Indefinite Delivery of General Contracting Services

Project Number H59-D708-JM

Amended 5/8/12
TABLE OF CONTENTS

PROJECT NUMBER: H59-D708-JM

PROJECT NAME: Indefinite Delivery of General Contracting Services

Table of Contents

Invitation for Bids (SE-310)

00200-IDC Instructions to Bidders for Indefinite Delivery Contract – Construction

Standard Bid Form (SE-330)

Tri-County Technical College Contract for Indefinite Delivery of Construction Services

Terms and Conditions of the Tri-County Technical Contract for Indefinite Delivery of Construction Services (TCTC-660)

Combined Request and Cost Proposal for IDC Construction Services

Construction Services Delivery Order (SE-680)

Construction Services Delivery Order Modification (SE-690)

Performance Bond (SE-355)

Labor and Material Payment Bond (SE-357)

Technical Specifications

* These AIA Documents may be viewed at Tri-County Technical College in Physical Plant
REQUEST FOR ADVERTISEMENT

PROJECT NAME: Indefinite Delivery of General Contracting Services
PROJECT NUMBER: H59-D708-JM
PROJECT LOCATION: Anderson, Pickens and Oconee Counties

Contractor may be subject to performance appraisal at close of project.

BID SECURITY REQUIRED? Yes ☐ No ☒
PERFORMANCE & PAYMENT BONDS REQUIRED? Yes ☐ No ☒
CONSTRUCTION COST RANGE: <$50,000
DESCRIPTION OF PROJECT: Office and Classroom Renovation

A/E NAME: McMillan Pazdan Smith
A/E CONTACT: Gable Stubbs
A/E ADDRESS: Street/PO Box: 200 East Broad Street, Suite 300
City: Greenville
State: SC ZIP: 29604
EMAIL: gstubbs@mcmillanpazdansmith.com
TELEPHONE: 864-242-2033 FAX: 864-242-2034

All questions & correspondence concerning this Invitation shall be addressed to the A/E.

BIDDING DOCUMENTS/PLANS MAY BE OBTAINED FROM:

http://www.tctc.edu/Content/About_TCTC/PurchasingSolicitation.xml

PLAN DEPOSIT AMOUNT: $0.00
IS DEPOSIT REFUNDABLE? Yes ☐ No ☒

Only those Bidding Documents/Plans obtained from the above listed source(s) are official. Bidders rely on copies of Bidding Documents/Plans obtained from any other source at their own risk.

BIDDING DOCUMENTS/PLANS ARE ALSO ON FILE FOR VIEWING PURPOSES ONLY AT (list name and location for each plan room or other entity):

________________________________________

PRE-BID CONFERENCE? Yes ☐ No ☒ MANDATORY ATTENDANCE? Yes ☐ No ☒
DATE: 4/26/12 TIME: 2:00 PM PLACE: Cleveland Hall

AGENCY: Tri-County Technical College
NAME OF AGENCY PROCUREMENT OFFICER: Kristal Doherty
ADDRESS: Street/PO Box: 7900 Hwy 76/PO Box 587
City: Pendleton
State: SC ZIP: 29670
EMAIL: kdoherty@tctc.edu
TELEPHONE: 864-646-1795 FAX: 864-646-1891

BID CLOSING DATE: May 16 TIME: 11:00 AM LOCATION: Physical Plant Conference Room 101
BID DELIVERY ADDRESSES:

HAND-DELIVERY: Attn: Kristal Doherty
Attn: Kristal Doherty
RH Bldg. Room 114
7900 Hwy 76
Pendleton, SC 29670

MAIL SERVICE:
same
same
same

IS PROJECT WITHIN AGENCY CONSTRUCTION CERTIFICATION? (Agency MUST check one) Yes ☒ No ☐

APPROVED BY (Office of State Engineer): ___________________________ DATE: ______
SECTION I - GENERAL

A. General Information:

1. It is the intention of Tri-County Technical College to solicit Indefinite Delivery Contract(s) for construction services generally described as new construction, renovation, restoration, and repair work for facilities owned or operated by the Owner. Construction services are to be performed at the following locations(s): South Carolina municipalities of Pendleton, Anderson, Easley, Seneca and Honea-Pith.

2. This solicitation is to be awarded and the contract administered by one of the following methods:

- **Low Bid IDC** This solicitation includes an actual project that the Owner will award, along with an Indefinite Delivery Contract, to the lowest responsive and responsible bidder. The lowest responsive and responsible bidder shall perform the construction of the actual project for its bid price. Multiple IDC contracts will be awarded under this solicitation.

  Future construction services identified throughout the term of this Contract will be awarded through competitive bidding amongst contractors awarded a contract through this solicitation. A Construction Services Delivery Order will be issued to the lowest bidder for each future delivery order.

- **Cost Data Guide Multiplier IDC** This solicitation utilizes a bidder-provided multiplier to apply to a published cost data guide as the basis for initial contract award and future Construction Services Delivery Orders. Bidders are to bid a multiplier that will be applied to the unit prices contained in the cost data guide listed here. Award will be based on the lowest multiplier(s). Multiple contracts may be awarded under this solicitation. The multiplier times the unit prices in the listed cost data guide times the quantity of construction services to be performed will be the basis of award for future Construction Services Delivery Orders. The quantities of construction services to be performed will be agreed upon by the Owner and Contractor. Prices listed in the cost data guide are inclusive of costs to the contractor including overhead, mobilization, installation, labor and profit. If a contractor chooses to subcontract some or all of the construction services, the same contractual multiplier is to be applied to the unit prices contained in the cost data guide for pricing the subcontracted construction services. However, if the subcontracted construction services are outside the contractor’s license authority, the contractor may include a markup of 13% on the price of the subcontracted construction services. No markup is allowed for subcontracted construction services within the contractor’s license category (ies) required for this solicitation. No other additions to the cost of the construction services will be permitted except the cost of Performance and Payment Bonds, if required for specific Construction Services Delivery Orders. The cost data guide and edition to be used for this solicitation is: (Insert name of cost data guide and edition). The latest edition of this guide [may][may not] be used for future Construction Services Delivery Orders.

The Owner will identify future construction services to be done throughout the term of this Contract and will meet with the ID Contractor to develop a Delivery Order Scope and agree on which Cost Data Guide unit prices and quantities are to be used to price the construction services. Once the contractor agrees in writing on the Cost Data Guide unit prices and quantities applicable to the Delivery Order Scope, the Owner will award the Construction Services Delivery Order. If more than 20% of
the construction services are not covered by the Cost Data Guide unit prices and the construction services are within the scope of this solicitation, competitive quotes will be solicited from all ID contractors. Pricing from each ID contractor shall not exceed the applicable Cost Data Guide unit prices for that portion of construction services covered by the contractual Cost Data Guide and a separate portion (lump-sum bid amount) of the quote for construction services not covered by the Cost Data Guide.

(If only one ID contract has been awarded and more than 20% of the construction services are not covered by the cost data guide unit prices, another method of procuring the construction services must be used. A minimum of two quotes must be received.)

☐ Unit Price IDC

This solicitation utilizes Unit Prices, included in this bid package to be used for [initial award of an actual project and] [future] Delivery Orders. The contractual Unit Prices multiplied by the quantity of construction services to be performed will be the basis of award for Construction Services Delivery Orders. The Unit Prices are to be inclusive of costs to the Contractor including overhead, mobilization, installation labor and profit. The Contractor may not add any other markup to the contractual Unit Prices. If a Contractor chooses to subcontract some or all of the construction services, the same contractual Unit Prices shall be used for pricing. However, if the subcontracted construction services are outside the Contractor’s license authority, as required by this solicitation, the Contractor may include a markup of 13% on the price of subcontracted construction services. No markup is allowed for construction services within the Contractor’s license category (ies) required by this solicitation. No other additions to the cost of the construction services will be permitted except the cost of Performance and Payment Bonds, if required for specific Construction Services Delivery Orders.

The Owner will identify future construction services to be done throughout the term of this Contract and will meet with the ID Contractor to develop a Delivery Order Scope and agree on which Unit Prices and quantities are to be used to price the construction services. Once the contractor agrees in writing on the Unit Prices and quantities applicable to the scope of work, the Owner will award the Construction Services Delivery Order. If more than 20% of the construction services are not covered by the Unit Prices and the construction services are within the scope of this solicitation, competitive quotes will be solicited from all ID contractors. Pricing from each ID Contractor shall not exceed the applicable Unit Prices for that portion of construction services covered by the contractual Unit Prices and a separate portion (lump-sum bid amount) of the quote for construction services not covered by the Unit Prices. (If only one ID contract has been awarded and more than 20% of the construction services are not covered by the Unit Prices, another method of procuring the construction services must be used. A minimum of two quotes must be received.)

3. The Owner intends to award a contract to the lowest responsive and responsible bidder. The Owner will award 2 additional Indefinite Delivery Contracts to other bidders starting with the second lowest responsible and responsive bidder and so forth, in the manner set forth in these instructions.

4. The Owner does not guarantee a minimum amount of work and does not guarantee the size or quantity of any work of the Indefinite Delivery Contracts awarded pursuant to this solicitation.

5. The minimum amount of work guaranteed for this contract shall be: $0. The Owner estimates that $200,000 of work will be awarded under these contracts. This estimate is not a representation to an offeror or contractor that the estimated quantity will be required or ordered, or that conditions affecting requirements will be stable or normal.
INDEFINITE DELIVERY CONTRACT – CONSTRUCTION

Failure to bid or quote future work, if awarded a Contract, will result in the forfeiture of this guarantee and possible termination of the Contract.

6. This solicitation does not commit the Owner to award a Contract nor to pay for any cost incurred by the bidder in the preparation of a bid.

7. All Indefinite Delivery Contracts issued under this solicitation will be for a period of time not to exceed two years from the date of Contract execution.

8. Each Indefinite Delivery Contract shall allow the Owner to award a Contractor a total amount of work via Construction Services Delivery Orders not to exceed $1,000,000. No single Construction Services Delivery Order or project may exceed $250,000.


10. Other information concerning this solicitation:

B. Architect/Engineer:
1. The Architect or Engineer of Record (A/E) will be identified on each Construction Services Delivery Order.
2. In the absence of an A/E the Owner will act in that capacity.

C. Contractor's Licensing:
1. Contractors are required by the South Carolina Code of Laws to be properly licensed in the license category and the group classification to permit an award of Construction Services Delivery Orders of $250,000 per single project at the time of bidding.
2. The contractor license categories required for this work are: BD3
3. These licenses must be maintained for the term of the Contract.

D. Subcontractors:
1. Some incidental work may be necessary under a Construction Services Delivery Order that will require performance not authorized by the license category required by this solicitation. A properly licensed subcontractor shall be utilized, and the terms and conditions of the Contract must be passed to the sub-contractor to protect the rights of the Owner.
2. Subcontractors shall be properly licensed as required by the South Carolina Code of Laws.
3. The Owner reserves the right to review the Contractor’s proposed subcontractors and to request substitution of those to which the Owner has reasonable objection.

E. Definitions:
1. The term “Indefinite Delivery Contract” (IDC) means a contract that does not procure or specify a defined quantity of services (other than a minimum or maximum quantity) and that provides for the issuance of delivery orders for the performance of tasks during the period of the contract.
2. A Construction IDC is a contract whereby the contractor agrees to provide the Owner construction services on an “as-needed” basis during the term of the Contract.
3. A Construction Services Delivery Order is an order issued by an Owner for a Contractor to perform work (tasks) under an IDC.
4. Any reference to "Manual" means the Manual for Planning and Execution of State Permanent Improvements-Part II as issued by the Office of State Engineer (OSE).
5. Bidding Documents collectively referred to as the Invitation for Bids; include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement, Instructions to Bidders for IDC (00200-IDC), the Bid Form SE-330, the Intent to Award Notice (SE-370), and other sample bidding and contract forms. The proposed Contract Documents consist of the Form of the Contract for Indefinite Delivery Services Between the Owner and Contractor, Terms and Conditions of the Contract (General, Supplementary and Other Conditions), Drawings,
INSTRUCTIONS TO BIDDERS
INDEFINITE DELIVERY CONTRACT – CONSTRUCTION

Specifications, all Addenda issued prior to execution of the Contract, and other
documents set forth in the Bidding Documents.

SECTION II – PRE-BID CONFERENCES AND SITE VISITS
A. The Owner may hold a pre-bid conference or site visit as a prerequisite for bidding as
specified in the Advertisement.
B. The Owner has the right to schedule more than one pre-bid conference or site visit if deemed
to be in the best interest of the State.
C. As provided in Regulation 19-445.2042(B), nothing stated at the pre-bid conference shall
change the Bidding Documents unless a change is made by written Addendum.
D. As provided in Regulation 19-445.2042(B), a bidder's failure to attend an advertised pre-bid
conference will not excuse its 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.

SECTION III - OBTAINING BIDDING DOCUMENTS
A. Bidders may obtain complete sets of the Bidding Documents from the issuing office specified
in the Advertisement in the number and for the deposit sum, if any, stated therein. If so
provided in the Advertisement, the deposit will be refunded to all plan holders who return the
Bidding Documents in good condition within ten (10) days after receipt of bids. The cost of
replacement of missing or damaged documents will be deducted from the deposit. A bidder
receiving a Contract award may retain the Bidding Documents and the bidder's deposit will
be refunded.
B. Bidders shall use complete sets of documents as obtained from the source specified in the
Advertisement. No partial sets will be issued.
C. All persons obtaining Bidding Documents from the issuing office specified in the
Advertisement shall provide that office with Bidder's contact information to include the
Bidder’s name, telephone number, mailing address, and email address.

SECTION IV - EXAMINATION OF BIDDING DOCUMENTS
A. Bidders are expected to examine the Bidding Documents and Contract Documents thoroughly
and should request an explanation of any ambiguities, discrepancies, errors, omissions, or
conflicting statements. Failure to do so will be at the bidder's risk. Bidder assumes
responsibility for any patent ambiguity that bidder does not bring to the Owner’s attention
prior to bid opening.
B. Should the bidder notice any errors, conflicts or other inconsistencies with the bidding
documents, the bidder shall notify the A/E in writing.
C. Corrections, interpretations and changes, which modify the bid documents, will be made by
official addendum only. Any other form of communication, oral or written, is unofficial and
non-binding on the Owner.
D. Reference in the Bidding Documents to a designated material, product, thing, or service by
specific brand or trade name followed by the words “or equal” and “or approved equal” shall
be interpreted as establishing a standard of quality and shall not be construed as limiting
competition.
E. No request to substitute materials, products, or equipment for materials, products, or
equipment described in the bidding documents and no request for addition of a manufacturer
or supplier to a list of approved manufacturers or suppliers in the Bidding Documents will be
considered prior to receipt of Bids unless written request for approval has been received by
the A/E at least ten (10) days prior to the date for receipt of bids established in the
Advertisement. Any subsequent extension of the date for receipt of bids by addendum shall
not extend the date for receipt of such requests unless the addendum so specifies. Such
requests shall include the name of the material or equipment for which it is to be substituted
and a complete description of the proposed substitution including drawings, performance and
test data, and other information necessary for an evaluation. A statement setting forth changes
SECTION V - ADDENDA

A. If the A/E amends the Contract Documents prior to bidding, an addendum will be issued. All addenda will be sent to all prospective bidders who have obtained bid documents as specified in the Advertisement. No addendum will be issued later than 120 hours prior to time for receipt of bids except an addendum withdrawing the request for bids or one which includes postponement of the date for receipt of bids.

