



## INVITATION FOR COMPETITIVE BEST VALUE BID FOR SMALL PURCHASE (UNDER \$50,000)

### AMENDMENT 1

**Date Issued:** **FRIDAY, MAY 19, 2017**

**Description:** HVAC Equipment Removal and Replacement for the South Carolina Education Lottery (SCEL)

**Submit Offer By:** **WEDNESDAY, MAY 24, 2017, at 2:00 PM ET** (Late proposals **will not** be accepted)

**Questions:** **Limited to AMENDED PARTS ONLY**

Offerors desiring an explanation, clarification, or interpretation of this Solicitation must request it in writing. Oral explanations or instructions will not be binding [R. 19-445.2042(B)]. Any information given to a prospective Offeror concerning this solicitation will be promptly furnished to all other prospective Offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of the responsive information would be prejudicial to other prospective offerors. Amendments will be posted to SCEL's website at the following link: <http://www.sceducationlottery.com/lottery/procurement.aspx>. If you became aware of this solicitation through the South Carolina Business Opportunity (SCBO) online advertising publication and you are considering submitting a Proposal, it is very important that you contact Ms. Marsh via email to ensure that you receive any amendments. An amendment becomes part of the Contract with SCEL and it may alter the scope of work or otherwise affect the information you must submit to SCEL. Answers to questions will be issued through an amendment.

**Award:**

SCEL will award to the highest ranking, responsive and responsible Offeror whose bid is determined to be the most advantageous to the State, taking into consideration the price (60%) and evaluation factors (quality of the service and product, reliability of delivery and implementation schedules, warranties and guarantees, and vendor financial stability) (40%). All evaluation factors, other than cost, will be considered prior to determining the effect of cost on the score for each participating bidder. Award or the notice of intent to award is anticipated to be posted by **Thursday, May 25, 2017**.

SCEL's Competitive Best Value Bid for this Small Purchase is conducted under the authority of the South Carolina Consolidated Procurement Code and Regulations (Code) and is pursuant to all applicable statutes and regulations within the Code located on the following link. <http://www.scstatehouse.gov/code/t11c035.php>

The procurement for the services listed herein, pursuant to the Small Purchases procedures of the Code, may be over ten thousand dollars (\$10,000) but not in excess of fifty thousand dollars (\$50,000) [§11-35-1550 (2)(c)]. An Offeror may not quote a price above \$50,000, including travel cost, and all work requested in this Best Value Bid must be performed for the quoted price.

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**Submit Inquiries/Questions to address, email, or fax below. Proposals are preferred via email in pdf or Word format with pricing submitted in a separate document. Only one copy of the Technical Proposal and one copy of the Pricing Proposal should be submitted.**

S.C. Education Lottery  
Attn: SCEL HVAC Equipment Removal and Replacement BVB  
Petrina Marsh  
1333 Main Street, Suite 400  
Columbia, SC 29201  
Phone: (803) 737-2808/Fax: (803) 737-0047/Email: [Petrina.Marsh@sclot.com](mailto:Petrina.Marsh@sclot.com)

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**VENDOR INFORMATION AND CERTIFICATION**

**LOTTERY VENDORS (SCEL)**

If selected, Offerors must provide an attestation certifying that the Offeror and its employees, if any, are in compliance with and will not violate or induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (the Ethics Act) or Title 59, Chapter 150 of the South Carolina Code of Laws, as amended, (the South Carolina Education Lottery Act). The Offeror is responsible for reviewing and understanding the obligations, requirements, and prohibitions contained in these Acts.”

“I certify that I and my employees, if any, are in compliance with and will not violate or induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (the Ethics Act) or Title 59, Chapter 150 of the South Carolina Code of Laws, as amended, (the South Carolina Education Lottery Act).”

\_\_\_\_\_ Date  
Offeror’s Name

The submission of the attestation is deemed a substitute for the \$5,000.00 deposit requirement for criminal background check(s) for the purposes of this procurement.

