 <p>Williamsburg County School District</p>	<h2>Invitation for Bid</h2>	<p>Solicitation Number: WCSD201920-01 Date Issued: July 16, 2019 Procurement: Nicole Dixon Food Service Director: Nicole G. Giles Phone: 843-355-5571 Ext 6201 E-Mail Address: ngiles@wcsd.k12.sc.us</p>
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DESCRIPTION: To award a contract to purchase uniforms.

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. WCSD201920-01”** on the outside of the envelope for easy identification by the Procurement Officer.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:	
MAILING ADDRESS: Nicole G. Giles Williamsburg County School District 500 N. Academy Street, Building A Kingstree, SC 29556	PHYSICAL ADDRESS: Nicole G. Giles Williamsburg County School District 500 N. Academy Street, Building A Kingstree, SC 29556

BIDS MUST BE RECEIVED NO LATER THAN 2:00 pm on July 30, 2019

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

CONTRACT PERIOD: EFFECTIVE July 1, 2019 – June 30, 2020

CONFERENCE TYPE: N/A DATE & TIME: N/A	LOCATION: N/A
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AWARD & AMENDMENTS	Intent to award will be posted no later than August 5, 2019. The award, this solicitation and any amendments may be posted at the following web address: https://vrapp.vendorregistry.com/Bids/Manager/BidsList?MenuItem=Solicitations
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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) (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)

(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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Specifications or Scope of Work

PURPOSE: It is the intent of these specifications to award a contract to purchase uniforms.

SPECIFICATIONS:

This contract will be established for the Williamsburg County School District – Food Services Department.

The Food Service Department believe that the uniforms they provide their staff should always project the positive image of a clean and well-organized operation with a reputation for delivering quality, professional services and an efficient and committed staff that will help build customer confidence in their services. As such, Williamsburg County School District is desirous of entering in to a uniform service agreement with a company who will meet all performance obligations at or above the quality level specified.

The following requirements have been established for the Food Services Department to furnish and maintain new uniforms for all employees. Uniforms are to be furnished with required patches as specified below.

Uniforms

All new uniforms shall be provided at the beginning of the contract period and there must be continuous upgrades provided during the term of the contract. All fittings will take place at the location listed below with all sizes available. All employees shall retain an original issued uniform for more than one (1) year during the 2-year contract. Actual measurements of the employees are provided with the uniforms. Any additional employee(s) requiring uniform(s) or shoe(s) during the period of this contract will also be fitted and issued uniform(s) as good as or better than uniforms presently supplied at the contract price. The District reserves the right to accept or reject the uniforms.

The contractor shall furnish patches for all garments as determined by the District. Details for the patches and their placement on the uniform is specified in the Agency Logo section below.

There will be no seasonal change in shirts. The department will only allow employees to select short sleeves.

UNIFORM REQUIREMENT

Shirt: Euro Style Kitchen Shirts

(Black/Red), (Red/Black) 5-Button with traditional collar, Short Sleeves, Style Pocket, Light Weight, Unisex; Fits Men and Women; 65% Polyester, 35% Cotton, Machine Wash, Shrink Resistant; Left Chest Embroidery w/Apple Art/Logo “Williamsburg County School District Food Services” above the Patch Style Pocket.

Lightweight Poly/Cotton Blend:

Classic Baggy /Black, Elastic waistband, 65% Polyester, 35% Cotton, Pocket on Right side, Unisex, Machine Wash, Shrink Resistant.

ADJUSTMENT OF SERVICES

The district reserves the right to make any additions, changes, or deletions to the original contract as per current requirements within the District at any point in time. The changes must be documented and approved by the Procurement Officer. Any insignificant changes to original contract terms will not be grounds under which the District must enter the solicitation process again. The unit price from the bid schedule shall be utilized to determine the change in contract price resulting from adjustments in service.

Quote to include bid invitation sheet, production time and shipping fees (Attachment A).

Deliver to:

Mrs. Nicole G. Giles

Food Services Department

Williamsburg County School District,

500 N. Academy Street

Kingstree, SC 29556

ATTACHMENT A

PRODUCTION TIME:

SHIPPING FEES: _____

TOTAL COST: _____

REASON FOR NO BID: _____

Authorized Signature: (Manual) _____


Authorized Signature: (Typed) _____

Title _____

Date Signed: _____

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.

<p style="text-align: center;">SEALED BID – DO NOT OPEN</p> <p style="text-align: center;">SOLICITATION NO: WCSD201920-01 WCSD FOOD SERVICES - UNIFORMS</p> <p style="text-align: center;"></p> <p style="text-align: center;">DELIVER TO: WILLIAMSBURG COUNTY SCHOOL DISTRICT FOOD SERVICES DEPARTMENT NICOLE G. GILES 500 N ACADEMY STREET, BUILDING A KINGSTREE, SC 29556</p> <p>SUBMITTED BY: _____ NAME OF OFFEROR (FULL LEGAL NAME OF BUSINESS SUBMITTING THE OFFER)</p>
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