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|--|---------------------------|----------------------|---------------------------|
| <b>Williamsburg County<br/>School District</b> | <b>Invitation for Bid</b> | Solicitation Number: | WCSD201819-10             |
|  |                           | Date Issued:         | May 10, 2019              |
|  |                           | Procurement:         | Nicole Dixon              |
|  |                           | Asst. Director OF:   | Michael R. Barrineau      |
|  |                           | Phone:               | 843-355-5571 Ext 6133     |
|  |                           | E-Mail Address:      | mbarrineau@wcsd.k12.sc.us |

DESCRIPTION: **Contract for monthly janitorial supplies for all district facilities.**

The Term "Offer" Means Your "Bid" or "Proposal". All offers must be submitted in a sealed package. . BIDS must be submitted in sealed envelopes with the bid number clearly marked **"Bid No. WCSD201819-10"** on the outside of the envelope for easy identification by the Procurement Officer.

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| <b>SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:</b>  |   |
| <b>MAILING ADDRESS:</b><br>Michael R. Barrineau<br>Williamsburg County School District<br>500 N. Academy Street, Building D<br>Kingstree, SC 29556 | <b>PHYSICAL ADDRESS:</b><br>Michael R. Barrineau<br>Williamsburg County School District<br>500 N. Academy Street, Building D<br>Kingstree, SC 29556 |

BIDS MUST BE RECEIVED NO LATER THAN 10:00 am on May 24, 2019

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

CONTRACT PERIOD: EFFECTIVE July 1, 2019 – June 30, 2021

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| <b>CONFERENCE TYPE: N/A</b><br><b>DATE &amp; TIME: N/A</b> | <b>LOCATION: N/A</b> |
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| <b>AWARD &amp; AMENDMENTS</b> | Intent to award will be posted no later than May 31, 2019. The award, this solicitation and any amendments may be posted at the following web address:<br><a href="https://vrapp.vendorregistry.com/Bids/Manager/BidsList?MenuItem=Solicitations">https://vrapp.vendorregistry.com/Bids/Manager/BidsList?MenuItem=Solicitations</a> |
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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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|--|--------------------|--|--|
| <b>NAME OF OFFEROR</b><br><br>(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. |  |
| <b>AUTHORIZED SIGNATURE</b><br><br>(Person must be authorized to submit binding offer to contract on behalf of Offeror.) |                    | <b>TAXPAYER IDENTIFICATION NO.</b><br><br>(See "Taxpayer Identification Number" provision)   |  |
| <b>TITLE</b><br><br>(business title of person signing above)   |                    |  |  |
| <b>PRINTED NAME</b><br><br>(printed name of person signing above)  | <b>DATE SIGNED</b> | <b>STATE OF INCORPORATION</b><br><br>(If you are a corporation, identify the state of incorporation.)  |  |

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| <b>OFFEROR'S TYPE OF ENTITY: (Check one)</b>               |   |   | (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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| <b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business) | <b>NOTICE ADDRESS</b> (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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| <b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)                                 | <b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses) |
| ____ Payment Address same as Home Office Address<br>____ Payment Address same as Notice Address <b>(check only one)</b> | ____ Order Address same as Home Office Address<br>____ Order Address same as Notice Address <b>(check only one)</b>          |

| <b>ACKNOWLEDGMENT OF AMENDMENTS</b><br>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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| <b>DISCOUNT FOR PROMPT PAYMENT</b><br>(See "Discount for Prompt Payment" clause) | 10 Calendar Days (%) | 20 Calendar Days (%) | 30 Calendar Days (%) | ____ Calendar Days (%) |
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End of Page Two

## **Invitation to Sealed Bid No. WCSD20182019-10**

### **Williamsburg County School District will receive sealed bids for JANATORIAL SUPPLIES for all district facilities.**

Sealed BIDS will be received in the Offices of the Williamsburg County School District at 500 N. Academy Street, Kingstree, South Carolina 29556.

Bids shall be opened promptly at the stated time and date and their contents will be made public for the information of the bidder and others properly interested. The bid will not be awarded until the Procurement Officer and the applicable Department Director have had ample time to review each bid.