<b>NAME OF OFFEROR</b>  (full legal name of business submitting the offer)		Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.	
<b>AUTHORIZED SIGNATURE</b>  (Person must be authorized to submit binding offer to contract on behalf of Offeror.)		<b>TAXPAYER IDENTIFICATION NO.</b>  (See "Taxpayer Identification Number" provision)	
<b>TITLE</b>  (business title of person signing above)		<b>STATE OF INCORPORATION</b>  (If you are a corporation, identify the state of incorporation.)	
<b>PRINTED NAME</b>  (printed name of person signing above)	<b>DATE SIGNED</b>		
<b>OFFEROR'S TYPE OF ENTITY:</b> (Check one)		(See "Signing Your Offer" provision.)	
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____ <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local)			

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

**AMENDMENTS TO SOLICITATION (JAN 2004)**

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <http://www.sceducationlottery.com/lottery/procurement.aspx>

(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

**IMPORTANT NOTICE:** In order to make the solicitation document easier to read, the South Carolina Education Lottery has opted to revise the project description found within Section I, Scope of Work, "Services Required" This approach has been selected in an effort to ensure the clarity of the contract documents during both the "Pre-Award" and "Post Award" phases of this procurement. Prospective bidders should disregard the previous project description within the original solicitation and use the revised information in this document to prepare their bids.

Please refer to the Summary of Questions and Answers Page at the end of this solicitation for information pertaining to this amendment.

**I. SCOPE OF WORK**

**SERVICES REQUIRED**

The South Carolina Education Lottery (SCEL) requires two new HVAC Split Systems ("new systems") to replace the two existing HVAC Split Systems ("existing systems") currently located at its Draw Studio, 1333 Main Street, Suite 180, Columbia, S.C. 29201.

The Draw Studio's existing systems include two, outdoor 5-ton split system air conditioning units, 10.0 SEER (each with a condenser/compressor) and two, indoor fan coil/air handler units. The two outdoor units are mounted on the first story rooftop of a multi-tenant office building. The two indoor units are located in the ceiling of SCEL's Draw Studio which is located on the first floor of commercial office space. The Successful Contractor will need to remove and dispose of the two, existing systems (outdoor and indoor units), furnish two, new systems comparable to existing equipment, and install, the new systems in the same location as existing equipment. Removal of the existing equipment and installation of the new systems must be completed no later than June 16, 2017.

The Successful Contractor, shall also be responsible for providing SCEL with a one (1)-year maintenance warranty for all equipment from the date of installation (with no additional charges for labor). Maintenance services included in the one (1)-year period should include; but are not limited to: pre-heat and pre-cool inspections, filter changes, routine monthly inspections, and semi-annual preventative maintenance services. Contractor must be able to provide repair services for non-scheduled repairs within a four (4)-hour response time, 24/7. Contractor should provide a five (5) year manufacturer's warranty for all included equipment and parts. Quotes for repairs (including labor charges) shall be provided to SCEL for approval prior to Contractor performing any work.

Offerors shall provide a proposed solution(s) with pricing for the requirements stated herein. Pricing must include labor, materials, equipment, installation, and transportation required to complete the work.

**SCEL Draw Studio's Existing Equipment**

Equipment Description	Existing Location	QTY	MFR	Model Number	Serial Number
A/C Compressor & Condenser Unit (10.0 SEER)	Outdoor: Rooftop of Draw Studio	1	Carrier	#38CKC060-670	#0202E00197
Fan Coil/Air Handler Unit	Indoor: Ceiling of Draw Studio	1	Carrier	#FC4BNF0-60	#0302A58475
A/C Compressor & Condenser Unit (10.0 SEER)	Outdoor: Rooftop of Draw Studio	1	Carrier	#38CKC060-670	#0302E02543
Fan Coil/Air Handler Unit	Indoor: Ceiling of Draw Studio	1	Carrier	#FC4BNF0-60	#0302A58472

System requirements include, but are not limited to the following:

