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STATE TREASURER

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COMPTROLLER GENERAL



THE DIVISION OF PROCUREMENT SERVICES
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HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE COMMITTEE

W. BRIAN WHITE
CHAIRMAN, HOUSE WAYS AND MEANS

Contract Controversy Decision

Matter of: DTZ, Inc., f/k/a UGL Services Unicco Operations Co., and f/k/a UNICCO Service Company

File No.: 2015-130

Posting Date: March 24, 2016

Contracting Entity: South Carolina State University

Contract No.: 4400002499

Solicitation No.: 5400001770

Description: Facilities Management Services

Appearances:

John E. Schmidt, III, Esq., for DTZ, Inc. (DTZ).

Craig E. Burgess, Esq., for South Carolina State University (SCSU).

DIGEST

Claim for interest on unpaid contract balance denied where vendor failed to comply with terms of statute and regulations providing for interest.

BACKGROUND

On February 20, 2015, DTZ filed a request for resolution of a contract controversy with SCSU and the State of South Carolina alleging that they breached a contract with DTZ for facility management services by, among other things, failing to pay DTZ in accordance with the requirements of the contract. DTZ alleged that SCSU and the State owed DTZ in excess of \$4.2 million for goods and services provided under the contract. On March 2, 2015, SCSU responded to DTZ's claims. In its response, SCSU admitted that it "is indebted to DTZ in the approximate amount of \$3,533,088 as of February 27, 2015, and that this amount continues to accrue by the approximate amount of 402,000.00 [sic] on a monthly basis." On March 3, 2015, DTZ requested that the Chief Procurement Officer (CPO) enter "partial judgment" in favor of DTZ for the amount of its claim the SCSU did not dispute. On or about April 16, 2015, the State responded to DTZ's claims with a request to discharge the State from the contract controversy because the "State is not a party to the contract at issue."

On June 17, 2015, the CPO, pursuant to S.C. Code Ann. § 11-35-4230, heard oral arguments on the State's request to be discharged and DTZ's request for entry of "partial judgment" in favor of DTZ. On July 29, 2015, the CPO issued his decision on these two requests by granting the State's request to be discharged from the dispute and finding that "there is no dispute that, as of June 16, 2015, SCSU owes DTZ, on account of services provided pursuant to the contract between them, no less than five million three hundred ninety-nine thousand eight hundred ninety-five and 59/100 (\$5,399,895.59) Dollars."

At the time of oral arguments, invoices totaling \$68,585.71 were in dispute. However, on August 7, 2015, Mr. Burgess, attorney for SCSU, notified the CPO that SCSU no longer disputes invoices totaling \$29,036.46.

The following issues remain for the CPO to decide:

- 1) The amount, if any, SCSU owes DTZ on account of disputed invoices totaling \$39,549.25¹ [Ex. A]
- 2) The appropriate interest, if any, to be applied to amounts owed by SCSU and the total value of that interest as of the date of this decision.

DISCUSSION

DISPUTED INVOICES

On August 7, 2015, in response to the CPO's request for additional information, SCSU stated:

The university is still determining whether it will ultimately dispute an additional \$39,549.25 in invoices. It appears that at least some of these amounts will ultimately not be disputed.

SCSU provided no explanation why it might dispute some of these invoices. On December 2, 2015, the CPO sent the parties a scheduling directive. This directive provided the parties with an additional opportunity to update the CPO on the latest status of undisputed and disputed amounts SCSU owed DTZ and to provide supporting arguments and documentation. SCSU was to respond to DTZ's updated response by no later than January 8, 2016 but failed to respond. To date, SCSU has failed to provide an explanation of which invoices of those totaling \$39,549.25 are disputed and why. Therefore, the CPO can only find that the greater weight of the evidence is that SCSU owes DTZ an amount totaling \$39,549.25 on these invoices.

INTEREST

DTZ seeks a determination that SCSU owes it interest at the rate of fifteen per cent per annum on all past due amounts.² DTZ bases its claim for interest on S.C. Code Ann. §11-35-45 which states:

¹ In an email from Mr. Burgess, attorney for SCSU, dated August 7, 2015, Mr. Burgess notified the CPO that SCSU no longer disputes invoices totaling \$29,036.46 that were in dispute at the time of the June 17, 2015 hearing.

(A) All vouchers for payment of purchases of services, supplies, or information technology must be delivered to the Comptroller General's office within thirty work days from acceptance of the goods or services and proper invoice. After the thirtieth work day, following acceptance or the postmark on the invoice, the Comptroller General shall levy an amount not to exceed fifteen percent each year from the funds available to the agency, this amount to be applied to the unpaid balance to be remitted to the vendor unless the vendor waives imposition of the interest penalty.