BIDS must be submitted in sealed envelopes with the bid number clearly marked “**Bid No. WCSD20182019-10**” on the outside of the envelope for easy identification by the Procurement Officer. **Williamsburg County School District Sealed Bids** may be hand delivered to the address noted above. Any bids received later than the specified time will not be accepted/considered. The District will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Bids submitted by mail, Federal Express, United Parcel Service, etc. must meet these same requirements and shall be addressed to:

**Williamsburg County School District  
Attn: Michael R. Barrineau  
500 N. Academy Street  
Kingstree, SC 29556**

**Williamsburg County School District** reserves the right to engage in discussions with any or all responsible persons who submit bids which appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the invitation to sealed bids requirements herein.

This solicitation does not commit the **Williamsburg County School District** to award a contract/purchase order, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services. The **Williamsburg County School District** reserves the right to reject any and all responses to cancel this solicitation, and to make an award deemed in its own best interest.

### **INSTRUCTION TO BIDDERS**

Bids must be signed by an individual legally authorized to offer the pricing and response to this invitation. Any bid that is not signed will not be accepted. All persons must follow the specifications outlined in this sealed bid document. Any bidder who finds discrepancy in or omission from the specifications, or is in doubt as to their meaning, or feels that the specifications are discriminatory, shall notify the Williamsburg County School District Procurement Officer in writing not later than 5 days prior to the scheduled opening of bids.

The Williamsburg County School District will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the Williamsburg County School District Procurement Officer.

**DEFINITIONS:** Responsible person means a person/persons who has the capability in all respects to fully perform contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive person means a person who has submitted a bid which conforms in all material respects to the invitation to the bid.

**PROTEST:** Any actual or prospective vendor, bidder, or contractor who is aggrieved in connection with the solicitation or award of a contract may formally protest to the Finance Director. The protest shall be submitted in writing within seven (7) days after such aggrieved person or party knows or should have known of the facts giving rise thereto.

**DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the Williamsburg County School District shall be final and binding on all parties. The Procurement Officer may request in writing, the recommendation of the head of the Williamsburg County School District agency using the item or other objective sources.

**EXCEPTIONS:** Exceptions taken do not obligate the District to change the specifications. The Williamsburg County School District Procurement Officer will notify all bidders in writing, by addendum duly issued, of any interpretations made of specifications or instructions.

**DEVIATIONS:** Any deviations from specifications contained herein must be noted in detail on the bidder's bid response for the Williamsburg County School District's consideration. Failure to submit documentation of deviations shall be grounds for rejection of the item offered to the Williamsburg County School District.

**CHANGES:** Any changes in this Invitation to Bid/Quote after the purchase order/contract agreement has been awarded must be with the written consent of the Procurement Officer otherwise, the responsibility for such changes lies with the vendor.

**INQUIRIES:** All technical questions concerning this invitation to bid and/or process shall be directed to Mr. Michael R. Barrineau, Executive Director of Operations and Facilities, Williamsburg County School District, 500 N. Academy Street, Kingstree, South Carolina 29556. The e-mail address of Mr. Barrineau is [mbarrineau@wcsd.k12.sc.us](mailto:mbarrineau@wcsd.k12.sc.us).

**A complete copy of the Williamsburg County School District Purchasing Policies is available at:  
Williamsburg County School District  
Department of Finance  
500 N Academy Street, Building D  
Kingstree, South Carolina 29556**

## **TAXES**

The Williamsburg County School District pays SC Sales Taxes in the amount of 8%. However, the Williamsburg County School District is exempt from Federal Excise Taxes and will issue exemption certificates if requested.

## **BID AWARD**

Bids will be received until 10 am and open at 12 pm on Friday, May 24, 2019.

## **CRITERIA FOR AWARD**

Bid will be awarded by May 31, 2019

## **SUMMARY OF PROJECT**

Williamsburg County Schools is requesting bids to provide typically on a monthly or as needed basis for delivery of Janitorial & Custodial Supplies for eleven schools (11) and one (1) support office locations.

Summary Scope of Work:

- To supply typically on a monthly or as needed basis Janitorial and Custodial supplies for 11 Schools and 1 support location.
- Individual Site Orders will be submitted from the school district on the vendor provided order. Orders will be delivered to Site Location as listed in Attachment A.
- The pricing term for bid awards must be from July 01, 2019 through June 30, 2020 with no pricing increases during the term period.
- The district reserves the right to award a contract for supplies to one or more vendors and reserves the right to award one or more contracts per bid item price or by item category.
- Chemical supplies including disinfectant and window cleaner can be "green" solutions with vendor installed mixing equipment where applicable.
- All vendors agree to substitute products at the district request with no additional per price increases if requested.
- Vendor must ensure all soap and paper product holders are compatible for products being supplied and agree to install new dispensers where needed. All dispensers installed by the vendor become the property of the Williamsburg County Schools.
- Vendor invoicing shall be submitted on a monthly basis for actual supplies ordered for that month.
- If Requested, Samples of all products for which a bid is submitted will become the property of the Williamsburg County Schools at no charge and will not be returned if unused or if the contract is not awarded to the vendor submitting the samples.
- Product SDS & Specifications Sheets. (Attachment B)

