), explain the relationship between you and such person or entity. [R. 19-445.2125(F)]

[05-5010-2]

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]

Business Name	Address	Phone #	FEID	Point of Contact

The importance of providing janitorial/custodial services for The Citadel requires that the successful contractor should maintain the stated facilities to keep them clean, orderly, and neat in appearance. The services should be performed by an experienced and competent contractor who has satisfactorily performed janitorial/custodial services of this type and scope and to the degree included in these specifications.

VI. AWARD CRITERIA – BEST VALUE BIDS (JAN 2006):

Award will be made to the highest ranked, responsive and responsible offeror whose offer is determined to be the most advantageous to the State. [06-6025-1]

AWARD TO ONE OFFEROR (JAN 2006)

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

EVALUATION FACTORS -- BEST VALUE BID (JAN 2006)

Offers will be evaluated using only the factors stated below. Numerical weightings are provided for each evaluation factor. All evaluation factors, other than cost (which total 60%), will be considered prior to determining the effect of cost on the score for each offeror. Once evaluation is complete, all responsive offerors will be ranked from most advantageous to least advantageous. [06-6060-1]

1. Total cost Bidding Schedule/ Cost Proposal	Section VIII.	60 Points
2. Meeting qualifications outlined in	Section V	20 Points
3. Ability to meet all requirements listed in	Section V	10 Points
4. Possesses or ability of acquiring equipment reflected	Section III 5b.	10 Points

UNIT PRICE GOVERNS (JANUARY 2006): In determining award, unit prices will govern over extended prices unless otherwise stated. [06-6075-1]

VII. TERMS AND CONDITIONS

A. General

ASSIGNMENT, NOVATION, AND CHANGE OF NAME, IDENTITY, OR STRUCTURE (FEB 2015) (a) Contractor shall not assign this contract, or its rights, obligations, or any other interest arising from this contract, or delegate any of its performance obligations, without the express written consent of the responsible procurement officer. The foregoing restriction does not apply to a transfer that occurs by operation of law (e.g., bankruptcy; corporate reorganizations and consolidations, but not including partial asset sales). Notwithstanding the foregoing, contractor may assign monies receivable under the contract provided that the state shall have no obligation to make payment to an assignee until thirty days after contractor (not the assignee) has provided the responsible procurement officer with (i) proof of the assignment, (ii) the identity (by contract number) of the specific state contract to which the assignment applies, and (iii) the name of the assignee and the exact address or account information to which assigned payments should be made. (b) If contractor amends, modifies, or otherwise changes its name, its identity (including its trade name), or its corporate, partnership or other structure, or its FEIN, contractor shall provide the procurement officer prompt written notice of such change. (c) Any name change, transfer, assignment, or novation is subject to the conditions and approval required by Regulation 19- 445.2180, which does not restrict transfers by operation of law. [07-7A004-2]

BANKRUPTCY - GENERAL (FEB 2015) (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the Using Governmental Unit. This notification shall be furnished within two (2) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all State contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the State upon the contractor's insolvency, including the filing of proceedings in bankruptcy. [07-7A005-2]

CHOICE-OF-LAW (JAN 2006): The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. [07-7A010-1]

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

DISCOUNT FOR PROMPT PAYMENT (JAN 2006)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices. (b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the state annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount rate falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day. [07-7A020-1]

DISPUTES (JAN 2006): (1) Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Richland County, State of South Carolina. Contractor agrees that any act by the Government regarding the Agreement is not a waiver of either the Government's sovereign immunity or the Government's immunity under the Eleventh Amendment of the United States Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail. [07-7A025-1]

EQUAL OPPORTUNITY (JAN 2006): Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference. [07-7A030-1]

FALSE CLAIMS (JAN 2006): According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime. [07-7A035-1]

FIXED PRICING REQUIRED (JAN 2006): Any pricing provided by contractor shall include all costs for performing the work associated with that price. Except as otherwise provided in this solicitation, Contractor's price shall be fixed for the duration of this contract, including option terms. This clause does not prohibit contractor from offering lower pricing after award. [07-7A040-1]

NON-INDEMNIFICATION (JAN 2006): Any term or condition is void to the extent it requires the State to indemnify anyone. [07-7A045-2]

NOTICE (JAN 2006): (A) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used. (B) Notice to contractor shall be to the address identified as the Notice Address on Page Two. Notice to the state shall be to the Procurement Officer's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph. [07-7A050-1]

OPEN TRADE (JUN 2015) During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [07-7A053-1]

PAYMENT & INTEREST (FEB 2021): (a) The State shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the Government. (b) Unless otherwise provided herein, including the purchase order, payment will be made by electronic funds transfer (EFT). See clause titled " EFT Information." (c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, or Chapter 6 of Title 29 (real property improvements) when applicable, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, the State shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason. (d) Amounts due to the State shall bear interest at the rate of interest established by the South Carolina Comptroller General pursuant to Section 11-35-45 ("an amount not to exceed fifteen percent each year"), as amended, unless otherwise required by Section 29-6-30. (e) Any other basis for interest, including but not limited to general (pre- and post-judgment) or specific interest statutes, including S.C. Code Ann. Section 34-31-20, are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied as simple interest without compounding. (f) The State shall have all of its common law, equitable and statutory rights of set-off. [07-7A055-4]

PUBLICITY (JAN 2006): Contractor shall not publish any comments or quotes by State employees, or include the State in either news releases or a published list of customers, without the prior written approval of the Procurement Officer. [07-7A060-1]

PURCHASE ORDERS (JAN 2006): Contractor shall not perform any work prior to the receipt of a purchase order from the using governmental unit. The using governmental unit shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order. [07-7A065-1]

SURVIVAL OF OBLIGATIONS (JAN 2006): The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit. [07-7A075-1]

TAXES (JAN 2006): Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by the State, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by the State. It shall be solely the State's obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by the State to contractor, contractor shall be liable to the State for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the contractor. [07-7A080-1]

TERMINATION DUE TO UNAVAILABILITY OF FUNDS (JAN 2006): Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds 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. [07-7A085-1]

THIRD PARTY BENEFICIARY (JAN 2006): This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third-party beneficiary or otherwise. [07-7A090-1]

WAIVER (JAN 2006): The State does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the State's rights under this Contract. Any waiver must be in writing. [07- 7A095-1]

VII. TERMS AND CONDITIONS – B. SPECIAL

CHANGES (JAN 2006):

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

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

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

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

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

(4) Claim Barred After Final Payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract. [07-7B025-1]

COMPLIANCE WITH LAWS (JAN 2006): During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs. [07-7B035-1]

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

CONTRACTOR'S LIABILITY INSURANCE - GENERAL (FEB 2015) (a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors. (b) Coverage shall be at least as broad as: (1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy. (2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage. (3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. (c) Every applicable Using Governmental Unit,

and the officers, officials, employees and volunteers of any of them, must be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used. (d) For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the State, every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them. Any insurance or self-insurance maintained by the State, every applicable Using Governmental Unit, or the officers, officials, employees and volunteers of any of them, shall be excess of the Contractor's insurance and shall not contribute with it. (e) Prior to commencement of the work, the Contractor shall furnish the State with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. All certificates are to be received and approved by the State before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The State reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time. (f) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. In addition, the Contractor shall notify the State immediately upon receiving any information that any of the coverages required by this section are or will be changed, cancelled, or replaced. (g) Contractor hereby grants to the State and every applicable Using Governmental Unit a waiver of any right to subrogation which any insurer of said Contractor may acquire against the State or applicable Using Governmental Unit by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the State or Using Governmental Unit has received a waiver of subrogation endorsement from the insurer. (h) Any deductibles or self-insured retentions must be declared to and approved by the State. The State may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. (i) The State reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. [07-7B056-2]

CONTRACTOR PERSONNEL (JAN 2006): The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. [07-7B060-1]

CONTRACTOR'S OBLIGATION – GENERAL (JAN 2006): The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements. [07-7B065-1]

DEFAULT (JAN 2006):

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

- (i) Deliver the supplies or to perform the services within the time specified in this contract or any extension;
- (ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or
- (iii) Perform any of the other material provisions of this contract (but see paragraph (a)(2) of this clause).

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

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

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

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

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

(f) The State shall pay contract price for completed supplies delivered and accepted. The Contractor and Procurement Officer shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property; if the parties fail to agree, the Procurement Officer shall set an amount subject to the Contractor's rights under the Disputes clause. Failure to agree will be a dispute under the Disputes clause.

The State may withhold from these amounts any sum the Procurement Officer determines to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders.

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

(h) The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or under this contract. [07-7B075-1]

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

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. [07-7B090-1]

INDEMNIFICATION - THIRD PARTY CLAIMS (JAN 2006): Notwithstanding any limitation in this agreement, Contractor shall defend and indemnify the State of South Carolina, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees against all suits or claims of any nature (and all damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities attributable thereto) by any third party which arise out of, or result in any way from, any defect in the goods or services acquired hereunder or from any act or omission of Contractor, its subcontractors, their employees, workmen, servants or agents. Contractor shall be given written notice of any suit or claim. State shall allow Contractor to defend such claim so long as such defense is diligently and capably prosecuted through legal counsel. State shall allow Contractor to settle such suit or claim so long as (i) all settlement payments are made by (and any deferred settlement payments are the sole liability of) Contractor, and (ii) the settlement imposes no non-monetary obligation upon State. State shall not admit liability or agree to a settlement or other disposition of the suit or claim, in whole or in part, without the prior written consent of Contractor. State shall reasonably cooperate with Contractor's defense of such suit or claim. The obligations of this paragraph shall survive termination of the parties' agreement. [07-7B100-2]

LICENSES AND PERMITS (JAN 2006): During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract. [07-7B115-1]

MATERIAL AND WORKMANSHIP (JAN 2006): Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended. [07-7B120-1]

PRICE ADJUSTMENTS (JAN 2006): (1) Method of Adjustment. Any adjustment in the contract price made pursuant to a clause in this contract shall be consistent with this Contract and shall be arrived at through whichever one of the following ways is the most valid approximation of the actual cost to the Contractor (including profit, if otherwise allowed):

- (a) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- (b) by unit prices specified in the Contract or subsequently agreed upon;
- (c) by the costs attributable to the event or situation covered by the relevant clause, including profit if otherwise allowed, all as specified in the Contract; or subsequently agreed upon;
- (d) in such other manner as the parties may mutually agree; or,
- (e) in the absence of agreement by the parties, through a unilateral initial written determination by the Procurement Officer of the costs attributable to the event or situation covered by the clause, including profit if otherwise allowed, all as computed by the Procurement Officer in accordance with generally accepted accounting principles, subject to the provisions of Title 11, Chapter 35, Article 17 of the S.C. Code of Laws.