(B) All agencies and institutions of the State are required to comply with the provisions of this section. Only the **lump sum institutions of higher education** are responsible for the payment of all goods or services within thirty work days after the acceptance of the goods or services and proper invoice, whichever is received later, and shall pay an amount **not to exceed** fifteen percent per annum on any unpaid balance which exceeds the thirty work day period, **if the vendor specifies on the statement or the invoice submitted to such institutions that a late penalty is applicable if not paid within thirty work days after the acceptance of goods or services.**

(C) **The Comptroller General shall issue written instructions to the agencies to carry out the intent of this section. All offices, institutions, and agencies of state government shall fully cooperate with the Comptroller General in the implementation of this section.**

(D) The thirty day period shall not begin until the agency, whether or not the agency processes vouchers through the Comptroller General, certifies its satisfaction with the received goods or services and proper invoice.

(emphasis supplied) SCSU disputes the amount claimed by DTZ noting that the Comptroller General's (Comptroller) written instructions issued pursuant to this section provide for simple interest at the rate of six and one quarter percent.

The authority to issue written instruction to carry out the intent of a statute necessarily includes the authority to interpret that statute. Pursuant to Section 11-35-45(C), the Comptroller has issued written instructions to the agencies to carry out the intent of 11-35-45. Relative to interest on late payments, these instructions state:

DISBURSEMENT REGULATIONS

LATE PAYMENT CHARGE REGULATIONS

MULTIPLE - SEE BELOW

² DTZ's interest claim is actually calculated on the basis of 1.25 percent interest compounded monthly not 15 percent per annum.

1. General

Effective January 1, 1983, the General Assembly mandated compliance of all State agencies with Section 11-35-45 of the South Carolina Code of Laws which is a component of the South Carolina Consolidated Procurement Code....

2. Policy

These regulations are promulgated by the South Carolina Comptroller General's Office and apply to all State agencies....

5. Current Interest Rate

Pursuant to Section 11-35-45, the current annual percentage rate established by the Comptroller General's Office on March 28, 1994 is 6.25%.

6. Interest Expense - Late Payment Charges

E. Commencing on the thirty-first (31) workday after delivery of goods or services and invoice to the agency, a daily finance charge (0.0171232%) will be assessed. This charge will cease when the invoice and voucher are received by the Comptroller General's Office.

P. Agencies currently operating with a "lump sum" status are also expected to comply with Section 11-35-45 of the South Carolina Code.

From the forgoing it is clear that the Comptroller under the authority granted him by Section 11-35-45 to issue instructions, has interpreted this section as giving him the authority to set the interest rate due on late payments and the only limitation on his authority to do so is the mandate that the rate set by the Comptroller cannot exceed fifteen percent per annum. Moreover, the Comptroller has set the interest rate at six and one quarter percent. This is simple interest which accrues on a daily basis until payment of the principal. See ¶6(E) of the Comptroller's instructions.

DTZ argues that as a lump sum agency SCSU is not subject to the Comptroller's instructions. The CPO disagrees. Section 11-35-45(B) requires SCSU to "comply with the provisions of this section." Section 11-35-45(C) requires all state agencies including lump sum agencies to "fully cooperate with the Comptroller General in the implementation of this section." Compliance and cooperation includes following the Comptroller's instructions. Neither SCSU nor any other agency can agree to an interest rate other than that prescribed by the Comptroller. The interest

rate set by the Comptroller is as binding on the CPO as it is on SCSU and applies to the payments which are the subject of this dispute. The maximum amount of interest any vendor may claim on undisputed and unpaid invoices which are more than thirty days past due is simple interest calculated at the per diem rate provided for in the Disbursement Regulations.

The CPO may only "award such relief as is necessary to resolve the controversy as allowed by the terms of the contract or by applicable law." S.C. Code Ann. §11-35-4320. Section 11-35-45(B) requires a vendor wishing to take advantage of this interest to specify "on the statement or the invoice submitted to such institutions that a late penalty is applicable if not paid within thirty work days after the acceptance of goods or services." Moreover, the contract between DTZ and SCSU states:

PAYMENT (JAN 2006)

(c) Payment and interest shall be made in accordance with S.C. Code Section 11-35-45. **Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable.**

(emphasis supplied)

DTZ's invoices include the following statement at the bottom:

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON
OVERDUE ACCOUNTS³

Therefore, the CPO must decide if DTZ's failure to include the statutory language on its invoices and its inclusion of an interest rate in excess of the statutory maximum rate is fatal to DTZ's claim for interest.