1. Disconnect electrical power supply for high and low voltage to existing units.
2. Dispose of R-22 refrigerant charge in existing lines and install new systems with R-410A refrigerant charge per EPA standards. Offerors must provide a solution using one of the two following methods: (1) re-use existing refrigerant lines (¾" copper piping) and flush out existing R-22 refrigerant with R-410A refrigerant charge per EPA standards, OR (2) dispose of existing lines and replace with new lines to accommodate R-410A refrigerant charge per EPA guidelines.
3. Provide rigging and lifting equipment necessary for the removal/disposal and installation of the systems. This includes two, outdoor 5-ton split system air conditioning units mounted on the rooftop and two, indoor fan coil/air handler units.
4. Install new ductwork, as necessary, to allow for new equipment installation.
5. Furnish and install new condensation removal pumps and drain pans to prevent condensation water overflow.
6. Reconnect electrical power supply for high and low voltage to new units.
7. Provide and install two, new digital programmable thermostats.
8. Provide start-up and performance evaluations for two new systems per factory recommendations.
9. Contractor shall check system after installation to ensure it is working correctly. The work will not be considered complete until the system is functioning as required and has been approved and accepted by SCEL personnel.
10. Provide 1-year maintenance warranty with 1-year labor at no additional charge, and 5-year manufacturer's warranty for all included parts and equipment.
11. Furnish all labor, materials, equipment, and transportation necessary for removal and disposal of existing equipment, replacement and installation of new equipment, and provide maintenance and repair services per requirements listed herein.
12. Furnish all licenses, certifications, and permits, as required by the City of Columbia and the State of South Carolina, to perform required services.
13. Removal of existing equipment and installation of new systems must be completed no later than June 16, 2017.
14. Delivery Performance and Location:  
SCEL Draw Studio  
1333 Main Street, Suite 180  
Columbia, SC 29201

The Draw Studio has two points of entry. The front door entrance is at street-level and is centrally located in Columbia's business district. Entry through the front doors is strictly prohibited to the public; however, the Successful Contractor may use the front entrance as necessary. The Studio's back door is accessible from the building's rear entrance, adjoined to a surface parking lot. Entry onto the surface lot is gained through a security-controlled gate and is conveniently located off of Assembly Street.

**SCEL DRAW STUDIO SITE VISIT  
SUMMARY OF QUESTIONS AND ANSWERS**

1. Q: What is the approximate square footage in the Draw Studio that the new systems will be required to cool?

A: The total square footage of the Draw Studio is 2,216 square feet; however, the new systems will only be required to cool approximately 1,800 square feet of that space.

2. Q: Approximately how much heat is currently being generated within the HVAC Systems' cooling area on a daily basis?

A: Several factors affect how much heat is generated on a daily basis from the commercial space within the HVAC Systems' cooling area. There are three primary areas that generate the most heat. The first area is the Draw Studio's Control Room. This space is comprised of a variety of technical equipment required for broadcasting and recording (i.e. multiple recording systems, broadcasting and audio systems, microphones, and five monitors). The second area is the actual Draw Studio Set where the Lottery's daily and evening live draws are recorded. Although the Set does have its own HVAC system, the space contains a lot of heat-generating equipment (i.e. six (6) 60" flat screen television monitors, lighting equipment, cameras, microphones, booms, and ball machines when they are in use). The Set also has one side with three glass doors and four glass windows covered with black draping; however, additional heat is generated from natural sunlight. The third heat-generating area contains two Leibert Systems responsible for providing the Draw Studio with centralized data center power protection and an uninterruptible source power supply (UPS).

3. Q: The model and serial number for the Air Handler is coming up as a 3 ton , NOT a 5 ton. The bid spec says 5 ton. I do believe 6 total tons would be more than adequate. Roughly 1800 SF per 3 ton (ish) . What are your thoughts?

A: SCEL verified with Carrier that the model and serial number information provided in the original solicitation for its existing outdoor A/C Compressor & Condenser Units were 5-ton (model #38CKC060-670). The manufacturer also confirmed that although the cooling area required for the new systems is approximately 1,800 square feet, other factors must be considered. The area's space must be calculated to commercial standards, and not to residential standards even though existing systems are currently installed with residential equipment. More BTUs, thus a higher tonnage, are required to account for the additional heat that is generated from the technical equipment and systems, staff, and other equipment necessary to maintain the Draw Studio's Control Room, Studio Set, and Leibert Systems.