(2) Submission of Price or Cost Data. Upon request of the Procurement Officer, the contractor shall provide reasonably available factual information to substantiate that the price or cost offered, for any price adjustments is reasonable, consistent with the provisions of Section 11-35-1830. [07-7B160-1]

PRICE ADJUSTMENTS – LIMITED BY CPI “Other Goods & Services” (JAN 2006): Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), “Other Goods & Services” for

services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov. [07-7B175-1]

PRICE ADJUSTMENTS – LIMITED BY PPI (JAN 2006): Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Producer Price Indexes (PPI) for the applicable commodity, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov. [07-7B180-1]

PRICING DATA – AUDIT – INSPECTION (JAN 2006) [Clause Included Pursuant to § 11-35-1830, - 2210, & -2220] (a) Cost or Pricing Data. Upon Procurement Officer's request, you shall submit cost or pricing data, as defined by 48 C.F.R. § 2.101 (2004), prior to either (1) any award to contractor pursuant to 11-35-1530 or 11-35-1560, if the total contract price exceeds \$500,000, or (2) execution of a change order or contract modification with contractor which exceeds \$100,000. Your price, including profit or fee, shall be adjusted to exclude any significant sums by which the state finds that such price was increased because you furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date agreed upon between parties. (b) Records Retention. You shall maintain your records for three years from the date of final payment, or longer if requested by the chief Procurement Officer. The state may audit your records at reasonable times and places. As used in this subparagraph (b), the term "records" means any books or records that relate to cost or pricing data submitted pursuant to this clause. In addition to the obligation stated in this subparagraph (b), you shall retain all records and allow any audits provided for by 11-35-2220(2). (c) Inspection. At reasonable times, the state may inspect any part of your place of business which is related to performance of the work. (d) Instructions – Certification. When you submit data pursuant to subparagraph (a), you shall (1) do so in accordance with the instructions appearing in Table 15-2 of 48 C.F.R. § 15.408 (2004) (adapted as necessary for the state context), and (2) submit a Certificate of Current Cost or Pricing Data, as prescribed by 48 CFR § 15.406-2(a) (adapted as necessary for the state context). (e) Subcontracts. You shall include the above text of this clause in all of your subcontracts. (f) Nothing in this clause limits any other rights of the state. [07-7B185-1]

RELATIONSHIP OF THE PARTIES (JAN 2006): Neither party is an employee, agent, partner, or joint venture of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party. [07-7B205-1]

SHIPPING / RISK OF LOSS (JAN 2006) MODIFIED: F.O.B. Destination. Destination is the location intended for use of the Using Governmental Units' designated receiving site, or other location, as specified herein. (See Delivery clause) [07-7B220-1]

TERM OF CONTRACT – EFFECTIVE DATE / INITIAL CONTRACT PERIOD (JAN 2006): The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is two-years from the effective date. Regardless, this contract expires no later than the last date stated on the final statement of award. [07-7B240-1]

TERM OF CONTRACT – OPTION TO RENEW (FEB 2021): At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of year(s), month(s), and day(s), unless contractor receives notice that the state elects not to renew the contract at least thirty (120) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award. [07-7B245-3]

TERM OF CONTRACT – TERMINATION BY CONTRACTOR (JAN 2006): Contractor may terminate this contract at the end of the initial term, or any renewal term, by providing the Procurement Officer notice of its election to terminate under this clause at least 120 days prior to the expiration of the then current term. [07-7B250-1]

TERMINATION FOR CONVENIENCE (JAN 2006):

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

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

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

(4) Compensation. (a) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Section 11-35-1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph. (b) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the State, the proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated; (c) Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph: (i) contract prices for supplies or services accepted under the contract; (ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services; (iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (2) of this clause. These costs must not include costs paid in accordance with Subparagraph (c)(ii) of this paragraph; (iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph (b) of this Paragraph, and the contract price of work not terminated. (d) Contractor must demonstrate any costs claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles.

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

VIII. Bidding Schedule/ Cost Proposal

The bid schedule provided must be completed and submitted. This will be the only acceptable pricing format.
Unit price and extended price are required for each.
Offerors must provide pricing for all items listed below to be considered for award.
Partial offers and cost options will not be accepted.

Barracks Buildings Lot “A”

Buildings	Monthly Cost
Barracks – Murray (#1)	\$ _____
Barracks – Padgett Thomas (2)	\$ _____
Barracks - Law (#3)	\$ _____
Barracks- Stevens (#4)	\$ _____
Barracks – Watts (#5)	\$ _____
Barracks Supplemental Housing	\$ _____
Total Lot “A”	\$ _____

Auxiliaries Buildings Lot “B”

Buildings	Monthly Cost
Cadet Store	\$ _____
Dry Cleaning and Laundry	\$ _____
Barber Shop	\$ _____
Tailor Shop and embroidery services	\$ _____
Post Office	\$ _____
Coin Laundry	\$ _____
Swain Boat Center and Ramp	\$ _____
Auxiliaries Offices and special events	\$ _____
Mary Murray Infirmary	\$ _____
Total Lot “B”	\$ _____

Athletics Buildings Lot “C”

Buildings	Cost per Month
Earle Tennis Center	\$ _____
McAlister Field House	\$ _____
Seignious Hall	\$ _____
Seignious During Football	\$ _____
Vandiver Hall	\$ _____
Altman Center	\$ _____
College Park (Seasonal)	\$ _____
Inouye Marksmanship Center	\$ _____
Johnson Hagood Stadium	\$ _____
Johnson Hagood Stadium Games (5)	\$ _____
Athletic supervisory Personnel	\$ _____
Total Lot “C”	\$ _____

Listed in optional services

Listed in optional services

Total of five games annually, Add 5 games and divide by 12

E&G Buildings Lot “D”

Buildings	Monthly Cost
201 through 208 Richardson Ave.)	\$
Bastin Hall	\$
Bond Hall	\$
Byrd Hall	\$
Capers Hall	\$
Career Services (573 Huger St.)	\$
Dunnemann Apartment (501 Wilson)	\$
Columbarium	\$
Coward Hall Band Area	\$
Coward Hall Riverview room	\$
Daniel Library & Museum	\$
Deas Hall	\$
Duckett Hall	\$
Grimsley Hall	\$
Human Resources (97 Hagood Ave)	\$
Jenkins Hall	\$
LeTellier Hall	\$
Mark Clark Hall	\$
Physical Plant (Facilities and Engineering)	\$
Army Supply and Contracts Management	\$
Public Safety	\$
Summerall Chapel	\$
Thompson Hall	\$
Total Lot “D”	\$

Bidding Table

Barracks Buildings Lot “A” Monthly Cost	\$
Auxiliaries Building Lot “B” Monthly Cost	\$
Athletics Lot “C” Monthly Cost	\$
E&G Lot “D” Monthly Cost	\$
Total Cost of Monthly Campus Cleaning	\$
Annual Cost of Campus Cleaning	\$

Optional / Additional Services

The Cost provided below “will not” be considered in the evaluation of this Bid

Cost Man Hour Regular	\$ _____ per man hour.
Cost Man Hour Prime	\$ _____ per man hour.
Optional cost of Porter Service (8-hour shift, 5 days per week, any location)	\$ _____
Optional cost of Porter Service (8-hour shift, 6 days per week, any location)	\$ _____
Optional cost of Porter Service (8-hour shift, 7 days per week, any location)	\$ _____

The Cost of services requested bellow “will” be considered towards the evaluation of this Bid

Pre-Occupancy cleaning in residential housing \$ _____ Per Residence

Pre and Post Special Event cleaning

- Pearson Club Level \$ _____ Per Work order request
 - Johnson Hagood Stadium (JHS) 4th floor kitchen \$ _____ Per Work order request
 - JHS 5th floor kitchen \$ _____ Per Work order request
 - JHS 6th floor kitchen \$ _____ Per Work order request
- Altman Center \$ _____ Per Work order request
 - Altman kitchen \$ _____ Per Work order request
- Buyer Auditorium/Stage \$ _____ Per Work order request
 - Buyer kitchen \$ _____ Per Work order request
- Swain Boating Center \$ _____ Per Work order request
 - Swain Boating Center kitchen \$ _____ Per Work order request
- Holiday Alumni Center \$ _____ Per Work order request
 - Holiday Alumni Center kitchen \$ _____ Per Work order request

Conduct pressure washing on exterior patios / entrances \$ _____ Per Work order request

Johnson Hagood Stadium Football Game \$ _____ Per Game

*** Johnson Hagood Stadium weekly service \$ _____ Per Month

*** Johnson Hagood Stadium biweekly service \$ _____ Per Month

*** Altman Center weekly service \$ _____ Per Month

*** Altman Center biweekly service \$ _____ Per Month

*** Athletics' will be selecting appropriate service pending cost

Cost Schedule 2
Itemized Cleaning Schedule as needed for offline buildings and/or square footage

SPECIAL SERVICES AS REQUESTED - UNIT PRICES:

Unit Prices

1. General Cleaning

Cost/hour for additional general cleaning	\$ _____ per hour
Wall washing up to 10 feet.	\$ _____ Sq. ft.
Ceiling cleaning.	\$ _____ Sq. ft.
Cleaning of light fixture lens (inside and out)	\$ _____ per hour
High dusting from a man-lift	\$ _____ per hour
Machine scrubbing of ceramic tile walls	\$ _____ Sq. ft.

2. Hard surface flooring

Strip, seal and triple coat tile	\$ _____ sq. ft.
Strip, seal and quadruple coat tile	\$ _____ sq. ft.
Recondition and coat tile	\$ _____ sq. ft.
Power washing of concrete surfaces	\$ _____ per hour
Machine scrubbing of ceramic tile floor	\$ _____ sq. ft.
Polyurethane wood floors	\$ _____ sq. ft.

3. Carpeted surfaces

Steam Cleaning Carpet (Truck Mounted)	\$ _____ sq. ft.
Steam Cleaning portable machine	\$ _____ sq. ft.
Bonnet Clean Carpet	\$ _____ sq. ft.
Apply carpet protection solution	\$ _____ sq. ft.

4. Wall Cleaning

Dusting	\$ _____ per hour
Spot Cleaning	\$ _____ per hour
Scrubbing and Disinfecting	\$ _____ Sq. ft.

5. Fixtures and Furniture

	\$ _____ Room
Dust and clean light fixtures	\$ _____ per fixture

6. Restrooms

\$ _____ Sq. ft.

7. Glass; Interior glass only

\$ _____ Sq. ft.

8. Exterior Cleaning

Only sidewalks and ground access \$ _____ Sq. ft.

9. Cost for addition personnel- Straight time

\$ _____ per hour

10. Cost for addition personnel- Premium \$ _____ per hour
11. Cost for addition personnel- Sundays \$ _____ per hour
12. Markup on materials for extras _____ %

From CHEMIS (Commission on Higher Education Management Information System) Data - The Citadel Facility Utilization Report

13. Classroom Space \$ _____ Sq. Ft.
14. Laboratory Space \$ _____ Sq. Ft.
15. Office Space \$ _____ Sq. Ft.
16. Study Space \$ _____ Sq. Ft.
17. Special Use Facility \$ _____ Sq. FT
18. General Use Facility \$ _____ Sq. Ft.
19. Support Facility \$ _____ Sq. Ft.
20. Health Care Facility \$ _____ Sq. Ft.
21. Residential Facility \$ _____ Sq. Ft.
22. Non-Assignable Areas \$ _____ Sq. Ft.

The Citadel requests all offerors to provide the above pricing

IX. ATTACHMENTS TO SOLICITATION

LIST OF ATTACHMENTS [09-9002-1] The following documents are attached to this solicitation:

Attachment A -	Cleaning Specifications
Attachment B -	Cleaning Schedule and frequency with special instructions.
Attachment C-	The Citadel Facilities Footage
Attachment D -	Custodial schedule of minimum services
Attachment E -	Walk Off mats listing
Attachment F-	The Citadel Calendar year
Attachment G-	Citadel Special Events
Attachment H-	Football Season Stadium specifications
Attachment I-	Pre and Post Event Clean-up description
Attachment J-	Housekeeping Evaluation
Attachment K-	Contractor Questioner

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.

Attachment “A”
CLEANING SPECIFICATIONS

These requirements are given as a general guideline to establish a minimum quality of service for each cleaning activity. The cleaning activity task frequencies are applied to each respective facility which defines the level of service required for each type of building area.

1. General Cleaning:

a. Pick-Up Trash. Bag and place in dumpsters, leaving area neat and free of trash i.e. common office or classroom waste by separating all recyclable plastic and paper and deposit in the appropriate recyclable container for disposal. Do not remove items which are not trash; leave items which appear to be placed purposefully (such as test papers, etc.), and leave or turn in items which appear to be lost (such as coats, books, notebooks, etc.)

