

 PIEDMONT TECHNICAL COLLEGE	<p>Piedmont Technical College</p> <p>NOTICE OF INTENT TO SOLE SOURCE</p>	<p>Sole Source # SS-26010</p> <p>Date Issued 09/26/2025</p> <p>Closing Date 10/03/2025</p> <p>Procurement Officer Brian K. McKenna</p> <p>Phone (864) 941-8314</p> <p>E-Mail Address procurement@ptc.edu</p>
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Solicitation #: SS-26010

Posting Date: September 26, 2025

Based on the following determination, it is the intent of Piedmont Technical College (PTC) to proceed with the proposed procurement action described below pursuant to the authority of §11-35-1560 (A) of the SC Consolidated Procurement Code, in accordance with Regulation 19-445.2105 (B)(5).

PTC intends to negotiate and procure a Sole Source Procurement from:

Hoffman Building Technologies, Inc.
PO Box 77289
Greensboro, NC 27417-7289

- One (1) Alertron Building Management System (BMS.)

Piedmont Technical College currently has Alertron Controls on all of their HVAC and Utilities Systems throughout its 8 campuses. Alertron control systems are the only authorized control systems to be used on their proprietary products. Alertron control systems are only available through approved Alertron dealers. Hoffman Building Technologies, Inc. (HBT) is the exclusive Alertron dealer serving the state of South Carolina.

Piedmont Technical College believes this is the only vendor capable of providing this product with these characteristics. This notice of Intent to Sole Source is to determine the availability of alternate vendors capable of providing the products/services outlined herein.

Estimated Value: \$ >\$25,000 but <\$50,000

Questions: Shall be addressed to the **e-mail address** of the Procurement Officer indicated above. This notice will be posted in the South Carolina Business Opportunities (SCBO) Newsletter for five business days as required by §11-35-1560 of the SC Consolidated Procurement Code.

Closing Date: Alternate vendors capable of providing these products/services must respond by email to Brian K. McKenna, Procurement Manager, at procurement@ptc.edu no later than 5:00 PM on October 03, 2025.

PROTESTS (MAY 2019) If you are aggrieved in connection with the intended award of this contract, you may be entitled to protest, but only as provided in §11-35-4210. To protest an intended award of a contract pursuant to §11-35-1560, you shall (i) notify the chief procurement officer in writing of your intent to protest within five (5) business days of the date this intent to award is posted, and (ii) if the appropriate chief procurement officer has been timely notified of your intent to protest, you may submit your actual protest within fifteen days of the date this notice of intent to award is posted. Days are calculated as provided in §11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided. Any protest or notice of intent to protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing (a) by email to: protest-mmo@mmo.sc.gov or (b) by post or delivery to: 1201 Main Street, Suite 600, Columbia, SC 29201.

Unless otherwise suspended or cancelled, PTC will purchase these items. Contractor should not perform any work on or incur any costs associated with this notice prior to the receipt of a purchase order. PTC assumes no liability for any expenses incurred prior to issuance of a purchase order.

The Drug-Free Workplace certification must be obtained for Sole Source procurements greater than \$50,000.00.



JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

(1) Piedmont Technical College proposes to negotiate and procure:

A Building Management System (BMS) Controls Contract for maintenance and repair of all Alerton HVAC and Utilities controls hardware and software components. This contract will include on-site PM and repairs as well as remote troubleshooting. Piedmont Technical College currently has Alerton Controls on all their HVAC and Utilities Systems throughout the 8 Campuses.

(2) As a Sole Source procurement from:

Hoffman Building Technologies

(3) On the basis of:

A Sole Source Letter from Alerton designating Hoffman Building Technologies as the exclusive Alerton Dealer serving South Carolina.

Piedmont Technical College believes this is the only vendor capable of providing these products/services.

Wayne Shirley

Handwritten signature of Wayne Shirley in black ink.

9/2/25

REQUESTOR

SIGNATURE

DATE

Rusty Denning

Handwritten signature of Rusty Denning in black ink.

9/2/25

SUPERVISOR/DEAN

SIGNATURE

DATE

Paige Childs

Handwritten signature of Paige Childs in blue ink.

9/2/25

V.P. BUSINESS/FINANCE OR PRESIDENT

SIGNATURE

DATE

NOTES:

(1) Enter description of goods or services to be procured.

(2) Enter name of sole source contractor.

(3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than \$50,000.