In addressing this issue, a review of the history of Section 11-35-45(B) is informative. This Section was first enacted in 1982 as a part of the Appropriations Act. 1982 Act No. 466, Part II, §9. As enacted, the relevant portions of this section stated:

(B) ... Only the lump sum institutions of higher education and the Department of Highways and Public Transportation shall be responsible for the payment of all goods or services within thirty work days after the receipt of the goods or services, whichever is received later and shall pay an amount not to exceed fifteen percent per annum on any unpaid balance which exceeds the thirty work day period.

³ In the documents submitted to support its claim, DTZ compounds interest monthly. A rate of 1.5% per month compounded monthly is the equivalent of an annual rate of 19.56%. If this rate is not compounded monthly, it is the equivalent of annual rate of 18%. In either case, it exceeds the maximum statutory rate of 15% per annum.

In this form, this section did not require any notice “on the statement or invoice submitted to the lump sum institution.” This was changed by 1993 Act No. 178, §12, which modified this portion of Section 11-35-45(B) to include the bolded text below:

(B) ... Only the lump sum institutions of higher education are responsible for the payment of all goods or services within thirty work days after the receipt of the goods or services, whichever is received later, and shall pay an amount not to exceed fifteen percent per annum on any unpaid balance which exceeds the thirty work-day-period, **if the vendor specifies on the statement or the invoice submitted to such institutions that a late penalty is applicable if not paid within thirty work days after the receipt of goods or services.**

The CPO cannot find a case where the Procurement Review Panel (Panel) has interpreted Section 11-35-45(B) since it was modified in 1993. However, both the Panel and the Supreme Court have interpreted a similar provision related to interest on unpaid payments for construction. S.C. Code Ann. §29-6-50 states:

If a periodic or final payment to a contractor is delayed by more than twenty-one days or if a periodic or final payment to a subcontractor is delayed by more than seven days after receipt of periodic or final payment by the contractor or subcontractor, the owner, contractor, or subcontractor shall pay his contractor or subcontractor interest, beginning on the due date, at the rate of one percent a month or a pro rata fraction thereof on the unpaid balance as may be due. However, **no interest is due unless the person being charged interest has been notified of the provisions of this section at the time request for payment is made.**

(emphasis supplied) Before any interest is due, however, the contractor must meet the requirements of the statute. *Ellis Don Const., Inc. v. Clemson University*, 391 S.C. 552, 555, 707 S.E.2d 399, 401 (2011). For contracts subject to this provision, the Panel has held that an interest clause such as that found on DTZ’s did not comply with Section 29-6-50. *Appeal by McCarter Electric Co.*, Panel Case No. 1992-21. In the same decision, the Panel ruled that a statement on an invoice that claims interest in excess of the statutory amount is insufficient notice. *Id.* For the reasons articulated in *Ellis Don* and *McCarter Electric*, the CPO finds DTZ failed to comply with the notice requirement of Section 11-35-45 and thus is not entitled to interest on its claim.⁴

⁴ Even if the legend on DTZ’s invoices complied with the notice requirement in § 11-35-45, DTZ would only be entitled to recover simple interest at 6.25%. DTZ’s counsel provided a spreadsheet detailing the dates and amounts of invoices and payments. It calculated interest at an effective annual rate exceeding 19%. See n. 3, *ante*. DTZ claims interest through July 31, 2015, totaling nearly \$855,000. Accepting the aging information in the spreadsheet as true, recalculating interest according to the Comptroller’s formula results in total interest through July 31, 2015, of \$324,715.

Decision, page 7
File No. 2015-130
March 24, 2016

DECISION

The CPO finds that SCSU owes DTZ \$68,585.71 on invoices that were in dispute on June 17, 2015. The CPO further finds that SCSU does not owe DTZ interest on the late payments that are the subject of this dispute.



John St. C. White
Chief Procurement Officer
For Construction

24 March 16
Date

Columbia, South Carolina

STATEMENT OF RIGHT TO FURTHER ADMINISTRATIVE REVIEW

Contract Controversy Appeal Notice (Revised January 2016)

The South Carolina Procurement Code, in Section 11-35-4230, subsection 6, states:

(6) Finality of Decision. A decision pursuant to subsection (4) is final and conclusive, unless fraudulent or unless a person adversely affected requests a further administrative review by the Procurement Review Panel pursuant to Section 11-35-4410(1) within ten days of the posting of the decision in accordance with Section 11-35-4230(5). The request for review must be directed to the appropriate chief procurement officer, who shall forward the request to the panel, or to the Procurement Review Panel, and must be in writing setting forth the reasons why the person disagrees with the decision of the appropriate chief procurement officer. The person also may request a hearing before the Procurement Review Panel. The appropriate chief procurement officer and any affected governmental body shall have the opportunity to participate fully in a later review or appeal, administrative or legal.

