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|  | <p align="center">Fort Mill School District</p> <p align="center">Addendum #1</p> | Solicitation Number: Date Issued: Procurement Specialist: Phone: E-Mail Address: | #19-018 November 11, 2019 Angela Queen (803) 548-2527 queena@fortmillschools.org |
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DESCRIPTION: **Retention Pond Maintenance - District wide multi-year contract**

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.

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| 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: **Tuesday, November 19, 2019 at 10 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**

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|----------------------------------|-----------|
| CONFERENCE TYPE: DATE & TIME: | LOCATION: |
|----------------------------------|-----------|

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| AWARD & AMENDMENTS | Award will be posted on or around November 21, 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.)

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

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| 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)

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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.) (See "Notice" clause) |
| | Area Code - Number - Extension Facsimile |
| | E-mail Address |

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| 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 |
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| 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 clarify details discussed at the site visit on Thursday, November 7, 2019. We are also attaching the “Drug-free Workplace Certification” that must be attached to your bid. Please be sure the sign and date this form and submit with your bid.

Bids remain due on Tuesday, November 19, 2019 at 10 am.

We have included notes on the attached bidding schedule/cost proposal sheet, page 5, highlighting notes for each pond.

In addition, we have the following additional clarifications:

- Grass clippings that will not cause issues w/ proper functioning of the retention ponds may be mulched and left where they are cut.
- Trees that must be removed from the floor of the ponds may be mulched in place as long as the mulch does not impede the proper functioning of the retention ponds.
- Tree roots must be removed along w/ the trees removed from any dam of the retention ponds.
- Smaller trees will be handled by bush hogging and will be included as regular maintenance of the retention ponds.
- The winning bidder will be asked to perform maintenance of all retention ponds first. Once the initial maintenance has been completed, the winning bidder will work w/ Jay Taylor, Director of Maintenance, to obtain quotes for additional repair work. Additional repair work includes items such as erosion control, seeding eroded areas, fence repairs, adding Rip Rap stone, removing large trees that cannot be bush hogged, and other non-routine maintenance items as they are discovered. Once new seed has been placed and erosion has been addressed, mowing and maintaining of those newly vegetated areas will become a part of the regular maintenance contract.

Please note that all 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
- Updated Bid Schedule, page 5
- Certificate of Insurance (COI)
- W-9
- A Copy of Your Town of Fort Mill and City of Tega Cay Business Licenses
- Questionnaire, pages 6 - 7
- List of subcontractors, page 8
- Warranty provided for work performed
- Drug-free Workplace Certification, pages 9 - 10

Bidding Schedule/Cost Proposal

| | School/Site | Mowing/Bush Hogging/Weed Eating Twice per year | |
|------------------------------------|--|---|--|
| RETENTION PONDS | | | |
| 1 | Springfield Middle School Front Retention Pond Back Retention Pond – pathway must be mowed | \$ \$ | |
| 2 | Nation Ford High School Small Pond out front – FMSD crews mow around and in the bowl of pond | \$ | |
| 3 | Fort Mill Middle School – path must be mowed – cannot mow 360 degrees | \$ | |
| 4 | Doby’s Bridge Elementary School – must clean out brush to access outlet | \$ | |
| 5 | Fort Mill High School Pond at Wood line by R wing – no pond found Pond around back behind Greenhouse | \$ \$ | |
| 6 | Pleasant Knoll Middle School Pond 1 – FMSD will have pipe removed so pond will drain Pond 2 – maintain inside fence area only Pond 3 – maintain inside fence area only | \$ \$ \$ | |
| 7 | Pleasant Knoll Elementary School Pond at front drive – (2) trees to remove will be separate quote from winning bidder | \$ | |
| 8 | Gold Hill Middle School Pond 1 Pond 2 – back side of dam needs full clearing Pond 3 – maintain inside the fence – FMSD will trim up limbs by gate | \$ \$ \$ | |
| 9 | Tega Cay Elementary School – tree removal here will be in regular maintenance w/ bush hogging – maintain back side of dam outside of fence line also | \$ | |
| 10 | Catawba Ridge High School Pond 1 – wall here – no 360 degree mowing needed Pond 2 – path connects access to ponds 2 & 3 Pond 3 Pond 4 – additional pond – currently retaining water | \$ \$ \$ | |
| Bid Total – Retention Ponds | | \$ | |

Bidder (Company Name) _____

Bidder Signature _____ **Date** _____

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: _____

Drug-free Workplace Certification

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|--|--|
| <p>Fort Mill School District Four Administrative Offices 2233 Deerfield Drive, Fort Mill, SC 29715</p>  | <p>Solicitation #: 19-018</p> <p>Date Issued: November 11, 209</p> <p>Procurement Specialist: Angela Queen</p> <p>Phone: (803) 548-8430</p> <p>Fax: (803) 547-4696</p> <p>E-Mail Address: queena@fortmillschools.org</p> |
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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: 19-018

Project Name: Retention Pond Maintenance – District wide multi-year contract

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.