July 18, 2025

Piedmont Technical College
620 Emerald Rd N,
Greenwood, SC 29646

Dear Mr. Shirley:

This letter will serve to confirm the current status of Alerton's Dealer coverage for the State of South Carolina. Alerton control systems are only available through approved Alerton dealers. Hoffman Building Technologies, Inc. (HBT) is the exclusive Alerton dealer serving South Carolina. HBT is the only company authorized to sell, install and service Alerton systems in these markets. Additionally, customer service, training, and warranty service for Alerton Systems is only available through approved Alerton Dealers. HBT has Alerton factory-trained personnel on staff, and has access to proprietary products and information that are part of the Alerton Building Management System.

With more than twenty years experience as an Alerton dealer, HBT has the management, financial and technical resources necessary to install and provide exceptional service for the customers that they serve. During their years as an Alerton dealer, HBT has demonstrated a consistent pattern of exceptional performance, professionalism, and customer satisfaction. HBT is also recognized annually as one of the top performing Alerton dealers and we are confident that they will continue to grow their leadership position. HBT has successfully completed the certified factory-training classes provided for the Alerton systems. This comprehensive training, combined with more than twenty years of Alerton experience makes HBT a highly qualified provider of Alerton systems.

Thank you for your interest in Alerton and HBT. We appreciate the opportunity to serve the needs of your facilities. It is our goal to help you to achieve the performance goals for your facilities and to maintain your systems at the highest standards. Please let me know if you have any additional questions. I can be reached at (615) 495-1048 or denis.riordan@alerton.com.

Sincerely,

Denis M. Riordan
Regional Manager
Alerton

16201 25th Avenue W Lynnwood, WA 98087	www.alerton.com
Phone: (425) 921-4900 Toll Free: (855) 410-7938	Fax: (425) 921-4872



Hoffman
Building Technologies



Piedmont Technical College Greenwood, SC

Service Support Agreement

August 1, 2025 through July 31, 2026

Prepared By:
Will Frazier
HBT Sales Engineer

8/1/2025

Support Agreement Content:

The contents of this proposal are as follows:

1. Introduction
2. Value Added Benefits
3. Support Agreement Process
4. Support Agreement Contract Periods
5. Support Agreement Inspection Types
6. Support Agreement Services Offered
7. Detailed Description of Support Services with Included/Not Included Selections
8. List of Covered Equipment
9. Discounted Material & Labor Rates
10. Support Agreement Pricing Summary/Signature Page.
11. Terms and Conditions

Introduction:

Hoffman Building Technologies (HBT) would like to thank you for the opportunity to provide you with our Support Agreement and to service your facility. HBT strives for outstanding customer satisfaction and we value our relationships with our customers. We look forward to partnering with you and we are confident we can add value to your team and enhance your buildings performance and energy costs. Throughout the process of performing our work for this agreement, we will be in close communication with your staff after each Preventative Maintenance visit. We will report any issues that may keep your system from operating reliably and efficiently.

Value Added Benefits:

There are many value-added benefits that you will receive from being a Service Support Agreement Customer and that are a result of our staff implementing our services, such as:

- Save time and money as a result of our team helping keep your equipment running efficiently.
- Preventative Maintenance will lead to lower repair costs and help prevent breakdowns.
- Properly maintained systems will help maximize your buildings energy efficiency and peak performance.
- Ensure proper equipment operation.
- Stay informed on your equipment status and operation.
- Receive written reports of all services performed after each service visit.
- Receive a Performance Review Report for the past year's activity at your building.
- Receive Priority Response on emergency calls.
- Receive discounted labor pricing rates and discounted material costs.
- Gain valuable knowledge and troubleshooting skills from our factory trained staff.

Support Agreement Process:

HBT will coordinate with the owner on a predetermined maintenance visit schedule to ensure that the below selected Support Services get completed and the agreement fulfilled, these services will be scheduled during normal business hours, unless other arrangements are agreed upon. In order for these services to be completed in a timely manner, our technicians will need to concentrate on their scheduled tasks. While on site, our technicians will assist with emergencies if they should arise, however, if there are other non-emergency related issues that need to be addressed, we ask that the owner contact our Service Coordinator at (877) 428-7278 to schedule this work on a future visit or document these non-emergency related items in our Service Issues Log Book that is kept on site. This book is a good tool for customers to document issues as they are discovered and help our technicians keep your system operating effectively and user friendly. This additional work may be quoted work or work that would be completed on a time and material basis at the Discounted Material & Labor Rates shown below. HBT will follow up with a PM visit report after each visit to document items found and items addressed on the regular scheduled visits. HBT will also schedule a meeting with the owner on an annual basis to review the past years activity on site. This will be an ongoing process until the contract expires.

