



SOLICITATION TYPE:
**Request for Quote
Amendment One**

Solicitation Number:	RFQ0045-24
Description:	Cleaning and Set-up Event Services
Procurement Officer:	Toni Richardson
Email:	toni.richardson@hgtc.edu
Telephone:	843-349-3680
Date:	May 1, 2024

This document contains the bidding instructions, scope of work, and the contractual terms and conditions applicable to the solicitation referenced above which is being issued and conducted by Horry-Georgetown Technical College.

SUBMIT OFFER BY: (Opening Date/Time)	May 8, 2024 by 2:00 P.M.	(See "Deadline For Submission Of Offer" provision)
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AWARD & AMENDMENTS	Award will be posted on May 14, 2024 . The award and any amendments to this solicitation will be posted at the following web address: https://www.hgtc.edu/about_hgtc/administrativedepartments/purchasingandprocurement/Invitationforbid.html
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You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open until the beginning date of the new contract of July 1, 2024 (See "Signing Your Offer" provision.)

NAME OF OFFEROR (full legal name of business submitting the offer)	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)	DATE SIGNED
TITLE (business title of person signing above)	TAXPAYER IDENTIFICATION NO.
PRINTED NAME (printed name of person signing above)	STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation)

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)
 Sole Proprietorship Partnership Other
 Corporation (not tax-exempt) Corporation (tax-exempt) Government entity (federal, state or local)

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(You must return Page 2 with your offer.)

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

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

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

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

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

End of Page 2

AMENDMENTS TO SOLICITATION (JAN 2004)

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.hgtc.edu/purchasing (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]

*****A revised Bidding Schedule is attached. This document must be submitted on or before Submit Offer By Date (May 8, 2024 by 2:00 P.M.) on page 1 of this Amendment. Discard previous Bidding Schedule.*****

Questions and Answers:

1. Can you provide the square footage of the areas that need servicing?

College Response:

- a. [Bistro-2144](#)
- b. [Herman C. Jones Bar Room-2304](#)
- c. [Conference Room-504](#)
- d. [Auditorium-3552](#)
- e. [Hallway-1576](#)

2. The solicitation mentioned that the contractor must be available to work on very short notice. We would like to know how short? Will it be 72 hours prior to the event, or less?

College Response:

[The College prefers not to let last minute events happen, however sometimes they do, and it could be the day of an event. It could be less than 72 hours.](#)

3. Are there and cleaning products not allowed?

College Response:

[The College will not provide cleaning supplies. There are no cleaning products prohibited, however the awarded contractor will be required to follow strict instructions on how to use any products properly.](#)

4. If there's currently an incumbent/vendor, can you provide the rate currently being paid?

College Response:

Current Rates are as follows:

Tables Set-up	\$150 ea.
Cleaning every other week	\$200 ea.
Party Cleanings	\$150 ea.
Kitchen Cleanings	\$ 50 ea.

The following items are noted as changes to page 12 III. The Scope of Work:

The two computer rooms and one classroom will **not** be cleaned.

Restrooms **are** to be cleaned as required.

VIII. BIDDING SCHEDULE

Line	Qty.	Unit	Description	Cost per each Service	Annual Cost
01	24	Ea.	Routine Cleaning every two weeks at Conference Center Approximately 24 times per year	\$	\$
			Resident Vendor Preference_____		

Line	Qty.	Unit	Description	Cost per each Service	Annual Cost
02	24	Ea.	Sundays and holidays: Routine Cleaning every two weeks at Conference Center Approximately 24 times per year	\$	\$
			Resident Vendor Preference_____		

Line	Qty.	Unit	Description	PRICE PER EVENT
03	1	Event	Table Set-ups <i>(No specific amount of work is guaranteed for this contract.)</i>	\$
			Resident Vendor Preference_____	

Line	Qty.	Unit	Description	PRICE PER EVENT
04	1	Event	Sundays and holidays: Table Set-ups <i>(No specific amount of work is guaranteed for this contract.)</i>	\$
			Resident Vendor Preference_____	

Line	Qty.	Unit	Description	PRICE PER EACH CLEANING
05	1	Ea.	Kitchen Clean-up <i>(No specific amount of work is guaranteed for this contract.)</i>	\$
			Resident Vendor Preference_____	

Line	Qty.	Unit	Description	PRICE PER EACH CLEANING
06	24	Ea.	Kitchen Clean-up <i>(No specific amount of work is guaranteed for this contract.)</i>	\$
			Resident Vendor Preference_____	

Line	Qty.	Unit	Description	PRICE PER EACH CLEANING
07	1	Ea.	Routine Cleaning of bathrooms	\$
			Resident Vendor Preference_____	

Line	Qty.	Unit	Description	PRICE PER EACH CLEANING
08	1	Ea.	Sundays and holidays: Routine Cleaning of bathrooms	\$
			Resident Vendor Preference_____	

Grand Total \$ _____

The rate requested below will not be used in determining the award of this contract.

Line	Qty.	Unit	Description	Hourly Rate
09	1	Hour	Clean, set-up, tear-down at HGTC Conference Center located on Grand Strand Campus	\$

Line	Qty.	Unit	Description	Hourly Rate
10	1	Hour	Sundays and holidays: Clean, set-up, tear-down at HGTC Conference Center located on Grand Strand Campus	\$