2. Hard Surface Floors:

a. Sweep: Using soft hair brooms sprayed with a non-oily sweeping compound. Sweeping shall leave the surfaces uniformly clean of all dust and surface dirt including corners and places inaccessible to the broom. Surface accumulation of hardened dirt that cannot be loosened with the broom shall be loosened sufficiently to permit removal by sweeping.

b. Dust Mop: Using floor mops treated with a non-oily floor mop dressing. Dust mopping shall leave the surfaces uniformly clean of all dust and surface dirt including corners and places inaccessible to the mop. Surface accumulation of hardened dirt that cannot be loosened with a mop shall be loosened sufficiently to permit removal by dust mopping.

c. Damp Mop: Using a clean mop and clean water or neutral detergent. Damp mopping shall leave the floor clean and free from streaks, stains, and film. Scrub heavily soiled areas as needed with mop or other scrubbing equipment and strong cleaning solution to remove all heavy soil, stains, and traffic marks. There shall be no splashes left on walls, baseboards, furniture and other adjacent surfaces, and floor shall be left damp, not wet. A high gloss will be maintained. If strong cleaning solution is used, floor shall be rinsed with clean water.

d. Spray Buff: Using a floor polishing machine and clean water or wax compatible with wax on floor. Floors shall be damp mopped immediately prior to spray buffing. Spray buff until floor is dry and glossy. If necessary, dust mop floor after buffing to remove all loose wax residue.

e. Strip & Refinish (vinyl tile). Remove all old wax and stubborn soils and stains using a rotary machine, automatic scrubber, or other equipment and liquid stripping solution. Strip areas in corners, at baseboards, and other areas inaccessible to equipment by hand or other methods as necessary. The floor shall be left clean, dry, free of stripping solution and ready for new finish. Apply wax using a new mop or other equipment according to manufacturer’s instructions, applying at least three coats of wax. Wax shall be applied evenly, and shall cover the entire floor surface.

f. Terrazzo Honing: Restoring the finish of the terrazzo by utilizing different types and grades of diamond abrasives to bring shine to the floors without the utilization of wax or sealers.

g. Scrub & Disinfect: Scrub floor using a clean mop or other cleaning equipment and germicidal cleaner leaving floor completely clean, disinfected, and free of streaks, stains, mildew, odor and film. Contractor will be expected to sweep or dust mop prior to scrubbing to remove loose dirt and dust. Also, wipe baseboard with a clean cloth or sponge and germicidal cleaner.

3. Carpeted Floors:

a. Vacuum: Vacuum carpeted floors using a vacuum cleaner which incorporates brushing or beating action. Carpets shall be left clean of all dust, and loose and imbedded dirt for their full depth. If necessary, spot clean using a dry cleaner or spot remover to leave the carpet clean of spots and stains. Areas not accessible with beating type vacuum cleaner will be cleaned with wand attachment or portable vacuum. This will include elevator floors and entrance thresholds. Stairwells will also be vacuumed to keep dirt and dust to a minimum.

b. Carpet Cleaning and Shampooing: Shampoo carpeted floors using a hot extraction (minimum 170° F) method safe for all carpets, and quick-drying. Immediately prior to cleaning, vacuum, spot clean, and pre-treat heavily soiled areas. If necessary, corners and areas not accessible to machines shall be cleaned by hand. Moveable furniture (not including desks, large tables, file cabinets, credenzas, and shelving units) shall be moved prior to cleaning and shall be moved back into place after the carpet is cleaned, placing all furniture on moisture barriers if carpet is damp.

4. Walls:

a. Dust walls, moldings, door frames, and tops of doors using a clean cloth treated with a non-oily dressing to leave surfaces free of dust, loose dirt, and webs.

b. Spot clean walls using a clean cloth or sponge and neutral detergent solution to leave walls free of marks, stains, and streaks.

c. Scrub & Disinfect walls, including switch plates and incidental hardware, using a clean cloth or sponge and germicidal cleaner leaving walls and surfaces completely clean, disinfected, and free of streaks stains, mildew, odor and film.

5. Fixtures and Furniture:

- a. Empty Trash Cans. Bag trash, and place in dumpsters.
- b. Replace Trash Can Liners with liners compatible with trash can size.
- c. Wash Trash Cans using a neutral detergent solution, (germicidal cleaner for restroom trash cans), leaving the trash can clean and free of odor.
- d. Empty and clean recycle containers:
 1. Pick-up recyclables, separate into proper category and transport to designated campus location. Place materials into proper containers provided. Replace liners as needed using heavy duty plastic liners. **Note: Campus pickup is accomplished once a week. Barracks pickup is three (3) times per week.**
 2. Wash can containers as required using a neutral detergent solution leaving the container clean and free of odor.
- e. Clean & Disinfect Water Fountains: Clean metal type fountains using a germicidal cleaner and polish sides of fountain with a clean cloth, leaving the water fountain clean and free of streaks and film. Clean porcelain and any composite plastic type fountains using a germicidal cleaner and dry with clean cloth. If necessary, porcelain type fountains shall be scoured with abrasive cleaner to remove mineral deposits.
- f. Empty & Clean Ash Receptacles. Clean the sand in sand type urns with a sand screen or sieve to remove all butts and ashes, and other debris. Wipe exterior of urn with a damp cloth to remove all surface soil and stains. Clean ash trays by removing butts, ashes, and debris, wiping clean with detergent, and polishing with clean dry cloth.
- g. Dust Furniture, including shelves, window sills, and all other surfaces, using a cloth treated with a non-oily dressing to remove all dust, loose dirt, and webs. Dust only those surfaces which are cleared of papers and other possessions of the occupant.
- h. Clean Furniture and Vending Machines by damp wiping vinyl, plastic, or leather furniture, and vacuuming cloth furniture to remove all loose dirt, lint, and dust. Use saddle soap to clean leather furniture.
- i. Dust Blinds using a cloth treated with a non-oily dressing to remove all dust, loose dirt, and webs. Wash blinds as required.
- j. Clean Switch Plates and Hardware using a clean cloth dampened with neutral cleaner. Wipe dry and polish metal surfaces.
- k. Clean interior and exterior rug type mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil. Contractor will be responsible for replacement of mats as required. The quality of each mat selected will be equal or better than the brands specified below:
Exterior – 3M Nomad Heavy Traffic Scrapper Mat (Backed)
Interior - Rental Uniform Services - Tradition Mat collections, Style Classic collections
- l. Scrub Rug Type Mats with cleaning solution and scrubbing machine to leave mat completely clean of embedded soil.
- m. Clean Handrails and Accessories using a clean cloth dampened with neutral cleaner. Wipe dry and polish metal surfaces.
- n. Clean chalkboards and whiteboards using the appropriate cleaner to ensure board is clean and free of residue. Also wipe out trays and machine clean erasers to remove all residues.
- o. Empty & Clean Pencil Sharpener. (Wall mounted, non-electric type), by emptying all shavings and wiping clean with a clean cloth dampened with neutral cleaner. Wipe dry and polish metal surfaces.

6. Restroom fixtures and Accessories:

- a. Clean & Disinfect Toilet Fixtures including toilet bowls, urinals, sinks, and bath tubs using a clean cloth, brush or sponge and a germicidal cleaner. (Do not use same cloth or sponge for toilet bowls and urinals for any other surfaces). Thoroughly scrub all surfaces, including outside of fixtures, pipes, fittings, and wall and floor in the immediate area of fixture, leaving surfaces clean and disinfected, and free from streaks, stains, mildew, odor, mineral deposits, and film. Wipe dry with a clean cloth after scrubbing.
- b. Clean & Disinfect Toilet Accessories: Includes dispensers, shelves, mirrors, partitions, etc., using a clean cloth or sponge dampened with a germicidal cleaner, leaving accessories clean and disinfected, and free from streaks, stains, mildew, odor and film. Wipe all surfaces dry with a clean cloth and polish metal surfaces.
- c. Replace Toilet Supplies: Replace as necessary to keep supplies from running out, including toilet paper, paper towels, and soap.

7. Glass:

- a. Clean Door Glass: Clean both sides, and wipe dry leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions.

- b. Clean Interior/Exterior Windows: Clean and wipe dry leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions. All glass within a specified area will be scheduled and cleaned concurrently. Paint scraping or removal is not the responsibility of the contractor.
- c. Cleaning of glass will be conducted with approved materials free of ammonia and any other abrasives, cleaning of glass should be conducted with a non-abrasive applicator and an adequate size squeegee.
- d. Paper products (Paper Towels) will not be an authorized method of drying glass, mirrors doors or any other surface. Utilize microfiber or cotton products only.

8. Exterior:

- a. Snow and Ice Removal: Remove snow and ice when necessary, using shovels, scrapers, sand, or chemical ice removal as needed to keep building entrance areas and sidewalks free of snow and ice.
- b. Clean Building Entrance Areas: Clean building entrance areas to 10' outside of building perimeter by sweeping concrete surfaces, removing trash, leaves, grass and other litter. Clean mats by sweeping free of loose dirt and other foreign matter over and under the mat.
- c. Clean Exterior of Glass Entrance Area: Clean and wipe dry leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions.
- d. Empty Campus trash receptacles.
- e.
 - 1. Bag trash, and place in dumpsters.
 - 2. Replace Trash Can Liners with liners compatible with trash can size.
 - 3. Wash Trash Cans using a neutral detergent solution, (germicidal cleaner), leaving the trash can clean and free of odor.
 - 4. Campus trash will be checked daily and emptied on Mondays, Wednesdays and Friday schedule.
 - 5. All trashcans will be emptied after any Citadel campus special event on Saturdays (Matriculation, Parents weekend, Homecoming, Corp Day and Graduation minimum) or as directed by the Contracts Manager.

9. Polish:

- a. Polish brass to high gloss and free of all streaks, smudges and tarnish.
- b. Polish chrome aluminum and stainless steel to luster and free of streaks, smudges or oxidation.

10. Porter Service:

- a. A janitorial capability that provides cleaning services on a continual basis. Services are general in nature. The availability of porter service is eight (8) hour.

11. Night Cleaning

Night Cleaning services will be completed after evening classes have ended and cleaning of the following locations can be performed uninterrupted;

- a) Classrooms, restrooms and hallways will be cleaned at night; janitorial personnel will acquire appropriate keys from their supervisor or public safety to access all classrooms in Bond Hall, Capers Hall, Jenkins Hall, Thomson Hall, Grimsley Hall, LeTellier Hall and Deas Hall.
- b) The classrooms cleaning schedule will follow Attachment "C, F and H" to include restrooms dressing rooms and showers for task descriptions and frequencies.

All areas must be supervised and controlled by the Night supervisor, quality control and inspection should be performed before every morning to ensure proper compliance.

12. Morning routine:

- o Review work order system and disseminate information to the correct building custodial person(s) for completion. Report completion and annotate work orders accordingly.
- o 0700 Remove trash from campus receptacles. Clean containers.
- o 0800 All Barracks open gates and move waste containers to pick up location for disposal, return to inside the battalion immediately upon completion of service.

13. Flags:

- o The contractor is responsible for the operation of all flags on campus. Account Manager is responsible for responding to any change in the status of flags directed by The Citadel Contracts manager, The Governor of the State of South Carolina or the President of the United States.

Attachment “B”

Cleaning Schedule Frequency with special instructions
Barracks

Buildings	Square Footage	Restrooms	Showers	No of Days Services	Days of the Week	Porter Service	Service hours
Barracks – Murray (#1)	61,350	24	20	6	M-Sat	Yes	0700-1400
Barracks- Padgett Thomas (#2)	112,335	22	20	6	M-Sat	Yes	0700-1400
Barracks - Law (#3)	61,350	21	20	6	M-Sat	Yes	0700-1400
Barracks- Stevens (#4)	57,225	9	8	6	M-Sat	Yes	0700-1400
Barracks – Watts (#5)	61,350	19	19	6	M-Sat	Yes	0700-1400
Barracks Supplemental Housing (VTF)	8,448	2	8	6	M-Sat		0900-1000

Special requirements for all barracks

- Cleaning services for the barracks are contracted for six (6) days per week as follows:
- Monday – Saturday 0700-1400 hours
- 2 custodial per barracks, Padgett Thomas requires 3 personnel.
- Barracks perimeter cleanup is the first and last task to be accomplished six days per week.
- TAC / Handicap restrooms in the barracks will follow all daily services as the other latrines unless otherwise instructed by the Battalion TAC.
- Barracks OC rooms and TAC rooms require a thorough cleaning prior to 1300 hours, 2 days per week. Any additional custodial work will be accomplished upon TAC request. Respective rooms are as follows:

		<u>Guard Room</u>	<u>TAC Room</u>
Barracks 1	Murray Barracks	1160	1105, 1106, 1107, 1108 and 1109
Barracks 2	Padgett Thomas Barracks	2172	2101,2102,2103 2104,2105 and 2106
Barracks 3	Law Barracks	3163	3101,3102, 3103 and 3104
Barracks 4	Steven’s Barracks	4101	4147, 4148, 4111 and 4134
Barracks 5	Watts Barracks	5118	5119, 5120, 5121

- The Regimental Commander’s room, Barracks 2 (PT), room 2370, requires a carpet shampoo twice per year: prior to Summer occupancy and during Winter Holyday break.
- After occupancy, custodial personnel are not allowed to enter cadet rooms unless escorted for official reasons.