Support Agreement Contract Periods:

We can customize the length of this agreement per your request for a 1-year, 3-year or 5-year period, etc., however, we strongly recommend that the minimum length be no less than a 3-year agreement. This in no way locks the customer into an extended agreement that they possibly are not happy with. A 30-day written notice is all that is needed to cancel the current agreement. An extended agreement period does however offer some advantages:

- Avoid unnecessary paperwork with contract departments due to yearly contract renewals
Take advantage of guaranteed discounted labor rates and discounted material discounts with no lapse in contract
- Allows HBT to better plan and schedule for known service visits

Near the end of the agreed upon contract period, our Service team will be in contact with the owner to meet and discuss any changes that may be needed and to propose a renewal contract.

Support Agreement Inspection Types:

There are two basic types of onsite work inspections that we can perform on your Controls System which relate respectively to all of the Support Services we offer. All work will be performed in accordance with the owner's policies and procedures.

- **Front End Verification** – Is performed from the Server PC by analyzing the system Graphical Displays created for the control system and the equipment for the HVAC system. The front-end checkout is performed to watch the system and ensure that the intended control sequences are operating properly. Further field verification and troubleshooting may result from the front-end verification.
- **Field Verification** - Visual physical inspection of controls and equipment. This inspection is done by physically verifying the controller's inputs and outputs and attached end device operation. This inspection may require equipment to be shutdown, equipment will only be shutdown with prior approval from the owner's appropriate personnel.

No mechanical equipment service is included in the scope of this agreement. However, if during the course of our service visits we recognize any issues with the mechanical systems, we will report these to the owner promptly.

Support Agreement Services Offered:

HBT has a broad range of Support Services that we can perform to maximize the value of your investment in your systems. Below, is a comprehensive list of services that we provide, and following is a detailed description of each service. We will customize this proposal based on your input and select the services that best fit your needs in the next section.

1. *Alerton Technology Updates*

- Alerton Software Updates

2. *HBT System Performance Services*

- Alarm Management
- Troubleshooting and Diagnostics
- Database Protection
- Trend Collection/Reporting
- Overall Control System Analysis
- DDC Data Communication Analysis & Optimization
- Critical Data Monitoring, Calibration and Reporting
- Graphical Display Updates/Enhancements

3. *HBT Central Equipment Performance Testing*

- Air Handler Performance Testing
- Boiler/Hot Water System Performance Testing
- Chiller/Chilled Water System Performance Testing
- VAV Box and Terminal Unit Performance Testing
- Heating Pre-Season Testing
- Cooling Pre-Season Testing

4. *HBT Enhanced Commissioning* *powered by SkySpark*

- Energy Monitoring and Reporting
- Energy Analytics

5. *Aircuity – Optinet Services*

- Bi-Annual Aircuity sensor swap program to ensure calibrated sensors
- Bi-Annual vacuum decay testing to ensure system performance
- Aircuity Remote System Monitoring & Reporting

6. *HBT Emergency Response Services*

- Standard/Premium Remote On-Line Response (via phone line or VPN access)
- Standard/Premium On-Site Response
- 24 hours, 7 days/week, 365 days/year Service Response **877-428-7248 (NC, VA) and 877-382-9669 (Charlotte, SC, GA)**

7. *HBT Customer Training*

- On-Site Informal Operator Training/Software Consultation
- Formal Classroom Alerton Factory Certified Training

8. *HBT General Services*

- Account Management (**Included with all Support Agreements**)
- Quality Assurance Program (**Included with all Support Agreements**)
- Flex-Hours Support (**Not included-Owner determines hours desired**)
- Controls Hardware Support (**Not included-will be discussed with Owner**)

Description of Support Agreement Services:

The following are detailed descriptions of the Support Agreement Services noted above:

1.Alerton Technology Updates

Alerton Software Updates- Alerton periodically releases software revision updates for your Compass/Envision software that is loaded on your front-end PC, these provide added features, increase communications and processing speed for your Alerton Control System. This service covers the incremental software updates within the same license key version, (i.e. 1.1 to 1.9, etc..). It does not cover a platform or license key change (i.e. 1.x to 2.0). We will provide these incremental software updates as they become available, always keeping your system software state-of-the-art. Please note: This service includes updates to the Alerton Control System software only. Hardware, operating system, 3rd-party software updates or virus protection updates are not included.