Offerors may provide more than one solution when proposing tonnage for the units. The award for the best value bid will be made to the highest ranking, responsive and responsible Offeror whose bid is determined to be the most advantageous to SCEL and the State, taking into consideration the price (60%) and evaluation factors (quality of the service and product, reliability of delivery and implementation schedules, warranties and guarantees, and vendor financial stability) (40%). All evaluation factors, other than cost, will be considered prior to determining the effect of cost on the Offeror's score.

4. Q: Since existing lines contain R-22 refrigerant charge, and the new systems will require R-410A refrigerant charge, does the Lottery want to replace the existing lines with new lines for the new systems or flush out the existing lines?

A: It is up to the Offeror to provide SCEL with a best value solution to ensure the new systems contain R-410A refrigerant charge per EPA guidelines. Offerors must provide a solution using one of the two following methods: (1) re-use existing refrigerant lines (¾" copper piping) and flush out existing R-22 refrigerant with R-410A refrigerant charge per EPA standards, OR (2) dispose of existing lines and replace with new lines to accommodate R-410A refrigerant charge per EPA guidelines. Offerors must provide pricing for each method proposed if more than one solution is provided.

5. Q: Does the property where the Draw Studio is located have a wired Simplex Smoke Detector System, or any type of fire detection and alarm system that is able to monitor and/or alert the Fire Department in case of a fire?

A: The property for where the Draw Studio is located does not contain a Simplex Smoke Detector System; however, it does have a fire/smoke detection system for the property's HVAC systems and duct work. The system currently used is a duct detectors smoke detection system that contains smoke detectors inside the duct work throughout the building. The commercial property owners are compliant with current Federal and State requirements and the NFPA 90A "Standard for the Installation of Air-Conditioning and Ventilating Systems."

6. Q: How does the rigging process work to remove existing equipment and install new equipment from the rooftop of the Draw Studio?

A: Once the bid is awarded, the Successful Contractor is required by the City of Columbia to complete and submit two permit applications to the City's Development and Inspections Office in the Planning and Development Department. The two permits include: (1) a Temporary Encroachment Permit to Work in the Right-of-Way and (2) a Mechanical Permit for Heating, Air Conditioning & Refrigeration (see links below). Forms must be mailed, hand-delivered, or emailed ([developmentcenter@columbiasc.net](mailto:developmentcenter@columbiasc.net)) to the City's Development Center located on the first floor of 1136 Washington Street, Columbia, SC 29201. Contractors will receive permits on the same day if hand-delivered. If applications are mailed or emailed, Contractors should expect to receive permits within five (5) business days. Upon receipt of permits, the Contractor may proceed with work. Contractors may contact the City's Development Center at 803-545-3483 for further information.

- The City of Columbia's Mechanical Permit Application for HVAC is available on the following link: [https://www.columbiasc.net/depts/development-inspections/docs/dc\\_app\\_hvac\\_form.pdf](https://www.columbiasc.net/depts/development-inspections/docs/dc_app_hvac_form.pdf)
  - The City of Columbia's Temporary Encroachment Permit Application is available on the following link: [http://www.columbiasc.gov/depts/development-inspections/docs/temporaryencroachment\\_application.pdf](http://www.columbiasc.gov/depts/development-inspections/docs/temporaryencroachment_application.pdf)
7. Q: Does the Lottery have any historical pricing and/or vendor data available from previous bids that were issued requiring solutions for HVAC systems?

A: No. There is no previous bid information with pricing or vendor data available since the Draw Studio's existing two HVAC Split Systems were installed in 2002. SCEL must adhere to the S.C. General Records Retention Schedule for Financial Records for State Agencies as regulated by the S.C. Department of Archives and History Records Management and the retention schedule for a purchase order authorized for the purchase of supplies, equipment and services is three years.

ALL OTHER TERMS, CONDITIONS, BIDDING INSTRUCTIONS, AND SPECIFICATIONS REMAIN UNCHANGED. IF THERE ARE ANY QUESTIONS OR IF ANY CONFUSION OR UNCERTAINTY ARISES AS A RESULT OF THIS AMENDMENT, IT IS THE SOLE RESPONSIBILITY OF THE OFFEROR TO CONTACT THE PROCUREMENT OFFICER FOR CLARIFICATION. CONTACT INFORMATION CAN BE FOUND ON THE COVER PAGE OF THIS AMENDMENT.

END OF AMENDMENT #1