

	<p align="center">Fort Mill School District</p> <p align="center">Addendum #1</p>	Solicitation Number: Date Issued: Procurement Specialist: Phone: E-Mail Address:	#19-033 March 16, 2020 Angela Queen (803) 548-8430 queena@fortmillschools.org
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DESCRIPTION: **Nation Ford High School Band Uniforms**

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.

<p align="center">SUBMIT YOUR SEALED OFFER TO THE ADDRESS BELOW:</p>	
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.

BIDS DUE NO LATER THAN: Monday, March 23, 2020 at 11 am – bid opening will be conducted via video recording and posted to <https://www.fortmillschools.org/departments/procurement> .

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

CONFERENCE TYPE: NONE DATE & TIME:	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted on or around March 30, 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 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) <small>(See "Signing Your Offer" provision.)</small> <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)		
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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 District Office location. Therefore, all bid packages MUST be submitted via your preferred mail/package delivery service. Because the original due date is tomorrow, March 17, 2020, we are extending the due date for bids to Monday, February 23, 2020 at 11 am to allow time for your bid packages to be mailed to us versus being hand-delivered.

We will still conduct a public opening of the bid packages here at our District Office via a video recording. The video of the bid opening will be posted to our Fort Mill School District Procurement page as quickly as possible after 11 am on Monday, March 23, 2020. You may view the bid opening by following this link to our Procurement page:

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

Please note that all unchanged 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 (JAN 2004): (a) The Solicitation may be amended at any time prior to opening. All prospective offerors of record will be sent any amendments. If this solicitation is amended, then all terms and conditions which are not modified will 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.

PUBLIC OPENING (JAN 2004): Offers will be publicly opened at the date/time and at the location identified on the Cover Page, or last Amendment, whichever is applicable.

SUBMITTING A PAPER OFFER OR MODIFICATION (MODIFIED – MAR 2015): When submitting 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.

DISTRICT OFFICE CLOSINGS (MODIFIED – JAN 2004): If an emergency or unanticipated event interrupts normal District processes so that offers cannot be received at the District office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal District processes resume. **In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening.** If District offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference.

Please do not forget to submit w/ your bid:

- Signed Cover Page and Page Two of the Solicitation
- Bid Schedule
- Appendix A – Deviation Form
- Appendix B – Non Collusion Form
- Appendix C – Uniform Software Information Sheet/Questionnaire
- Appendix D – Representative Information (Factory Trained Representative)
- Drug-free Workplace Certification
- FMSD Substitute W-9 form
- Sample Uniform

Bid Schedule

By signing below we certify that we have reviewed the attached specifications and, unless deviations are listed, will supply uniforms and accessories exactly as specified.

Quantity	Item	Unit Price	Extended Price
	Uniforms per attached specifications		
250	Coats		
250	Jumpsuit Trousers		
250	Shako Hats		
250	Shako Wrap #1		
250	Shako Wrap #2		
250	Detachable Collar		
250	Top #1		
250	Top #2		
250	Front Detachable Slash #1		
250	Front Detachable Slash #2		
250	Detachable Drop #1		
250	Detachable Drop #2		
250	Side Drape #1		
250	Side Drape #2		
250	Pair Gauntlet Cuffs		
250	Plume		
250	Feather Spears		
250	Plastic Shako Storage Boxes		
255	Garment Bags		
5	Drum Major Uniforms – complete		
3	Plume Carrier		
		TOTAL	

F.O.B. Destination _____ **% Prepayment Discount if applicable**
 Freight Included to Designated Location (this will not be evaluated in AWARD)

TERMS:

If awarded the contract, we agree to ship a sample uniform within ____ days and to ship the entire order within approximately ____ calendar days after approval of sample and receipt of necessary details and measurements. Uniforms must be received no later than 8/3/2020.

Company: _____ **DATE:** _____

Address: _____

Telephone: _____ **E-Mail** _____

Signed By _____ **Title**

APPENDIX A

DEVIATION FORM

NOTE: The District will not accept the general statement:

“ALL UNIFORMS WILL BE CONSTRUCTED USING OUR STANDARD MANUFACTURING PROCEDURES WHICH ARE EQUAL TO, IF NOT BETTER THAN THOSE CALLED FOR IN THE SPECIFICATIONS.”

Any, and all, deviations in construction **MUST** be documented below. Any bid submitted without the detailed deviation documentation will be rejected.

1. Does your uniform deviate from attached specifications?

_____ YES _____ NO

If YES, indicate below any and all deviations from the construction specifications:

2. Will your uniform be manufactured using “Xtreme Wool” fabrics?

_____ YES _____ NO

If NO, indicate what type fabric will be used along with manufacturer and specifications:

AUTHORIZED SIGNATURE

APPENDIX B

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

- A. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor;
- B. This bid or proposal has not be knowingly disclosed and will not be knowingly disclosed, prior to the opening of the bids, or proposals for this project, to any other bidder, competitor or potential competitor;
- C. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- D. The person signing this bid or proposal certifies that he has full informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.

COMPANY NAME

AUTHORIZED SIGNATURE

TITLE

APPENDIX D:

The Bidder agrees to provide a factory-trained representative to handle all the details of the order. Said representative will be responsible for designing, measuring, and servicing the order throughout the initial purchase and on a continuing basis.

Assigned Representative's Name

Address

E-Mail

Direct Phone Number

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.*

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



Solicitation #: 19-033

Date Issued: February 25, 2020

Procurement Specialist: Angela L Queen

Phone: (803) 548-8430

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: 19-033

Project Name: Nation Ford High School Band Uniforms

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.