B. When the date for receipt of bids is to be postponed and there is insufficient time to issue a written Addendum prior to the original Bid Date, Owner will notify prospective bidders by telephone or other appropriate means with immediate follow up with a written addendum. This addendum will verify the postponement of the original Bid Date and establish a new Bid Date. The new Bid Date will be no earlier than the fifth (5th) calendar day after the date of issuance of the addendum postponing the original Bid Date.

C. If an emergency or unanticipated event interrupts normal government processes so that bids cannot be received at the government office designated for receipt of bids by the exact time specified in the Advertisement, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the Advertisement, or amended by addendum, on the first work day on which normal government processes resume. In lieu of an automatic extension, an addendum 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 addendum will be issued to reschedule the conference. Useful information may be available at: http://www.scemd.org/scgovweb/weather_alert.html

D. Bidders are responsible to ascertain that they have received copies of all addenda issued prior to bidding. Bids received that do not acknowledge receipt of all addenda shall be rejected as non-responsive except for the following reasons:
   1. The addendum only gives clarifications; or,
   2. The bid received clearly indicates that the bidder received the addendum; or,
   3. The addendum clearly would have had no effect or merely a trivial or negligible effect on price, quality, quantity, or delivery as defined in The Consolidated Procurement Code, Regulations, and Manual, and does not affect the relative standing of the Bidders. Under no circumstances can the bid amount be changed or modified.

E. All persons obtaining Bidding Documents from the issuing office designated in the Advertisement shall provide that office with bidder’s contact information to include the bidder’s name, telephone number, mailing address, and email address.

F. Addenda will be sent, and other official communications will be conducted, via e-mail unless otherwise stated in the Advertisement.

SECTION VI - PREPARATION AND DELIVERY OF BIDS

A. Any blanks on the bid form to be filled in by the bidder shall be legibly executed in a non-erasable medium. Bids shall be signed in ink or other indelible media.

B. Sums and multipliers shall be expressed in figures.

C. Bidder shall not make stipulations or qualify the bid in any manner not permitted on the bid form. An incomplete bid or information not requested that is written on or attached to the Bid Form that could be considered a qualification of the bid, may be cause for rejection of the bid.

D. Each copy of the bid shall state the legal name of the bidder and the nature of legal form of the bidder. Each copy shall be signed by the person or persons legally authorized to bind the bidder to a Contract. A bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the bidder.

E. Bids and Bid Security, and any other documents required to be submitted with the bid should
be enclosed in a sealed, opaque envelope. The envelope should be addressed to the party receiving the bids and shall be identified with the project name, number, and the bidder's name and address.

F. The Bidder shall assume full responsibility for timely delivery of the bid at the appropriate location designated for the receipt of bids as specified in the Advertisement.

1. Bidders attending the bid opening should bring their bids to the place of the bid opening and deliver the bid to the Procurement Officer of the Owner or his designee prior to the time of the bid opening.

2. Bids sent by mail or special delivery service (USPS, UPS, Federal Express, etc.) should be labeled "SEALED BID ENCLOSED", and shall be addressed to the Owner’s designated purchasing office as specified in the advertisement. Delivery of bids to the specified location shall be prior to the time of bid opening. Bids not received at the above location or the advertised mail room prior to the time of bid opening will be subject to rejection.

3. Bidders hand delivering their bids shall deliver bids to the place of the Bid Opening as shown in the Advertisement. Whether or not bidders attend the Bid Opening, they shall give their bids to the Owner’s procurement officer or his/her designee as shown in the Advertisement prior to the time of the Bid Opening.

G. Bidders should include all special documents requested to be submitted with the bid. If these documents are not included with the bid, the bidder shall have 24 hours after the time set for the bid opening to submit these documents or the bid may be considered non-responsive.

H. The official time for receipt of bids will be determined by reference to the clock designated by the Owner’s procurement officer or his/her designee. The Procurement Officer conducting the bid opening will determine and announce that the deadline has arrived and no further bids or bid modifications will be accepted. All bids and bid modifications in the possession of the Procurement Officer at the time the announcement is completed will be timely, whether or not the bid envelope has been date/time stamped or otherwise marked by the Procurement Officer.

SECTION VII - BIDDER'S REPRESENTATIONS

By submitting a bid for this solicitation, the bidder certifies that:

A. Disclosure of Conflicts of Interest or Unfair Competitive Advantage: You warrant and represent that your bid 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. Without limitation, an unfair competitive advantage exists where a contractor competing for award possesses either proprietary information that was obtained from a government official without proper authorization or source selection information (as defined in Regulation 19-445.2010(C) that is relevant to the contract but is not available to all competitors, and such information would assist that contractor in obtaining the contract. If you have an unfair competitive advantage or a conflict of interest, the state may withhold award. Before withholding award on these grounds, a bidder 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.

B. Certification of Independent Price Determination: 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 a bid, the bidder certifies that—

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

(i) Those prices;

(ii) The intention to submit a bid; or
INSTRUCTIONS TO BIDDERS
INDEFINITE DELIVERY CONTRACT – CONSTRUCTION

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

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder 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 bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

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

(1) Is the person in the bidder’s organization responsible for determining the prices being offered in this bid, 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 bidder'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 bidder’s organization responsible for determining the prices offered in this bid);

(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 bidder deletes or modifies paragraph (a)(2) of this certification, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

C. CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS:

(a)(1) By submitting a bid, bidder certifies, to the best of its knowledge and belief, that—

(i) Bidder 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 bid, 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 bids; 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) Bidder has not, within a three-year period preceding this bid, 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) Bidder shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

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

(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 a bidder 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 bidder 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.

D. ETHICS CERTIFICATE: By submitting a bid, the bidder certifies that the bidder 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.

E. RESTRICTIONS APPLICABLE TO BIDDERS & GIFTS: Violation of these restrictions may result in disqualification of your bid, suspension or debarment, and may constitute a violation of the state Ethics Act. (a) After issuance of the solicitation, bidder agrees not to discuss this procurement activity in any way with the Owner or its employees, agents or officials. All communications must be solely with the Procurement Officer. This restriction may be lifted by express written permission from the Procurement Officer. This restriction expires once a contract has been formed. (b) Unless otherwise approved in writing by the Procurement Officer, bidder agrees not to give anything to the Owner, any affiliated organizations, or the employees, agents or officials of either, prior to award. (c) bidder acknowledges that the policy of the State is that a governmental body should not accept or solicit a gift, directly or indirectly, from a donor if the governmental body has reason to believe the donor has or is seeking to obtain contractual or other business or financial relationships with the governmental body. Regulation 19-445.2165(C) broadly defines the term donor.

F. NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING (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
INDEFINITE DELIVERY CONTRACT – CONSTRUCTION

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.

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 Owner 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, SC 29214-0140. All withholding questions should be directed to the Withholding Section at 803-898-5383.

PLEASE SEE THE "NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING" FORM (FORM NUMBER I-312) LOCATED AT: http://www.sctax.org/Forms+and+Instructions/withholding/default.htm

G. SUBMITTING CONFIDENTIAL INFORMATION: For every document bidder submits in response to or with regard to this solicitation or request, bidder must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that bidder 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 & confidential, as that phrase is used in Section 11-35-410. For every document bidder submits in response to or with regard to this solicitation or request, bidder must separately mark with the words "TRADE SECRET" every page, or portion thereof, that bidder contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document bidder submits in response to or with regard to this solicitation or request, Bidder must separately mark with the word "PROTECTED" every page, or portion thereof, that bidder 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 bid as confidential, trade secret, or protected! If your bid, 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, bidder (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, & 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, & (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 bidder’s marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, bidder agrees to defend, indemnify & hold harmless the State of South Carolina, its officers & employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney’s fees, arising out of or resulting from the State withholding information that bidder marked as "confidential" or "trade secret" or "PROTECTED".

00200-IDC – 9
H. SOLICITATION INFORMATION FROM SOURCES OTHER THAN OFFICIAL SOURCE: South Carolina Business Opportunities (SCBO) is the official state government publication for State of South Carolina solicitations. Any information on State agency solicitations obtained from any other source is unofficial and any reliance placed on such information is at the bidder’s sole risk and is without recourse under the South Carolina Consolidated Procurement Code.

I. TAX CREDIT FOR SUBCONTRACTING WITH MINORITY FIRMS: Pursuant to §12-6-3350, taxpayers, who utilize certified minority subcontractors, may take a tax credit equal to 4% of the payments they make to said subcontractors. The payments claimed must be based on work performed directly for a South Carolina state contract. The credit is limited to a maximum of fifty thousand dollars annually. The taxpayer is eligible to claim the credit for 10 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. 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. Taxpayers must maintain evidence of work performed for a State contract by the minority subcontractor. 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. The subcontractor must be certified as to the criteria of a "Minority Firm" by the Governor's Office of Small and Minority Business Assistance (OSMBA). Certificates are issued to subcontractors upon successful completion of the certification process. 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. Reference: SC §11-35-5010 – Definition for Minority Subcontractor & SC §11-35-5230 (B) – Regulations for Negotiating with State Minority Firms.

J. DRUG FREE WORKPLACE: By submitting a bid, the bidder certifies that bidder will maintain a drug free workplace in accordance with the requirements of Title 44, Chapter 107 of South Carolina Code of Laws, as amended.

SECTION VIII - WITHDRAWAL OR REVISION OF BIDS PRIOR TO BID OPENING
Prior to the time and date designated for receipt of bids, a bid submitted may be withdrawn in person or by written notice to the party receiving bids at the place designated for receipt of bids. Withdrawal by written notice shall be in writing over the signature of the bidder.

SECTION IX - OPENING OF BIDS
A. Bids received on time will be publicly opened and will be read aloud. Owner will not read aloud bids that Owner determines, at the time of opening, to be non-responsive.
B. At bid opening, Owner will announce the date and location of the posting of the Notice of Intended Award.
C. The Owner will send a copy of the final bid tabulation to all bidders within ten (10) working days of the bid opening.
D. If Owner determines to award contract(s), Owner will, after posting a Notice of Intended Award, send a copy of the notice to all bidders.
E. If only one bid is received, Owner will open and consider the bid.

SECTION X - IRREGULAR BIDS
A. The Owner shall have the right to reject any or all bids, reject a bid not accompanied by a required bid security or other data required by the bidding documents, or reject a bid that is in
any way incomplete or irregular.

B. The reasons for which the Owner will reject bids include, but are not limited to:
1. Failure by a bidder to be represented at a mandatory pre-bid conference or site visit;
2. Failure to deliver the bid on time;
3. Failure to comply with bid security requirements, except as expressly allowed by law;
4. Listing an invalid electronic Bid Bond authorization number on the bid form;
5. Showing any material modification(s) or exception(s) qualifying the bid;
6. Faxing a bid directly to the Owner or their representative; or
7. Failure to include a properly executed Power-of-Attorney with the Bid Bond.

C. The Owner may reject a bid as nonresponsive if the prices bid are materially unbalanced between line items or sub-line 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 Owner even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

SECTION XI - CONSIDERATION OF BIDS
A. Failure by a bidder to correct any deficiency as requested may cause the bid to be rejected as non-responsive.
B. The Owner shall not award a contract before the eleventh day after the Notice of Intended Award is posted. If only one bid is received and determined to be responsive and responsible, award may be made after posting the Notice of Intended Award without the ten-day waiting period.
C. Contractor's Qualifications - A prospective Contractor shall be considered as meeting the state standards of responsibility when the firm has:
1. Appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain them, necessary to indicate his ability to meet all contractual requirements;
2. A satisfactory record of performance;
3. Satisfactory record of integrity;
4. Qualified legally to contract with the State;
5. Supplied all necessary information in connection with the inquiry concerning responsibility;
D. Owner will make a determination of bidder’s responsibility before awarding a contract. Bidder shall provide all information and documentation requested by the Owner to support the Owner’s evaluation of responsibility. Failure of bidder to provide requested information is cause for the Owner, at its option, to determine the bidder to be non-responsible
E. Pursuant to §11-35-1520(8), the Procurement Officer may elect to communicate with a bidder after opening for the purpose of clarifying either the bid or the requirements of the Invitation for Bids. Such communications may be conducted only with bidders who have submitted a bid which obviously conforms in all material aspects to the Invitation for Bids and only in accordance with Appendix D (Paragraph A(6)) to the Manual for Planning and Execution of State Permanent Improvements, Part II. Clarification of a Bid must be documented in writing and included with the bid. Clarifications may not be used to revise a bid or the Invitation for Bids. [§ 11-35-1520(8); R.19-445.2080]

SECTION XII - AWARD OF CONTRACT
A. At the conclusion of the ten day waiting period on the eleventh day after the Notice of Intended Award is issued, the Owner will issue to the successful bidder(s) a Contract.
B. The successful bidder shall obtain, and forward to the Owner, a copy of the certificate of insurance as required by the Contract and the copies of the Contract signed by the bidder.
C. After the Contract is fully executed work may be awarded to the successful bidder in the manner described in the Contract.
SECTION XIII - BONDS

A. If required by the Invitation for Bids, each bid shall be accompanied by a bid security in an amount of not less than five percent of the base bid. The bid security shall be a bid bond or a certified cashier’s check. The bidder pledges to enter into a Contract with the Owner on the terms stated in the bid and will, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.

B. If a surety bond is required, it shall be written on AIA Document A310 Bid Bond, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney. The Bid Bond shall:

1. Be issued by a surety company licensed to do business in South Carolina;
2. Be issued by a surety company having, at a minimum, a "Best Rating" of "A" as stated in the most current publication of "Best's Key Rating Guide, Property-Casualty", which company shows a financial strength rating of at least five (5) times the contract price.
3. Be enclosed in the bid envelope at the time of bid opening, either in paper copy or as an electronic bid bond authorization number provided on the Bid Form and issued by a firm or organization authorized by the surety to receive, authenticate and issue binding electronic bid bonds on behalf the surety.

C. By submitting a Bid Bond via an electronic bid bond authorization number on the Bid Form and signing the Bid Form, the bidder certifies that an electronic bid bond has been executed by a Surety meeting the standards required by the Bidding Documents and the Bidder and Surety are firmly bound unto the State of South Carolina under the conditions provided in this Section.

D. The Owner will have the right to retain the bid security of bidders to whom an award is being considered until either (a) the Contract has been executed and Performance and Payment Bonds, if required, have been furnished, or (b) the specified time has elapsed so that bids may be withdrawn or (c) all bids have been rejected.

E. The Performance and Payment Bonds shall conform to the requirements of the Contract. If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid or be added to the cost of the Construction Services Delivery Order. Performance Bonds and Labor & Material Payment Bonds in the amount of 100% of the Construction Services Delivery Order amount are required for all Construction Services Delivery Orders exceeding $50,000. The Owner may require bonds on Construction Services Delivery Orders under $50,000.

SECTION XIV - OTHER INFORMATION

A. POSTING OF INTENT TO AWARD

Notice of Intent to Award, SE-370, will be posted at the following location:

Room or Area of Posting: Room 114
Building Where Posted: Ruby Hicks
Address of Building: 7900 Hwy 76, Pendleton SC 29670
WEB:
http://www.tctc.edu/Content/About_TCTC/PurchasingSolicitation/Award_Postings.xml

Posting date will be announced at the bid opening. In addition to posting the notice, the Owner will promptly send all responsive bidders a copy of the notice of intent to award and the final bid tabulation.

