



Beaufort County School District

Addendum 3

Solicitation Number: 23-009
Date Printed: February 28, 2023
Date Issued: April 6, 2023
Procurement Officer: Kaylee Yinger, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Professional Roofing Services**
SUBMIT OFFER BY (Opening Date & Time): **April 18, 2023 at 4:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: **March 31, 2023**
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed; Six (6) Signed Copies and One (1) Redacted Version on USB**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE: **NON-MANDATORY** LOCATION: **2900 Mink Point Blvd**
Beaufort, SC 29902

DATE & TIME: April 5, 2023 9:00 AM

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after **April 18, 2023**. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: _____ (Full legal name of business submitting the offer) ENTITY TYPE: _____

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. 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.

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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):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent):	ORDER ADDRESS (Address to which all purchase orders will be sent):
<input type="checkbox"/> Payment Address Same as Home Office Address	<input type="checkbox"/> Payment Address Same as Home Office Address
<input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	<input type="checkbox"/> Payment Address Same as Notice Address (check one only)

ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

QUESTIONS AND ANSWERS FROM PRE-BID MEETING:

- When are questions due? Advertisement says March 31 – Page 13 of Specs say 5 days before bid opening.
Due to the date change of the pre-bid meeting, questions were due by midnight on April 5, 2023.
- The bid bond should be 5% of what amount?
Bid bonds are required at the time of the bid for projects greater than \$10,000.
- How should the bids be submitted? Number of envelopes, Number of copies (technical and original), how should each copy and envelop be labeled, number of USB's, Redacted and original copies of Technical and Cost proposals on USB's, glossy paper and colorful presentation (will it have bearing on score), spiral bound or stapled, everything in a box? There seemed to be several inconsistencies throughout the specifications and what was discussed at the Pre-bid meeting. Please clarify exactly how this should be submitted.
The cover page states one (1) original and six (6) copies. The technical and business (cost) proposals must be in separate envelopes (technical separate from cost). In total there should be seven (7) of each proposal totaling fourteen (14) documents. The solicitation also requires one (1) redacted USB of the technical proposal to fulfill Freedom of Information Act (FOIA) request. The BCSD Procurement Office does not dictate what paper you submit your proposal on or how it is bound. A firm's proposal is their own but are required to follow section 4.0.1 for the technical proposal and the information must be tabbed and indexed. Your submitted proposals must be sealed when delivered to the District Office.
- Specifications refer to a Risk Analysis. Please explain.
The Risk Analysis is NON-APPLICABLE to this solicitation
- Cost spreadsheets appear to be missing the investigation/mobilization line item referred to in the specs.
See updated Documents
- Spec section 4.0.1 Technical Proposal – 4.0.1.8 calls for Attachments to this solicitation, which we assume are A,B,C,D – Cost Proposal Forms and Sample Warranty. 4.0.1.11 Unit Cost call for Exhibits A,B and C for the submittal of unit prices. Are these the same thing? Are they to be included in the TECHNICAL proposal. We interpreted these specs to require these exhibits in a Separate sealed envelope, marked COST PROPOSAL, as outlined in 4.0.2 Business Proposal. Please clarify.
Attachments to the solicitation associated with the cost proposal are Exhibit A, B and C. Any additional attachments will be included with section 9.0 for the technical proposal.