- Due the occupancy and battalion schedule all personnel are in close contact with each other, The Contractor is responsible for disinfecting all rooms and / or areas of concern if a health outbreak occurs. The Contract Manager is responsible for notification and dissipation of instructions.
- Dumpsters are to be rolled out of the barracks at 0800 and brought back in as soon as they are emptied and no later than 0900 hours, each Battalion personnel will be required to complete this task timely.
- Recycling will be collected and placed in the appropriate receptacles for removal when they are filled (Approximately 3 times per week or as needed).
- Custodial personnel are to raise and lower flags as specified, as well as replaced the US flags when required or requested by The Citadel contracts manager. Position flags at half-mast as directed by the Governor and Citadel Contracts Manager
- Barracks ice machine exteriors will be thoroughly cleaned three times a week on Mondays, Wednesdays and Fridays prior to 1400 hours.
- Rooms may require Mildew/Mold removal; the responsibility of the janitorial company once the rooms have been turned over to the TAC's for normal occupancy will be to remove the Mold or mildew at its location. Work Orders must be submitted and approved by TAC Officer and entered into F&E work order system for record and completion history.
- Padgett Thomas four (4) tower rooms are cadet meeting rooms which should be vacuumed as requested. Rooms are located on the 5th, 6th, and 7th floors of Padgett-Thomas Barracks.
- The Custodial company is responsible for the turnover of end of year cleaning and preparation for future occupancy of the barracks and will have 45 days to complete a room pre-occupancy cleaning in all the cadet rooms that will begin the day of graduation and will continue till completion of this task verified by Contract Management. Schedule of summer events is prepared and maintained by Contracts Management.
- The following lists of cleaning requirements are:
 - 1) Damp wipe and clean all furniture to include the interior of all drawers.
 - 2) Sweep and mop floor.
 - 3) Wipe clean baseboards.
 - 4) Scour sink and clean mirrors.
 - 5) Clean light fixtures and AC diffusers.
 - 6) Clean window sills and dust blinds
 - 7) Reset room layout to reflect setting in accordance with current Blue Book Regulations.

Attachment “B” Cleaning Schedule Frequency (cont’d)

Auxiliaries

Buildings	Square Footage	Restrooms	Showers	No of Days Services	Days of the Week	Porter Service	Service hours
Cadet Store	9,470	2		3	MWF		0800-1700
Dry Cleaning and Laundry	19,341	4		3	M/W/F		0800-1700
Tailor Shop		2		3	MWF		0730-1600
Barber Shop	819	0		1	Friday		1600-2000
Post Office	1876			3	MWF		0800-1700
Coin Laundry	842			3	MWF		0700-2400
Swain Boat Center and Ramp	10,440	4		5	M-F		0700-1200
Auxiliary and Special Event Offices	1,080			2	T-TH		0800-1500
Mary Murray Infirmary	11,542	6	5	7	Su-Sa		0800-1700

Special requirements for Auxiliary spaces / Buildings.

- The Offeror shall schedule time with the Auxiliary AVP, or AVP designee, prior to start of contract to schedule routine cleaning requirements to ensure that these items are done in the order and time frame that are most efficient and have the least impact on normal operations.
- The Offeror shall schedule time with the Auxiliary AVP, or AVP designee, who shall determine the schedules for work that meet the needs of the individual facility.

Cadet Store

- Flooring and high dusting will be performed in July after stock and before the Cadets return

Barber Shop

- Trash will be removed from the space daily at 1430.
- Space will be cleaned every Friday after closing. This service includes sweeping, mopping, space dusting, cleaning of all chairs, ventilation (Fans and AC diffusers), dusting and wiping of the air vent door and doorway, cleaning surfaces that are free from barber equipment. This space is able to be inspected via DHEC and the Municipal & licensing board and should be maintained as such.
- The Offeror shall not touch or move barber equipment.
- The Offeror is not responsible for cleaning/sanitizing barber equipment.

Dry cleaning

- Flooring and high dusting will be conducted during Spring Break

Tailor Shop

- Flooring and high dusting will be conducted during Spring Break

Laundry

- Remove trash, replace liners from the industries area daily.
- Remove trash, replace liners from the break room daily.
- Rear lounge room require cleaning and disinfecting during scheduled visits.

Coin Laundry

- Remove trash, replace liners daily.
- Scheduled for Monday, Wednesday, Friday service.
- The Offeror shall not clean behind washing machines.
- The Offeror shall not touch cadet belongings
- The Offeror shall not move equipment
- Sweep Mop, and Dust (vending machines

Post Office

- Strip and wax will be conducted at the Post office by request twice a year.

Mary Murray Infirmary

- Custodial work performed in the infirmary must meet South Carolina Department of Health and Environmental Control (DHEC) and CDC environmental cleaning procedures and meet or exceed APPA Level 1.
Personnel and the Department of labor servicing in this area must be trained and able to perform all tasks associated with healthcare facilities. Training certificates must be available to anyone requesting proof of compliance (bloodborne pathogens etc.)
- Annual project work requirements will be accomplished during the month of July unless otherwise requested.
- The dining room floor requires stripping and waxing twice a year.
- All stainless-steel cabinets and fixtures are to be wiped down once a week with an approved stainless-steel cleaner.
- Floors will be maintained with a wax free polishing system but extreme care must be exercised to maintain a dust-free environment.

Swain Boat Center, Ramp and Pavilion

- Service 7 days a week
- Daily cleaning must be **“completed”** before the first event schedule on the day of scheduled cleaning.
- Clean wall switches daily.
- Clean doors, door frames, handles and push plates.
- Clean Kitchen and Butler’s Pantry’s once a week on Monday’s before 1200 to include wiping spills off walls, sweeping and mopping of the kitchen floor and butler’s pantry floor, wiping doors and doorways, butler’s pantry countertops and fronts, pull out both ice machines in the butler pantry and sweep and mop behind it, remove trash.
- The Offeror shall clean chairs and tables prior to events
- Pavilion- Trash shall be emptied and liners replaced daily before any functions or 1000.
- Porch shall be cleaned weekly, cleaning tables and chairs, floors, doors and doorways removing cobwebs.
- Porch shall be sprayed off daily to remove pollen from furniture, floors, and stairs/stairway. During pollen season. This task should be completed 2 hours prior to scheduled events.

Attachment “B” Cleaning Schedule Frequency (cont’d)

E&G

Buildings	Square Footage	Restrooms	Showers	No of Days Services	Days of the Week	Porter Service	Service hours
201 through 208 Richardson Ave.)	19,348	15		2			0800-1700
Band Area (Coward Hall)	8,675	2		2	M / Th		0700-1400
Bastin Hall	45,320	8		5	M-F	Yes	0700-1500
Bond Hall	45,731*	15		5	M-F	Yes	0700-2400
B H Classroom space from CHEMIS	25,226			5	M-F		2200-0700
B H Office Space from CHEMIS	17,904			2	T-T		0700-1400
Bond Hall (Executive Wing)	5,973	3		3	MWF		0500-0800
Byrd Hall	49,675	8		5	M-F		0800-1700
Capers Hall Classroom space from CHEMIS	35,220			5	M-F		2200-0700
Capers Hall Office space from CHEMIS	23,359			5	T-T		0700-1400
Capers Hall (2023)	104,844*	16		5	M-F	Yes	0700-1500
Career Services (573 Huger St.)	3,730	2		2	M / Th		0800-1700
Citadel Apartment House (501 Wilson)	17,016			3	MWF		1000-1800
Columbarium	436			1	W		0800-1700
Daniel Library & Museum	56,075	6		7	Su- Sa	Yes	0800-2200
Deas Hall	97,535	10	9	5	M-F	Yes	0700-1600
Duckett Hall Classroom space from CHEMIS	11,734	8		5	M-F		2200-0700
Duckett Hall office space from CHEMIS	2,195			2	T-T		0700-1500

Grimsley Hall Classroom space from CHEMIS	30,227	4		5	M-F		2200-0700
Grimsley Hall Office space from CHEMIS	8,467			2	T-T		0700-1500
Human Resources (97 Hagood Ave)	7,219	2	1	3	MWF		0800-1700
Jenkins Hall Classroom space from CHEMIS	13,630	4	1	5	M-F		2200-0700
Jenkins Hall Office space from CHEMIS	11,454			2	T-T		0700-1500
LeTellier Hall Classroom space from CHEMIS	16,383	4		5	M-F		2200-0800
Letellier Hall Office space from CHEMIS	2,776			2	T-T		0700-1500
Mark Clark Hall	56,334*	5		6	M-Sat	Yes	0700-1500
Murray Infirmary	12,324	6	5	7	Su-Sa		0800-1700
Physical Plant (Facilities and Engineering)	1,986	4	1	2	M / Th		0800-1700
Summerall Chapel	12,500	2		3	MWF		0800-1700
Thompson Hall Classroom space from CHEMIS	10,650	6		5	M-F		2200-0700
Thomson Hall Office space from CHEMIS	7,313			2	T-T		0700-1500

* Figure references gross square footage and includes space referenced in other tables/rows of Attachment B

Special requirements for E&G spaces / Buildings;

Richardson Offices

- 203 Richardson - Due to the work performed in this building it needs to be cleaned five (5) times a week in the hours specified by the current staff with approximately 30 minutes per day of services.

- Monday, Tuesday, Wednesday and Friday 1100-1145.
- Thursday 0930-1015 for approximate 45 Minutes.

- 208 Richardson - Will be cleaned Daily at night when traffic in Public Safety is at its lowest to include kitchen, restrooms, hallways and processing spaces. Offices will be cleaned during the day once a week while officers are present, daily office trash will be placed in the hallways for servicing at night.

Coward Hall Band

- The restroom facilities, both male and female on the second floor will be cleaned daily as specified in attachment “D”. Second-floor hallway and Band Area require a thorough cleaning on special occasions such as Parent’s Day (October), Homecoming (November) and Corps Day (March). Porter service (1 male, 1 female) is required to staff these locations from 0800-1400 hours on each respective special event day.
- Riverview room outside patio will follow under Attachment “D” specifications
- Clean stair case Daily in front access to Coward Hall (Across from PT) from first to second floor and sweep Band Hallway.

Bastin Hall

- Floor Maintenance is to be maintained constantly as to minimize shoe scuff marks created by The Cadets.
- Stair Cases must be cleaned Daily and maintained free of grass, dirt of foreign debris.
- All classrooms will be cleaned at night and maintained during the day by its porter service, Night crew will be responsible to clean as directed by the night crew description of this solicitation.
- Water intrusion to the building during rain scenarios should be maintain to a minimal to reduce the potential of slippage or falls.
- Custodial personnel are to raise and lower flags as specified, as well as replaced the US flags when required or requested by The Citadel contracts manager. Position flags at half-mast as directed by the Governor and Citadel Contracts Manager

Bond Hall

- Service on this building will be from 0800 – 1700 with an overnight service to vacuum and clean all classrooms carpeted areas and clean restrooms as specified in the custodial schedule prior to opening.
- All restroom floor drains must be flushed after each weekly machine floor scrubbing to prevent clogging. Five gallons of clean water should be poured down the floor drain after accomplishment of weekly floor scrubbing. In no event should dirty mop water be poured down these drains. Utility sinks are to be utilized for disposal of dirty cleaning liquids.
- Machine scrubbing and disinfecting of first floor hallway and foyer should be accomplished once a month (1/mo.) and maintained Daily.
- Days of parade occurrence require that the foyer be swept and mopped not later than 1400 hours to accommodate receptions between the periods September-November and January-April.
- Custodial personnel are to raise and lower flags as specified, as well as replaced the US flags when required or requested by The Citadel contracts manager. Position flags at half-mast as directed by the Governor and Citadel Contracts Manager
- Corrugated cardboard will be broken down and taken to the “cardboard only” recycling dumpster located in the rear of the building or ADA Ramp area.
- The brass bell and ant other brass in Bond Hall foyer will be polished weekly on Friday Mornings and dry dusted daily.

Bond Hall Executive wing

- The area of the executive wing is a secure area, custodial personnel must be cleared to performed their duties in this location, personnel will have to clear all requirements posted by The Citadel Contracts Management so to not infringe with personnel, student and legal records.
- Executive wing will be vacuumed and dusted Mondays Wednesdays and Fridays from 0630 through 0730, trash will be removed daily.
- Executive conference room is to be cleaned on Mondays Wednesdays and Fridays, and on special occasions upon request.