B. PROTEST OF SOLICITATION OR AWARD
INSTRUCTIONS TO BIDDERS
INDEFINITE DELIVERY CONTRACT – CONSTRUCTION

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 intent to award is posted in accordance with Title 11, Chapter 35, Section 4210 of the South Carolina Code of Laws, as amended. 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 State Engineer within the time provided.

Any protest must be addressed to the CPOC, Office of State Engineer, and submitted in writing:
   (a) by email to protest-ose@mmo.sc.gov,
   (b) by facsimile at 803-737-0639, or
   (c) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201.

By submitting a protest to the foregoing email address, you (and any person acting on your behalf) consent to receive communications regarding your protest (and any related protests) at the e-mail address from which you sent your protest.

C. Special documents required to be submitted with the Bid for this project include:
   1. NA

END OF DOCUMENT
Bidder: (Bidder's Name)

Bid Submitted To: Tri-County Technical College

For Project: Indefinite Delivery of General Contracting Services

Project Number: H59-D708-JM

Offer

§ 1. In response to the Invitation for Construction Bids and in compliance with the Instructions to Bidders for the above-named Project, the undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into a Contract with the Owner on the terms included in the Bidding Documents, and to perform all Work as specified or indicated in the Bidding Documents, for the prices and within the time frames indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

§ 2. Pursuant to Section 11-32-3030(1) of the SC Code of Laws, as amended, Bidder has submitted Bid Security as follows in the amount and form required by the Bidding Documents:

- Bid Bond with Power of Attorney
- Electronic Bid Bond
- Cashier's Check

(Bidder check one)

§ 3. Bidder acknowledges the receipt of the following Addenda to the Bidding Documents and has incorporated the effects of said Addenda into this Bid:

ADDENDUM No: 

§ 4. Bidder accepts all terms and conditions of the Invitation for Bids, including, without limitation, those dealing with the disposition of Bid Security. Bidder agrees that this Bid, including all Bid Alternates, if any, may not be revoked or withdrawn after the opening of bids, and shall remain open for acceptance for a period of 60 Days following the Bid Date, or for such longer period of time that Bidder may agree to in writing upon request of the Owner.

§ 5. Bidder herewith offers to provide all labor, materials, equipment, tools of trades and labor, accessories, appliances, warranties and guarantees, and to pay all royalties, fees, permits, licenses and applicable taxes necessary to complete the following items of construction work:

§ 6.1 BASE BID WORK (as indicated in the Bidding Documents and generally described as follows): Office and Classroom Renovation

, which sum is hereafter called the Base Bid.

(Bidder - insert Base Bid Amount on line above)
§ 7. LISTING OF PROPOSED SUBCONTRACTORS PURSUANT TO SECTION 3020(b)(i), CHAPTER 35, TITLE 11 OF THE SOUTH CAROLINA CODE OF LAWS, AS AMENDED – (See Instructions on the following page BF-3A)

Bidder shall use the below-listed Subcontractors in the performance of the Subcontractor Specialty work listed:

<table>
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<tr>
<th>SUBCONTRACTOR SPECIALTY By License Classification and/or Subclassification (Completed by Owner)</th>
<th>SUBCONTRACTOR'S PRIME CONTRACTOR'S NAME (Must be completed by Bidder) BASE BID</th>
<th>SUBCONTRACTOR'S PRIME CONTRACTOR'S SC LICENSE NUMBER</th>
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If a Bid Alternate is accepted, Subcontractors listed for the Bid Alternate shall be used for the work of both the Alternate and the Base Bid work.
SE-330 – LUMP SUM BID
BID FORM

§ 8. LIST OF MANUFACTURERS, MATERIAL SUPPLIERS, AND SUBCONTRACTORS OTHER THAN
SUBCONTRACTORS LISTED IN SECTION 7 ABOVE (FOR INFORMATION ONLY): Pursuant to instructions in
the Invitation for Bids, if any, Bidder will provide to Owner upon the Owner’s request and within 24 hours of such
request, a listing of manufacturers, material suppliers, and subcontractors, other than those listed in Section 7 above,
that Bidder intends to use on the project. Bidder acknowledges and agrees that this list is provided for purposes of
determining responsibility and not pursuant to the subcontractor listing requirements of SC Code Ann § 11-35-
3020(b)(i).

§ 9. TIME OF CONTRACT PERFORMANCE AND LIQUIDATED DAMAGES
a. CONTRACT TIME: Bidder agrees that the Date of Commencement of the Work shall be established in a Notice
to Proceed to be issued by the Owner. Bidder agrees to substantially complete the Work within 45 calendar days
from the Date of Commencement, subject to adjustments as provided in the Contract Documents.

b. LIQUIDATED DAMAGES: Bidder further agrees that from the compensation to be paid, the Owner shall retain
as Liquidated Damages the sum of $100.00 for each calendar day the actual construction time required to achieve
Substantial Completion exceeds the specified or adjusted time for Substantial Completion as provided in the
Contract Documents. This sum is intended by the parties as the predetermined measure of compensation for actual
damages, not as a penalty for nonperformance.

§ 10. AGREEMENTS
a. Bidder agrees that this bid is subject to the requirements of the law of the State of South Carolina.

b. Bidder agrees that at any time prior to the issuance of the Notice to Proceed for this Project, this Project may be
canceled for the convenience of, and without cost to, the State.

c. Bidder agrees that neither the State of South Carolina nor any of its agencies, employees or agents shall be
responsible for any bid preparation costs, or any costs or charges of any type, should all bids be rejected or the
Project canceled for any reason prior to the issuance of the Notice to Proceed.

§ 11. ELECTRONIC BID BOND

By signing below, the Principal is affirming that the identified electronic bid bond has been executed and that the
Principal and Surety are firmly bound unto the State of South Carolina under the terms and conditions of the AIA
Document A310, Bid Bond, included in the Bidding Documents.

Electronic Bid Bond Number: ______________________
Signature and Title: ______________________________
SE-330 – LUMP SUM BID
BID FORM

BIDDER’S TAXPAYER IDENTIFICATION

FEDERAL EMPLOYER’S IDENTIFICATION NUMBER: __________________________

OR

SOCIAL SECURITY NUMBER: __________________________________________

CONTRACTOR’S CLASSIFICATIONS AND SUBCLASSIFICATIONS WITH LIMITATIONS

Classification(s) & Limits: ____________________________________________

Subclassification(s) & Limits: _________________________________________

SC Contractor’s License Number(s): _________________________________

BY SIGNING THIS BID, THE PERSON SIGNING REAFFIRMS ALL REPRESENTATIONS AND
CERTIFICATIONS MADE BY BOTH THE PERSON SIGNING AND THE BIDDER, INCLUDING WITHOUT
LIMITATION, THOSE APPEARING IN ARTICLE 2 OF THE INSTRUCTIONS TO BIDDER. THE
INVITATION FOR BIDS, AS DEFINED IN THE INSTRUCTIONS TO BIDDERS, IS EXPRESSLY
INCORPORATE BY REFERENCE.

SIGNATURE

BIDDER’S LEGAL NAME: _____________________________________________

ADDRESS: _______________________________________________________

______________________________________________________________

BY: ___________________________ DATE: __________________________

(Signature)

TITLE: ___________________________

TELEPHONE: _______________________

EMAIL: ___________________________
TCTC-660  Tri-County Technical College - CONTRACT FOR THE
INDEFINITE DELIVERY OF CONSTRUCTION SERVICES

THIS CONTRACT, made this ______ day of ____________, 20__, by and between

AGENCY and CONTRACTOR and,

Tri-County Technical College  
P. O. Box 587  
Pendleton, SC 29670

WHEREAS, the Agency requires the delivery of Indefinite Delivery Contract for General Contracting

(Type of Work for this Contract)

construction services on an as-needed basis, hereinafter referred to as the “Services”, for the following Project identified as follows:  H59 - D708 - JM and

(State Project Number) (Agency Contract Number)

Indefinite Delivery Contract for General Contracting ; and

(Project Name)

WHEREAS, the CONTRACTOR, whose FEIN/SSN is ________________ and whose SC professional license is ________________, is prepared and qualified to provide such Services.

NOW THEREFORE, the Agency and Contractor agree to all of the following terms and conditions set forth in this Contract.

THE EFFECTIVE DATE of this Contract shall commence as of the date written above and the term shall be for a period not to exceed two years and will end as of TBD . The term of this Contract may not be extended by amendment.

THE SERVICES REQUESTED by the Agency shall be set forth in a Request for Cost Proposal for specific construction services. The Contractor agrees to accept all such requests for services issued by the Agency, unless the work requested is not within the expertise or license limitations of the Contractor; or as agreed by the Agency for just cause in the mutual interests of the Agency and Contractor.

THE SERVICES PROVIDED by the Contractor shall be set forth in the Agency’s Request for Cost Proposal which, once the Contractor’s cost proposal is approved by the Agency, shall be incorporated into this Contract, and all work shall be performed by the Contractor in accordance with the terms and conditions contained on Pages 2, 3 and 4 of this Contract.

PAYMENTS TO THE CONTRACTOR for acceptable work performed shall be as follows:

THE MAXIMUM AMOUNT to be paid for all Work under the terms of this agreement is: $1,000,000  

(Cannot exceed $1,000,000)

THE MAXIMUM DELIVERY ORDER AMOUNT to be paid for construction services is: $250,000  

(Cannot exceed $250,000)

THE CONTRACTOR’S COST PROPOSALS shall be based on the following method: (choose one)

☑ LOW BID  ☐ UNIT PRICES  ☐ MULTIPLIER of ________ using:

Initial Contract Amount: $__________  

Based on the attached Bid Form  [Enter Name and Edition of the applicable cost data guide]

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE ENTERED INTO THIS CONTRACT ON THE DAY AND YEAR FIRST WRITTEN ABOVE.

AGENCY  |  CONTRACTOR

By: ________________________________  |  By: ________________________________

(Signature of Agency Representative)  |  (Signature of Contractor Representative)

Gregg Stapleton  |  

(Print or Type Name of Agency Representative)  |  (Print or Type Name of Contractor Representative)

ATTACHMENTS

1. Attachments as identified in Article 20.
ARTICLE 1 – GENERAL
A. The Contractor agrees to provide construction services to the Owner as required by the Owner and as set forth in the individual Requests for Proposal that the Agency may issue from time to time during the term of this Contract.
B. Work by the Contractor shall be performed only in response to a duly authorized Delivery Order issued by the Owner.
C. The maximum amount of each Delivery Order, including amendments shall not exceed $250,000 per project nor shall the total amount of Delivery Orders, including amendments, exceed $1,000,000 during the term of this Contract.
D. The duration of this Contract shall not be extended by amendment nor renewed for an additional period. Delivery Orders authorized by the Owner within the term of the Contract may be completed by the Contractor even though the completion date may extend beyond the term of the contract.
E. This Contract will guarantee a minimum work of $0.00 per Contract. Failure to bid or quote on Construction Services Delivery Orders as requested by the Owner will result in forfeiture of this guarantee.
F. The Contractor covenants with the Owner to furnish its best skill and judgment and to cooperate with the Agency and any other contractors in furthering the interests of the Agency.
G. The construction services provided pursuant to this Contract shall be performed in accordance with the applicable requirements of the Manual for Planning and Execution of State Permanent Improvements-Part II.
H. The Contract Documents forming this agreement shall consist of the following: (1) Tri-County Technical College Contract for the Delivery of Indefinite Delivery of Construction Services and the Terms and Conditions of the Form TCTC-660 (this document) and any listed attachments and supplementary conditions thereto; (2) the Bidding Documents and all Addenda thereto; (3) the Contractor’s completed Bid Form SE-330; (4) the Contractor’s individual delivery order scope proposals submitted pursuant to an authorized Construction Services Delivery Order; (5) any Construction Services Delivery Orders, Form SE-680, issued under this Contract; (6) all Construction Services Delivery Order Modifications, Form SE-690; and (7) 00200-IDC.

ARTICLE 2 – AUTHORIZATION OF SERVICES
A. The Contractor shall not incur any expense chargeable to the Owner on or about the work of any Construction Services Delivery Order assigned to this Contract until award of the Construction Services Delivery Order has been duly authorized and fully executed by both the Owner and the Contractor.
B. The Owner will initiate a Delivery Order Scope of work for construction services and will provide adequate project information as required.
C. The Contractor shall prepare a proposal to complete the work as requested. The proposal will be submitted to the Owner within one week of the request or as otherwise requested by the Owner in the specific request.
D. The Contractor shall include in each proposal a schedule showing the anticipated dates for completion of various milestones of the work.
E. The proposal shall include the cost of the construction services prepared according to the method described in the Contract. The cost portion of the proposal shall be by one of the following methods determined by the solicitation and noted on the contract (page 1 of this document):
   a. Low Bid – The Contractor shall provide a bid on the Construction Services Delivery Order Scope to be completed for each project.
   b. Cost Data Guide Multiplier - The Contractor shall use their bid multiplier times the unit prices contained in the cost data guide as listed on Page 1 of this Contract times the number of units for the work in the proposed Delivery Order Scope of work.
   c. Unit Prices - The Contractor shall use the unit prices contained in their Bid of the Contract, times the number of units for the work in the proposed Delivery Order Scope of work.
   d. Note: Should unit prices or cost data guide line items not be available for items of work to be included in the Construction Services Delivery Order Scope, the Contractor shall prepare a proposal including labor and material cost breakdown with overhead and profit added as follows for that portion of the work not covered by either the unit prices or cost data guide:
      1. For the Contractor or subcontractor on work performed by their own forces, 13% of the actual costs.
      2. For the Contractor on work performed by its subcontractors, 10% of the subcontractor’s actual costs (not including the subcontractor’s overhead and profit).
   e. Nothing in this Contract prohibits a Contractor from submitting a price lower than that which would be established using their initial cost data guide multiplier or unit prices.
F. The Owner, upon receipt will review the Contractor’s proposal in a timely manner and accept or reject it. Except for delivery orders based on competitive bidding, prior to approving a Construction Services Delivery Order, the Owner reserves the right to negotiate with the Contractor to revise the scope of the proposed construction services and costs that are believed to be in the best interest of the State. For delivery orders based on competitive bidding, the Owner must allow all bidders the opportunity to revise their proposals for significant changes in the scope of work
G. Upon acceptance of a proposal the Owner will issue a Construction Services Delivery Order Form SE-680 toward this Contract.
H. If the Contractor fails to provide a proposal within the required time limit, or otherwise provides a response that the Owner deems, in its sole discretion, to be unacceptable, the Owner may withdraw the request and use an alternative contractor or alternative method of procurement to provide the construction services.
I. The Owner’s approval of a Construction Services Delivery Order shall be the Contractor’s Notice to Proceed with the work. The time limits stated in the Construction Services Delivery Order are of the essence. By executing the Construction Services Delivery Order, the Contractor confirms that the performance dates in the Construction Services Delivery Order constitutes a reasonable period for performing the work.

