

 <p><b>Williamsburg County School District</b></p>	<h1>Invitation for Bid</h1>	<b>Solicitation Number:</b> WCSD202324-8 <b>Date Issued:</b> March 1, 2024 <b>Director:</b> Michael R. Barrineau <b>Phone:</b> 843-355-5571 Ext 6133 <b>E-Mail Address:</b> mbarrineau@wcd.k12.sc.us	
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**DESCRIPTION:** Williamsburg County School District will receive sealed bids for the cleaning and sanitizing of all carpets at all district locations.

The Term "Offer" Means Your "Bid" or "Proposal". All offers must be submitted in a sealed package. . BIDS must be submitted in sealed envelopes with the bid number clearly marked "**Bid No. WCSD202324-8**" on the outside of the envelope for easy identification by the Procurement Officer.

<p>SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:</p>	
<p><b>MAILING ADDRESS:</b>  Michael R. Barrineau  Williamsburg County School District  500 N. Academy Street, Building D  Kingstree, SC 29556</p>	<p><b>PHYSICAL ADDRESS:</b>  Michael R. Barrineau  Williamsburg County School District  500 N. Academy Street, Building D  Kingstree, SC 29556</p>

BIDS MUST BE RECEIVED NO LATER THAN 11:00 am on March 21, 2024

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original & One (1) copy**

CONTRACT PERIOD: N/A

<b>CONFERENCE TYPE: Mandatory Site Visit Is Required</b> DATE & TIME: March 15, 2024 at 10:00am	<b>LOCATION:</b> WCSD District Office – 500 N. Academy St, Kingstree, SC 29556
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<b>AWARD &amp; AMENDMENTS</b>	Intent to award will be posted no later than March 7, 2024. The award, this solicitation and any amendments may be posted at the following web address: <a href="https://vrapp.vendorregistry.com/Bids/Manager/BidsList?MenuItem=Solicitations">https://vrapp.vendorregistry.com/Bids/Manager/BidsList?MenuItem=Solicitations</a>
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" and "Electronic Signature" provisions.)

<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>PRINTED NAME</b>  (printed name of person signing above)	<b>DATE SIGNED</b>	<b>STATE OF INCORPORATION</b>  (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 \_\_\_\_\_

Corporate entity (not tax-exempt)       Corporation (tax-exempt)       Government entity (federal, state, or local)

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)
<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 <b>(check only one)</b>	<input type="checkbox"/> Order Address same as Notice Address <b>(check only one)</b>

**ACKNOWLEDGMENT OF AMENDMENTS**  
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

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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# Williamsburg County School District

## Invitation to Sealed Bid No. WCSD202324-8

**Williamsburg County School District will receive sealed bids for Carpet Cleaning in Williamsburg County School District.**

**Mandatory Site Visit Is Required!** Site visit scheduled for **March 12, 2024** at 10am at WCSD District Office. 500 N. Academy St., Kingstree, SC 29556.

Sealed BIDS will be received in the Offices of the Williamsburg County School District at 500 N Academy Street (Operations and Facilities), Kingstree, South Carolina 29556.

Bids shall be opened promptly at the stated time and date and their contents will be made public for the information of the bidder and others properly interested. The bid will not be awarded until the Procurement Officer and the applicable Department Director have had ample time to review each bid.

BIDS must be submitted in sealed envelopes with the bid number clearly marked “**Bid No. WCSD202324-8**” on the outside of the envelope for easy identification by the Procurement Officer. **Williamsburg County School District Sealed Bids** may be hand delivered to the address noted above. Any bids received later than the specified time will not be accepted/considered. The District will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Bids submitted by mail, Federal Express, United Parcel Service, etc. must meet these same requirements and shall be addressed to:

**Williamsburg County School District  
Attn: Mr. Michael R. Barrineau  
500 N Academy Street  
Kingstree, SC 29556**

**Williamsburg County School District** reserves the right to engage in discussions with any or all responsible persons who submit bids which appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the invitation to sealed bids requirements herein.

This solicitation does not commit the **Williamsburg County School District** to award a contract/purchase order, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services. The **Williamsburg County School District** reserves the right to reject any and all responses to cancel this solicitation, and to make an award deemed in its own best interest.

### **INSTRUCTION TO BIDDERS**

Bids must be signed by an individual legally authorized to offer the pricing and response to this invitation. Any bid that is not signed will not be accepted. All persons must follow the specifications outlined in this sealed bid document. Any bidder who finds discrepancy in or omission from the specifications, or is in doubt as to their meaning, or feels that the specifications are discriminatory, shall notify the Williamsburg County School District Procurement Officer in writing not later than 5 days prior to the scheduled opening of bids.