Byrd Hall

- Laboratory floor care is to be accomplished as directed by the Director of Chemistry.
- Plastic liners are not to be used in laboratory crocks.
- Custodial personnel are not to handle any laboratory equipment, liquids or department chemicals.

Capers Hall

- Floor Maintenance is to be maintained constantly as to minimize shoe scuff marks created by The Cadets.
- Stair Cases must be cleaned Daily and maintained free of grass, dirt of foreign debris.
- All classrooms will be cleaned at night and maintained during the day by its porter service, Night crew will be responsible to clean as directed by the night crew description of this solicitation.
- Water intrusion to the building during rain scenarios should be maintain to a minimal to reduce the potential of slippage or falls.
- Custodial personnel are to raise and lower flags as specified, as well as replaced the US flags when required or requested by The Citadel contracts manager. Position flags at half-mast as directed by the Governor and Citadel Contracts Manager

Daniel Library

- Service on this building will be from 0800 – 1600 with an overnight service to vacuum all carpeted areas and clean restrooms as specified in the custodial schedule prior to opening.
- Carpets will be maintained free of debris and carpet stains.

- Custodial personnel are to raise and lower flags as specified, as well as replaced the US flags when required or requested by The Citadel contracts manager. Position flags at half-mast as directed by the Governor and Citadel Contracts Manager

Deas Hall

- Cleaning services for this facility are contracted for five (5) days per week. Custodial availability is required from 0730 to 1630 hours Monday through Friday.
- Weight Room- Mop once per week and machine scrub once a month.
- Mat areas- Mop twice daily during summer camp.
- Pool area- Mop and clean around pool weekly. Machine scrub as directed.
- Wood playing floors are to be damp mopped upon request.
- All Shower areas will be maintained free of personal materials and cleaned / scrubbed weekly to maintain soap accumulation to a minimum.
- All restroom areas will be sanitized and maintained in that condition daily.
- All Classrooms on the second floor of this building will be cleaned and maintained after closing by the night crew.

Duckett Hall

- Laboratory counter tops are to be wiped off with a water dampened cloth.
- No chemical cleaning solutions will be used.
- Custodial personnel are not to handle any laboratory equipment, liquids or department chemicals.
- All cleaning in the laboratories must be approved and scheduled by the lab tech or professors.

Grimsley Hall

- Days of parade require that the foyer be vacuumed before 1400 hours to accommodate receptions for the periods September-November and January-April.
- Custodial personnel are to raise and lower flags as specified, as well as replaced the US flags when required or requested by The Citadel contracts manager. Position flags at half-mast as directed by the Governor and Citadel Contracts Manager

Jenkins Hall

- The Board of Visitors Room must be maintained at an executive level of housekeeping. The adjacent foyer and restrooms will also reflect the same standard.
- Custodial personnel are to raise and lower flags as specified, as well as replaced the US flags when required or requested by The Citadel contracts manager. Position flags at half-mast as directed by the Governor and Citadel Contracts Manager

Letellier Hall

- Custodial personnel are to raise and lower flags as specified, as well as replaced the US flags when required or requested by The Citadel contracts manager. Position flags at half-mast as directed by the Governor and Citadel Contracts Manager
- Staircases must be maintained daily by night crew.
- All floorwork must be scheduled to be performed during downtime during the summer.

Mark Clark Hall

- Auditorium will be damp mopped upon request.
- Sweep and damp mop staircases daily (front and rear).
- Screen and resurface with appropriate covering Buyer Auditorium Twice (2) a year during the summer and winter breaks.
- Custodial personnel are to raise and lower flags as specified, as well as replaced the US flags when required or requested by The Citadel contracts manager. Position flags at half-mast as directed by the Governor and Citadel Contracts Manager

Facilities and Engineering

- All offices will need to be serviced during the day, front offices will require service to be performed on or before 0700 with vacuuming and window cleaning all other obligations can be accomplished afterwards.
- Services of offices will be performed two (2) times a week.
- Shop Offices will be cleaned once per week with consideration towards cleaning stations, sinks and replenishment of paper products (paper towels)
- Restrooms should be cleaned and sanitized daily before 1100 to prevent cleaning during lunch/break time.

Summerall Chapel Special Instructions

- The floor work for the chapel must accommodate recurring special services. Since the chancel area is the focal point during these services, extra floor care is frequently needed to maintain the desired appearance. A concentrated custodial effort is required to recover between services.
- The days of normal custodial service are Monday, through Friday.
- Custodial personnel are to raise and lower flags as specified, as well as replaced the US flags when required or requested by The Citadel contracts manager. Position flags at half-mast as directed by the Governor and Citadel Contracts Manager.

Attachment “B” Cleaning Schedule Frequency (cont’d)

Athletic Buildings

Buildings	Square Footage	Restrooms	Showers	No of Days Services	Days of the Week	Porter Service	Service hours
Earle Tennis Center	2,385	4	2	3	M/W/F		0800-1700
McAlister Field House	121,334	18	6	5	M-F	Yes	0800-1700
Men’s Track and Field		1	5	3	M-W-F		0800-1700
Seignious Hall	29,356	6	4	5	M-F	Yes	0800-1300
Seignious During Football				7	Su-Sa		0800-1700
Vandiver Hall	21,291	3	1	5	M-F	Yes	0800-1300
Women’s Athletic Facility	6,450	2	2	5	M-F		0800-1700
JH Stadium Club Level	5784	2			Game day		TBD
JH Stadium 5th and 6 th Floors	12,367	13			Game day		TBD
JH Stadium Concourse		14			Game day		TBD
Altman Center	7263	8	6		Game day		TBD
College Park (Seasonal)		2		1	Tue		0800-1300
Inouye Marksmanship Center		2	0	3	MWF		0800-1700

Note: Is the responsibilities of facility users to pick up items from the locker rooms, restrooms and shower floor as it is considered personal property and custodial will not be held responsible for its removal, relocation or disappearance from the space. The custodial work will not be performed in areas where these discrepancies are present. All personal property will only be removed from locations that require cleaning / disinfecting by direction from Coaches or staff with a written request provided through the work order system (Web-TMA)

Personnel; Athletics department requests that a Supervisor be assigned to Athletics department to oversee all cleaning responsibilities in all athletics buildings, functions and events. Add cost of this request to the athletics personnel line item.

Tennis center

- Trash will be collected from inside the building and removed from the premises daily.
- There are approximately 6 events during the year that might require additional assistance.

McAlister Field House

- Cleaning services for this facility are contracted for five (5) days per week. General performance cleaning occurs during the day from 0800-1300 hours, Monday-Friday.
- Custodial attendants are required to support 45 events per year (one male and one female attendant), these events could last four hours or more each based on occupancy of 1000-5000).
- Recovery and clean-up of 45 events per year.
- Recovery time for this facility is upon completion from each game, practice or special event, Other events including practice could be schedule as soon as two ours from the previous event.
- Bleachers and seating areas must be free of debris, spills or trash before and after each schedule and unscheduled event
- Semi-annual scrubbing of all seats and thorough washing of steps, landings and concrete floors.
- Additional floor machine scrubbing and mopping of the gym floor will be accomplished upon request.
- Custodial personnel are to raise and lower flags as specified, as well as replaced the US flags when required or requested by The Citadel contracts manager. Position flags at half-mast as directed by the Governor and Citadel Contracts Manager

Men's Track and field

- Machine scrub will be required int his location twice a year.

Seignious Hall Special Instructions

- The activity frequency and level of support must be increased to adequately accommodate seasonal sports requirements. Two-a-day football practice sessions start in mid-August. During the period of mid-August to December, the first floor of Seignious Hall needs to be cleaned twice per day. Areas to be cleaned include the lobby, hallway, training room, locker rooms, restrooms, showers, weight and equipment room.
- During home football games, coverage of this facility increases to seven days of service per week.
- Weight Room-Needs to be mopped Monday, Wednesday and Friday. Machine scrubbed semi-annually.
- Whirlpool Area-Machine scrubbed and mopped weekly.
- Team Dressing Room-Floor is machine / scrubbed to accommodate the Athletic season. Approximately 4 times per year.

Vandiver

- One Female custodial personnel should be in the building maintaining and supporting operations.

JHS Football

- There are 5 games per year on average, each game requires a **minimum** of 10 porters to service game day requirements (Attachment H).
- Personnel shall not be removed from their campus areas of responsibilities to fill in this event at any time.
- Personnel will be in clean, clearly identifiable uniforms and will carry an ID and access badge at all times identifying them throughout the stadium.

Johnson Hagood Stadium Services

- Services conducted at JHS will be in the following areas in accordance with Attachment A and D:
 - 1st, 4th, 5th and 6th floor lobbies, Elevators, 4th floor Pearson club level, Kitchen and Restrooms on 4th, 5th and 6th floors
- All floors indicated will be maintained in pristine condition and ready for any event or occupancy.

Altman Center Services

- Both levels (Floors), locker rooms, restrooms, showers, reception area, elevator, Kitchenette and event area will be maintained in pristine condition in accordance with Attachments A and D.

College Park

- Restroom facilities will be cleaned prior to and after Citadel use. Restroom will be stocked with paper towels, toilet paper and soap. This service is anticipated to cover baseball season practices and approximately five games per season.

Attachment “C”

The Citadel Facilities Footage

Space Use Code: The information The Citadel has provided below is data reflecting the assignable space, by use, within campus facilities. The square footage listed is to provide offerors an estimated footage by location, by usage, in order more effectively utilize their resources and thus provide The Citadel the most competitive pricing structure possible. Also, this information provides The Citadel a means to adjust services based on the location and specific functionality. Please use the table below to understand the specific usage and the categories they are represented by on the next page.

	Facility Usage	540	Clinic	Code	Facility Usage
100	Classroom Facilities	545	Clinic Services	730	Central Storage
110	Classroom	550	Demonstration	735	Central Storage Service
115	Classroom Services	555	Demonstration Services	740	Vehicle Storage
		560	Field Building	745	Vehicle Storage Services
200	Laboratory Facilities	570	Animal Facilities	750	Central Services
210	Class Laboratory	575	Animal Facilities Services	755	Central Services Support
215	Class Laboratory Services	580	Greenhouse	760	Hazardous Material Storage
220	Open Laboratory	585	Greenhouse Services	770	Hazardous Waste Storage
225	Open Laboratory Services	590	Other (All Purpose)	775	Hazardous Waste Services
250	Research /Non-class			780	Unit Storage
255	Research /Non-class	600	General Use Facilities		
		610	Assembly	800	Health Care Facilities
300	Office Facilities	615	Assembly Services	810	Patient Bedroom
310	Office	620	Exhibition	815	Patient Bedroom Services
315	Office Services	625	Exhibition Services	820	Patient Bath
350	Conference Room	630	Food Facility	830	Nurse Station
355	Conference Room Service	635	Food Facility Services	850	Treatment/Examination
		640	Day Care	860	Diagnostic Services
400	Study Facilities	645	Day Care Services	880	Public Waiting
410	Study Room	650	Lounge		
420	Stack	655	Lounge Services	900	Residential Facilities
430	Open-Stack Study Room	660	Merchandising	910	Sleep/Study without Toilet
440	Processing Room	665	Merchandising Services	919	Toilet or Bath
455	Study Services	670	Recreation	920	Sleep/Study with Toilet or
		675	Recreation Services	935	Sleep/Study Service
500	Special Use Facilities	680	Meeting Room	950	Apartment
510	Armory	685	Meeting Room Services	955	Apartment Services
515	Armory Service			970	House
520	Athletic or Physical	700	Support Facilities		
525	Athletic Facilities Spectator	710	Central Computer or telecom		NONASSIGNABLE AREAS
525	Athletic or Physical Education	715	Central Computer or Telecom	WW	Circulation Areas
530	Media Production	720	Shop	XXX	Building Service Area
535	Media Production Services	725	Shop Services	YYY	Mechanical Area

Data collected for SC Commission of Higher Ed Facility Usage Report as of 03/02/2023
All area calculations are in square feet.