ARTICLE 3 – CONTRACTOR’S RESPONSIBILITIES
A. The Contractor shall designate one or more representatives to be assigned for the duration of the project. These representatives shall be authorized to act on behalf of the Contractor in all matters related to the Contractor’s performance under this Contract. The Contractor shall not replace a designated representative except for good cause shown and with the approval of the Owner.
B. The Contractor warrants to the Owner that:
   1. It and its subcontractors (if any) are financially able to complete the work;
   2. It will perform all obligations, furnish all plant, material, equipment, tools, transportation, supplies and labor to complete the work assigned;
   3. It is authorized and properly licensed to do business in the State of South Carolina and the local jurisdiction in the area of the work site;
   4. It is duly authorized to execute the Contract and accept Construction Services Delivery Orders.
TCTC-660  Tri-County Technical College - CONTRACT FOR THE INDEFINITE DELIVERY OF CONSTRUCTION SERVICES

5. It possesses a high level of experience and expertise in the business, administration, construction, management, and supervision of projects that may be assigned to this Contract, and will perform the work with care and diligence in a professional and workmanlike manner.

C. The Contractor shall have, at the time of execution of this Contract, all professional and business insurance, licenses and permits required to provide the required construction services in the State of South Carolina and as required by this Contract.

D. The Contractor shall perform construction services as required by any Construction Services Delivery Order signed by both parties.

1. The Contractor shall pay for required building permits or business license fees, labor, materials, equipment, tools, transportation, supervision, testing, etc., as required for the performance of the work or as specified in an approved Construction Services Delivery Order.

2. The Contractor shall visit the site and take measurements, observations, and tests or otherwise obtain information to assist in familiarization with the work site, its conditions and limitations that would affect the performance of the work.

3. The Contractor shall review the documents furnished with the Owner’s Construction Services Delivery Order to become familiar with the requirements of the project and understand the scope of work required. The Contractor shall have the right to rely on information contained in the proposal documents. Such reliance requires that the Contractor shall review all information provided by the Owner, including that available by visiting the site, exercising care, skill and diligence of a contractor experienced in the work required, and shall give prompt and timely notice to the Owner of any apparent deficiencies or inconsistencies in the information furnished by the Owner or its A/E.

4. In the event of inconsistencies within or between parts of the Construction Services Delivery Order or between the Construction Services Delivery Order and applicable standards, codes, and ordinances, the Contractor shall: (1) provide the better quality or greater quantity of work; or, (2) comply with the more stringent requirement; either or both in accordance with the A/E’s interpretation.

E. The Contractor does not have the responsibility to determine that the design of the project is in conformance with applicable building codes and regulations, but if during the review of the Construction Services Delivery Order, it is found that any apparent inconsistencies exist, it is the Contractor’s responsibility to inform the A/E and the Owner of such apparent violation.

F. The Contractor is responsible for construction means, methods, techniques, procedures and safety measures in the performance of the work.

G. The Owner shall obtain, at its own cost, general building and specialty inspection services and material testing as required by the Contract Documents. The Contractor shall coordinate and call for inspections or material testing as needed during the construction process. The Contractor shall be responsible for payment of any charges imposed for re-inspections or re-testing due to failed inspections or tests.

H. The Contractor shall employ only persons skilled in the work for which they are to do, employ an experienced superintendent to supervise the work, and shall be responsible for the acts or omissions of the Contractor’s agents or employees or those of subcontractors and their agents and employees acting on behalf of the Contractor.

I. The Contractor shall cooperate with and coordinate work with the work of others.

J. If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect, including but not limited to providing necessary resources, with diligence and promptness, the Owner may, without prejudice to other remedies available to the Owner, correct such deficiencies. In such case an appropriate change directive shall be issued deducting from payments then or thereafter due the Contractor the reasonable cost of correcting such deficiencies, including Owner’s expenses and compensation for the Architect’s additional services made necessary by such default, neglect or failure. If payments then or thereafter due the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner.

ARTICLE 4 – AGENCY’S RESPONSIBILITIES

A. The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner’s approval or authorization. The Architect does not have such authority. The term “Owner” means the Owner or the Owner’s Representative.

B. The Owner does not warrant the accuracy of any information requested by the Contractor that is not otherwise required of the Owner by the Contract Documents. Neither the Owner nor the Architect shall be required to conduct investigations or to furnish the Contractor with any information concerning characteristics or other conditions of the area where the work is to be performed beyond that which is provided for in the Contract Documents.

C. The Owner assumes no responsibility for any conclusions or interpretation made by the Contractor based on information made available by the Owner.

D. The Owner shall designate one or more representatives with authority to act and make binding decisions on the Owner's behalf in all matters related to the Owner's duties under this Contract.

E. The Owner shall secure and pay for all design permits, assessments, and easements except as required by any Construction Services Delivery Order issued under the terms of the Contract.

F. The Owner shall obtain, at its own cost, general building, specialty inspection services and material testing as required by the Contract Documents.

G. The Owner shall make timely decisions on all issues related to the Construction Services Delivery Order and shall promptly advise the Contractor of any errors or deficiencies in the Contractor's performance under this Contract.

H. The Owner shall pay the Contractor for acceptable work performed, in accordance with the provisions of this Contract.

I. .

ARTICLE 5 – A/E’S RESPONSIBILITIES

A. The term “Architect,” “Architect/Engineer,” or “A/E” is the entity named as such in the Delivery Order Scope. The “Architect” or “A/E” may be the Agency, if so designated. In the absence of a licensed design professional, these terms mean the Owner.

B. The A/E and the A/E’s consultants shall be deemed the authors and owners of their respective Instruments of Service and will retain all common law, statutory and other reserved rights, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as a violation of the A/E’s or A/E’s consultants’ reserved rights.
C. The A/E shall represent the Owner during the construction process through final completion of the project, and as requested during the warranty period. The A/E will act on behalf of the Owner only to the extent provided in the Construction Services Delivery Order or otherwise agreed by the Owner.

D. The A/E, as a representative of the Owner, shall visit the site as necessary to fulfill its obligations to the Owner for inspection services, if any, and, at a minimum, to assure conformance with the A/E’s design as shown in the Construction Services Delivery Order and to observe the progress and quality of the various components of the Contractors work. The A/E shall (1) keep the Owner informed about the progress and quality of the work completed, (2) endeavor to guard the Owner against defects and deficiencies in the work, and (3) determine if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Construction Services Delivery Order.

E. The A/E will make recommendations to the Owner as to acceptance or rejection of the work and communicate the Owner's decision to the Contractor.

F. The A/E will review and approve or reject shop drawings and samples submitted by the Contractor.

G. The A/E shall respond promptly to all requests for information or clarification from the Owner or the Contractor.

H. The A/E will make the initial interpretation and decision on matters concerning performance under, and requirements of, a Construction Services Delivery Order on written request of either the Owner or Contractor. Upon receipt of such request, the A/E shall promptly notify the non-requesting party in writing of the details of such request. The A/E’s response to such requests will be made within any time limits agreed upon or otherwise with reasonable promptness. If no agreement is made concerning the time within which interpretations required of the A/E shall be furnished, then delay shall not be recognized on account of failure by the A/E to furnish such interpretations until fourteen (14) days after written request is made for them. The interpretation or decision of the A/E shall be final, subject to the dispute resolution provisions of this Contract.

I. The A/E will not be responsible for construction means, methods, techniques, procedures and safety measures in the performance of the work nor acts or omissions of the Contractor, Subcontractors or any other entity performing work on the site.

J. The A/E will review periodic requests for payment, and approve or reject the request, in whole or in part.

K. The A/E will prepare Construction Services Delivery Order Modifications or change directives as directed by the Owner.

L. Any reference in the Contract Documents to the A/E taking action or rendering a decision within a “reasonable time” or “timely manner” is understood to mean no more than fourteen (14) days, unless otherwise specified in the Contract Documents or otherwise agreed to by the parties.

ARTICLE 6 – CONSTRUCTION ADMINISTRATION

A. Shop Drawings and Samples

1. The Contractor shall submit Shop Drawings as required by the Construction Services Delivery Order, consisting of drawings, diagrams, illustrations, schedules, brochures, and other data which are prepared by the Contractor, sub-contractor, manufacturer, supplier, or distributor and that depict that portion of the work.

2. The Contractor shall review and approve Shop Drawings prior to their submission to the A/E. Such review shall be for compliance with the requirements of the Construction Services Delivery Order and to ensure complete coordination of the Work. Shop drawings approved by the Contractor shall bear a stamp denoting that they have been reviewed and are "approved" or "approved as noted" or similar designation.

3. The Contractor shall submit the number of sets as specified in the Construction Services Delivery Order, or in the absence of a specification, submit enough copies for the Owner to retain two copies plus the number desired to be returned to the Contractor.

4. The A/E will review the Shop Drawings with reasonable promptness but only for conformity with the design and performance requirements as indicated in the Construction Services Delivery Order.

5. The Contractor shall submit samples as required by the Construction Services Delivery Order, consisting of physical examples furnished by the Contractor of sufficient size and quantity to provide an acceptable representation of the material proposed to be installed. Samples submitted will not be returned unless requested by Contractor and agreed to by the A/E. The Contractor shall pay shipping costs. The final installed product shall match the approved sample.

B. Materials and Workmanship

1. The Contractor shall not allow the use of any asbestos containing product, whether temporary or permanent and whether or not incorporated or to be incorporated in the work, even if the products are non-friable and/or contain minimal amounts of asbestos, and even though such products may still be legally installed.

2. The Contractor shall not use or allow the use of lead materials in public water applications. Lead-free solder, flux and pipe must be used in all public drinking water and waste water applications. Lead-free solder and flux is defined as containing less than 0.2% lead while valves, pipes and appurtenances must contain less than 8.0% lead.

3. The Contractor warrants that unless otherwise specified or permitted by the Construction Services Delivery Order, all materials shall be new, in first class condition, and installed using workmanship of the highest quality in accordance with the Construction Services Delivery Order.

4. The A/E will review the Shop Drawings with reasonable promptness but only for conformity with the design and performance requirements as indicated in the Construction Services Delivery Order.

5. The Contractor shall submit samples as required by the Construction Services Delivery Order, consisting of physical examples furnished by the Contractor of sufficient size and quantity to provide an acceptable representation of the material proposed to be installed. Samples submitted will not be returned unless requested by Contractor and agreed to by the A/E. The Contractor shall pay shipping costs. The final installed product shall match the approved sample.

C. Inspection and Testing of Materials

1. The Owner shall have performed and documented all inspections and tests required by the Construction Services Delivery Order.

2. The Contractor shall leave uncovered all areas of work that will be covered that are called out in the Construction Services Delivery Order to be left uncovered, or the A/E requests to be left uncovered prior to being inspected. The Contractor shall give adequate notice to the A/E of the time requested for an inspection of areas to be covered.

3. If the Contractor covers areas that were to be left uncovered, or otherwise fails to have performed the requested inspections and tests, the Contractor shall cause the area to be uncovered for inspection and testing. After being inspected, the Contractor shall repair the area with craftsmen skilled in the appropriate trades needed for the repair at no additional cost to the Owner.

D. Substitutions
TCTC-660  Tri-County Technical College - CONTRACT FOR THE
INDEFINITE DELIVERY OF CONSTRUCTION SERVICES

1. The Contractor’s requests for substitutions shall be submitted and negotiated prior to the execution of each Construction Services Delivery Order.

2. Wherever the Construction Services Delivery Order specifies a particular product, article, appliance, equipment, or material and it is designated by manufacturer and model number, it is the intent to designate a level of quality, finish, appearance, function, or other factor that was desirable to have incorporated into the design. It is not intended to limit competition. Other manufacturers listed as “approved equal” may be used, but the products by that manufacturer must meet or exceed the specification for the specified product. The Contractor must submit adequate information about the product to show that the submitted product meets the level of quality as the product specified.

3. If the Contractor desires to substitute a product for one that is not readily available due to extenuating circumstances, a request may be submitted for review to the A/E. Along with the product information submittal, the Contractor shall list the reason(s) for requesting the substitution, and the benefit to the State for accepting the substituted product. The A/E’s decision on the request is final.

4. The Contractor shall not substitute any product, article, appliance, equipment, or material that is specified without prior written approval from the A/E, which shall be granted only with the concurrence of the Owner.

E. Changes in the Work

1. The Owner may authorize changes in the scope of a Construction Services Delivery Order without invalidating the Construction Services Delivery Order or this Contract by issuing a Construction Services Delivery Order Modification Order (Form SE-690), and the Contractor shall execute the changed work promptly.

2. Any changes in the work must be approved by the Owner and executed by Form SE-690 signed by the Contractor and A/E.

3. The cost of any Construction Services Delivery Order Modification shall be calculated using the same method as pricing the Construction Services Delivery Order.

4. In the absence of a total agreement concerning the item(s) for a Construction Services Delivery Order Modification, a change directive shall be issued and the Contractor shall proceed diligently with performance of the Construction Services Delivery Order.

F. Receiving and Storing Materials and Equipment

1. The Contractor shall have an authorized person or persons to receive all items and shall properly unload, check for completeness of shipment, and in-transit damage.

2. The Contractor shall properly handle and store materials, supplies, equipment, etc. in accordance with the Construction Services Delivery Order or manufacturer’s printed instructions for each product.

3. Protection of construction materials and equipment stored at the project site from weather, theft, vandalism, damage, and all other adversity is solely the responsibility of the Contractor. The Contractor shall perform the work in a manner that affords reasonable access, both vehicular and pedestrian, to the site of the work and all adjacent areas. The work shall be performed, to the fullest extent reasonably possible, in such a manner that public areas adjacent to the site of the work shall be free from all debris, building materials, and equipment likely to cause hazardous conditions.

G. Schedule and Reports

1. At the time of approval of the Construction Services Delivery Order by the Owner, the Contractor shall present a construction schedule in a form satisfactory to the A/E. The schedule shall identify important tasks and identify the critical path.

2. The Contractor shall submit an updated progress schedule with each monthly request for payment showing scheduled dates and actual completion dates. If the work falls behind schedule, the Contractor shall present a plan for completion of the work by the date for completion.

H. Time for Completion

1. The Time for Completion will be identified in each Construction Services Delivery Order, and will be the amount of time agreed to by the Owner and the Contractor as required for completion of the work of that Construction Services Delivery Order.

2. Requests for any extension of time shall be made monthly with the application for payment. Delays of the work due to circumstances beyond the control of the contractor shall be adequately documented and submitted to the Owner with any request for an extension of the Time of Completion.

3. The time of completion shown in the Construction Services Delivery Order shall include five (5) calendar days for delays due to inclement weather per calendar month. Delays due to weather beyond the five days may be requested as a time extension to the time for completion. The Contractor shall submit job site weather data supporting the claim for an extension of time.

4. The A/E and Owner will promptly review each request for time extension. The A/E shall make a recommendation and the Owner shall approve or reject the request, and so inform the Contractor. Changes in Contract Time shall be documented on Form SE-690.

5. Should completion of the Construction Services Delivery Order extend past the original or amended Construction Services Delivery Order completion date, the Owner will calculate liquidated damages in the amount listed in the Construction Services Delivery Order and reduce the Contractor’s final payment by that amount.

I. Guarantee

1. The Contractor shall remedy and make good all defects in material and workmanship at no additional cost to the Owner and pay for any damage to other work or property resulting from such defects for a period of one year from the date of Substantial Completion excepting defects that are due to misuse or abuse by the Owner.

2. The issuance of a Certificate of Substantial Completion does not relieve the Contractor from liability for defective workmanship or materials.

3. Where guarantees and/or warranties are required in the technical sections of the specifications, or as noted on the drawings, exceeding the one-year guarantee period, the extended warranty period will govern.