☒ **Included** ☐ **Not Included**

2.DDC System Performance Services

Alarm Management- All alarms will be reviewed and logged. We will analyze these alarms and create a "top ten" alarm list report for reoccurring alarms. We will utilize this data to determine corrective action on subsequent scheduled visits. Alarms will be investigated and will be attempted to be resolved. We will also discuss setting up pager or email alerts on critical alarms. This is a combination of field checkout and front-end checkouts.

☐ **Included** ☒ **Not Included**

Troubleshooting and Diagnostics- We will evaluate all sensor values, alarms and equipment operation and determine corrective action to optimize your building performance. We will document any deficiencies and corrected items on a service ticket and submit a report to the owner's appropriate personnel. This is a combination of field checkout and front-end checkouts.

☐ **Included** ☒ **Not Included**

Database Protection- *Server Database and Graphics backups* safeguard your HVAC Control System's vital databases of business information from unforeseen and costly catastrophic events (lightning strike, electrical power surge, flood, physical damage, etc.). We will back-up your System database, software and graphics a minimum of four (4) time(s) per year, and provide safe storage of this critical business information. Should a catastrophic event occur, we will respond onsite (or online if such service is included in this Agreement) to reload the databases and system files from our stored backup copy and to ensure proper operation and performance. *Repair costs and the costs to reload the databases and system file will be at the preferred material and labor rate stated below.*

☒ **Included** ☐ **Not Included**

Trend Collection/Reporting- We will verify that all Trend collection data is being properly stored and maintained. We will also setup any data, reports that are desired during this task.

☐ **Included** ☒ **Not Included**

Overall Control System Analysis- Your DDC control system is a very dynamic and interactive system. Your system may consist of Server PCs, Client PCs and DDC Controllers. As such its operations, graphics and programming intentionally and unintentionally change over time. With Control System Analysis we will analyze the current status of your system's operations, graphics, & programming and compare them to the prior status report. We will then meet with you to discuss the changes and the effects of the changes on the operation of your control system.

☒ **Included** ☐ **Not Included**

DDC Data Communications Analysis & Optimization- In order for all HVAC equipment in your facility to work seamlessly and quickly together you must know that the DDC data communication network is fully operational and its performance is optimal. We will analyze the physical condition of your DDC data network and the performance of the data communications. We will then meet with you to discuss the network condition & performance and make recommendations for improvement.

☐ **Included** ☒ **Not Included**

Critical Data Monitoring, Calibration and Reporting- We have trained personnel that specialize in monitoring data for validated and critical systems. We utilize NIST calibrated test equipment to perform calibrations on sensors and will provide calibration certificates upon completion. We can provide reports of trend data collections on the respective critical data and make this available for the owners use. Critical alarms can be setup for notifications through your email system or paging system to notify the owner's personnel of present issues. Upon request, we can setup critical data to be monitored by HBT's personnel for 24-hour response. This service would need to be coordinated closely with the owner to determine the exact data monitoring, calibration, reporting and response requirements.

☐ **Included** ☒ **Not Included**

Graphical Display Updates/Enhancements- We have trained personnel that specialize in outstanding graphical displays for your system. We can include a predetermined number of hours for new/existing graphic updates on equipment or floor plans, or custom desired graphic displays.

☐ **Included** _____ **Hours** ☒ **Not Included**

3.HBT Central Equipment Performance Testing

AHU Performance Verification- We will analyze the performance of your HVAC air handling systems. We will run an operational controls sequence test to verify the proper operation of the units to ensure they are maintaining their intended control sequence of operations. During the service we will focus on the operation of the air handler control loops: outside air dampers, mixed air dampers, chilled water/hot water valve actuators, temperature sensors. All sensors related to the air handling unit will be evaluated to determine if they are in approved tolerances.

☒ **Included** ☐ **Not Included**

Boiler/Hot Water System Performance Verification- Reliable and Optimized performance of your Boiler/Hot Water Systems and equipment is critical to the operation of your facility. As part of this performance service we will run an operational control sequence test to evaluate the full range of the Hot Water distribution systems. We will analyze the hot water supply temperatures at low and full-load conditions; verify temperature and flow set point reset operations, alarm interfaces, and the lead/lag operations of the systems. All sensors related to the Central Equipment will be verified to determine if they are in approved tolerances.