BUILDING NAME	Gross Area	100	200	300	400	500	600	700	800	900	WWW	XXX	YYY
201-202-203-204 RICHARDSON	9,692	91	154	6,069	98	-	-	-	-	-	-	76	-
205-206-207-208 RICHARDSON	9,692	-	-	7,306	-	-	-	-	-	-	-	131	18
209,210,211,212 RICHARDSON	9,692	-	-	-	-	-	-	-	-	8,819	-	-	-
301,302,303,304 MIMS	9,692	-	-	8,819	-	-	-	-	-	-	-	-	-
305,306,307,308 MIMS	9,692	-	-	8,819	-	-	-	-	-	-	-	-	-
508-509 WILSON DD-4	3,329	-	-	-	-	-	-	-	-	2,025	-	-	-
510-511 WILSON DD-5	3,329	-	-	-	-	-	-	-	-	2,025	-	-	-
573 HUGER	3,730	-	50	2,557	-	-	-	-	-	-	-	-	-
BASTIN HALL	45,320	12,642	-	13,439	-	971	10,037	-	-	-	-	2,821	-
BELL TOWER	1,374	-	-	-	-	-	724	-	-	-	121	-	-
BOAT CENTER PAVILION	1,200	-	-	-	-	-	1,200	-	-	-	-	-	-
BOAT HOUSE	10,444	-	-	2,115	-	3,509	2,416	-	-	-	-	599	-
BOAT MANAGERS OFFICE	263	-	-	148	-	-	-	-	-	-	-	102	-
BOILER PLANT	6,091	-	-	116	-	-	-	4,785	-	-	-	-	-
BOND HALL	98,299	14,486	5,849	33,967	-	636	1,344	3,411	-	-	97	-	1,901
BYRD HALL	49,675	9,983	14,885	5,333	-	-	-	200	-	-	-	1,033	2,423
CADET SERVICES BUILDING	19,341	-	-	696	-	-	17,220	-	-	-	-	107	113
CAPERS HALL	104,844	29,945	5,265	23,359	-	2,725	3,823	-	66	-	26,498	4,178	1,596
COWARD HALL	56,820	-	5,892	1,476	-	-	46,527	63	-	-	146	474	2,217

DANIEL LIBRARY	56,075	128	616	2,566	29,976	-	6,824	-	-	-	602	420	3,033
DEAS HALL	97,535	7,668	3,742	2,302	-	44,696	-	-	-	-	-	985	3,191
DUCKETT HALL	23,900	2,050	9,684	2,195	-	510	-	-	-	-	62	1,007	1,275
DUNNEMAN APARTMENTS	17,016	-	-	-	-	-	-	-	-	14,633	-	-	-
EARLE TENNIS CENTER	2,385	-	-	165	-	1,649	-	-	-	-	-	96	48
ENGINEERING FABRICATION FAC.	1,250	-	1,202	-	-	-	-	-	-	-	-	48	-
Engineering Project Building	1,204	-	1,061	-	-	-	-	-	-	-	-	-	-
GRIMSLEY HALL	64,827	10,379	19,848	8,467	574	-	-	608	-	-	138	1,189	2,199
HR CENTER 97 HAGOOD	7,219	-	-	3,025	-	-	-	-	-	-	-	317	-
JENKINS HALL	47,118	13,630	-	11,454	-	3,618	-	76	-	-	-	661	1,939
LAUNDRY	14,844	-	-	200	-	-	12,430	432	-	-	-	484	441
LAW BARRACKS	61,350	-	208	1,243	-	-	-	-	-	46,127	40	6,230	1,455
LETELLIER HALL	26,534	5,770	10,613	2,776	-	-	-	-	-	-	57	370	240
MAINTENANCE SHOPS	28,448	-	-	1,986	-	-	120	20,680	-	-	-	262	105
MARK CLARK HALL	56,334	-	-	6,098	-	5,380	34,331	16	-	3,406	149	1,168	3,159
MCALISTER FIELDHOUSE	121,334	-	-	5,147	-	28,651	18,418	1,169	88	-	102	2,139	2,189
MCALISTER LOCKER ROOM ADDITION	6,400	-	-	917	-	1,945	-	972	-	-	-	-	-
MURRAY BARRACKS	61,350	-	216	1,169	-	-	-	-	-	46,366	42	6,455	1,436
MURRAY INFIRMARY	12,324	-	-	487	-	-	782	624	6,221	-	-	553	484
PT BARRACKS	112,335	-	208	3,597	-	-	-	-	-	55,037	83	6,774	2,277
RIFLE RANGE	10,176	-	-	188	-	7,035	-	-	-	-	-	331	130
SEIGNIOUS HALL	29,356	-	-	2,517	-	15,583	-	-	2,986	-	51	244	1,303

STEVENS BARRACKS	57,225	-	184	920	-	-	-	-	-	39,434	-	4,768	552
SUMMERALL CHAPEL	12,500	-	-	529	-	-	10,823	-	-	-	-	-	391
THOMPSON HALL	31,039	5,099	5,551	7,313	-	-	-	-	-	-	55	1,269	1,515
UTILITIES BUILDING	32,774	-	-	4,709	-	-	-	21,775	-	-	-	-	210
VANDIVER HALL	21,291	-	-	668	-	12,147	-	-	-	-	54	296	429
VISITING TEAM/SUPPLEMENTAL HSG	8,448	-	-	95	-	-	-	-	-	5,200	-	612	225
WATTS BARRACKS	61,350	-	-	1,337	-	-	-	-	-	43,703	42	6,176	460
Total	1,536,460	111,871	85,228	186,289	30,648	129,055	167,019	54,811	9,361	266,775	28,339	52,375	36,954

Attachment “D”
Custodial Schedule of Minimum services

a. Exterior Terraces, Porches, Patios and Entrances.

Description of the Task Table (Frequencies represent minimum expected levels. Additional services may be required to meet or exceed expected service.	Daily	Twice Weekly	Three times per week	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Exterior Terraces, Porches, Patios and Entrances								
Sweep up and collect trash and cigarette butts within 10 feet of entrances. Do not sweep into planters, lawn areas or under brushes.	X							
Sweep steps and remove cobwebs.				X				
Vacuum /spot clean floor mats.								
Sweep and remove any debris from under mats.				X				
Clean interior and exterior of entrance door glass and frame up to 70”.				X				
Empty trash cans and recycling bins, replace soiled liners.	X							
Clean and wipe door on all entrances to building.				X				
Clean and squeegee wipe all glass interior and exterior surrounding entry points up to 12 feet high without leaving streaks.								X
Maintain dust and web free all walls and ceilings.	A N				X			
Pressure-wash all brick and concrete entrances.								X

AN – As needed / by direction

X – Marks the periodicity

b. Entries and Lobbies

Description of the Task Table (Frequencies represent minimum expected levels. Additional services may be required to meet or exceed expected service.	Daily	Twice Weekly	Three times per week	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Entries and Lobbies								
Spot clean and / or vacuum all carpeted floors (including edges and corners).		X						
Sweep/Dust and damp mop all non-carpeted areas	AN		X					
Empty trash cans and recycling bins, replace soiled liners.	X							
Clean, dust or wipe tables and horizontal surfaces.		X						
Clean wall switches			X					
Clean doors, door frames, handles and push plates			X					
Sanitize and clean water fountains.	X							
Clean Glass display cases				X				
Polish Bell (Bond Hall)			X					
Clean directory boards				X				
High dust horizontal surfaces anything above 72" including shelves, moldings and ledges.								X
Clean walls and ceiling vents	AN			X				
Strips waxed floors and apply a minimum of 3 coats of wax.							X	
Machine scrub tiled areas	AN				X			
Immediately sweep, mop, vacuum any spills.	AN							
Terrazzo must be polished to maintain a brilliant shine							X	
Tile flooring must be stripped and waxed apply a minimum of 5 coats of wax (MFH, Chapel and MCH)							X	
Wood Flooring must be completely striped and screened to maintain a brilliant shine (include corners and edges)								X

AN – As needed / by direction

X – Marks the periodicity

c. Public corridors

Description of the Task Table (Frequencies represent minimum expected levels. Additional services may be required to meet or exceed expected service.	Daily	Twice Weekly	Three times per week	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Public corridors								
Spot clean and / or vacuum all carpeted floors (including edges and corners).		X						
Sweep/Dust and damp mop all non-carpeted areas	A N	X						
Empty trash cans and recycling bins, replace soiled liners.	X							
Clean, dust or wipe tables and horizontal surfaces.		X						
Clean wall switches			X					
Clean doors, door frames, handles and push plates			X					
Sanitize and clean water fountains.	X							
Clean Glass display cases		X						
Polish Bell (Bond Hall)			X					
Clean directory boards				X				
High dust horizontal surfaces anything above 72" including shelves, moldings and ledges.					X			
Clean walls and ceiling vents	A N			X				
Strip waxed floors and apply a minimum of 3 coats of wax.							X	
Machine scrub tiled areas	A N				X			
Immediately sweep, mop, vacuum any spills.	A N							
Terrazzo must be polished to maintain a brilliant shine	A N						X	
Tile flooring must be stripped and waxed apply a minimum of 5 coats of wax (MFH, Chapel and MCH)							X	
Wood Flooring must be completely striped and screened to maintain a brilliant shine (include corners and edges)								X

AN – As needed / by direction

X – Marks the periodicity

d. Elevators

Description of the Task Table (Frequencies represent minimum expected levels. Additional services may be required to meet or exceed expected service.	Daily	Twice Weekly	Three times per week	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Elevators								
Remove all graffiti, stickers, flyers, posters, etc.	X							
Spot clean and damp mop hard surface floors (pay special attention to corners and edges).	X							
Clean all metal and stainless-steel surfaces to a shine. (Abstain from petroleum products that will leave fingerprints when touched).	X							
Remove dust, dirt or litter from door tracks.	X							
Clean ceiling and removable elevator light ceiling covers.	X							
Scrub, strip and recoat elevator flooring.						X		
Wipe clean all horizontal surface and rails.	X							
Remove, clean and dust-off impact covers.	A N				X			

AN – As needed / by direction

X – Marks the periodicity

e. Offices

Description of the Task Table (Frequencies represent minimum expected levels. Additional services may be required to meet or exceed expected service.	Daily	Twice Weekly	Three times per week	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Offices Note: Do not touch, disturb or move any cables, computer hardware or software, power cords, or any materials on the desk, work piles, work tables, or piles on the floor not marked as trash or otherwise directed by the occupant.								
Spot clean and / or vacuum all carpeted floors (including edges and corners).		X						
Sweep/Dust and damp mop all non-carpeted areas	A N	X						
Remove materials labeled “trash” and dispose appropriately.	X							
Remove materials labeled “Recycle” and dispose of them in the appropriately recycling bins in the corridors.	X							
Clean, dust or wipe tables and horizontal surfaces.		X						
Clean wall switches				X				
Dust blinds and clean windows (Inside).					X			
Dust horizontal surfaces		X						
Carefully dust picture frames and wall hangings		X						
Clean doors, door frames, handles and push plates			X					
Sanitize and clean water fountains (Where available).	X							
Clean Glass display cases				X				
Remove plastic plants and rinse (by occupants’ direction).								X
High dust horizontal surfaces anything above 72” including shelves, moldings and ledges.				X				
Shampoo upholster furniture	A N							
Wipe down vinyl furniture	A N							
Clean walls and ceiling vents	A N			X				
Strip waxed floors and apply a minimum of 3 coats of wax.							X	
Immediately sweep, mop, vacuum any spills.	A N							
Tile flooring must be stripped and waxed apply a minimum of 5 coats of wax.								X
Clean and extract carpet	A N							X

AN – As needed / by direction,

X – Marks the periodicity

f. Classrooms, Conference Rooms and Auditoriums

Description of the Task Table (Frequencies represent minimum expected levels. Additional services may be required to meet or exceed expected service.	Daily	Twice Weekly	Three times per week	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Classrooms, Conference Rooms and Auditoriums								
Spot clean and / or vacuum all carpeted floors (including edges and corners).		X						
Sweep/Dust and damp mop all non-carpeted areas	A N	X						
Remove materials labeled “trash” and dispose appropriately.	X							
Remove materials labeled “Recycle” and dispose of them in the appropriately recycling bins in the corridors.	X							
Clean chalkboards, white boards, blackboards, chalk trays and vacuum erasers.	X							
Vacuum under chalk trays.	X							
Empty pencil sharpener	X							
Clean window treatments							X	
Clean and Condition whiteboards with an approved material.	A N			X				
Clean, dust or wipe tables and horizontal surfaces.		X						
Clean wall switches			X					
Dust blinds and clean windows (Inside).					X			
Dust horizontal surfaces		X						
Carefully dust picture frames and wall hangings		X						
Clean doors, door frames, handles and push plates			X					
Sanitize and clean water fountains (Where available).	X							
Clean Glass display cases				X				
Remove plastic plants and rinse (by occupants’ direction).								X
High dust horizontal surfaces anything above 72” including shelves, moldings and ledges.				X				
Shampoo upholster furniture	A N							
Wipe down vinyl furniture	A N							
Clean walls and ceiling vents	A N			X				
Strip waxed floors and apply a minimum of 3 coats of wax.							X	
Immediately sweep, mop, vacuum any spills.	A N							
Tile flooring must be stripped and waxed apply a minimum of 5 coats of wax.								X
Wood Flooring must be completely striped and screened to maintain a brilliant shine (include corners and edges).								X
Clean and extract carpet	A N							X
Lab: Clean store rooms on request								X