4. Nothing contained in this Article shall be construed to establish a period of limitation with respect to other obligations the Contractor might have under the contract documents.

J. Use of the Site

1. The Contractor shall confine its operations to areas permitted by laws and ordinances, and as defined in the Construction Services Delivery Order. The site must be maintained in a reasonably clean condition, free of trash and debris. The Contractor shall, on a regular basis, remove from the site all trash, debris, tools and equipment no longer needed for the work.

2. The Contractor shall provide access to the work in progress for representatives of the Owner, A/E and for all authorities having jurisdiction over the work.
ARTICLE 7 – PAYMENTS
A. Payments by the Owner to the Contractor for acceptable work performed shall be made in accordance with Title 29, Chapter 6 of the SC Code of Laws, as amended.
B. Payments by the Contractor to Subcontractors for acceptable work performed shall be made in accordance with Title 29, Chapter 6 of the SC Code of Laws, as amended.
C. Payments by the Contractor and Subcontractors to laborers and others shall be made in accordance with Title 29, Chapter 7 of the SC Code of Laws, as amended.
D. The Contractor shall comply with the requirements of Title 12, Chapter 9 of the South Carolina Code of Laws, as amended, regarding withholding tax for nonresidents, employees, contractors and subcontractors.
E. If the Contractor intends to request progress payments, the Contractor shall submit to the A/E for its approval, a schedule of values showing the cost breakdown of the various divisions of work. The divisions of work shall be formatted using Construction Specifications Institute (CSI) format or a format agreed to by the A/E. The total of the schedule of values shall be the amount of the Construction Services Delivery Order and any amendments.
F. Any schedule of values that fails to include sufficient detail, is unbalanced, or exhibits “front-loading” of the value of the work shall be rejected.
G. The Contractor shall submit all applications for payment to the A/E. The A/E shall review the application to determine the amount due the Contractor, based on the approved schedule of value for the work listed in the application for payment and acceptably performed, and forward its certification to the Owner within seven days of receipt.
H. Applications for payment may include materials suitably stored on site for use in the work. Materials stored off site may be approved for payment providing the Contractor submits:
   1. Documentation showing the location of the material;
   2. Proof of purchase & delivery;
   3. Certificate of insurance for the material with adequate coverage showing the Owner as the certificate holder;
   4. The material is stored in a bonded warehouse, segregated and posted with a sign designating ownership by the Owner.
I. The Owner shall retain funds from the applications for payment in the amount of 3.5% of the total requested. Retained funds shall be held until final completion of the Construction Services Delivery Order.
J. When the Contractor has fully performed the work of the Construction Services Delivery Order and has been granted a Certificate of Final Completion, the Contractor may submit its application for final payment and release of retained funds to the A/E. The request shall be accompanied by the Consent of Surety to Final Payment (for bonded Construction Services Delivery Orders), and Releases of Liens from all sub-contractors. If the work is completed to the satisfaction of the A/E, the A/E shall certify the application and the Owner shall make final payment.

ARTICLE 8 – CLAIMS & DISPUTE RESOLUTIONS
A. Each party may assert a Claim requesting an adjustment of the Contract or Construction Services Delivery Order terms, an adjustment in the Construction Services Delivery Order sum, a change in the Construction Services Delivery Order time for completion, or other relief with respect to the terms of the Contract or Construction Services Delivery Order.
B. Claims under this Contract shall be submitted in writing. A voucher, invoice, payment application or other routine request for payment that is not in dispute when submitted is not a Claim under this definition. Claims must be initiated by written notice. The responsibility to substantiate Claims shall rest with the party making the Claim.
C. Claims arising prior to the date final payment is due must be initiated within twenty-one (21) days after occurrence of the event giving rise to such Claim or within twenty-one (21) days after the claimant first recognizes the condition giving rise to the Claim, whichever is later. By failing to give written notice of a Claim within the time required by this paragraph, a party expressly waives its claim.
D. Pending a resolution of the Claim, including any dispute resolution under this Contract, the Contractor shall proceed to perform as required by the Construction Services Delivery Order and the Owner shall continue to make payments in accordance with this Contract.
E. The Contractor consents to be governed by § 11-35-4230 of the SC Code of Laws, as amended, and agrees that § 11-35-4230 applies to and governs the Contract. The Contractor waives any objection it may have now or hereafter to the administrative process required by § 11-35-4230. To the extent that § 11-35-4230, by its own terms, does not govern a claim or controversy arising out of or relating to the Contract, the Contractor agrees that any suit, action or proceeding arising out of or relating to the Contract shall be instituted and maintained only in a State or Federal court located in the County in which the Owner maintains its principle place of business, in the State of the South Carolina Budget & Control Board.
F. The Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any claims or controversies relating to the Contract; 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 for the Contractor’s Senior Representative 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 Postal Service.
G. Notwithstanding any other provision of the Contract Documents, but subject to a duty of good faith and fair dealing, the Contractor and Owner waive Claims against each other for listed damages arising out of or relating to this Contract. For the Owner, listed damages are (i) lost revenue and profit, (ii) losses resulting from injury to business or reputation, (iii) additional or escalated overhead and administration expenses, (iv) additional financing costs, (v) costs suffered by a third party unable to commence work, (vi) attorney’s fees, (vii) any interest, except to the extent allowed by law (viii) lost revenue and profit for lost use of the property, (ix) costs resulting from lost productivity or efficiency. For the Contractor, listed damages are (i) lost revenue and profit, (ii) losses resulting from injury to business or reputation, (iii) additional or escalated overhead and administration expenses, (iv) additional financing costs, (v) attorney’s fees, (vi) any interest, except to the extent allowed by law; (vii) unamortized equipment costs; and, (viii) losses incurred by subcontractors for the types of damages the Contractor has waive as against the Owner. Without limitation, this mutual waiver is applicable to all damages due to either party’s termination in accordance with Articles 9 or 10. Nothing contained in this Section shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.
H. Notwithstanding any other provision of the Contract Documents, but subject to a duty of good faith and fair dealing, the Contractor waives all claims against the Architect and any other design professionals who provide design and/or project management services to the Owner, either directly or as independent contractors or subcontractors to the Architect, for listed damages arising out of or relating to this Contract. The listed damages are (i) lost revenue and profit, (ii) losses resulting from injury to business or reputation, (iii) additional or escalated overhead and administration expenses, (iv) additional financing costs, (v) attorney’s fees, (vi) any...
I. DUTY OF COOPERATION:

1. Contractor and Owner are fully committed to working with each other throughout the Project to avoid or minimize claims. To further this goal, Contractor and Owner agree to communicate regularly with each other at all times notifying one another as soon as reasonably possible of any issue that if not addressed may cause loss, delay, and/or disruption of the work. If claims do arise, Contractor and Owner each commit to resolving such claims in an amicable, professional, and expeditious manner to avoid unnecessary losses, delays, and disruptions to the work.

2. In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor’s default, the Owner may, but is not obligated to, notify the surety and request the surety’s assistance in resolving the controversy.

J. RESOLUTION OF DISPUTES:

1. If a claim is not resolved pursuant to Section I above to the satisfaction of either party, both parties shall attempt to resolve the dispute at the field level through discussions between Contractor’s Representative and Owner’s Representative. If a dispute cannot be resolved through Contractor’s Representative and Owner’s Representative, then the Contractor’s Senior Representative and the Owner’s Senior Representative, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than twenty-one days after such a request is made, to attempt to resolve such dispute. Prior to any meetings between the Senior Representatives, the parties will exchange relevant information that will assist the parties in resolving their dispute. The meetings required by this Section are a condition precedent to resolution pursuant to Section J 2.

2. If after meeting in accordance with the provisions of this Section, the Senior Representatives determine that the dispute cannot be resolved on terms satisfactory to both the Contractor and the Owner, then either party may submit the dispute by written request to South Carolina’s Chief Procurement Officer for Construction (CPOC). Except as otherwise provided in this Article, all claims or controversies relating to the Contract 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 State regarding the Contract is not a waiver of either the State’s sovereign immunity or the State’s immunity under the Eleventh Amendment of the United State’s Constitution.

3. If any party seeks resolution to a dispute pursuant to Section J 2 above, the parties shall participate in non-binding mediation to resolve the claim. If the claim is governed by Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws as amended and the amount in controversy is $100,000.00 or less, the CPOC shall appoint a mediator, otherwise, the mediation shall be conducted by an impartial mediator selected by mutual agreement of the parties, or if the parties cannot agree, a mediator designated by the American Arbitration Association (“AAA”) pursuant to its Construction Industry Mediation Rules. The mediation will be governed by and conducted pursuant to a mediation agreement negotiated by the parties or, if the parties cannot so agree, by procedures established by the mediator.

4. Without relieving any party from the other requirements of this Article, either party may initiate proceedings in the appropriate forum prior to initiating or completing the procedures required by Sections I above and J 1 if such action is necessary to preserve a claim by avoiding the application of any applicable statutory period of limitation or repose.

K. The Contractor agrees that any act by the Owner regarding the Contract is not a waiver of either the State's sovereign immunity or the State's immunity under the Eleventh Amendment of the United States Constitution. As used in this paragraph, the phrase "the State" includes any governmental entity transacting business with the Contractor pursuant to the Contract and the South Carolina Budget & Control Board.

ARTICLE 9 – SUSPENSION OR TERMINATION BY OWNER

A. The Owner may direct the Contractor to suspend the Contractor's performance, in whole or in part, with or without cause, for such period as determined by the Owner at any time and without prior notice to the Contractor.

B. The Construction Services Delivery Order Sum will be adjusted for increases in cost to the Contractor due to the delay or interruption except that no increase will be granted for delays or interruptions that are, or would have been, the responsibility of the Contractor, or an equitable adjustment is covered under other provisions of the contract.

C. The Owner may terminate this Contract or any Construction Services Delivery Order under this Contract, in whole or in part, for the convenience of the State with not less than seven (7) days written notice to the Contractor. The Contractor shall be paid for all services acceptably performed up to the date of termination, costs incurred by reason of such termination, and any other adjustments otherwise allowed by the Contract.

1. Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not: (i) affect the Owner's right to require the termination of a subcontract; or (ii) increase the obligation of the Owner beyond what it would have been if the subcontract had contained an appropriate clause.

2. Upon written consent of the Contractor, the Owner may reinstate the terminated portion of this Contract in whole or in part by amending the notice of termination if it has been determined that: (i) the termination was due to withdrawal of funding by the General Assembly, Governor, or Budget and Control Board or the need to divert project funds to respond to an emergency as defined by Regulation 19-445.2110(B) of the South Carolina Code of Regulations, as amended; (ii) funding for the reinstated portion of the work has been restored; (iii) circumstances clearly indicate a requirement for the terminated work; and (iv) reinstatement of the terminated work is advantageous to the Owner.

D. The Owner may terminate the Contract if the Contractor:

1. repeatedly refuses or fails to supply enough properly skilled workers or proper materials, or otherwise fails to prosecute the Work, or any separable part of the Work, with the diligence, resources and skill that will ensure its completion within the time specified in the Contract Documents, including any authorized adjustments, including any authorized adjustments;

2. fails to make payment to Subcontractors for materials or labor in accordance with the Contract Documents and the respective agreements between the Contractor and the Subcontractors;

3. repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority;

4. otherwise is guilty of substantial breach of a provision of the Contract Documents;

5. fails to commence the work of an approved Construction Services Delivery Order within seven (7) days of receipt of, or as stated on, the approved Construction Services Delivery Order.

E. If either party fails to substantially perform according to the terms of this Contract, the other party may terminate this Contract upon not less than seven (7) days written notice. The notice of termination shall set forth with specificity the grounds for
ARTICLE 12 – INSURANCE AND BONDS
A. The Contractor shall purchase and maintain insurance to protect against claims that may arise out of the Contractor’s operations under the work of this Contract. The limits shall be for not less than the limits set forth in this Article, shall be written on an occurrence basis and shall be in force for the duration of the Contract.
B. The insurance required by this Article shall be written for not less than limits of liability specified below or required by law, whichever coverage is greater. Coverages shall be written on an occurrence basis and shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment, and, with respect to the Contractor’s completed operations coverage, until the expiration of the period for correction of Work or for such other period for maintenance of completed operations coverage as specified in the Contract Documents.

(1) COMMERCIAL GENERAL LIABILITY:
(a) General Aggregate (per project) $1,000,000
(b) Products/Completed Operations $1,000,000
(c) Personal and Advertising Injury $1,000,000
(d) Each Occurrence $1,000,000
(e) Fire Damage (Any one fire) $50,000
(f) Medical Expense (Any one person) $5,000

(2) BUSINESS AUTO LIABILITY (including All Owned, Non-owned, and Hired Vehicles):
(a) Combined Single Limit $1,000,000

(3) WORKER’S COMPENSATION:
(a) State Statutory
(b) Employers Liability $100,000 Per Accident
In lieu of separate insurance policies for Commercial General Liability, Business Auto Liability, and Employers Liability, the Contractor may provide an umbrella policy meeting or exceeding all coverage requirements set forth in this Article. The umbrella policy limits shall not be less than $3,000,000.

C. Prior to commencement of the Work, and thereafter upon replacement of each required policy of insurance, Contractor shall provide to the Owner a written endorsement to the Contractor’s general liability insurance policy that:
   1. names the Owner as an additional insureds for claims caused in whole or in part by the Contractor’s negligent acts or omissions during the Contractor’s operations;
   2. provides that no material alteration, cancellation, non-renewal, or expiration of the coverage contained in such policy shall have effect unless all additional insureds have been given at least ten (10) days prior written notice of cancellation for non-payment of premiums and thirty (30) days prior written notice of cancellation for any other reason; and
   3. provides that the Contractor’s liability insurance policy shall be primary, with any liability insurance of the Owner as secondary and noncontributory.

D. Prior to commencement of the Work, and thereafter upon renewal or replacement of each required policy of insurance, Contractor shall provide to the Owner a signed, original certificate of liability insurance (ACORD 25). Consistent with this Article, the certificate shall identify the types of insurance, state the limits of liability for each type of coverage, name the Owner and Consultants as Certificate Holder, provide that the general aggregate limit applies per project, and provide that coverage is written on an occurrence basis. Both the certificates and the endorsements must be received directly from either the Contractor's insurance agent or the insurance company. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, naming the Owner as an additional insured for claims made under the Contractor's completed operations, and otherwise meeting the above requirements, shall be submitted with the final application for payment and thereafter upon renewal or replacement of such coverage until the expiration of the time required by this Article. Information concerning reduction of coverage on account of revised limits or claims paid under the General Aggregate, or both, shall be furnished by the Contractor with reasonable promptness.

E. A failure by the Owner either (i) to demand a certificate of insurance or written endorsement required by this Article or (ii) to reject a certificate or endorsement on the grounds that it fails to comply with this Article shall not be considered a waiver of Contractor's obligations to obtain the required insurance.

F. LOSS OF USE INSURANCE: The Owner, at the Owner’s option, may purchase and maintain such insurance as will insure the Owner against loss of use of the Owner’s property due to fire or other hazards, however caused. To the extent any losses are covered and paid for by such insurance, the Owner waives all rights of action against the Contractor for loss of use of the Owner’s property, including consequential losses due to fire or other hazards however caused.