The Williamsburg County School District will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the Williamsburg County School District Procurement Officer.

**DEFINITIONS:** Responsible person means a person/persons who has the capability in all respects to fully perform contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive person means a person who has submitted a bid which conforms in all material respects to the invitation to the bid.

**PROTEST:** Any actual or prospective vendor, bidder, or contractor who is aggrieved in connection with the solicitation or award of a contract may formally protest to the Finance Director. The protest shall be submitted in writing within seven (7) days after such aggrieved person or party knows or should have known of the facts giving rise thereto.

**DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the Williamsburg County School District shall be final and binding on all parties. The Procurement Officer may request in writing, the recommendation of the head of the Williamsburg County School District agency using the item or other objective sources.

**EXCEPTIONS:** Exceptions taken do not obligate the District to change the specifications. The Williamsburg County School District Procurement Officer will notify all bidders in writing, by addendum duly issued, of any interpretations made of specifications or instructions.

**DEVIATIONS:** Any deviations from specifications contained herein must be noted in detail on the bidder's bid response for the Williamsburg County School District's consideration. Failure to submit documentation of deviations shall be grounds for rejection of the item offered to the Williamsburg County School District.

**CHANGES:** Any changes in this Invitation to Bid/Quote after the purchase order/contract agreement has been awarded must be with the written consent of the Procurement Officer otherwise, the responsibility for such changes lies with the vendor.

**INQUIRIES:** All technical questions concerning this invitation to bid and/or process shall be directed to Mr. Michael R. Barrineau, Director of Operations and Facilities, Williamsburg County School District, 500 N Academy Street, Kingstree, South Carolina 29556. The e-mail address of Mr. Barrineau is [mbarrineau@wcsd.k12.sc.us](mailto:mbarrineau@wcsd.k12.sc.us).

**A complete copy of the Williamsburg County School District Purchasing Policies is available at:**

**Williamsburg County School District  
Department of Finance  
500 N Academy Street, Building D  
Kingstree, South Carolina 29556**

## **TAXES**

The Williamsburg County School District pays SC Sales Taxes in the amount of 8%. However, the Williamsburg County School District is exempt from Federal Excise Taxes and will issue exemption certificates if requested.

## **BID AWARD**

Bids will be received until 11:00 am and will be opened at 12:00 noon on March 21, 2024. Include bid invitation sheet and vendor bid sheet.

- All bids received will be examined promptly after opening and award will be made by 5:00pm, Monday March 21, 2024.
- The bid of the lowest responsive/responsible bidder(s) shall mean the bidder(s) who make(s) the lowest bid, to provide the services set forth in the agreement and who is known to be fit and capable to perform the services bid upon.
- Each designated area will be bid separately. The District reserves the right to award the contracts to one or multiple successful bidders.
- The Williamsburg County School District specifically reserves the right to reject any and all bids, to accept any or all parts of a bid, to increase or decrease the quantity for required services to meet additional or reduced requirements or to re-solicit bids on the required services, or to reject any and all bids and formally advertise for bids on the required services or portions thereof.
- All prospective bidders are to take special notice that performing the work per specifications as well as cost will be an important factor in determining selection of the contractor. Only contractors with a demonstrated ability to render cleaning services will be awarded this contract.
- The successful bidder(s) shall procure and maintain during the life of the contract the following insurance coverage's:

**Worker's Compensation:** Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit.

**Comprehensive General Liability:** Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.

## **CRITERIA FOR AWARD**

Bids will be awarded by March 28, 2024

# INFORMATION FOR BIDDERS

Williamsburg County School District

**Carpets in all district facilities should be cleaned and sanitized according to the attached manufacturer recommendations. Recommended cleaning solutions should also meet the manufacturer guidelines. Moving and relocation of all furniture is the responsibility of the winning bidder**

**County School District, 500 N Academy Street, Kingstree, South Carolina until 11:00 o'clock A.M. March 21, 2024 then and there at said office to be publicly opened and read aloud at **12 Noon. Each Bid must be submitted in a sealed envelope, addressed to:****

**Williamsburg County School District  
500 N Academy Street  
Kingstree, South Carolina 29556  
Attn: Mr. Michael Barrineau**