Copies of the Panel's decisions and other additional information regarding the protest process is available on the internet at the following web site: <http://procurement.sc.gov>

FILE BY CLOSE OF BUSINESS: Appeals must be filed by 5:00 PM, the close of business. *Protest of Palmetto Unilect, LLC*, Case No. 2004-6 (dismissing as untimely an appeal emailed prior to 5:00 PM but not received until after 5:00 PM); *Appeal of Pee Dee Regional Transportation Services, et al.*, Case No. 2007-1 (dismissing as untimely an appeal faxed to the CPO at 6:59 PM).

FILING FEE: Pursuant to Proviso 111.1 of the 2015 General Appropriations Act, "[r]equests for administrative review before the South Carolina Procurement Review Panel shall be accompanied by a filing fee of two hundred and fifty dollars (\$250.00), payable to the SC Procurement Review Panel. The panel is authorized to charge the party requesting an administrative review under the South Carolina Code Sections 11-35-4210(6), 11-35-4220(5), 11-35-4230(6) and/or 11-35-4410...Withdrawal of an appeal will result in the filing fee being forfeited to the panel. If a party desiring to file an appeal is unable to pay the filing fee because of financial hardship, the party shall submit a completed Request for Filing Fee Waiver form at the same time the request for review is filed. The Request for Filing Fee Waiver form is attached to this Decision. If the filing fee is not waived, the party must pay the filing fee within fifteen days of the date of receipt of the order denying waiver of the filing fee. Requests for administrative review will not be accepted unless accompanied by the filing fee or a completed Request for Filing Fee Waiver form at the time of filing." PLEASE MAKE YOUR CHECK PAYABLE TO THE "SC PROCUREMENT REVIEW PANEL."

LEGAL REPRESENTATION: In order to prosecute an appeal before the Panel, business entities organized and registered as corporations, limited liability companies, and limited partnerships must be represented by a lawyer. Failure to obtain counsel will result in dismissal of your appeal. *Protest of Lighting Services*, Case No. 2002-10 (Proc. Rev. Panel Nov. 6, 2002) and *Protest of The Kardon Corporation*, Case No. 2002-13 (Proc. Rev. Panel Jan. 31, 2003); and *Protest of PC&C Enterprises, LLC*, Case No. 2012-1 (Proc. Rev. Panel April 2, 2012). However, individuals and those operating as an individual doing business under a trade name may proceed without counsel, if desired.

**South Carolina Procurement Review Panel
Request for Filing Fee Waiver
1105 Pendleton Street, Suite 209, Columbia, SC 29201**

Name of Requestor

Address

City

State

Zip

Business Phone

1. What is your/your company's monthly income? _____

2. What are your/your company's monthly expenses? _____

3. List any other circumstances which you think affect your/your company's ability to pay the filing fee:

To the best of my knowledge, the information above is true and accurate. I have made no attempt to misrepresent my/my company's financial condition. I hereby request that the filing fee for requesting administrative review be waived.

Sworn to before me this

_____ day of _____, 20_____

Notary Public of South Carolina

Requestor/Appellant

My Commission expires: _____

For official use only: _____ Fee Waived _____ Waiver Denied

Chairman or Vice Chairman, SC Procurement Review Panel

This _____ day of _____, 20_____
Columbia, South Carolina

NOTE: If your filing fee request is denied, you will be expected to pay the filing fee within fifteen (15) days of the date of receipt of the order denying the waiver.

EXHIBIT A

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

DRAFT INVOICE



Account Number 8054972	Customer Name SOUTH CAROLINA STATE UNIV.	Invoice Date	Invoice Number	Total \$ 3,340.85
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PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

Send all other
correspondence to :

DTZ, Inc.
275 Grove St., Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 969-2210
Toll free: (800) 283-9222

Account Number: 5054972

Job Number 100110018831	Reference # 1866358	P.O. Number P1400427	Terms Net 30	Invoice Date	Invoice Number
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Page 1 of 2

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007

Line #	Description	Quantity	Price	Tax	Amount
1.000	General Facility Maintenance	0.00	3,340.85	0.00	3,340.85

~~August/ Waste Removal Services for Food Service Areas~~

Work Authorized By: SOUTH CAROLINA STATE UNIVERSITY AP
Customer Reference #:
Work Completed: 2013-10-10

SUB-TOTAL	\$	3,340.85
SALES TAX	\$	0.00
TOTAL AMOUNT DUE	\$	3,340.85

Billable items

\$37,107.12

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number 5054972	Customer Name SOUTH CAROLINA STATE UNIVERSITY	Invoice Date 9/24/2013	Invoice Number 1799536	Total \$ 6,828.14
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PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN:ACCOUNTS PAYABLE

