

	Fort Mill School District	Solicitation Number: #18-069 Date Issued: April 12, 2019 Procurement Specialist: Angela Queen Phone: (803) 548-2527 E-Mail Address: queena@fortmillschools.org
	Addendum #1	

DESCRIPTION: **Window Replacement**

Submit your offer on-line at the following web address:
<http://www.fortmillschools.org/departments/procurement/> , under **“Current Bids and RFP’s”**

Or your offer may be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.

SUBMIT YOUR SEALED OFFER ON-LINE or TO EITHER OF THE FOLLOWING ADDRESSES:	
MAILING ADDRESS: Fort Mill School District 2233 Deerfield Drive Fort Mill, SC 29715	PHYSICAL ADDRESS: Fort Mill School District 2233 Deerfield Drive Fort Mill, SC 29715

SUBMIT OFFER BY: Wednesday, April 24, 2019 at 11 am (See “Deadline for Submission of Offer” provision)

QUESTIONS MUST BE RECEIVED BY: (See “Questions From Offerors” provision)

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

CONFERENCE TYPE: DATE & TIME:	LOCATION:
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AWARD & AMENDMENTS	Award will be posted on or around April 30, 2019. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.fortmillschools.org/departments/procurement/
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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.)

NAME OF OFFEROR <small>(full legal name of business submitting the offer)</small>	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 <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>	
TITLE <small>(business title of person signing above)</small>		
PRINTED NAME <small>(printed name of person signing above)</small>	DATE SIGNED	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)		
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other _____
<input type="checkbox"/> Corporate entity (not tax-exempt)	<input type="checkbox"/> Corporation (tax-exempt)	<input type="checkbox"/> Government entity (federal, state, or local)

PAGE TWO

(Return Page Two 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) <hr/> Area Code - Number - Extension Facsimile <hr/> E-mail Address
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PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause) ___ Payment Address same as Home Office Address ___ Payment Address same as Notice Address (check only one)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses) ___ Order Address same as Home Office Address ___ Order Address same as Notice Address (check only one)
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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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Minority Participation: Are you a SC Certified Minority Vendor <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, SC Certification # _____ Are you a Non SC Certified Minority Vendor <input type="checkbox"/> Yes <input type="checkbox"/> No	
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End of Page Two

Reasoning for Addendum #1:

In the original Solicitation, we allotted a time for questions to be submitted. This addendum addresses the answers to all questions received.

In addition, we would like to clarify a few items:

- **We are NOT requiring a bid bond for this project.**
- **Gold Hill Elementary School – D-100 hallway windows, six (6) total, do NOT need blinds and can be a different configuration of windows, as long as the existing window space is filled. All other windows need blinds installed between the glass.**
- **We realize that ordering custom colored windows may make for an extremely tight timeline. We are hoping to have at least some of the windows installed during the summer break, but we will allow installation of windows on weekends and during teacher workdays/student breaks after summer until all windows are installed. We do realize that this may mean projects are not complete until the end of the year. Payment will be made at the completion of each school.**
- **We want absolutely NO windows w/ cranks. All windows that open will now be replaced w/ hinged windows that open out.**

We are altering the Bid Schedule to show that each of the schools listed are a separate bidding lot. We will be awarding each school separately, meaning that we may have one or many contractors awarded work on this project. Budget constraints may also limit our awards. While we are hoping to award all three schools, we may not be able to award all three schools at this time.

We also need to add the following clauses:

AWARD BY LOT (JAN 2006): Award will be made by complete lot(s).

AWARD CRITERIA – BIDS (JAN 2006): Award will be made to the lowest responsible and responsive bidder(s).

AWARD TO MULTIPLE OFFERORS (JAN 2006): Award may be made to more than one Offeror.

All other stipulations from the original solicitation apply.

You must acknowledge Addendum #1 on page 2 of the original bid form.

Please do not forget to submit w/ your bid:

- Signed Cover Page and Page Two of the Solicitation
- Acknowledgement of Addendum #1 on page 2 of this bid form
- NEW Bid Schedule attached to this Addendum #1
- Copy of your SC LLR required GC or GC-Specialty license
- Certificate of Insurance (COI)
- W-9
- Copy of Warranty to be provided

The following questions have been submitted for responses and/or clarification:

Question #1: “Provide Adjusted quantities for each site based on Walk Down dialog.”