☒ **Included** ☐ **Not Included**

Chiller/Chilled Water System Performance Verification- Reliable and Optimized performance of your Chiller/Chilled Water Systems and equipment is critical to the operation of your facility. As part of this performance service we will run an operational control sequence test to evaluate the full range of the Chilled Water distribution systems. We will analyze the chilled water supply temperatures at low and full-load conditions; verify temperature and flow set point reset operations, alarm interfaces, and the lead/lag operations of the systems. All sensors related to the Central Equipment will be verified to determine if they are in approved tolerances.

☒ **Included** ☐ **Not Included**

6. HBT Emergency Response Services

Standard Remote On-line Response time-

within 2 business hours; Monday through Friday; 8:00 AM to 5:00PM, excluding holidays.

Premium Remote On-line Response time-

within 1 business hour; 24 hours/day, 7 days/week, including holidays.

We will include, based on the owner's input, a pre-determined number of hours of **Standard Remote Online Response Time or Premium Remote Online Response Time** diagnostic labor. Activities covered under this agreement should minimize emergency situations, however, should they arise, the owner should, during normal hours, contact our Service Coordinator at **(877) 382-9669**. They will route the call to our Phone Support Technician. We will provide *limited* troubleshooting and diagnostics assistance via telephone, modem and/or Internet. (Remote connection/VPN access to be provided and maintained by the customer). We will remotely connect to your system as a first step to your request or inquiry. If it is determined that a site visit is required, we will contact the owner and schedule the visit. We will be on-site based on the level of On-Site Response selected below.

<input type="checkbox"/> Standard On-Line Included _____ Hours	<input checked="" type="checkbox"/> Not Included
<input type="checkbox"/> Premium On-Line Included _____ Hours	<input checked="" type="checkbox"/> Not Included

On-Site Response. - If during our On-line Emergency response we are unable to resolve the situation we will dispatch a Service Technician to your facility, after coordinating this with the owner. Non-emergency calls, as determined by your staff and HBT will be incorporated into the next scheduled service call. For emergency calls that require on-site assistance after the remote online diagnostics, our response time will be based on the level of On-Site response selected below.

Standard On-Site Response time-

We will be on-site by the end of the next business day; Monday through Friday; 8:00 AM to 5:00PM, excluding holidays.

Premium Remote On-Site Response time-

We will be on-site within (4) hours; 24 hours/day, 7 days/week, including holidays.

<input type="checkbox"/> Standard On-Site Included	<input checked="" type="checkbox"/> Not Included
<input type="checkbox"/> Premium On-Site Included	<input checked="" type="checkbox"/> Not Included

VAV Box/Terminal Unit Performance Verification- We will analyze the performance of your VAV Box/Terminal Unit systems. During the service we will evaluate if the space temperature setpoints are being maintained from a front-end verification. We will field verify any space temperatures that are out of tolerance. Any VAV boxes/terminal units found to be not operating properly will be documented and brought to your attention.

☒ **Included** ☐ **Not Included**

Heating Pre-Season Inspection- We will analyze the performance of your systems during the heating season. During the service we will focus on the operation of the overall system in the heating mode. Any tuning operation needed to ensure your systems are running efficiently will be made during this time. Any deficiencies we discover will be brought to your attention.

☒ **Included** ☐ **Not Included**

Cooling Pre-Season Inspection- We will analyze the performance of your systems during the cooling season. During the service we will focus on the operation of the overall system in the cooling mode. Any tuning operation needed to ensure your systems are running efficiently will be made during this time. Any deficiencies we discover will be brought to your attention.

☒ **Included** ☐ **Not Included**

4.HBT Enhanced Commissioning powered by SkySpark

Energy Analytics, Monitoring and Reporting

HBT Enhanced Commissioning utilizes software (powered by SkySpark) that continuously monitors the operation and efficiency of your facility equipment and data. HBT Enhanced Commissioning identifies energy and cost saving opportunities by combining extensive automated analytic libraries with custom facility specific analytic rules to produce energy efficiency and maintenance action reports for facility engineers.

HBT Enhanced Commissioning software also generates energy alarms and advanced fault detection reports that will proactively identify energy waste and system inefficiency within the facility. Energy alarms and advanced fault detection rules will be implemented for predictive measures that may include Simultaneous Heating & Cooling, Failed Economizer Operation, Failed Heating or Cooling Valves, Failed Sensors, Schedule Failures, Low Equipment Delta T, Equipment Short Cycling, etc.

☐ **Included** ☒ **Not Included**

Please note: HBT Enhanced Commissioning requires a significant amount of upfront development and implementation time. The total investment price for this service has been amortized into the annual pricing of this agreement. If the agreement is terminated prior to contract completion, there will be fees charged to make up for the unamortized portion of the investment.