

	Fort Mill School District	Solicitation Number: #19-023 Date Issued: March 17, 2020 Procurement Specialist: Angela L Queen Phone: (803) 548-8430 E-Mail Address: queena@fortmillschools.org Mailing Address: 2233 Deerfield Drive Fort Mill, SC 29715
	Addendum #1	

DESCRIPTION: Plumbing Services Indefinite Delivery Contract (IDC)

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 TO EITHER OF THE FOLLOWING ADDRESSES:	
MAILING ADDRESS: Fort Mill School District 2233 Deerfield Drive Fort Mill, SC 29715	PHYSICAL ADDRESS: Due to the Coronavirus School Closures, no visitors are allowed at our District Office. All bid packages MUST be sent through your preferred mail/delivery service or submitted online.

SUBMIT OFFER BY: **Tuesday, March 24, 2020 at 10 am**

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

CONFERENCE TYPE: NONE DATE & TIME: (As appropriate, see “Conferences – Pre-Bid/Proposal” & “Site Visit” provisions)	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted on or around March 26, 2020 . 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 signing, 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" provision.)

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)
	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)
_____ Payment Address same as Home Office Address _____ Payment Address same as Notice Address (check only one)	_____ Order Address same as Home Office Address _____ Order Address same as Notice Address (check only one)

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

We are issuing this Addendum #1 to address changes to this solicitation due to the Mandated School closures ordered by the Governor of SC, Henry McMaster, on Sunday, March 15, 2020.

Due to Coronavirus precautions and the closing of our Schools, we are no longer allowing visitors at our Schools or District Office. Therefore, all bid packages MUST be submitted online through Vendor Registry or via your preferred mail/package delivery service. Please note that our District Office will only be open from 8 am – 1 pm for deliveries. Online bids are encouraged. You can access Vendor Registry by following this link and clicking on “Current Bids and RFPs.”

<https://www.fortmillschools.org/departments/procurement>

Please note that all stipulations from the original solicitation apply.

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

In addition, I have included some of our more applicable clauses below for you. Please be sure to review these clauses.

AMENDMENTS TO SOLICITATION (MODIFIED - JAN 2004): (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should check for the issuance of Amendments (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by identifying the amendment number and date in the space provided for this purpose on Page Two or (2) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

AWARD NOTIFICATION (FEB 2015): Notice regarding any award, cancellation of award, or extension of award will be posted at the location and on the date specified on the Cover Page or, if applicable, any notice of extension of award. Should the contract resulting from this Solicitation have a total or potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given.

RECEIVING OF QUALIFICATIONS (JAN 2004): Offers will be received at the date/time set forth on page 1. No information will be released at this time.

SUBMITTING A PAPER OFFER OR MODIFICATION (MAR 2015): Unless specifically instructed otherwise in the solicitation, you should submit your offer or modification in accordance with the clause titled "ON-LINE BIDDING INSTRUCTIONS." Paper offers are discouraged. If you must submit a paper offer or modification the following instructions apply. (a) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (b) (1) All copies of the offer or modification, and any other documents required to be submitted with the offer shall be enclosed in a sealed, opaque envelope or package. (2) Submit your offer or modification to the address on the Cover Page. (3) The envelope or package must show the time and date specified for opening, the solicitation number, and the name and address of the bidder. If the offer or modification is sent by mail or special delivery service (UPS, Federal Express, etc.), the outermost envelope or wrapper must be labeled "OFFER ENCLOSED" on the face thereof. (c) If you are responding to more than one solicitation, submit each offer in a separate envelope or package. (d) Submit the number of copies indicated on the Cover Page. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation.

VENDOR REGISTRATION (MODIFIED – JAN 2006): We encourage you to register with Fort Mill School District when you retrieve our Bid Documents. Our registration system is powered by Vendor Registry. To register, visit our website at <http://www.fortmillschools.org/>, select "Departments," select "Procurement," and select "Vendor Registration." There is no cost for you to register with Fort Mill Schools. Please note that if you would like to receive notifications of solicitations, awards, or amendments for our solicitations, you will need to register your business with Vendor Registry. If you do not register, it will be your responsibility to check our website for updates, amendments, and awards of our solicitations.

ON-LINE BIDDING INSTRUCTIONS (MODIFIED - MAR 2015): (a) Mandatory Registration. **You must register before you can submit an offer on line!** See clause entitled "VENDOR REGISTRATION."

(b) Steps for On-Line Bidding

- 1) The link provided on the solicitation's Cover Page will take you to Vendor Registry, our web based on-line bidding system, where you will upload your offer.
- 2) Follow the general user instructions given by Vendor Registry.
- 3) Confirm your offer has a status of "submitted."
Only offers with a status of "submitted" have been received by the District.
- 4) Save or print a copy of your offer after your offer has been submitted.