G. If the Owner requests in writing that insurance for risks other than those described herein or other special causes of loss be included in the property insurance policy, the Contractor shall, if possible, include such insurance, and the cost thereof shall be charged to the Owner by appropriate Construction Services Delivery Order Modification.

H. In the event an exposure to loss may occur, the Contractor shall file with the Owner a copy of each policy that includes insurance coverages required by this Article. Each policy shall contain all generally applicable conditions, definitions, exclusions and endorsements related to a Construction Services Delivery Order. Each policy shall contain a provision that the policy will not be canceled or allowed to expire, and that its limits will not be reduced, until at least 30 days’ prior written notice has been given to the Owner.

I. The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, and (2) the Architect, Architect’s consultants, separate contractors described in Article 14, if any, and any of their subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other causes of loss to the extent the property insurance provided by the Contractor pursuant to this Article covers and pays for the damage, except such rights as they have to proceeds of such insurance held by the Contractor as fiduciary.

J. A loss insured under the Contractor’s property insurance shall be adjusted by the Contractor as fiduciary and made payable to the Contractor as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Article 12 O.

K. If required in writing by a party in interest, the Contractor as fiduciary shall, upon occurrence of an insured loss, give bond for proper performance of the Contractor’s duties. The cost of required bonds shall be charged against proceeds received as fiduciary. The Contractor shall deposit in a separate account proceeds so received, which the Contractor shall distribute in accordance with such agreement as the parties in interest may reach. If after such loss no other special agreement is made and unless the Owner terminates the Contract for convenience, replacement of damaged property shall be performed by the Contractor.

L. The Contractor as fiduciary shall have power to adjust and settle a loss with insurers unless one of the parties in interest shall object in writing within five days after occurrence of loss to the Contractor’s exercise of this power; if such objection is made, the dispute shall be resolved in the manner provided in the contract between the parties in dispute as the method of binding dispute resolution. The Contractor as fiduciary shall make settlement with insurers or, in the case of a dispute over distribution of insurance proceeds, in accordance with a final order or determination issued by the appropriate authority having jurisdiction over the dispute.

M. Before commencing any services hereunder, the Contractor shall provide the Owner with Performance and Payment Bonds, if required, each in an amount not less than the Delivery Order Cost as set forth in the Construction Services Delivery Order. The Surety shall have, at a minimum, a "Best's Rating" of "A" as stated in the most current publication of "Best's Key Rating Guide, Property-Casualty". In addition, the Surety shall have a minimum "Best Financial Strength Category" of "Class V", and in no case less than five (5) times the contract amount. The Performance Bond shall be written on Form SE-355, "Performance Bond" and the Payment Bond shall be written on Form SE-357, "Labor and Material Payment Bond", and both shall be made payable to the Owner.

N. The Performance and Labor and Material Payment Bonds shall:
   1. be issued by a surety company licensed to do business in South Carolina;
   2. be accompanied by a current Power of Attorney and certified by the attorney-in-fact who executes the bond on the behalf of the surety company; and
   3. remain in effect for a period not less than one (1) year following the date of Substantial Completion or the time required to resolve any items of incomplete work and the payment of any disputed amounts, whichever time period is longer.
   4. Separate Bonds shall be provided for each separate Construction Services Delivery Order and shall be provided for all Construction Services Delivery Orders exceeding $50,000 and for lesser amounts as requested by the Owner. The
ARTICLE 13 – CORRECTION OF WORK
A. The Contractor shall promptly and with due diligence, correct work rejected by the A/E or the Owner for failure to conform to the requirements of the Construction Services Delivery Order, whether such defective work is observed before or after Final Completion. The Contractor shall pay for correcting the deficient work including additional testing and inspections and any compensation for A/E services and expenses involved.
B. If the Contractor fails to carry out the work in accordance with the contract documents, and fails within a seven (7) day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies they may have, proceed to correct such deficiencies. In such case an appropriate change directive shall be issued deducting from payments to the Contractor the reasonable cost of correcting such deficiencies including the Owner's expenses and compensation to the A/E if necessary. In the event the deficiency is significant, and could pose a danger or create additional expense if not corrected immediately, the A/E may issue a written order to stop work on the project or portion thereof until the reason for the stoppage has been remedied.
C. The Contractor and the Surety remain liable for any excess cost or damages resulting from actions, set forth in this Article.
D. If the A/E so chooses, work that is not in conformance with the Construction Services Delivery Order may be accepted in lieu of the contractor removing and correcting the deficient work. Such acceptance of deficient work shall not include work that is in violation of code requirements. An appropriate adjustment, as recommended by the A/E and agreeable to the Owner, shall be made to the Construction Services Delivery Order Cost. Such modification to the Construction Services Delivery Order Cost shall be made by change directive.

ARTICLE 14 – CONSTRUCTION BY OWNER
A. The Owner reserves the right to perform work with its own forces or award separate contracts for work on the same project as may be awarded by Construction Services Delivery Order under this Contract.
B. The Contractor agrees to allow access to the site by the Owner's work force or separate contractor(s), and agrees to assist in coordinating the progress of the work with the Owner.
C. The Owner shall have the responsibility to coordinate the activities of the various contractors working at the project location.

ARTICLE 15 – SUBCONTRACTORS
If the Contractor engages subcontractors to provide work on a Construction Services Delivery Order, then the Contractor shall include, or cause to be included, in the agreement with those entities, all provisions contained in this Contract and the Construction Services Delivery Order. Sub-contractors and Sub-subcontractors shall be bound by the same provisions as the Contractor and shall preserve and protect the rights of the Owner.

ARTICLE 16 – COMPLETION AND CLOSEOUT
A. The Contractor shall have completed the unfinished and defective work listed in the "punch list" and notify the A/E of its completion. The A/E will schedule a Final Inspection and require the Contractor to demonstrate that all equipment and systems operate as designed. The Owner may elect to have other persons, firms or agencies participate in the inspections.
B. Failure of the Contractor to achieve completion within the allowed time shall entitle the Owner to consider the Contractor in breach of the Contract.
C. If more than one final inspection is required, the Contractor shall reimburse the Owner for all costs associated with the re-inspection.
D. Final payment shall not be due and all retained funds shall not be released until the Contractor submits the following:
   1. Affidavit of Payment of Debts and Claims;
   2. Consent of Surety to Final Payment.

ARTICLE 17 – MISCELLANEOUS PROVISIONS
A. Drug-Free Workplace: The Contractor certifies to the Owner that Contractor will provide a Drug-Free Work-place, as required by Title 44, Chapter 107 of the South Carolina Code of Laws, as Amended.
B. Cancellation After Award: Pursuant to §11-35-1520 of the SC Code of Laws, as amended, and South Carolina Regulation 19-445.2085, this Contract or any Construction Services Delivery Order may be canceled after award, but prior to issuance of the Notice to Proceed. In such event, the Contractor shall recover, as its sole remedy, its reasonable Delivery Order Proposal preparation costs.
C. The Contractor and Owner each bind themselves, their partners, directors, officers, successors, executors, administrators, assigns and legal representatives in respect to all provisions of this Contract. Neither party shall assign, sublet or transfer their interest in this Contract without the written consent of the other party.
ARTICLE 18 – GOVERNING LAW

A. This Contract shall comply with South Carolina Law §11-35-3310 and related Statutes.

B. As required by §10-1-180 of the SC Code of Laws, as amended, the Office of State Engineer shall determine the enforcement and interpretation of all the applicable codes and referenced standards on state buildings.
C. Contractor shall refer any questions, comments or directives from local officials to the Owner and the Office of State Engineer for resolution.

D. If any provision or any part of a provision of the Contract Documents shall be finally determined to be superseded, invalid, illegal, or otherwise unenforceable pursuant to any applicable Legal Requirements, such determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provision or parts of the provision of the Contract Documents, which shall remain in full force and effect as if the unenforceable provision or part were deleted.
Request for Cost Proposal for IDC Construction Services
Tri-County Technical College

Project Name: ________________________________

Project Number: ________________________________

Requested From: ________________________________

(All IDC Contractor’s Names)

Note: Contractor’s who choose not to submit a Cost Proposal for this work are requested to submit a "NO BID" response prior to the Proposal Due Date and Time.

Brief Project Description:

See attached Exhibit "A" dated __________________________, for project details, plans and specifications prepared by __________________________.

Project Manager: ________________________________

Pre-proposal Site Visit: ________________________________

Construction Time: __________________________ 45 calendar days from approval of the Delivery Order (SE-680)

Liquidated Damages: __________________________ $100 per calendar day for each calendar day the actual construction exceeds the Construction Time indicated above.

Architect/Engineer: McMillan Pazdan Smith, Greenville, SC

Bond Requirements: Performance and Labor & Material Payment Bonds are required on proposals $50,000.00 and above, and the cost of these bonds should be included in the Proposal Amount. If applicable, other bond requirements will be stated in the Project Description.

Proposal Due:

Date: ________________________________

Time: ________________________________

Location: ________________________________

Agency Representative: ________________________________

Cost Proposal for IDC Construction Services
(To be completed by Contractor)

Contractor: ________________________________

(Legal Name of Person, Firm, or Corporation Submitting Proposal)

Proposal Amount: ________________________________

(Proposal Amount in Figures Only)

(Contractor’s Signature)

Form Revised 9/2011
SE-680
Construction Services Delivery Order

AGENCY: Tri-County Technical College  CONTRACTOR: ____
Address: PO Box 587  Address: ____
Pendleton, SC 29670

Project Name: IDC for General Contracting Services  State Project No.: H59-D708-JM
Agency IDC Contract No.: H59-D708-JM  Agency Delivery Order No.: ____

<table>
<thead>
<tr>
<th>COST AND SCHEDULE INFORMATION</th>
<th>DELIVERY ORDER</th>
<th>CONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Total Amount, this IDC:</td>
<td>N/A</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>Maximum Total Amount, Delivery Order:</td>
<td>N/A</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Amount, this Delivery Order:</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Amount Previous Delivery Orders:</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Amount all Delivery Orders (including current order)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Authorized to Date (including this modification):</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Balance Remaining for this IDC:</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Description of Delivery Order Scope: (attach Contractor’s Proposal ____)

List of Delivery Order Documents: (refer to attachments as necessary) ____

The Agency and the Contractor hereby agree, as indicated by the signatures below, to the scope of work identified in the Contract Documents listed above, and to the Contractor's Cost Proposal dated the ____ day of _____, 20_____, and this Delivery Order shall be assigned to the Indefinite Delivery Contract identified above.

NOTICE TO PROCEED is hereby given on this the ____ day of _____, 20_____. The Dates of Commencement and Substantial Completion are as noted above and shall be used for determining completion and the applicability of Liquidated Damages. Liquidated Damages in the amount of ____ per day will be assessed for failure to complete the Work by the agreed upon date of completion. Failure to commence actual work on this Delivery Order within seven (7) days from the Date of Commencement will entitle the Agency to consider the Contractor non-responsible. In this event, the Agency may withdraw this Delivery Order and terminate the Contract in accordance with the Contract Documents.

AGENCY:  CONTRACTOR: ________________  ________________
BY: (Signature of Representative)  BY: (Signature of Representative)
Print Name: Gregg Stapleton  Print Name: ____
Title: Vice President for Business Affairs  Title: ____
Date: ____  Date: ____

COMPLETION CERTIFICATION BY AGENCY:  
Actual Completion Date: ________________  Date: ________________
Liquidated Damages Assessed: (Signature of Agency Representative)  Title: ____
### SE-690

**Construction Services Delivery Order Modification**

<table>
<thead>
<tr>
<th>AGENCY: Tri-County Technical College</th>
<th>CONTRACTOR: ____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: PO Box 587</td>
<td>Address: ____</td>
</tr>
<tr>
<td>Pendleton, SC 29670</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name: IDC for General Contracting Service</th>
<th>State Project No.: H59-D708-JM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency IDC Contract No.: H59-D708-JM</td>
<td>Agency Delivery Order No.: ____</td>
</tr>
</tbody>
</table>

#### COST AND SCHEDULE INFORMATION

<table>
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<tr>
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<tr>
<td>Maximum Total Amount, this IDC:</td>
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<td>$250,000.00</td>
</tr>
<tr>
<td>Maximum Total Amount, Delivery Orders:</td>
<td>N/A</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Current Amount, this Delivery Order:</td>
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<td></td>
</tr>
<tr>
<td>Additional Amount, this Modification:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Adjusted Amount, this Delivery Order:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Total Authorized to date, all other Delivery Orders:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Authorized to date (including this modification):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance Remaining for this IDC:</td>
<td>N/A</td>
<td></td>
</tr>
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</table>

#### SCHEDULE

<table>
<thead>
<tr>
<th>Date of Commencement:</th>
<th>Initial Days Allowed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Days Allowed:</th>
<th>Revised Date of Substantial Completion:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

The Agency and the Contractor hereby agree, as indicated by the signatures below, to the revised scope of work identified in the Modification Documents listed above, and to the Contractor’s Cost Proposal dated the _____day of _____, 20___, and this Delivery Order Modification shall be assigned to the Indefinite Delivery.

<table>
<thead>
<tr>
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<th>CONTRACTOR:</th>
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<tbody>
<tr>
<td>BY: (Signature of Representative)</td>
<td>BY: (Signature of Representative)</td>
</tr>
<tr>
<td>Print Name: Gregg Stapleton</td>
<td>Print Name: ____</td>
</tr>
<tr>
<td>Title: Vice President of Business Affairs</td>
<td>Title: ____</td>
</tr>
<tr>
<td>Date: ____</td>
<td>Date: ____</td>
</tr>
</tbody>
</table>
Performance Bond

KNOW ALL MEN BY THESE PRESENTS, that (Insert full name or legal title and address of Contractor) 

Name: ______
Address: ______

hereinafter referred to as “Contractor”, and (Insert full name and address of principal place of business of Surety) 

Name: ______
Address: ______

hereinafter called the “surety”, are jointly and severally held and firmly bound unto (Insert full name and address of Agency) 

Name: Tri-County Technical College
Address: PO Box 587
Pendleton, SC 29670

hereinafter referred to as “Agency”, or its successors or assigns, the sum of ______ ($_____), being the sum of the Bond to which payment to be well and truly made, the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated ______entered into a contract with Agency to construct

State Project Name: TCTC – IDC for General Contracting Services
State Project Number: H59-D708-JM

Brief Description of Awarded Work, as found on the SE-330, Bid Form: Office and Classroom Renovation
in accordance with Drawings and Specifications prepared by (Insert full name and address of A/E) 

Name: Tri-County Technical College
Address: PO Box 587
Pendleton, SC 29670

which agreement is by reference made a part hereof, and is hereinafter referred to as the Contract.

IN WITNESS WHEREOF, Surety and Contractor, intending to be legally bound hereby, subject to the terms stated herein, do each cause this Performance Bond to be duly executed on its behalf by its authorized officer, agent or representative.

DATED this ______day of ______, 20______ BOND NUMBER _____
(shall be no earlier than Date of Contract)

CONTRACTOR SURETY

By: ________________________________ By: ________________________________
(Seal) (Seal)

Print Name: ________________________________ Print Name: ______

Print Title: ________________________________ Print Title: ______
(Attach Power of Attorney)

Witness: ________________________________ Witness: ________________________________

(Additional Signatures, if any, appear on attached page)
Performance Bond

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

1. The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Agency for the full and faithful performance of the contract, which is incorporated herein by reference

2. If the Contractor performs the contract, the Surety and the Contractor have no obligation under this Bond, except to participate in conferences as provided in paragraph 3.1.