Send all other
correspondence to :

DTZ, Inc.
275 Grove St., Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 969-2210
Toll free: (800) 283-9222

Account Number: 5054972

Job Number 100110018831	Reference # 01871068	P.O. Number P1400427	Terms Net 30	Invoice Date 9/24/2013	Invoice Number 1799536
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Page 1 of 1

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117

Line #	Description	Quantity	Price	Tax	Amount
1.000	General Facility Maintenance	0.00	6,828.14	0.00	6,828.14

ACS SOUND FOR GAME ONE 8/31/2013

Work Authorized By: SCSU ATHLETICS
Customer Reference #:
Work Completed: 2013-09-24

SUB TOTAL	\$	6,828.14
SALES TAX	\$	0.00
TOTAL AMOUNT DUE	\$	6,828.14

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS



DTZ, Inc.
275 Grove St., Suite 3-200
Auburndale, MA 02466-2239

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN:ACCOUNTS PAYABLE

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

DRAFT INVOICE



Account Number	Customer Name	Invoice Date	Invoice Number	Total
5054972	SOUTH CAROLINA STATE UNIV.			\$ 1,700.00

PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

Send all other
correspondence to :

DTZ, Inc.
275 Grove St., Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 969-2210
Toll free: (800) 283-9222

Account Number: 5054972

Job Number	Reference #	P.O. Number	Terms	Invoice Date	Invoice Number
100110018831	2422614		Net 30		

Page 1 of 2

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007

Line #	Description	Quantity	Price	Tax	Amount
1.000	General Facility Maintenance	0.00	1,700.00	0.00	1,700.00

~~CROWN WINDOW REPLACEMENT~~

~~INSURANCE POLICY NUMBER 2170~~
Work Authorized By: SCSU ACCOUNTS PAYABLE
Customer Reference #:
Work Completed: 2014-06-30

SUB TOTAL	\$	1,700.00
SALES TAX	\$	0.00
TOTAL AMOUNT DUE	\$	1,700.00

I1408276

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number	Customer Name	Invoice Date	Invoice Number	Total
5054972	SOUTH CAROLINA STATE UNIV.	06/21/12	1555683	1,247.11

PLEASE REFERENCE UGL SERVICES INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7025
ORANGEBURG SC 29117

Send all other
correspondence
to:

UGL Services Unico Operations
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 969-2210
Toll Free: (800) 283-9222

Account
Number: 5054972

Cost Center	Accounting Code	Work Order No.	P.O. Number	Terms	Invoice Date	Invoice Number
2009605		1517576		Due Upon Receipt	06/21/12	1555683

Job Location: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG SC 29117

LINE	DESCRIPTION	TX	QUANTITY	PRICE	AMOUNT
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Invoice#: 1610: \$94.26
B% Management fee- \$92.37

Work Authorized By: Ernesto Torres

Work Completed: 06/17/12

Sub Total: 1,247.11

Sales Tax: .00

Total Due: 1,247.11

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS

S.C. STATE UNIVERSITY
ACCOUNTS PAYABLE
RECEIVED

2012 MAR 20 AM 10:43



275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7025
ORANGEBURG SC 29117

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number	Customer Name	Invoice Date	Invoice Number	Total
5054972	SOUTH CAROLINA STATE UNIV.	06/21/12	1555683	Continued

PLEASE REFERENCE UGL SERVICES INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7025
ORANGEBURG SC 29117

Send all other
correspondence
to:

UGL Services Unico Operations
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 969-2210
Toll Free: (800) 283-9222

Account
Number: 5054972

Cost Center	Accounting Code	Work Order No.	P.O. Number	Terms	Invoice Date	Invoice Number
200960S		1517576		Due Upon Receipt	06/21/12	1555683

Job Location: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG SC 29117

LINE	DESCRIPTION	TX	QUANTITY	PRICE	AMOUNT
.20	Nance Hall 1st Floor Rm 110	N	1.00	94.2600	94.26
.30	Nance Hall 2nd Floor Room 214	N	1.00	113.5200	113.52
.40	Turner Hall D Wing	N	1.00	257.9700	257.97
.50	Install window at the Pitt	N	1.00	291.2700	291.27
.60	Earl Hall	N	1.00	303.4600	303.46
.70	Nance Hall Room 315	N	1.00	94.2600	94.26
.80	Service Fee 1	N	1.00	92.3700	92.37