In order to pre-qualify vendors must submit the following:

1. Company Profile to include:
 - a. Information Regarding your company to include number of years in business (a minimum of two (2) years is required).
 - b. Employee information (including individual certifications held by employee).
 - c. Any other information you wish to be considered.
 - d. Please see the questionnaire attached as a starting point for providing the above information.
2. Signed Cover Page and Page Two of the Solicitation
3. Contractor Proposal Form
4. A copy of your SC Mechanical Contractor - Plumbing license for all qualified employees
5. Reference List, attached to the solicitation as Appendix A (Working in a school presents its own challenges, therefore references from schools are preferable).
6. Drug-free Workplace Certification, attached to the solicitation
7. Questionnaire, attached to the solicitation
8. Certificate of Insurance (COI) w/ Fort Mill School District, 2233 Deerfield Drive, Fort Mill, SC 29715 listed as a certificate holder
9. FMSD Substitute W-9 form

AWARD CRITERIA

All vendors that submit proper documents and meet the criteria (including reference checks) will be added to the pool of vendors that are notified when work is available to bid on. Again, no work is guaranteed during the term of this contract.

License and Insurance Certificates must be kept up to date with the District.

CONTRACTOR PROPOSAL FORM

Submitted by:

Complete Firm Name

Name & Title

Address

City, State, Zip

Phone Number

E-mail

The undersigned agrees to provide PLUMBING TRADE services, as specified, to Fort Mill School District in accordance with the attached specifications and other documents herein and at the following prices:

	<u>LABOR RATES</u>	
	<u>REGULAR HOURS</u>	<u>AFTER HOURS</u>
1. LICENSED PLUMBER	\$ _____/HOUR	\$ _____/HOUR
2. APPRENTICE PLUMBER	\$ _____/HOUR	\$ _____/HOUR

The successful bidder shall be required to obtain a business license as required by the State before starting any work under this contract and must be fully licensed and insured throughout the term of this contract.

No reimbursement for mileage, vehicle fuel, and/or travel time will be made for either regular or after hour rates. Billable time commences upon arrival at the job site. Bidder is instructed to take these factors into account when submitting their hourly rate.

Installed Parts, Materials, Equipment

Any items which are installed or used shall be paid for by the Contractor at the actual purchase price plus taxes and freight charges. The Contractor may charge a 10% established mark up on the items installed, but at no time shall the Contractor charge the 10% markup on the tax portion of invoices received from suppliers or subcontractors. List prices and prices subject to discounts are not considered actual. The Contractor must provide their supplier's invoices to substantiate the cost of each item. Supplier's quotes will not be sufficient.

Response Time (including Evenings, Weekends, and Holidays)

REGULAR RESPONSE TIME _____

MAXIMUM RESPONSE TIME _____

Subcontractors and Equipment Suppliers

Please supply the name, address, phone number and trade of each subcontractor and supplier you proposed to employ under this Contract. Changes necessary for unforeseen reasons shall be submitted in writing.

Any person undertaking a part of the work under the terms of the contract, by virtue of an agreement with the Contractor who, prior to such undertaking, must receive the approval of FMSD Director of Maintenance. Fort Mill School District may terminate the contract if the subcontracting is done without approval.

(If no Subcontractors are used, enter none)

Subcontractor's Type of
Work, or Supplier's
Type of Equipment

Name

Address

By signing and submitting a bid, your firm acknowledges and agrees that it has read and understand the RFQ documents and agrees to the Contract Terms and Conditions as contained herein.

Signature

Date

Appendix A

REFERENCE LIST

The District expressly reserves the right to reject the bid of any Proposer who, upon investigation, has been determined to fail to complete similar contracts in a timely fashion or in a satisfactory manner. Such rejection would, if applicable, be based upon the principle that the Proposer is "non-responsible" and poses a substantial risk of being unable to complete the work in a cost-effective, professional and timely manner.

In performing the above-described responsibility determination, the District reserves the right to utilize all possible sources of information in making its determination, including but not limited to: inquiries to regulatory state Boards and agencies; credit reports, inquiries to companies and public entities for which the contractor has previously performed work, reference checks and examination of all public records.

Provide a minimum of three (3) references (preferably school districts).