3. The Surety's obligation under this Bond shall arise after:

3.1 The Agency has notified the Contractor and the Surety at the address described in paragraph 10 below, that the Agency is considering declaring a Contractor Default and has requested and attempted to arrange a conference with the Contractor and the Surety to be held not later than 15 days after receipt of such notice to discuss methods of performing the Contract. If the Agency, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Contract, but such an agreement shall not waive the Agency's right, if any, subsequently to declare a Contractor Default; or

3.2 The Agency has declared a Contractor Default and formally terminated the Contractor's right to complete the Contract.

4. The Surety shall, within 15 days after receipt of notice of the Agency's declaration of a Contractor Default, and at the Surety's sole expense, take one of the following actions:

4.1 Arranged for the Contractor, with the consent of the Agency, to perform and complete the Contract; or

4.2 Undertaken to perform and complete the Contract itself, through its agents or through independent contractors; or

4.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Agency for a contract for performance and completion of theContract, arrange for a contract to be prepared for execution by the Agency and the contractor selected with the Agency's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the Bonds issued on the Contract, and pay to the Agency the amount of damages as described in paragraph 7 in excess of the Balance of the Contract Sum incurred by the Agency resulting from the Contractor Default; or

4.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor, and:

4.4.1 After investigation, determine the amount for which it may be liable to the Agency and, within 60 days of waiving its rights under this paragraph, tender payment thereof to the Agency; or

4.4.2 Deny liability in whole or in part and notify the Agency, citing the reasons therefore.

5. Provided Surety has proceeded under paragraphs 4.1, 4.2, or 4.3, the Agency shall pay the Balance of the Contract Sum to either:

5.1 Surety in accordance with the terms of the Contract; or

5.2 Another contractor selected pursuant to paragraph 4.3 to perform the Contract.

5.3 The balance of the Contract Sum due either the Surety or another contractor shall be reduced by the amount of damages as described in paragraph 7.

6. If the Surety does not proceed as provided in paragraph 4 with reasonable promptness, the Surety shall be deemed to be in default on this Bond 15 days after receipt of written notice from the Agency to the Surety demanding that the Surety perform its obligations under this Bond, and the Agency shall be entitled to enforce any remedy available to the Agency.

6.1 If the Surety proceeds as provided in paragraph 4.4, and the Agency refuses the payment tendered or the Surety has denied liability, in whole or in part, then without further notice the Agency shall be entitled to enforce any remedy available to the Agency.

6.2 Any dispute, suit, action or proceeding arising out of or relating to this Bond shall be governed by the Dispute Resolution process defined in the Contract Documents and the laws of the State of South Carolina.

7. After the Agency has terminated the Contractor's right to complete the Contract, and if the Surety elects to act under paragraph 4.1, 4.2, or 4.3 above, then the responsibilities of the Surety to the Agency shall be those of the Contractor under the Contract, and the responsibilities of the Agency to the Surety shall those of the Agency under the Contract. To a limit of the amount of this Bond, but subject to commitment by the Agency of the Balance of the Contract Sum to mitigate of costs and damages on the Contract, the Surety is obligated to the Agency without duplication for:

7.1 The responsibilities of the Contractor for correction of defective Work and completion of the Contract; and

7.2 Additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under paragraph 4; and

7.3 Damages awarded pursuant to the Dispute Resolution Provisions of the Contract. Surety may join in any Dispute Resolution proceeding brought under the Contract and shall be bound by the results thereof; and

7.4 Liquidated Damages, or if no Liquidated Damages are specified in the Contract, actual damages caused by delayed performance or non-performance of the Contractor.

8. The Surety shall not be liable to the Agency or others for obligations of the Contractor that are unrelated to the Contract, and the Balance of the Contract Sum shall not be reduced or set-off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Agency or its heirs, executors, administrators, or successors.

9. The Surety hereby waives notice of any change, including changes of time, to the contract or to related subcontracts, purchase orders and other obligations.

10. Notice to the Surety, the Agency or the Contractor shall be mailed or delivered to the address shown on the signature page.

11. Definitions

11.1 Balance of the Contract Sum: The total amount payable by the Agency to the Contractor under the Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts to be received by the Agency in settlement of insurance or other Claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Contract.

11.2 Contractor Default: Failure of the Contractor, which has neither been remedied nor waived, to perform the Contract or otherwise to comply with the terms of the Contract.
Labor and Material Payment Bond

KNOW ALL MEN BY THESE PRESENTS, that (Insert full name or legal title and address of Contractor)

Name: ______
Address: ______

hereinafter referred to as “Contractor”, and (Insert full name and address of principal place of business of Surety)

Name: ______
Address: ______

hereinafter called the “surety”, are jointly and severally held and firmly bound unto (Insert full name and address of Agency)

Name: Tri-County Technical College
Address: PO Box 587
Pendleton, SC 29670

hereinafter referred to as “Agency”, or its successors or assigns, the sum of ______ ($____), being the sum of the Bond to which payment to be well and truly made, the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated ______ entered into a contract with Agency to construct

Project Name: TCTC – IDC for General Contracting Services
Project Number: H59-D708-JM

Brief Description of Awarded Work, as found on the SE-330, Bid Form: Office and Classroom Renovation in accordance with Drawings and Specifications prepared by (Insert full name and address of A/E)

Name: Tri-County Technical College
Address: PO Box 587
Pendleton, SC 29670

which agreement is by reference made a part hereof, and is hereinafter referred to as the Contract.

IN WITNESS WHEREOF, Surety and Contractor, intending to be legally bound hereby, subject to the terms stated herein, do each cause this Labor and Material Payment Bond to be duly executed on its behalf by its authorized officer, agent or representative.

DATED this ______ day of ______, 20____

BOND NUMBER ______

(shall be no earlier than Date of Contract)

CONTRACTOR

By: ____________________________ (Seal)
Print Name: ____________________________
Print Title: ____________________________
Witness: ____________________________

SURETY

By: ____________________________ (Seal)
Print Name: ____________________________
Print Title: ____________________________
(Attach Power of Attorney)
Witness: ____________________________

(Additional Signatures, if any, appear on attached page)
Labor and Material Payment Bond

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

1. The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Agency to pay for all labor, materials and equipment required for use in the performance of the Contract, which is incorporated herein by reference.

2. With respect to the Agency, this obligation shall be null and void if the Contractor:
   2.1 Promptly makes payment, directly or indirectly, for all sums due Claimants; and
   2.2 Defends, indemnifies and holds harmless the Agency from all claims, demands, liens or suits by any person or entity who furnished labor, materials or equipment for use in the performance of the Contract.

3. With respect to Claimants, this obligation shall be null and void if the Contractor promptly makes payment, directly or indirectly, for all sums due.

4. With respect to Claimants, and subject to the provisions of Title 29, Chapter 5 and the provisions of §11-35-3030(2)(c) of the SC Code of Laws, as amended, the Surety’s obligation under this Bond shall arise as follows:
   4.1 Every person who has furnished labor, material or rental equipment to the Contractor or its subcontractors for the work specified in the Contract, and who has not been paid in full therefore before the expiration of a period of ninety (90) days after the date on which the last of the labor was done or performed by him or material or rental equipment was furnished or supplied by him for which such claim is made, shall have the right to sue on the payment bond for the amount, or the balance thereof, unpaid at the time of institution of such suit and to prosecute such action for the sum or sums justly due him.
   4.2 A remote claimant shall have a right of action on the payment bond upon giving written notice by certified or registered mail to the Contractor within ninety (90) days from the date on which such person did or performed the last of the labor or furnished or supplied the last of the material or rental equipment upon which such claim is made.
   4.3 Every suit instituted upon a payment bond shall be brought in a court of competent jurisdiction for the county or circuit in which the construction contract was to be performed, but no such suit shall be commenced after the expiration of one year after the day on which the last of the labor was performed or material or rental equipment was supplied by the person bringing suit.

5. When the Claimant has satisfied the conditions of paragraph 4, the Surety shall promptly and at the Surety’s expense take the following actions:
   5.1 Send an answer to the Claimant, with a copy to the Agency, within sixty (60) days after receipt of the claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed.
   5.2 Pay or arrange for payment of any undisputed amounts.
   5.3 The Surety’s failure to discharge its obligations under this paragraph 5 shall not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a claim. However, if the Surety fails to discharge its obligations under this paragraph 5, the Surety shall indemnify the Claimant for the reasonable attorney’s fees the Claimant incurs to recover any sums found to be due and owing to the Claimant.

6. Amounts owed by the Agency to the Contractor under the Contract shall be used for the performance of the Contract and to satisfy claims, if any, under any Performance Bond. By the Contractor furnishing and the Agency accepting this Bond, they agree that all funds earned by the contractor in the performance of the Contract are dedicated to satisfy obligations of the Contractor and the Surety under this Bond, subject to the Agency’s prior right to use the funds for the completion of the Work.

7. The Surety shall not be liable to the Agency, Claimants or others for obligations of the Contractor that are unrelated to the Contract. The Agency shall not be liable for payment of any costs or expenses of any claimant under this bond, and shall have under this Bond no obligations to make payments to, give notices on behalf of, or otherwise have obligations to Claimants under this Bond.

8. The Surety hereby waives notice of any change, including changes of time, to the Contract or to related Subcontracts, purchase orders and other obligations.

9. Notice to the Surety, the Agency or the Contractor shall be mailed or delivered to the addresses shown on the signature page. Actual receipt of notice by Surety, the Agency or the contractor, however accomplished, shall be sufficient compliance as of the date received at the address shown on the signature page.

10. By the Contractor furnishing and the Agency accepting this Bond, they agree that this Bond has been furnished to comply with the statutory requirements of the South Carolina Code of Laws, as amended, and further, that any provision in this Bond conflicting with said statutory requirements shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory Bond and not as a common law bond.

11. Upon request of any person or entity appearing to be a potential beneficiary of this bond, the Contractor shall promptly furnish a copy of this Bond or shall permit a copy to be made.

12. Any dispute, suit, action or proceeding arising out of or relating to this Bond shall be governed by the laws of the State of South Carolina.

13. DEFINITIONS

13.1 Claimant: An individual or entity having a direct contract with the Contractor or with a Subcontractor of the Contractor to furnish labor, materials, or equipment for use in the performance of the Contract. The intent of this Bond shall be to include without limitation the terms “labor, materials or equipment” that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Contract, architectural and engineering services required for performance of the Work of the Contractor and the Contractor’s Subcontractors, and all other items for which a mechanic’s lien might otherwise be asserted.

13.2 Remote Claimant: A person having a direct contractual relationship with a subcontractor of the Contractor or subcontractor, but no contractual relationship expressed or implied with the Contractor.

13.3 Contract: The agreement between the Agency and the Contractor identified on the signature page, including all Contract Documents and changes thereto.
SECTION 01027 – APPLICATIONS FOR PAYMENT

PART 1 – GENERAL

1.1 Payment shall be as stipulated in 9.3.1 of the General Conditions as added by the Supplementary Conditions.

1.2 APPLICATIONS FOR PAYMENT

A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.

B. Payment – Application Forms: Use AIA Document G702 and Continuation Sheets G703 as the form for Application Payment.

C. Application Preparation: Complete every entry on the form. Include notarization and execution by a person authorized to sign legal documents on behalf of the Supplier. The Architect will return incomplete applications without action.

1. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.

2. Submit copies of invoices for each item of material/equipment listed in the Application For Payment. If material/equipment is stored off-site, submit certificate of insurance to substantiate that the materials/equipment are stored in a bonded warehouse.

D. Transmittal: Submit 3 executed copies of each Application for Payment to the Architect by a method ensuring receipt within 24 hours. One copy shall be complete, including waivers of lien and similar attachments. Transmit each copy with a transmittal listing attachments and recording information related to the application.

E. Initial Application for Payment: Administrative actions and submittals, that must precede or coincide with the submittal of the first Application for Payment, include:

1. List of Subcontractors
2. Schedule of Values
3. Contractors Construction Schedule
4. Certificate of insurance and insurance policies
5. Performance and payment bonds

F. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment.

1. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.

2. Administrative actions and submittals that shall precede or coincide with the application include:
   a. Verification by Civil Engineer of compliance with finish grade elevations.
   b. Warranties (guarantees) and maintenance agreements.
   c. Final cleaning of site.
   d. Application for reduction of retainage and consent of surety.
   e. List of incomplete Work, recognized as exceptions of Architect’s Certificate of Substantial Completion.
   f. Maintenance Instructions.

G. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:

1. Completion of Project closeout requirements.
2. Proof that taxes, fees, and similar obligations were paid
3. Transmittal of required project construction records to Owner.
Cleveland Hall Building
Tri-County Technical College
Project No. H59-D708-JM

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION 01027
SECTION 00 10 000 GENERAL REQUIREMENTS
PART 1 - GENERAL
1.1 RELATED DOCUMENTS

The Drawings and Terms and Conditions of the Tri-County Technical College Contract for the Indefinite Delivery of Construction Services and applicable parts of other technical specifications that require coordination with the work specified in this Section also apply to this Section.

1.2 PROJECT NAME

The name of this project is the Indefinite Delivery of General Contracting Services – Project Number H59-D708-JM; the name of the project that will be used for the selection of Indefinite Delivery Contractors is Indefinite Delivery of General Contracting Services, Project Number H59-D708-JM.

1.3 PROJECT LOCATION

The work specified under this contract is located in the Cleveland Hall Building in Pendleton, South Carolina.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

This solicitation by the Purchasing Department of Tri-County Technical College is for the selection of Indefinite Delivery general contractors to provide general contracting services to Tri-County Technical College on the main campus or at other locations within South Carolina that are operated and/or maintained by Tri-County Technical College. The solicitation will be in the form of a LOW BID for the scope of work specified for this project, including any subcontracted work. Bid results for this project will be used for the process of awarding Indefinite Delivery Contracts for General Contracting Services for Tri-County Technical College as specified in the attached documents.

The successful bidder(s) will be required to possess at the time of the Bid and to maintain throughout the life of the indefinite delivery contract a Group 5 or greater South Carolina General Contractors license with a BD classification.

The work specified for this project generally consists of office and classroom renovation as shown on Drawings and in the Specifications prepared by McMillan Pazdan Smith.

1.5 ACCESS TO THE SITE

The Contractor shall have full access to the site during normal working hours. It is anticipated that work will occur between 7:00 AM and 5:00 PM daily. However some coordination with building occupants will be necessary.

1.6 COORDINATION WITH OWNER

Coordination of this work with the Owner is of utmost importance. The Owner must have access to the site to be able to continue ongoing programs.

The Contractor shall maintain the site in a clean and safe condition so that use by the Owner will not be unreasonably impeded.
There will be continual vehicular and pedestrian traffic in and adjacent to the work site. The Contractor shall be responsible for any safety barricading of the work site to insure the safety of the site for these pedestrians. Portions of these renovated areas will remain occupied during this renovation.

The Owner reserves the right to limit excessively loud construction activities during academic examination periods at the University.

1.7 PROJECT MEETINGS

Pre-construction Conference: Prior to the start of work there shall be a conference attended by the Contractor, Sub-contractor(s), the Owner’s representative, and other parties who may be designated by the Owner, to be convened at the work site for the purpose of reviewing the specifications and job condition and resolving any questions arising. The date and time of this pre-construction conference shall be coordinated with both the Owner and the A/E.