Wolf Glass Company
Window repair at Nance Hall 1st floor room 110
Invoice # 1262: \$94.26
Window repairs at nance Hall 2nd floor room 214 and 200
Invoice # 1263: \$113.52
Installed window at Turner Hall D
Invoice #1414: \$257.97
Install window at the pitt
Invoice #: 1416 : \$291.27
Earl Hall- removed plexi window and replaced 1/4 clear temp
and replaced missing stops:
Invoice # 1204: \$303.46
Nance Hall Install glass in door Room 315

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS

#1247.11



275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7025
ORANGEBURG SC 29117

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number 5054972	Customer Name SOUTH CAROLINA STATE UNIVERSITY	Invoice Date 10/23/2013	Invoice Number 1811497	Total \$ 2,380.45
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PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

Send all other
correspondence to :

DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 989-2210
Toll free: (800) 283-9222

Account Number: 5054972

Job Number 100110018831	Reference # 01876964	P.O. Number	Terms Net 30	Invoice Date 10/23/2013	Invoice Number 1811497
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Page 1 of 1

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN:

Line #	Description	Quantity	Price	Tax	Amount
1.000	General Janitorial	0.00	2,224.72	155.73	2,380.45

TRUCK RENTAL COSTS FOR PERIOD OF 06/30/13 - 07/31/13.

Work Authorized By: ..
Customer Reference #:
Work Completed: 2013-08-01

SUB TOTAL	\$	2,224.72
SALES TAX	\$	155.73
TOTAL AMOUNT DUE	\$	2,380.45

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS



DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number 5054972	Customer Name SOUTH CAROLINA STATE UNIVERSITY	Invoice Date 10/23/2013	Invoice Number 1811498	Total \$ 3,069.95
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PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

Send all other
correspondence to :

DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 969-2210
Toll free: (800) 283-9222

Account Number: 5054972

Job Number 100110018831	Reference # 01879636	P.O. Number P1400427	Terms Net 30	Invoice Date 10/23/2013	Invoice Number 1811498
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Page 1 of 1

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN:

Line #	Description	Quantity	Price	Tax	Amount
1.000	General Facility Maintenance	0.00	3,069.95	0.00	3,069.95

SEPTEMBER 2013 WATES REMOVAL FROM FOOD SERVICE AREAS

Work Authorized By: SOUTH CAROLINA STATE UNIVERSITY AP
Customer Reference #:
Work Completed: 2013-10-31

SUB TOTAL	\$	3,069.95
SALES TAX	\$	0.00
TOTAL AMOUNT DUE	\$	<u>3,069.95</u>

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS



DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

B/EI Print Communications 45788

A
45768
BFI Print Communications

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number 5054972	Customer Name SOUTH CAROLINA STATE UNIVERSITY	Invoice Date 7/21/2014	Invoice Number 1944779	Total \$ 2,723.14
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PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

Send all other
correspondence to :

DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 969-2210
Toll free: (800) 283-9222

Account Number: 5054972

Job Number 100110018831	Reference # 02440478	P.O. Number	Terms Net 30	Invoice Date 7/21/2014	Invoice Number 1944779
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Page 1 of 1

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN:

Line #	Description	Quantity	Price	Tax	Amount
1.000	General Facility Maintenance	0.00	2,723.14	0.00	2,723.14

WASTE MANAGEMENT FOOD SERVICE REMOVAL JUNE 2014

Work Authorized By: SCSU ACCOUNTS PAYABLE
Customer Reference #
Work Completed: 2014-06-30

SUB TOTAL	\$	2,723.14
SALES TAX	\$	0.00
TOTAL AMOUNT DUE	\$	2,723.14

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS

Please Review Our Local Operating Instructions



DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

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REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number 5054972	Customer Name SOUTH CAROLINA STATE UNIVERSITY	Invoice Date 12/4/2014	Invoice Number 2043252	Total \$ 2,125.56
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PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

Send all other
correspondence to :

DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 969-2210
Toll free: (800) 283-9222

Account Number: 5054972

Job Number 100110018831	Reference # 02422604	P.O. Number	Terms Net 30	Invoice Date 12/4/2014	Invoice Number 2043252
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Page 1 of 1

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN:

Line #	Description	Quantity	Price	Tax	Amount
1.000	General Facility Maintenance	0.00	2,125.56	0.00	2,125.56

WASTE MANAGEMENT CHARGE FOR MAY 2014

Work Authorized By: SCSU ACCOUNTS PAYABLE
Customer Reference #:
Work Completed: 2014-11-17