District/Company Name: _____

Point of Contact: _____ Title: _____

Contact Phone: _____ Contact Email: _____

Scope of Work, Total Contract Cost & Years of Service: Attach separate sheet and label REFERENCE 1

District/Company Name: _____

Point of Contact: _____ Title: _____

Contact Phone: _____ Contact Email: _____

Scope of Work, Total Contract Cost & Years of Service: Attach separate sheet and label REFERENCE 2

District/Company Name: _____

Point of Contact: _____ Title: _____

Contact Phone: _____ Contact Email: _____

Scope of Work, Total Contract Cost & Years of Service: Attach separate sheet and label REFERENCE 3

Fort Mill School District Four
Administrative Offices
2233 Deerfield Drive, Fort Mill, SC 29715



Solicitation #: 19-023

Date Issued: March 3, 2020

Procurement Specialist: Angela L Queen

Phone: (803) 548-8202

Fax: (803) 547-4696

E-Mail Address: queena@fortmillschools.org

This certification is required by the Drug-free Workplace Act, Section 44-107-10 et seq South Carolina Code of Laws (1976, as amended). The regulations require certification by Contractors/Vendors prior to award, that they will maintain a drug-free workplace as defined below. The certification set out below is a material representation of fact upon which reliance will be placed when determining the award of a contract. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of contract, or suspension or debarment from the right to submit bids or proposals for Fort Mill Schools.

For purposes of this Certification, "Drug-free Workplace" is defined as set forth in Section 44-107019 (1), South Carolina Code of Laws (1976, as amended). The aforesaid Section defines workplace to include any site where work is performed to carry out the Contractor's/ Vendor's duties under the contract. Contractor's/Vendor's employees shall be prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Drug-free Workplace Act.

By signing this document, the Contractor/Vendor hereby certifies that it will provide a drug-free workplace by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's/Vendor's workplace and specifying the actions that will be taken against employees for violation of the prohibition;
- (2) Establishing a drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The Contractor's/Vendor's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug violations;
- (3) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (1) above
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the contract, the employee will:
 - (a) Abide by the terms of the statement: and
 - (b) Notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than Five (5) Days after the conviction;

- (5) Notifying the using agency within Ten (10) Days after receiving notice under subparagraph (4) (b) from an employee or otherwise receiving actual notice of the conviction;
- (6) Taking one of the following actions, within Thirty (30) Days of receiving notice under subparagraph (4) (b) with respect to any employee who is convicted:
 - (a) Taking appropriate personnel action against the employee, up to and including termination; and
 - (b) Requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6) above.

Solicitation Number: 19-023

Project Name: Plumbing Services Indefinite Delivery Contract (IDC)

Contractor/Vendor Name:

Address:

Authorized Representative Name/Title:

Signature: _____

Date: _____

Witness:

Note: This certification form is required for all contracts for a stated or estimated value of \$50,000 or more.

FORT MILL SCHOOL DISTRICT	
School/Building Locations and Office Phone Numbers	
Fort Mill School District Office 2233 Deerfield Drive Fort Mill, SC 29715 803-548-2527	Springfield Middle School 1711 Springfield Parkway Fort Mill, SC 29715 803-548-8199
Fort Mill School District Maintenance & Operations 351 Gillig Drive Fort Mill, SC 29715 803-548-8223	Elementary Schools: Doby's Bridge Elementary School 1000 Dragon Way Fort Mill, SC 29715 803-835-5200
Fort Mill School District Transportation 351 Gillig Drive Fort Mill, SC 29715 803-802-1998	Fort Mill Elementary School 192 Springfield Parkway Fort Mill, SC 29715 803-547-7546
High Schools:	
Catawba Ridge High School 1180 Fort Mill Parkway Fort Mill, SC 29715 803-835-5222	Gold Hill Elementary School 1000 Dave Gibson Blvd Fort Mill, SC 29708 803-548-8250
Fort Mill High School 215 N Highway 21 Bypass Fort Mill, SC 29715 803-548-1900	Orchard Park Elementary School 474 Third Baxter Street Fort Mill, SC 29708 803-548-8170
Nation Ford High School 1400 A.O. Jones Blvd Fort Mill, SC 29715 803-835-0000	Pleasant Knoll Elementary School 2346 Pleasant Road Fort Mill, SC 29708 803-835-0090
Middle Schools:	
Banks Trail Middle School 1640 Banks Road Fort Mill, SC 29715 803-578-2990	Riverview Elementary School 1300 Spratt Street Fort Mill, SC 29715 803-548-4677
Fort Mill Middle School 200 Springfield Parkway Fort Mill, SC 29715 803-547-5553	Springfield Elementary School 1691 Springfield Parkway Fort Mill, SC 29715 803-548-8150
Gold Hill Middle School 1025 Dave Gibson Blvd Fort Mill, SC 29708 803-548-8300	Sugar Creek Elementary School 1599 Farm House Drive Fort Mill, SC 29715 803-835-0150
Pleasant Knoll Middle School 2320 Pleasant Road Fort Mill, SC 29708 803-835-3770	Tega Cay Elementary School 2185 Gold Hill Road Tega Cay, SC 29708 803-548-8282
	(2) New Elementary Schools - Scheduled to Open Fall 2020