Each sealed envelope containing a BID must be plainly marked on the outside as BID for **Williamsburg County School District Carpet Cleaning and Santizing WCSD202324-8**, and also bear on the outside, the name of the BIDDER, his/her address, and the name (**Bid No. WCSD202324-8**) of the project for which the BID is submitted. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the **OWNER at same address as above marked as indicated.**



# VENDOR BID FORM

**VENDOR BID: Carpet Cleaning and Sanitizing**

**BID NO: WCSD202324-8**

DESCRIPTION	QTY	UOM	TOTAL JOB COST
Greeleyville Area School	1	1	

DESCRIPTION	QTY	UOM	TOTAL JOB COST
Kingstree Area Schools	1	1	

DESCRIPTION	QTY	UOM	TOTAL JOB COST
Hemingway Area Schools	1	1	

**Total Bid: \$** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**SEALED BID – DO NOT OPEN**  
**Solicitation No: WCSD202324-8**  
**WCSD DISTRICT: Carpet Cleaning and Sanitizing**



**DELIVER TO: WILLIAMSBURG COUNTY SCHOOL DISTRICT**  
**OPERATIONS AND FACILITIES DEPARTMENT**  
**MICHAEL R. BARRINEAU**  
**500 N ACADEMY STREET, BUILDING D**  
**KINGSTREE, SC 29556**

**SUBMITTED BY:** \_\_\_\_\_

**NAME OF OFFEROR (FULL LEGAL NAME OF BUSINESS SUBMITTING THE OFFER)**

**ATTACHMENTS TO SOLICITATION – A**

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Be sure to include the name of the business submitting the offer.

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## Attachment B

### DEEP CLEANING PROCESS

- Hot Water Extraction Process:
  - Always pre—vacuum.
  - Apply an approved pre—spray cleaning agent in the CRI (SOA) Program.
  - Agitate with mechanical brush and allow 10 minutes dwell time.
  - Extract with hot water or use a low pH rinse agent in the machine. We recommend CRI Gold Rated Equipment.

### Maintenance Guidelines

- Examples of Equipment:
  - Truck mount units maintain higher pressure and temperature
  - High Flow Extractors
  - Portable box and wand — minimum 200 psi and approximately 1 gallon of water flow per minute.
- To prevent wicking use air movers to expedite drying. Be sure facility HVAC is on during cleaning and remains on for at least 12 hours afterward.

### wool / wool blend

- Wool is a natural fiber, some shedding may initially occur as fibers work their way out of the product until loose. Loose fibers can easily be trimmed even with the pile.
- Indentions from furniture can be easily steamed out of wool products.
- Vacuum regularly without the use of beater bar.
- Blot (do not rub) spills with moist white cloth using cold water. Cleaning agents (wool safe products) are listed in the Carpet and Rug Institute's Seal of Approval (SOA) Program ([www.carpet-rug.org](http://www.carpet-rug.org))

### Resources

- Shaw's Technical Support web—based training program is available at [https://www.youtube.com/watch?v=wH-y6NbFUos&list=PLPIvybF4GS2XOHTVtGL\\_soZZ\\_Ni0hyr9D](https://www.youtube.com/watch?v=wH-y6NbFUos&list=PLPIvybF4GS2XOHTVtGL_soZZ_Ni0hyr9D)
- For Technical assistance or maintenance related questions contact at .

# Attachment C

## Site Locations for WCSD

### Kingtree Area:

School:	Location:
W.M. Anderson Primary School	500 Lexington Avenue, Kingtree, SC 29556
Kenneth Gardner Elementary	1503 Woodland Dr., Kingtree, SC 29556
Kingtree Middle Magnet School	710 Third Avenue, Kingtree, SC 29556
Kingtree High School – EAST	615 Martin Luther King Avenue, Kingtree, SC 29556
Kingtree High School – WEST	616 Martin Luther King Avenue, Kingtree, SC 29556
District Office Annex	500 N. Academy St., Kingtree, SC 29556

### Hemingway Area:

School:	Location:
Hemingway Middle/High School	402 S. Main St., Hemingway, SC 29554
Hemingway Elementary School	160 Baxley Road, Hemingway, SC 29554
Hemingway Career Center	1593 Hemingway Hwy., Hemingway, SC 29554

### Greeleyville Area:

School:	Location:
C.E. Murray Elementary/Middle School	222 C.E. Murray Blvd., Greeleyville, SC 29056
Greeleyville Primary	7 Varner Av., Greeleyville, SC 29056

**Attachment D – Floor Plans - Attached**