SUB TOTAL	\$	2,125.56
SALES TAX	\$	0.00
TOTAL AMOUNT DUE	\$	2,125.56

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS

See Inverse Side for any Opening Invoices



DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

BFI Print Communications 48793

A
43768
BFI Print Communications

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number 5054972	Customer Name SOUTH CAROLINA STATE UNIVERSITY	Invoice Date 4/20/2015	Invoice Number 2147692	Total \$ 2,220.00
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PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

Send all other
correspondence to :

DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 969-2210
Toll free: (800) 283-9222

Account Number: 5054972

Job Number 100110018831	Reference # 03209418	P.O. Number	Terms Net 30	Invoice Date 4/20/2015	Invoice Number 2147692
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Page 1 of 1

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN:

Line #	Description	Quantity	Price	Tax	Amount
1.000	General Facility Maintenance	0.00	2,220.00	0.00	2,220.00

Key Charge backs from January 2015 through February 2015
(18) charge backs at \$120 each and (1) charge back at \$60.

Work Authorized By: SCSU AP- HOUSING
Customer Reference #:
Work Completed: 2015-03-08

SUB TOTAL	\$	2,220.00
SALES TAX	\$	0.00
TOTAL AMOUNT DUE	\$	2,220.00

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS

See Reverse Side for Copy of pending instructions



DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

A
45768
SFI Print Communications

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number 5054972	Customer Name SOUTH CAROLINA STATE UNIVERSITY	Invoice Date 4/20/2015	Invoice Number 2147696	Total \$ 1,370.77
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PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

Send all other
correspondence to :

DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 989-2210
Toll free: (800) 283-9222

Account Number: 5054972

Job Number 100110018831	Reference # 03653936	P.O. Number	Terms Net 30	Invoice Date 4/20/2015	Invoice Number 2147696
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Page 1 of 1

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN:

Line #	Description	Quantity	Price	Tax	Amount
1.000	Meetings & Events	0.00	1,370.77	0.00	1,370.77

2/2015 event for chair and table rental.

Work Authorized By: SCSU ACCOUNTS PAYABLE
Customer Reference #:
Work Completed: 2015-04-12

SUB TOTAL	\$	1,370.77
SALES TAX	\$	0.00
TOTAL AMOUNT DUE	\$	1,370.77

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS



DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

res Openshaw

I/506068

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number	Customer Name	Invoice Date	Invoice Number	Total
5054972	SOUTH CAROLINA STATE UNIVERSITY	1/21/2015	2081030	\$ 7,540.56

PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

Send all other
correspondence to :

DTZ, Inc.
275 Grove St., Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 627-5222 Fax: (617) 969-2210
Toll free: (800) 283-9222

Account Number: 5054972

Job Number	Reference #	P.O. Number	Terms	Invoice Date	Invoice Number
100110018831	03201858		Net 30	1/21/2015	2081030

Page 1 of 1

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN:

Line #	Description	Quantity	Price	Tax	Amount
1.000	General Facility Maintenance	0.00	7,540.56	0.00	7,540.56

PROVIDED SERVICES FOR THE REPAIR OF THE STADIUM LIGHTS.

Work Authorized By: STADIUM LIGHTING
Customer Reference #:
Work Completed: 2014-11-30

Invoice # 4058

SUB TOTAL 7,540.56
 SALES TAX 0.00
 TOTAL AMOUNT DUE \$ 7,540.56

We paid MSI
check # 2022191 check date:
11-26-2014

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS

2015 FEB 20 PM 2:25

S.C. STATE UNIVERSITY
ACCOUNTS PAYABLE
RECEIVED

P1501692
2/23/15

S.C. STATE UNIVERSITY
ACCOUNTS PAYABLE
RECEIVED

2015 JAN 27 AM 7:42



DTZ, Inc.
275 Grove St., Suite 3-200
Auburndale, MA 02466-2239

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

Signature
2/24/15

WOM: 3201858

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number 5054972	Customer Name SOUTH CAROLINA STATE UNIVERSITY	Invoice Date 4/20/2015	Invoice Number 2147695	Total \$ 1,238.72
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PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

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correspondence to :

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Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 969-2210
Toll free: (800) 283-9222

Account Number: 5054972

Job Number 100110018831	Reference # 03649793	P.O. Number	Terms Net 30	Invoice Date 4/20/2015	Invoice Number 2147695
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Page 1 of 1

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN:

Line #	Description	Quantity	Price	Tax	Amount
1.000	General Facility Maintenance	0.00	1,238.72	0.00	1,238.72

Food Service Removal for February 2015.