Lab: Clean and disinfect sinks, countertops and table tops.		X						
Lab: Strip and re-finish flooring in dispensary room on request								X
Auditoriums: Dust mop stage after each performance or rehearsals	A N			X				
Auditorium: Vacuum isles and sweep under all fixed seating after each performance. Check for and remove gum, tar etc. report broken seats to contracts manager.	A N			X				

AN – As needed / by direction

X – Marks the periodicity

g. Stairs and Landings

Description of the Task Table (Frequencies represent minimum expected levels. Additional services may be required to meet or exceed expected service.	Daily	Twice Weekly	Three times per week	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Stairs and Landings								
Sweep, vacuum all staircases with access to the parade field Daily otherwise 3X week	X	X						
Dust horizontal surfaces		X						
Clean doors, door frames, handles and push plates		X						
Maintain clean and dust free light fixtures				X				
High dust horizontal surfaces anything above 72" including shelves, moldings and ledges.				X				
Clean stairway walls and rails where surfaces have constant personal contact with a damp cloth and cleaning solution.	A N			X				
Strip waxed landings and apply a minimum of 3 coats of wax.							X	
Immediately sweep, mop, vacuum any spills.	A N							
Tile flooring must be stripped and waxed apply a minimum of 5 coats of wax.								X
Wood Flooring must be completely striped and screened to maintain a brilliant shine (include corners and edges).								X
Clean and extract carpet	A N							X

AN – As needed / by direction

X – Marks the periodicity

Rest rooms, dressing rooms and showers

Description of the Task Table (Frequencies represent minimum expected levels. Additional services may be required to meet or exceed expected service.	Daily	Twice Weekly	Three times per week	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Rest rooms, dressing rooms and showers								
Empty, damp-wipe trashcans, sanitary napkin receptacles and replace liners.	X							
Thoroughly clean and disinfect all surfaces of floors, lavatory fixtures, toilets and urinals (including all undersides).	X							
Spot clean walls, removing spots, stains and splashes.	X							
Remove all graffiti	A N							X
Refill soap, paper towels, toilet tissue	X							
Polish all metal fixtures and surfaces leaving no oily residue or film	X							
Clean mirrors leaving a streak free appearance	X							
Clean and disinfect all shower mats (Where available)				X				
Sweep, mop and disinfect floor	X							
Spot clean and disinfect all surfaces where handling is constant (paper dispensers, doors and door handles).	X							
Wipe clean all light switches	X							
Clean and disinfect all countertops	X							
Descale fixtures with a non-corrosive solution				X				
Wash and disinfect all toilet partitions		X						
Wash shower walls from top to bottom		X						
Clean and maintain all drains debris free	X							
High dust and damp clean all horizontal surfaces including shelves, moldings and ledges.				X				
Machine scrub wash all tile flooring							X	

AN – As needed / by direction

X – Marks the periodicity

h. Gym and exercise rooms

Description of the Task Table (Frequencies represent minimum expected levels. Additional services may be required to meet or exceed expected service.	Daily	Twice Weekly	Three times per week	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Gym and exercise rooms Note: All items herein will be completed as scheduled; it is “NOT” the janitorial company’s responsibility to pick up personal items, uniforms or athletic gear from the floor. If the items listed before are laying or occupying the area that requires cleaning, these areas will be skipped. Contract Manager must be notified.								
Empty, damp-wipe trashcans, sanitary napkin receptacles and replace liners.	X							
Thoroughly clean and disinfect all surfaces of floors, lavatory fixtures, toilets and urinals (including all undersides).	X							
Spot clean walls, removing spots, stains and splashes.	X							
Remove all graffiti	AN							X
Refill soap, paper towels, toilet tissue	X							
Polish all metal fixtures and surfaces leaving no oily residue or film	X							
Clean mirrors leaving a streak free appearance	X							
Clean and disinfect all shower mats (Where available)				X				
Sweep, mop and disinfect floor	X							
Spot clean and disinfect all surfaces where handling is constant (paper dispensers, doors and door handles).	X							
Wipe clean all light switches	X							
Clean and disinfect all countertops	X							
Descale fixtures with a non-corrosive solution				X				
Wash and disinfect all toilet partitions		X						
Wash shower walls from top to bottom		X						
Clean and maintain all drains debris free	X							
High dust and damp clean all horizontal surfaces including shelves, moldings and ledges.				X				
Machine scrub wash all tile flooring							X	

AN – As needed / by direction

X – Marks the periodicity

Attachment “E”
Walk Off Mats listing.

Buildings	Interior Mats				Exterior Mats		
	Sizes				Sizes		
	3x5	4x6	Other		3x5	4x6	Other
Boat Center	1	1				1	
Bond Hall	6		(5x 6)	2	1	5	
Byrd Hall			(5 x 8)	1	2		
			(5 x10)	1			
Capers Hall	1		(5 x 8)	1		1	
			(5 x 10)	1			
Daniel Library			(5 x 8)	1	1	1	
			(5 x 15)	1			
Deas Hall		3	(5 x 12)	2		3	
Duckett Hall			(5 x 10)	1		1	
Grimsley Hall			(3 x 12)	2		3	1 (4x9)
		1	(5x12)	5			
Jenkins Hall			(5 x 10)	3		4	
LeTellier Hall		1				1	
McAlister Field House	8	8				22	
Mark Clark Hall						3	
Murray Infirmary		1				1	
Procurement Services	1	1					
Public Safety		1				1	
Seignious Hall		1	(3 x12)	1		2	
			(6 x9)	1			
Summerall Chapel		1	(3 x12)	3		3	
Vandiver Hall		2				2	
Total	17	25		30	4	54	

Attachment "F"
The Citadel Calendar Year

Average annual operations consist of the following;

- 5 Holidays events, Summer Schedule, Normal Schedule and Winter Break 296 operational days.
- 51 Sundays
- 67 Days Summer school (1 Battalion, Summer classroom schedule only)
- 83 Days Campus Maintenance (Summer, Winter)

January	
1 Jan	New Year
	Two days after the new year, Faculty and Staff return from winter holiday.
2 nd Monday	Cadets return from winter break
16 January *	Martin Luther King Birthday
February	
2 nd week ***	Storm the Citadel
March	
2 nd week	Spring Furlough
3 rd weekend **	Corps Day
April	
3 rd week ***	Admittance day
May	
1 st weekend **	Commencement / Clean Stby Battalion
2 nd Monday	Maymester
80+ Days	Starting day of Commencement
	Clean up all rooms in the Battalions (45 days-1096 Rooms, 97 Rest rooms)
	Summer camp JrROTC USAF (2 weeks)
	Summer camp JrROTC USN (1 week)
Last weekend of May *	Memorial Day
June	Summer 1
July	Summer 2
July 4 th *	Independence Day
Mid July	Return Athletic Leadership / return 4 th athletics
August	
1 st week Aug	Return SCCC Leadership
2 nd week Aug **	Matriculation
3 rd week Aug	SCCC Senior return / classes start
September	Football season start 6 games on Saturdays, Time TBD
October	
1 st weekend **	Parents weekend
2 nd week ***	Leadership week
November	
1 st weekend **	Homecoming
3 rd weekend *	Thanksgiving and day after
3 rd Monday	SCCC returns / classes start
December	
1 st week	Commence holiday preparation (Chapel, MCH)
2 nd week	Exams begin
End 2 nd week	SCCC departs winter furlough / commence flooring maintenance
3 rd Week *	Faculty and staff winter furlough / steam plant shutdown (11 days)
*	Holidays
**	All Hands attend 0545 till completion
***	Must support The Citadel events, specific needs for buildings are needed MFH, MCH, Parade field

- Attachment "G"
- Citadel Special Events

Citadel special events are those which place The Citadel on display. As such, The Citadel is required to be prepared for public presentation and visitation. The table below indicates the minimum acceptable effort for "showcasing" The Citadel.

Columns containing an "x" indicate floor work that is required by special event. Floor work to be accomplished consists of floor scrubbing, re-coating with wax and buffing or carpet shampooing as appropriate for each respective floor surface.

Building	Matriculation (August)	Parent's Day (October)	Homecoming (November)	Corps Day (March)	Graduation (May)
Band/Coward Hall (Men's/Ladies) *		X	X	X	X
Barracks (All)	X	X	X	X	
Byrd Hall (First Floor)		X	X	X	
Bond Hall **	X	X	X	X	X
Capers Hall		X	X	X	X
Deas Hall *	X	X	X	X	
Duckett Hall (First Floor)	X	X	X	X	
Grimsley Hall (First Floor)		X	X	X	
Jenkins Hall	X	X	X	X	X
LeTellier Hall (First Floor) *		X	X	X	X
McAlister Field House (First Floor) **	X	X	X	X	X
Mark Clark Hall (First & Second) **	X	X	X	X	X
Seignious Hall (First & Second) *	X	X	X	X	
Summerall Chapel	X	X	X	X	X
Vandiver Hall (First Floor)		X	X	X	X

The single asterisk (*) identifies buildings that require a porter or porters on all special event days. Porters are to be on location from 0700-1400 hours on each respective event day.

The double asterisk (**) identifies buildings that require two porters, one male and one female, on all special event days. Porters are to be on location from 0700 to-1400 hours on each respective event day.

Attachment "H"
Football Season Stadium Specifications

T-2 weeks prior to season start. (Wake the stadium)

Conduct the following throughout the 1st, 4th, 5th and 6th floors.

- Clean Lobby to include Windows, Flooring, Elevators (3).
- Clean Flooring (4th, 5th and 6th Floor).
- Clean Flooring in all Concourse restrooms.
- Clean and sanitize ALL Restrooms.
- Re-Stock all paper products in all restrooms.
- Clean All trash cans and recycling bins.
- Clean all suites windows, carpets, sinks, horizontal surfaces and dust/clean furnishings as needed.
- Clean and polish presidential suite, re-stock and sanitize restroom.

T-1 Week

- Clean and sanitize all restrooms in first floor Concourse, Altman Center Locker rooms, and referee rooms.
- Clean all trashcans, recycling bins and service containers for the transferring and removal of waste and recycling materials.
- Custodial contract manager will be required to walk with Citadel Contracts Manager all suites to ensure all assets have been properly addressed.
- Clean all flooring carpets, sinks, dust / polish all horizontal surfaces on 5th and 6th floors to include press box and all areas within.
- Clean and wipe down all exterior suite chairs, sweep and remove any exterior debris from flooring.
- Strip and wax Freight / service elevator and service all tracks on all elevators.

*****T-48 Hrs. Pre-game preparations (All)**

- Walk All floors and perform all required task aforementioned in T-1 and T-2 weeks
- Clean Lobby to include Windows, Flooring, Elevators.
- Clean Flooring (4th, 5th and 6th Floor).
- Clean Flooring in all Concourse restrooms.
- Clean and sanitize Restrooms and showers for Players, coaches and Referees (Altman Center).
- Re-Stock all paper products in all restrooms.
- Clean All trash cans and recycling bins.
- Clean all suites windows, carpets, sinks, horizontal surfaces and dust/clean furnishings as needed include exterior seating.
- Clean and polish presidential suite, re-stock and sanitize restroom.

*****T-24 Hrs.**

- Walk all floors and remove any trash left behind from or by suite owners.
- Ensure "all" restrooms are properly stocked with paper products and Soap, replenish if needed.
- Line all trashcans and recycling bins. (Place trash cans upside down anywhere where weather will affect them until ready to use)
- Machine wash both concourse access hallways.