Bids will be received by the Williamsburg County School District herein called the Owner, at Williamsburg County School District, 500 N. Academy Street, Kingstree, South Carolina until 10:00 o'clock A.M. Friday, May 24, 2019 then and there at said office to be publicly opened and read aloud at 12 pm. Each Bid must be submitted in a sealed envelope, addressed to:

**Williamsburg County School District  
500 N. Academy Street  
Kingstree, South Carolina 29556  
Attn: Michael R. Barrineau**

Each sealed envelope containing a BID must be plainly marked on the outside as BID for **Williamsburg County School District Janitorial Supplies - WCSD20182019-10**, and also bear on the outside, the name of the BIDDER, his/her address, and the name (**Solicitation No. WCSD20182019-10**) of the project for which the BID is submitted. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the **OWNER at same address as below marked as indicated.**

**ATTACHMENTS TO SOLICITATION –**

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Be sure to include the name of the business submitting the offer.

**SEALED BID – DO NOT OPEN**

**SOLICITATION NO: WCSD201819-10  
WCSD JANITORIAL SUPPLIES**



**DELIVER TO: WILLIAMSBURG COUNTY SCHOOL DISTRICT  
OPERATIONS & FACILITIES DEPARTMENT  
MICHAEL R. BARRINEAU  
500 N ACADEMY STREET  
KINGSTREE, SC 29556**



**SUBMITTED BY:**

**NAME OF OFFEROR (FULL LEGAL NAME OF BUSINESS SUBMITTING THE OFFER)**

## Attachment A: School Address List

| <b>Williamsburg County School District:</b> |   |  |
|---|---|--|
|   | <b>School Name:</b>                                   | <b>Address:</b>  |
| <b>1</b>                                    | <b>C. E. MURRAY HIGH SCHOOL</b>                       | <b>222 C. E. Murray Blvd. Greeleyville, SC<br/>29056</b>     |
| <b>2</b>                                    | <b>GREELEYVILLE ELEMENTARY<br/>SCHOOL</b>             | <b>7 Varner Avenue Greeleyville, SC 29056</b>                |
| <b>3</b>                                    | <b>Hemingway Career and Technology<br/>Center</b>     | <b>1593 Hemingway<br/>Highway, Hemingway, SC 29554</b>       |
| <b>4</b>                                    | <b>HEMINGWAY HIGH SCHOOL</b>                          | <b>402 S. Main St. Hemingway, SC 29554</b>                   |
| <b>5</b>                                    | <b>HEMINGWAY M.B. LEE MIDDLE<br/>SCHOOL</b>           | <b>400 South Main Street Hemingway, SC<br/>29554</b>         |
| <b>6</b>                                    | <b>Hemingway Elementary</b>                           | <b>160 Baxley Road Hemingway, SC 29554</b>                   |
| <b>7</b>                                    | <b>Kenneth Gardner Elementary</b>                     | <b>1503 Woodland Drive Kingstree, SC<br/>29556</b>           |
| <b>8</b>                                    | <b>KINGSTREE MIDDLE MAGNET<br/>SCHOOL OF THE ARTS</b> | <b>710 THIRD Avenue Kingstree, SC<br/>29556</b>              |
| <b>9</b>                                    | <b>KINGSTREE SENIOR HIGH<br/>SCHOOL East</b>          | <b>615 Martin Luther King<br/>Avenue Kingstree, SC 29556</b> |
| <b>10</b>                                   | <b>KINGSTREE SENIOR HIGH<br/>SCHOOL West</b>          | <b>616 Martin Luther King<br/>Avenue Kingstree, SC 29556</b> |
| <b>11</b>                                   | <b>W.M. ANDERSON PRIMARY<br/>SCHOOL</b>               | <b>500 Lexington Avenue Kingstree, SC<br/>29556</b>          |
| <b>12</b>                                   | <b>District Office Annex</b>                          | <b>500 North Academy St Kingstree, SC<br/>29556</b>          |