Work Authorized By: SCSU ACCOUNTS PAYABLE-SODEXO
Customer Reference #:
Work Completed: 2015-04-12

SUB TOTAL	\$	1,238.72
SALES TAX	\$	0.00
TOTAL AMOUNT DUE	\$	1,238.72

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS



DTZ, Inc.
275 Grove Street, Suite 3-200
Auburndale, MA 02466-2239

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

BPR Print Communications 45786

Openshaw

11506066

REMIT PAYMENT TO: 4002 Solutions Center
Chicago, IL 60677-4000

INVOICE



Account Number 6054972	Customer Name SOUTH CAROLINA STATE UNIVERSITY	Invoice Date 1/21/2015	Invoice Number 2081026	Total \$ 2,442.07
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PLEASE REFERENCE DTZ INVOICE NUMBER WITH REMITTANCE

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

Send all other
correspondence to :

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275 Grove St., Suite 3-200
Auburndale, MA 02466-2239
Tel: (617) 527-5222 Fax: (617) 969-2210
Toll free: (800) 283-9222

Account Number: 6054972

Job Number	Reference #	P.O. Number	Terms	Invoice Date	Invoice Number
100110018831	02465205		Net 30	1/21/2015	2081026

Page 1 of 1

JOB LOCATION: SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN:

Line #	Description	Quantity	Price	Tax	Amount
1.000	General Facility Maintenance	0.00	2,442.07	0.00	2,442.07

PROVIDED SERVICES TO REPAIR TENNIS COURT LIGHTS

Work Authorized By: SCSU ACCOUNTS PAYABLE
Customer Reference #:
Work Completed: 2014-12-14

Vonni Foundation

SUB TOTAL	\$	2,442.07
SALES TAX	\$	0.00
TOTAL AMOUNT DUE	\$	2,442.07

2015 FEB 20 PM 2: 25

S.C. STATE UNIVERSITY
ACCOUNTS PAYABLE
RECEIVED

AN INTEREST CHARGE OF 1-1/2% PER MONTH WILL BE CHARGED ON OVERDUE ACCOUNTS

11501690

RECEIVED

JAN 28 2015

CONTROLLER'S OFFICE

S.C. STATE UNIVERSITY
ACCOUNTS PAYABLE
RECEIVED

2015 JAN 27 AM 7: 41

2/23/15



DTZ, Inc.
275 Grove St., Suite 3-200
Auburndale, MA 02466-2239

Approved
[Signature]
2/24/15

SOUTH CAROLINA STATE UNIV.
300 COLLEGE AVE NE
PO BOX 7007
ORANGEBURG, SC 29117
ATTN: ACCOUNTS PAYABLE

SCSU UNPAID INVOICES UPDATED 7/30/15

Invoice	date	amount	
*****	**/**/**	\$ 3,340.85	
1799536	9/24/2013	\$ 6,828.14	
*****	**/**/**	\$ 1,700.00	
1555683	6/21/2012	\$ 1,247.11	
1811497	10/23/2013	\$ 2,380.45	
1811498	10/23/2013	\$ 3,069.96	
1944779	7/21/2014	\$ 2,723.14	
2043252	12/4/2014	\$ 2,125.56	
2147692	4/20/2015	\$ 2,220.00	
2147696	4/20/2015	\$ 1,370.77	
2081030	1/21/2015	\$ 7,540.56	
1910139	5/16/2014	\$ 1,321.92	
2147695	4/20/2015	\$ 1,238.72	
2081026	1/21/2015	\$ 2,442.07	
Total		\$ 39,549.25	
1863013	2/19/2014	\$ 517.12	Simplex Charges
1553785	6/20/2012	\$ 824.17	Floor Restoration Davis Hall
2059403	12/22/2014	\$ 1,763.39	Bed Bugs Queens
1944766	7/21/2014	\$ 170.00	GALA
2059398	12/22/2014	\$ 8,243.21	Duplicate WOM invoice
1497556	11/16/2011	\$ 4,365.16	2011 HomeComing Concert
2128863	3/24/2015	\$ 1,036.80	Elevator Fire
2147693	4/20/2015	\$ 2,333.48	Arial Lift rental
Total		\$ 19,253.33	
1491985	10/27/2011	\$ 996.00	Not SCSU
1991649	9/24/2014	\$ 896.56	Not SCSU
*****	**/**/**	\$ 500.00	Not SCSU
1497560	11/16/2011	\$ 1,056.42	Not SCSU
1441003	4/20/2011	\$ 425.00	Not SCSU
Total		\$ 3,873.98	
1837707	12/23/2013	\$ 453.36	Car Rental
1843363	1/9/2014	\$ 1,463.57	Car Rental
1863018	1/19/2014	\$ 1,613.21	Car Rental
1910129	5/16/2014	\$ 1,493.72	Car Rental
1910133	5/16/2014	\$ 885.29	Car Rental
Total		\$ 5,909.15	