Answer #1: Please see the attached layouts of each school w/ adjusted window quantities.

Question #2: “Confirm all windows to be Egress capable.”

Answer #2: As stated during the site visit, if a window is marked “EMERGENCY” it will remain as an emergency window. There should be at least one emergency window in each room. The teacher workroom at Gold Hill Middle School (between rooms 219 and 215) has a fixed window but will need to be replaced w/ a hinged window, marked as an emergency window, as it is the only window in that room. All other stationary windows should remain stationary and all windows that open will be replaced w/ hinged windows that swing out.

Question #3: “Allowance for New Material and Waste Material Connexes on sites.”

Answer #3: Yes, we will allow connexes on site. Winning Contractor(s) should see the Director of Maintenance for placement.

Question #4: “In areas with casement windows, will the desire be one stationary and one egress capable?”

Answer #4: If the window is stationary, it will remain stationary. If the window opens, it will be hinged. All current windows marked “EMERGENCY” will remain marked as emergency windows.

Question #5: “In areas now containing slate sills, will these need to be retained for the installation?”

Answer #5: Yes, please retain the slate sills to use for re-installation.

Question #6: “Please verify the color to be aluminum bronze anodized for all windows regardless of location.”

Answer #6: New windows need to match the exterior color of the existing windows. For Fort Mill Middle School, please order dark green windows to match existing. For Gold Hill Middle School and Gold Hill Elementary School, please order tan windows to match existing.

Question #7: "In many instances, other school based solicitations have called out a specific Low-E coating on the inside of the integral blind units. If this is the case on this project, please specify the coating desired for low cost/high efficiency."

Answer #7: We would like Low-E (SNX 62/27) coating on all windows.

Question #8: "Is there a blueprint or knowledge of the depth measurement from the interior face of the CMU block to the exterior brick?"

Answer #8: No. This is something you needed to measure at our site visit.

Question #9: "Please provide an elevation for the new combined egress window/fixed window combinations to replace the existing double hung window locations."

Answer #9: For Gold Hill Elementary's D-hall, facing out (not the inner courtyard), we would like these windows replaced w/ hinged windows that open out. We must have one egress window per room marked as an emergency exit. All windows must be hinged to open.

V. Bidding Schedule/Price-Business Proposal

School	Bid Price
Lot #1	
Gold Hill Elementary School	\$
Lot #2	
Gold Hill Middle School	\$
Lot #3	
Fort Mill Middle School	\$

*****Pricing to be all inclusive – all windows, flashing, caulk, paint, materials and supplies, and labor**

Signature

Date

Print Name

Title

IX. ATTACHMENTS TO SOLICITATION

QUESTIONNAIRE, page 1 of 2

The Bidder shall answer the following questionnaire which shall be used in the bid evaluation process in order to determine the responsible bidder.

1. SAFETY:

Have you had any OSHA fines within the last three (3) years? YES NO

Have you had jobsite fatalities within the last five (5) years? YES NO

If you have answered **YES** to either of the above questions, you **MUST** submit on a separate sheet the details describing the circumstances surrounding each incident.

2. EXPERIENCE:

Years in business under present name: _____

Years performing work specialty: _____

Licenses currently valid in force: _____

3. LICENSE SANCTIONS:

List any regulatory or license agency sanctions. The District may perform a background check on respondent with all state and regulatory agencies. _____

4. LITIGATION:

Are you currently involved in any litigation or legal disputes? YES NO

If yes, please explain. _____

4. REFERENCES - REQUIRED

Provide three references from agencies you have performed similar services for in the past two (2) years.

Reference #1

Work Performed: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Email Address: _____

Telephone #: _____

QUESTIONNAIRE, page 2 of 2

Reference #2

Work Performed: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Email Address: _____

Telephone #: _____

Reference #3

Work Performed : _____

Organization: _____

Address: _____

Contact Name & Title: _____

Email Address: _____

Telephone # _____

Company Name: _____

Signature: _____

Printed Name: _____

Date: _____

LIST OF SUBCONTRACTORS

General contractor shall fill out the list below. All subcontractors shall be listed. The general contractor shall identify work by the general, the subcontractor, or not applicable. Failure to do so may result in bid being declared non-responsive. List all subcontractors.