1.8 WORK SCHEDULES AND PHASING REQUIREMENTS

The contractor shall accomplish the scope of work specified in these documents in such manner as to minimize traffic disruption. The method and schedule that the contractor proposes to accomplish the work shall be approved by the Owner prior to beginning the work.

1.9 USE OF SITE

The Contractor shall have full use of the site as required to accomplish the specified construction, limited only by the Owner’s right to perform academic operations.

The Contractor shall limit the construction operations to the areas noted on the Drawings and in the Contract Documents

The Contractor shall assume full responsibility for the protection and safe-keeping of materials, equipment, and ongoing work on the site. Do not unreasonably encumber the site with materials and equipment that may pose unnecessary risk to both pedestrian and vehicular traffic.

1.10 ALLOWANCES

Not used.

1.11 UNIT PRICES

Not used

1.12 TESTING LABORATORY SERVICES

Not Used

1.13 SANITARY FACILITIES

Not Used

1.14 TEMPORARY BARRICADES

The Contractor shall be responsible for furnishing and maintaining all necessary barricades, fencing, and other required barriers to insure the safety of the site.
1.15 TEMPORARY TREE AND PLANT PROTECTION

Not Used

1.16 EROSION AND SEDIMENT CONTROL

Not Used

1.17 FIELD ENGINEERING

Not Used

1.18 CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

The Contractor shall be responsible for the legal disposal of all construction waste and debris that is generated on this project. This includes both waste produced by specified demolition as well as domestic waste generated by the Contractor’s personnel on the site. Disposal of all waste must be at a properly licensed solid waste landfill.

1.19 FINAL CLEANING

Prior to requesting an inspection for Substantial Completion, clean each surface or unit to the condition expected in a normal, commercial building cleaning and maintenance program. Comply with the manufacturer’s instructions in the use of cleaning equipment, materials, or products.

Clean the site of rubbish, litter, and other foreign substances. Sweep paved areas broom clean; remove stains, spills, and other foreign deposits.

Remove any temporary protection and facilities installed for protection of work during construction.

PART 2 – PRODUCTS
Not Used.

PART 3 – EXECUTION
Not Used.

END OF SECTION 01 00 00
SECTION 013000 - SUBMITTALS

PART 1 - GENERAL

1.1 SUMMARY

This Section specifies administrative and procedural requirements for submittals required for performance of the Work, including:

- Contractor's Construction Schedule
- Submittal Schedule
- Daily construction reports
- Shop Drawings
- Product Data
- Samples

Administrative submittals: Refer to other Division-1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to:

- Permits
- Applications for payment
- Performance and payment bonds
- Insurance certificates
- List of Subcontractors

The Schedule of Values submittal is included in section “Applications for Payment.”

Period of review for submittals begins when owner receives submittal from the contractor. Period of review for each resubmittal is the same as the initial submittal.

1.2 SUBMITTAL PROCEDURES

1.2.1 Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.

Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.

Coordinate transmittal of different types so submittals for related elements of the work so processing will not be delayed by the need to review submittals concurrently for coordination.

The owner reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
1.2.2 Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for resubmittals.

Allow 10 working days for review of submittals. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. The Owner will promptly advise the Contractor when a submittal being processed must be delayed for coordination.

Period of review for submittals begins when Owner receives submittal from the contractor. Period of review for each resubmittal is the same as for initial submittal.

For submittals requiring review by fire protection engineer, allow review period of 30 working days for return of submittal to the contractor.

No extension of Contract Time will be authorized because of failure to transmit submittals to the Owner sufficiently in advance of the work to permit processing.

1.3.3 Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.

Provide a space approximately 4” x 5” on the label or beside the title block on Shop Drawings to record the Contractor’s review and approval markings and the action taken.

Include the following information on the label for processing and recording action taken.

Project name
Date
Name and address of Engineer
Name and address of Contractor Name and address of subcontractor Name and address of supplier
Name of manufacturer
Number and title of appropriate Specification Section
Drawing numbers and detail references, as appropriate.

1.2.4 Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Owner using a transmittal form. Submittals received from sources other than the Contractor will be returned without action.

On the transmittal, record relevant information and request for data. On the form, or separate sheet, record deviations from the contract document requirements, including minor variations and limitations and include contractor’s certification that information complies with contract document requirements.

1.3 CONTRACTOR’S CONSTRUCTION SCHEDULE

Bar-Chart Schedule: Prepare a fully developed, horizontal bar-chart type Contractor's construction schedule. Submit within 10 days of the date established for "Commencement of the Work".
Provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week. Use the same breakdown of units of the Work as indicated in the "Schedule of Values".

Within each time bar indicate estimated completion percentage in 10 percent increments. As Work progresses, place a contrasting mark in each bar to indicate Actual Completion.

Prepare the schedule on a sheet, or series of sheets, of stable transparency, or other reproducible media, of sufficient width to show data for the entire construction period.

Secure time commitments for performing critical elements of the Work from parties involved. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the work. Show each activity in proper sequence. Indicate graphically sequences necessary for completion of related portions of the work.

Coordinate the Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests and other schedules.

Indicate completion in advance of the date established for Substantial Completion. Indicate Substantial Completion on the schedule to allow time for the Owner procedures necessary for certification of Substantial Completion.

Cost Correlation: At the head of the schedule, provide a two item cost correlation line, indicating "pre-calculated" and "actual" costs. On the line show dollar-volume of work performed as of the dates used for preparation of payment requests. Refer to Section “Applications for Payment” for cost reporting and payment procedures. Distribution: Following response to the initial submittal, print and distribute copies to the Architect/Engineer, Owner, subcontractors, and other parties required to comply with scheduled dates. Post copies in the Project meeting room and temporary field office.

When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

Schedule Updating: Revise or affirm the schedule at least monthly, or as required by the conditions of the work.

1.4 SUBMITTAL SCHEDULE

After development and acceptance of the Contractor’s construction schedule, prepare a complete schedule of submittals. Submit the schedule within 10 days of the date required for establishment of the Contractor’s construction schedule.

Coordinate submittal schedule with the list of subcontracts, schedule of values and the list of products as well as the Contractor’s construction schedule.

Prepare the schedule in chronological order include submittals required during the first 90 days of construction. Provide the following information:

SUBMITTALS 013000 –3
Scheduled date for the first submittal
Related section number
Submittal category
Name of subcontractor
Description of the part of the work covered
Schedule date for resubmittal
Scheduled date of the Owner final release or approval

Distribution: following response to initial submittal, print and distribute copies to the Architect/Engineer, Owner, subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the Project meeting room and field office.

When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

Schedule Updating: Revise the schedule after each meeting or activity, where revisions have been recognized or made. Issue the updated schedule concurrently with report of each meeting.

1.5 DAILY CONSTRUCTION REPORTS

Prepare a daily construction report, recording the following information concerning events at the site; and submit duplicate copies to the Owner when requested.


1.6 SHOP DRAWINGS

Submit newly prepared information, drawn to accurate scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not considered Shop Drawings.

Shop Drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings. Include the following information:

Dimensions.
Identification of products and materials included.
Compliance with specified standards.
Notation of coordination requirements.
Notation of dimensions established by field measurement.
Initial Submittal: Submit one pdf to the owner.
Final Submittal: Submit a pdf file to the owner.
Do not use Shop Drawings without an appropriate final stamp indicating action taken in connection with construction.

Coordination drawings are a special type of Shop Drawing that show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or function as intended.

Submit coordination Drawings for integration of different construction elements. Show sequences and relationships of separate components to avoid conflicts in use of space.

1.7 PRODUCT DATA

Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information such as manufacturer’s installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams and performance curves. Where Product Data must be specially prepared because standard printed data is not suitable for use, submit as "Shop Drawings."

Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products, some of which are not required, mark copies to indicate the applicable information. Include the following information:

Manufacturer's printed recommendations.
Compliance with recognized trade association standards.
Compliance with recognized testing agency standards.
Application of testing agency labels and seals.
Notation of dimensions verified by field measurement. Notation of coordination requirements.

Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.

Preliminary Submittal: Submit a preliminary single-copy of Product Data where selection of options is required.

Submittals: Submit 1 pdf copy of each required submittals. The Owner will retain copies required for Owner and for Owner files, and will return the others marked with action taken and corrections or modifications required.

Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.

Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.
Do not proceed with installation until an applicable copy of Product Data applicable is in the installer's possession.

Do not permit use of unmarked copies of Product Data in connection with construction.

1.8 SAMPLES

Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture and pattern.

Submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for a comparison of these characteristics between the final submittal and the actual component as delivered and installed.

Where variation in color, pattern, texture or other characteristics are inherent in the material or product represented, submit multiple units (not less than 3), that show approximate limits of the variations.

Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation and similar construction characteristics.

Preliminary submittals: Where Samples are for selection of color, pattern, texture or similar characteristics from a range of standard choices, submit a full set of choices for the material or product.

Preliminary submittals will be reviewed and returned with the Engineer's mark indicating selection and other action.

Submittals: Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation and similar characteristics, submit 3 sets; one will be returned marked with the action taken.

Maintain sets of Samples, as returned, at the Project site, for quality comparisons throughout the course of construction.

Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal. Sample sets may be used to obtain final acceptance of the construction associated with each set. Distribution of Samples: Prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.
Field Samples specified in individual Sections are special types of Samples. Field Samples are full-size examples erected on site to illustrate finishes, coatings, or finish materials and to establish the standard by which the Work will be judged.

Comply with submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

1.9 OPERATION AND MAINTENANCE DATA

Not used.

1.10 ARCHITECT/ENGINEER’S ACTION

Except for submittals for record, information or similar purposes, where action and return is required or requested, the Owner will review each submittal, mark to indicate action taken, and return promptly.

Compliance with specified characteristics is the Contractor's responsibility.

1.11 Constraints:

Submittals listed or specified in this contract shall conform to provisions of this section, unless explicitly stated otherwise.

Submittals shall be complete for each definable feature of work; components of definable feature interrelated as a system shall be submitted at same time.

When acceptability of a submittal is dependent on conditions, items, or materials included in separate subsequent submittals, submittal will be returned without review.

Approval of a separate material, product, or component does not imply approval of assembly in which item functions.

1.12 Scheduling:

Coordinate scheduling, sequencing, preparing and processing of submittals with performance of work so that work will not be delayed by submittal processing. Allow for potential requirements to resubmit.

Except as specified otherwise, allow review period, beginning with receipt by approving authority, that includes at least 10 working days for submittals for Owner approval. Period of review for submittals with Owner approval begins when Owner receives submittal from the contractor.

Period of review for each resubmittal is the same as for initial submittal.
1.13 REVIEWING, CERTIFYING, APPROVING AUTHORITY

The contractor shall be responsible for reviewing and certifying that submittals are in compliance with contract requirements. Approving authority on submittals is the contractor unless otherwise specified for specific submittal.

1.14 CONTRACTOR'S RESPONSIBILITIES:

Determine and verify field measurements, materials, field construction criteria; review each submittal; and check and coordinate each submittal with requirements of the work and contract documents.

Transmit submittals in accordance with schedule, and to prevent delays in the work, delays to owner, or delays to separate contractors.

Advise Owner of variation.

Correct and resubmit submittal as directed by approving authority. When resubmitting disapproved transmittals or transmittals noted for resubmittal, the contractor shall provide copy of that previously submitted transmittal including all reviewer comments for use by approving authority. Direct specific attention in writing or on resubmitted submittal, to revisions not requested by approving authority on previous submissions.

Furnish additional copies of submittal when request by Architect/Engineer, to a limit of 20 copies per submittal.

Complete work which must be accomplished as basis of submittal in time to allow submittal to occur as scheduled.

Ensure no work has begun until submittals for that work have been returned as 'approved,' or "approved as noted" or "approved except as notes; resubmission not required", except to the extent that a portion of work must be accomplished as basis of submittal.

PART 2 - PRODUCTS (Not Applicable).
PART 3 - EXECUTION (Not Applicable).

(End of Section)
PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. Drawings and general provisions of the Contract, including General and Supplementary Conditions apply to this Section.

1.2 SUMMARY
   A. This Section includes procedural requirements for cutting and patching.

1.3 DEFINITIONS
   A. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.
   B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

1.4 SUBMITTALS
   A. Cutting and Patching Proposal: Submit a proposal describing procedures at least 15 days before the time cutting and patching will be performed, requesting approval to proceed. Include the following information:
      1. Extent: Describe cutting and patching, show how they will be performed, and indicate why they cannot be avoided.
      2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.
      3. Products: List products to be used and firms or entities that will perform the Work.
      4. Dates: Indicate when cutting and patching will be performed.
      5. Utility Services and Mechanical/Electrical Systems: List services/systems that cutting and patching procedures will disturb or affect. List services/systems that will be relocated and those that will be temporarily out of service. Indicate how long services/systems will be disrupted.
      6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.
7. Architect's/University Project Manager Approval: Obtain approval of cutting and patching proposal before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.

1.5 QUALITY ASSURANCE

A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.

B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operating elements include the following:

1. Primary operational systems and equipment.
2. Air or smoke barriers.
3. Fire-suppression systems.
4. Mechanical systems piping and ducts.
5. Control systems.
6. Communication systems.
7. Conveying systems.
8. Electrical wiring systems.
9. Operating systems of special construction in Division 13 Sections.

C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Miscellaneous elements include the following:

1. Water, moisture, or vapor barriers.
2. Membranes and flashings.
3. Exterior curtain-wall construction.
4. Equipment supports.
5. Piping, ductwork, vessels, and equipment.

D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

1. If possible retain the original Installer or fabricator to cut and patch the exposed Work. If it is impossible to engage the original Installer or fabricator, engage another recognized experienced and specialized firm.
2. Comply with the recommendations and instructions of the manufacturer of the Work to be cut and patched and of the materials being used for cutting and patching.
3. Incorporate materials and procedures of a quality not less than used in the original construction, recommended by the manufacture of the Work being cut and patched, and acceptable to the Architect.

4. Match the finish, profile, and dimensions, and shall not compromise design, function, operation, and performance of the Work that was cut and patched.

5. Where cutting and patching is necessary on work that is under warranty, cutting and patching shall not compromise, void or reduce the conditions and provisions of warranties or insurance that are in effect.

6. Where cutting and patching may compromise the conditions and provisions of a warranty or insurance, notify the Architect prior to starting cutting or patching operations.

7. The Architect reserves the right to accept and approve cutting and patching. Acceptance and approval shall be based on overall aesthetics, performance, function, and operation.

E. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

1.6 WARRANTY

A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

PART 2 - PRODUCTS

2.1 MATERIALS

A. General: Comply with requirements specified in other Sections.

B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 PREPARATION

A. Temporary Support: Provide temporary support of Work to be cut.

B. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

D. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize or prevent interruption to occupied areas.

3.3 PERFORMANCE

A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.

1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.

2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.

3. **Concrete and Masonry:** Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.

4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by cutting and patching operations.

5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
6. Proceed with patching after construction operations requiring cutting are complete.

C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.

2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
   a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
   b. Restore damaged pipe covering to its original condition.

3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
   a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.

4. Ceilings: Patch, repair, or rehang in-place ceilings to provide an even-plane surface of uniform appearance.

5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.

3.4 CLEANING

A. Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials. Thoroughly clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged pipe covering to its original condition.

END OF SECTION 01 73 29