

 <p><b>Williamsburg County School District</b></p>	<p><b>Invitation for Bid</b></p>	<p><b>Solicitation Number:</b> WCSD201920-11  <b>Date Issued:</b> May 15, 2020  <b>Director:</b> Micheal R. Barrineau  <b>Phone:</b> 843-355-5571 Ext 6133  <b>E-Mail Address:</b> mbarrineau@wcsd.k12.sc.us</p>	
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**DESCRIPTION:** Williamsburg County School District will receive sealed bids for the removal and replacement of existing fencing at WCSD Office.

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. WCSD201920-11" on the outside of the envelope for easy identification by the Procurement Officer.

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

BIDS MUST BE RECEIVED NO LATER THAN 10:00 am on June 4, 2020

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

CONTRACT PERIOD: EFFECTIVE June 10, 2020

<p>CONFERENCE TYPE: <b>Mandatory Site Visit Is Required</b>  DATE &amp; TIME: May 28, 2020 at 10am</p>	<p>LOCATION: District Office Building A-PD room, 500 N.Academy Street, Kingstree, SC 29556</p>
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<p>AWARD &amp; AMENDMENTS</p>	<p>Intent to award will be posted no later than June 10, 2020. The award, this solicitation and any amendments may be posted at the following web address: <a href="https://vrapp.vendorregistry.com/Bids/Manager/BidsList?MenuItem=Solicitations">https://vrapp.vendorregistry.com/Bids/Manager/BidsList?MenuItem=Solicitations</a></p>
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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.

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

<p>OFFEROR'S TYPE OF ENTITY: (Check one)  ___ Sole Proprietorship      ___ Partnership  ___ Corporate entity (not tax-exempt)      ___ Corporation (tax-exempt)</p>	<p>(See "Signing Your Offer" provision.)  ___ Other _____  ___ Government entity (federal, state, or local)</p>
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**(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 <b>(check only one)</b>	___ Order Address same as Home Office Address ___ Order Address same as Notice Address <b>(check only one)</b>

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

**Mandatory Site Visit Is Required!** Pre-bid meeting and site visits scheduled for **10:00am, Thursday, May 28, 2020** at Williamsburg County School District, Building A – Professional Development Room, 500 N. Academy St., Kingstree, SC 29556.

Sealed BIDS will be received by 10:00am on June 4, 2020, and will be opened at 12:00 noon in the Offices of the Williamsburg County School District at 500 N. Academy Street (Maintenance Office), 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. WCSD201920-11”** 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: Mr. 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 10:00am and will be opened at 12:00 noon on Thursday, June 4, 2020. Include bid invitation sheet and vendor bid sheet.

- All bids received will be examined promptly after opening and award will be made by 5:00pm, Wednesday, June 10, 2020.
- The bid of the lowest responsive/responsible bidder(s) shall mean the bidder(s) who make(s) the lowest bid, to provide the services set forth in the agreement and who is known to be fit and capable to perform the services bid upon.
- The Williamsburg County School District specifically reserves the right to reject any and all bids, to accept any or all parts of a bid, to increase or decrease the quantity for required services to meet additional or reduced requirements or to re-solicit bids on the required services, or to reject any and all bids and formally advertise for bids on the required services or portions thereof.
- All prospective bidders are to take special notice that performing the work per specifications as well as cost will be an important factor in determining selection of the contractor.
- The successful bidder(s) shall procure and maintain during the life of the contract the following insurance coverage's:

**Worker's Compensation:** Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit.

**Comprehensive General Liability:** Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.

**Business Auto Policy:** Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles and employee non-ownership.

**Special Requirements:**

Current, valid insurance policies meeting the above requirements shall be maintained for the duration of the project. Renewal certificates shall be sent to the Williamsburg County School District thirty (30) days prior to any expiration date. There shall also be a 30 day notification to the District in the event of cancellation or modification of any stipulated insurance coverage. Certificates of Insurance on an Acord 25 (8/84) or similar form meeting the required insurance provisions shall be forwarded to the Williamsburg County School District. Wording on the Certificate of Insurance which states that no liability shall be imposed upon the company for failure to provide such notice is not acceptable. Original policies or certified copies of policies may be required by the District at any time.

**Hold Harmless:** The Contractor agrees to indemnify and hold harmless the Williamsburg County School District from all loss, liability, claims or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of the Contractor except to the extent same are caused by the negligence or misconduct of the District.

# INFORMATION FOR BIDDERS

## Williamsburg County School District - Annex

### Specification for removal/installation of fencing:

**A**  
Ornamental aluminum municipal grade fence (spear top) across front of property on Academy Street:  
Height 6ft.  
Post: 2 ½ x 2 ½ x 8 ft.  
Channel Rail: 3 rail – 1in. x 1 ½ in  
Pickets: ¾ in. x ¾ in.  
Gate Post: 4 in. x 4 in. x 9 ft.

Gates (ornamental): 1 - 24 ft dd  
1 - 18 ft dd  
1 - 16 ft dd  
1 - 16 ft cantilever gate set up for a gate opener

**B**  
Black vinyl coated chain link on Kelly Street:  
Height 6 ft.  
Wire: 2 in. mesh 8 gauge  
Post: Terminal – 3 in. X pp20 ga  
Top rails: 1 5/8 X pp20  
Gates: 4 in. X pp20  
Line: 2 in. X pp20

Gates (black chain link gates):  
1 - 22 ft dd  
1 - 22 ft cantilver set up for opener

**C**  
Removal of old fencing and gates:  
The district reserves the right to retain some or all fencing for future use.

### LIABILITY

The Contractor shall assume liability of damage or loss resulting from the wrongful act(s) and/or negligence of its employees while they are on District-owned premises. The Contractor or his insurer shall reimburse the District for any such damage or loss within thirty (30) days after a claim is submitted.

### SECURITY

Any problems occurring on the premises which are reported to the police are also to be reported to the contract coordinator.

Only the Contractor's employees (no friends, family members, etc.) are permitted on site when services are performed.

#### CONTRACTOR'S PERSONNEL

- A. Upon request, Contractor must supply the District with a list of employees and/or supervisors to be used in performing services in the areas maintained. Also phone numbers for contract persons including all supervisors and owners.

#### GENERAL SUPERVISION OF EMPLOYEES

The Contractor agrees to be responsible for and shall provide general supervision of all of its employees working under this contract. The Contractor shall ascertain that all of its employees abide by the following rules:

- A. They shall be of good integrity and character.
- B. They will not be employees of the Williamsburg County School District, or former employees of Williamsburg County School District who were terminated for cause.
- C. They will have no convictions for violent crimes (homicide, rape, robbery, assault, sexual offense, etc.) or property crimes (burglary, larceny, shoplifting, etc.) for the last ten years.
- D. They shall report any property loss or damage to their Supervisor immediately. The Supervisor shall report in writing, such damage to the Contract Coordinator within 24 hours. Written notice of the incident will be faxed, emailed or provided in hardcopy, specifying the location and extent of the damage. Failure to report such damage, as required, may be construed as default of the contract.
- E. They shall not engage in idle or unnecessary conversation with District employees or Students.
- F. Upon written request of the Contract Coordinator to the Contractor, any Contractor's employees who fail to abide by these or other rules established by the Coordinator will be immediately pulled off the job and replaced.



**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: WCSD201920-11**  
**WCSD OFFICE - ANNEX**



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

**SUBMITTED BY:** \_\_\_\_\_

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



# VENDOR BID FORM

## Fence

A: \$ \_\_\_\_\_

B: \$ \_\_\_\_\_

## Removal

C: \$ \_\_\_\_\_

**Total Bid:** \$ \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_