<u>TRADE</u>	<u>COMPANY NAME</u>
_____	_____
_____	_____
_____	_____
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FORT MILL SCHOOL DISTRICT

School/Building Locations and Office Phone Numbers

Fort Mill School District Office	Springfield Middle School
2233 Deerfield Drive	1711 Springfield Parkway
Fort Mill, SC 29715	Fort Mill, SC 29715
803-548-2527	803-548-8199
Fort Mill School District Maintenance & Operations	<u>Elementary Schools:</u>
351 Gillig Drive	
Fort Mill, SC 29715	Doby's Bridge Elementary School
803-548-8223	1000 Dragon Way
	Fort Mill, SC 29715
Fort Mill School District Transportation	803-835-5200
351 Gillig Drive	
Fort Mill, SC 29715	Fort Mill Elementary School
803-802-1998	192 Springfield Parkway
	Fort Mill, SC 29715
<u>High Schools:</u>	803-547-7546
Catawba Ridge High School	Gold Hill Elementary School
(under construction)	1000 Dave Gibson Blvd
	Fort Mill, SC 29708
Fort Mill High School	803-548-8250
215 N Highway 21 Bypass	
Fort Mill, SC 29715	Orchard Park Elementary School
803-548-1900	474 Third Baxter Street
	Fort Mill, SC 29708
Nation Ford High School	803-548-8170
1400 A.O. Jones Blvd	
Fort Mill, SC 29715	Pleasant Knoll Elementary School
803-835-0000	2346 Pleasant Road
	Fort Mill, SC 29708
<u>Middle Schools:</u>	803-835-0090
Banks Trail Middle School	Riverview Elementary School
1640 Banks Road	1300 Spratt Street
Fort Mill, SC 29715	Fort Mill, SC 29715
803-578-2990	803-548-4677
Fort Mill Middle School	Springfield Elementary School
200 Springfield Parkway	1691 Springfield Parkway
Fort Mill, SC 29715	Fort Mill, SC 29715
803-547-5553	803-548-8150
Gold Hill Middle School	Sugar Creek Elementary School
1025 Dave Gibson Blvd	1599 Farm House Drive
Fort Mill, SC 29708	Fort Mill, SC 29715
803-548-8300	803-835-0150
Pleasant Knoll Middle School	Tega Cay Elementary School
2320 Pleasant Road	2185 Gold Hill Road
Fort Mill, SC 29708	Tega Cay, SC 29708
803-835-3770	803-548-8282

OFFEROR'S CHECKLIST – Avoid Common Mistakes

Review this checklist prior to submitting your bid/proposal.

If you fail to follow this checklist, you risk having your bid/proposal rejected.

- Do not include any of your standard contract forms!
- Unless expressly required, do not include any additional boilerplate contract clauses.
- Reread your entire bid/proposal to make sure your bid/proposal does not take exception to any of the District's mandatory requirements.
- Make sure you have properly marked all protected, confidential, or trade secret information in accordance with the instructions entitled: SUBMITTING CONFIDENTIAL INFORMATION. **DO NOT mark your entire bid/proposal as confidential, trade secret, or protected! Do not include a legend on the cover stating that your entire response is not to be released!**
- Have you properly acknowledged all amendments? Instructions regarding how to acknowledge an amendment should appear in all amendments issued.
- Make sure your bid/proposal includes a copy of the solicitation cover page. Make sure the cover page is signed by a person that is authorized to contractually bind your business.
- Make sure your bid/proposal includes the number of copies requested.
- Check to ensure your bid/proposal includes everything requested!
- If you have concerns about the solicitation, do not raise those concerns in your response! **After opening, it is too late! If this solicitation includes a pre-bid/proposal conference or a question & answer period, raise your questions as a part of that process!** Please see instructions under the heading "submission of questions" and any provisions regarding pre-bid/proposal conferences.

This checklist is included only as a reminder to help offerors avoid common mistakes.

Responsiveness will be evaluated against the solicitation, not against this checklist.

You do not need to return this checklist with your response.