*****T-2 Hrs.**

- Clean and sanitize all elevators (Streak free stainless steel)
- Have all personnel required ready to service the game with proper ID and uniform, both items will be required.
- All radios will be properly charged and personnel will available to respond any affected area.

T+1 Hrs. (After Game)

- Personnel will be required to clean and remove all trash and recycling materials to the appropriate disposing areas from the entire stadium as containers will be removed as early as 48 Hrs. after the game.
- All suites will be maintenance in the same manner, ensure that cleaning does not disrupt suite occupants and their guest (+2Hrs.).
- Any spills on carpets will be cleaned prior to departure from the game.
- Respond to the needs of occupants or as directed by the game manager.

T+48 Hrs.

- Walkthrough and verify all discrepancies are corrected, and any oversights are addressed. (Ready for Next Game)
- Personnel employed at the game should not be actively responsible for areas at The Citadel at the same time. Particularly during Campus wide events like Parents weekend and Homecoming.
- Game custodial performance will be observed in all aspects of this contract.
- All paper products will be supported by the Citadel for stadium events. Vendor will be required to maintain use inventory for the season.
- All cleaning materials, soaps, Black liners, clear liners for recycling and other job-related supplies will be sponsored by the Custodial Company.

Attachment “I”

Pre and Post event clean up description

Pre-Event Clean: Complete within two hours prior to the event start time. The timeline is subject to deviate based on event start time and days when there are multiple events scheduled (**Event Space**).

- Event Tables- clean, free from spills and debris. Cleaning includes tops, legs, sides, and castors
- Event Chairs- clean, free from spills and debris. Cleaning includes seats, backs, legs, leg rests, and castors
- Floors- swept and mopped, free from stickiness, crumbs, dirt and dirt debris, and spills including under and around equipment
- Walls/baseboards- free from spills and debris. Horizontal dusting completed as needed
- Porch/patio/entrances: As outlined in Attachment “D.a.”
- Entries and doorways: As outlined in Attachment “D.b.”
- Elevators: As outlined in Attachment “D.d.”
- Stairways: As outlined in Attachment “D.g.”
- Restrooms: As outlined in Attachment “D.h.”
- Glass: Free from smudges/streaks
- Trash emptied, liners replaced, and trash disposed of in proper trash receptacle
- Touchpoints including, but not limited to, push plates, wall switches, push bars, and handrails.
- Remove excess equipment and goods
- Cleaning equipment returned to janitor’s closet

Post- Event Clean: Complete within two hours after the event. The timeline is subject to deviate based on event start time and days when there are multiple events scheduled (**Event Space**).

- Event Tables- clean, free from spills and debris. Cleaning includes tops, legs, sides, and castors
- Event Chairs- clean, free from spills and debris. Cleaning includes seats, backs, legs, leg rests, and castors
- Floors- swept and mopped, free from stickiness, crumbs, dirt and dirt debris, and spills including under and around equipment
- Walls/baseboards- free from spills and debris. Horizontal dusting completed as needed
- Porch/patio/entrances: As outlined in Attachment “D.a.”
- Entries and doorways: As outlined in Attachment “D.b.”
- Elevators: As outlined in Attachment “D.d.”
- Stairways: As outlined in Attachment “D.g.”
- Restrooms: As outlined in Attachment “D.h.”
- Glass: Free from smudges/streaks
- Trash emptied, liners replaced, and trash disposed of in proper trash receptacle
- Touchpoints including, but not limited to, push plates, wall switches, push bars, and handrails
- Remove excess equipment, decorations, and goods
- Turn in personal effects to Event Contact
 - If not to Event Contact, to Public Safety
- Cleaning equipment returned to janitor’s closet
- Secure building upon exit

Post- Event Clean: Complete within two hours post event. The timeline is subject to deviate based on event start time and days when there are multiple events scheduled (**Event Kitchen**).

- Must use food safety approved chemicals. Prior approval required to deviate
- Floors- swept and mopped, free from stickiness, crumbs, dirt and dirt debris, and spills including under and around equipment
- Prep Tables, prep sinks, utility tables, and utility sinks- cleaned and sanitized leaving no streaks, residue, spills, food or food debris including tops, sides, legs, and castors
- Food Prep equipment- Clean externally (refrigeration- clean out any food debris or spills)
- Ice Machines- cleaned externally including top, bottom, sides, legs, and castors.
- Floor Drains- Cleaned and free from debris
- Walls/baseboards- free from spills and debris. Horizontal dusting completed as needed
- Entries and doorways: As outlined in Attachment “D.b.”
- Glass: Free from smudges/streaks
- Trash emptied, liners replaced, and trash disposed of in proper trash receptacle
- Touchpoints including, but not limited to, push plates, wall switches, push bars, and handrails
- Remove excess equipment, decorations, and goods

- Dispose of leftover food items
- Turn in personal effects to Event Contact
 - If not to Event Contact, to Public Safety
- Cleaning equipment returned to janitor's closet
- Secure building upon exit

Event Space Locations included, but not limited to:

- Pearson Club Level
 - Johnson Hagood Stadium (JHS) 4th floor kitchen
 - JHS 5th floor kitchen
 - JHS 6th floor kitchen
- Altman Center
 - Altman kitchen
- Buyer Auditorium/Stage
 - Buyer kitchen
- Swain Boating Center
 - Swain Boating Center kitchen
- Holiday Alumni Center
 - Holiday Alumni Center kitchen

Attachment "J"
HOUSEKEEPING EVALUATION

Inspection of all facilities will be conducted at random. The Citadel Housekeeping Evaluation form will be used to document inspections performed. It would be advantageous for the Custodial Contract Manager to accompany the Contract Administrator as frequently as possible. This practice would reinforce requirements as well as promote a mutual understanding of facility status. Facilities will be inspected on a recurring basis to evaluate custodial services rendered. The rating scale on The Citadel Housekeeping Evaluation form shall be interpreted as follows:

1. **Satisfactory:** A condition indicating continuous care and attention.
2. **Unsatisfactory:** A condition indicating laxity but which can be corrected with effort.
3. **Nonperformance:** A condition indicative that respective cleaning tasks(s) were not performed as required.

NONPERFORMANCE:

Custodial services are a composite of labor, materials, equipment and supervision. Upon failure to deliver goods or services in accordance with the contract terms and conditions, The Citadel, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which The Citadel may have.

Since nonperformance creates an irrecoverable situation, The Citadel may subtract nonperformance charges as follows:

1. **Daily Task:** There is no grace period for performance of a daily task. Daily tasks must be performed by the end of each day. If a building or structure is normally cleaned at night, then the daily task accomplishment cutoff will be not later than 0730 hours on the following work day, with the exception of building exteriors, which will be extended to 0930 hours. If a building or structure is normally cleaned during the day, the cutoff will be not later than 1700 hours on that respective day.
 - a. Criteria: Daily task nonperformance is defined as a daily task which was not performed. Three events of nonperformance within any 30-day period constitute nonperformance.
 - b. Daily-Performances: A 10% reduction assessed against the monthly allocated janitorial cost for the respective building or structure.
2. **Weekly Task:** There is no grace period for performance of a weekly task. Weekly tasks must be performed the required number of times per week. The weekly task cutoff will be not later than Thursday, 1700 hours of any work week.
 - a. Criteria: Weekly task nonperformance is defined as a weekly task which was not performed the required number of times per week.
 - b. Three events of nonperformance within any 30-day period constitute nonperformance.
 - c. Weekly Performance task: **a 100% reduction** assessed against the monthly allocated janitorial cost for the respective building or structure.
3. **Monthly Task:** There is no grace period for performance of a monthly task. The monthly task cutoff is 1700 hours on the last work day of the month.
 - a. Criteria: Monthly task nonperformance is defined as a monthly task which was not performed within any 30-day period. One event constitutes nonperformance.
 - b. Monthly performance task: A 25% reduction assessed against the monthly allocated janitorial cost for the respective building or structure.
4. **Quarterly Task:** There is no grace period for the performance of a quarterly task. The quarterly task cutoffs are identified below:

September 15, 1700 hours
December 15, 1700 hours
March 15, 1700 hours
June 15, 1700 hours

 - a. Criteria: Quarterly task nonperformance is defined as a quarterly task which was not performed as of the above respective cutoff dates and time.
 - b. Quarterly performance task: a 25% reduction assessed against the monthly allocated janitorial cost for the respective building or structure.
5. **Semi-Annual Task:** There is no grace period for the performance of semi-annual task. The semi-annual task cutoffs are identified below:

January 14, 1700 hours & August 18, 1700 hours

 - a. Criteria: Semi-annual task non-performance is defined as a semi-annual task which was not performed as of the above respective cutoff dates and time.
 - b. Semi-annual performance: a 50% reduction assessed against the monthly allocated janitorial cost for the respective building or structure.
6. **Annual Task:** There is no grace period for the performance of an annual task. The annual task cutoff is August 18, 1700 hours.
 - a. Criteria: Annual task nonperformance is defined as an annual task which was not performed as of August 18, 1700 hours.
 - b. Annual performance: a 100% reduction assessed against the monthly allocated janitorial cost for the respective building or structure.

Attachment "K"
CONTRACTOR'S Questionnaire

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter.

Submitted to: _____

Submitted by: Name: _____

Address: _____

Principal Office: _____

1. How many years has your organization been in the Custodial service business?
2. How many years has your organization been in business under its present business name?
3. If business Name has changed in the past 3 years, please annotate previous business name.
4. If a corporation, answer the following:

Date of incorporation: _____

State of incorporation: _____

President: _____

Vice-President(s): _____

5. If a partnership, answer the following:

Date of organization: _____

Type of partnership: _____

Name and address of all partners:

6. If other than a corporation or partnership, describe organization and name principals:

7. Name three (3) like sized or larger higher education institutions successfully serviced during the past three (3) years and list the name and telephone number of the contact person at the institution:

8. Name a higher education institution with a minimum of 1,000,000 square feet that you have serviced within the last three years and provide name and telephone number of the contact person at the institution:

9. Name an institution serviced within the past three (3) years with dormitories or living areas and provides name and telephone of the contact person at the institution.

10. _____
Describe your ongoing, in-house training program and provide course syllabuses: (Use attached sheets as necessary)

11. _____
List on-site manager's experience for the past five (5) years. (Use attached sheets as necessary)

12. _____
Name of bonding and insurance companies and name and address of agents; maximum bonding capability.

13. _____
Contractor certifies that qualified workers are available and will be used to do the work.

14. Dated at _____ this _____ day of _____, 19__.

Name of organization: _____

By: _____

Title: _____



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE **NONRESIDENT**
TAXPAYER
REGISTRATION AFFIDAVIT
INCOME TAX WITHHOLDING

I-312
(Rev. 5/7/04)
3323

The undersigned nonresident taxpayer on oath, being first duly sworn, hereby certifies as follows:

1. Name of Nonresident Taxpayer: _____
2. Trade Name, if applicable (Doing Business As): _____
3. Mailing Address: _____
4. Federal Identification Number: _____
5. Hiring or Contracting with: _____
 Name: _____
 Address: _____
- Receiving Rentals or Royalties From: _____
 Name: _____
 Address: _____
- Beneficiary of Trusts and Estates: _____
 Name: _____
 Address: _____

6. I hereby certify that the above-named nonresident taxpayer is currently registered with

(check the appropriate box):

<input type="checkbox"/> The South Carolina Secretary of State or	
<input type="checkbox"/> The South Carolina Department of Revenue	

Date of Registration: _____

7. I understand that by this registration, the above-named nonresident taxpayer has agreed to be subject to the jurisdiction of the South Carolina Department of Revenue and the courts of South Carolina to determine its South Carolina tax liability, including estimated taxes, together with any related interest and penalties.

8. I understand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code Sections 12-8-540 (rentals), 12-8-550 (temporarily doing business or professional services in South Carolina), and 12-8-570 (distributions to nonresident beneficiary by trusts or estates) at any time it determines that the above-named nonresident taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax liability.

The undersigned understands that any false statement contained herein could be punished by fine, imprisonment or both.

Recognizing that I am subject to the criminal penalties under Code Section 12-54-44 (B) (6) (a) (i), I declare that I have examined this affidavit and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Nonresident Taxpayer (Owner, Partner or Corporate Officer, when relevant) (Seal) _____
Date

If Corporate officer state title:	
-----------------------------------	--

(Name - Please Print)

Mail to: The company or individual you are contracting with.

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.

