 <p><b>Williamsburg County School District</b></p>	<p><b>Invitation for Bid</b></p>	<p><b>Solicitation Number:</b> WCSD202324-11  <b>Date Issued:</b> April 18, 2024  <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 fabrication and installation of football lockers at Kingstree High School.

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. WCSD202324-11**" 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 12:00 pm on May 7, 2024

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

CONTRACT PERIOD: Completion Date July 24, 2024

<p>CONFERENCE TYPE: <b>Site Visit</b>  DATE &amp; TIME: April 26, 2024 at 10am</p>	<p>LOCATION: Kingstree High School West, 616 MLK Jr. Blvd.,  Kingstree, SC 29556</p>
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<p>AWARD &amp; AMENDMENTS</p>	<p>Intent to award will be posted no later than May 13, 2024. 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. (See "Signing Your Offer" and "Electronic Signature" provisions.)

<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)  <input type="checkbox"/> Sole Proprietorship    <input type="checkbox"/> Partnership  <input type="checkbox"/> Corporate entity (not tax-exempt)    <input type="checkbox"/> Corporation (tax-exempt)</p>	<p>(See "Signing Your Offer" provision.)  <input type="checkbox"/> Other _____  <input type="checkbox"/> 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	___ Order Address same as Home Office Address
___ Payment Address same as Notice Address <b>(check only one)</b>	___ 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

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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**Pre-bid meeting and site visits scheduled for 10:00am, April 26, 2024 at Kingtree High School West, 616 MLK Jr. Blvd., Kingtree, SC 29556.**

Sealed BIDS will be received by 12:00 noon on May 7, 2024, in the Offices of the Williamsburg County School District at 500 N. Academy Street (Maintenance Office), Kingtree, 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. WCSD202324-11**” 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  
Kingtree, 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 12:00 noon and will be opened at 2 pm on May 7, 2024. Include bid invitation sheet and vendor bid sheet.

**CRITERIA FOR AWARD**

Bid will be awarded by May 13, 2024

**INFORMATION FOR BIDDERS**

**General Requirements**

Winning bidder will furnish all necessary labor and materials to fabricate and install 72 football lockers at Kingstree High School. Winning bidder is also responsible for the cleanup and removal of all debris and packaging and the placement and storage of all necessary materials. The district requires a **turn-key** package.

**Locker Specifications:**

Maple Low Pressure Laminate Locker

24"W x 24"D x 72"H Recessed

Upper Cubby with handle and Hasp

Upper Cubby Graphic

(3) Double Coat Hooks

Clothes Rod

Lift Up lid

Vertical Vents

Lower Decal

**Locker Installation Specifications:**

See Attachment A

**Requested Completion Date: Job must be completed by July 24, 2024.**

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 12:00 noon, May 7, 2024 then and there at said office to be publicly opened and read aloud at 2 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: Mr. Michael R. Barrineau**

Each sealed envelope containing a BID must be plainly marked on the outside as BID for **Williamsburg County School District Signs -WCSD202324-11**, and also bear on the outside, the name of the BIDDER, his/her address, and the name (**Bid No. WCSD202324-11**) 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 above 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: WCSD202324-11**  
**WCSD DISTRICT KHS Football Lockers**



**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)**





# WCSD VENDOR INFORMATION

**VENDOR BID: KHS Football Lockers**

**BID NO: WCSD202324-11**

**VENDOR NAME:** \_\_\_\_\_

**BID Amount:** \_\_\_\_\_

**Authorized Name: (Print)** \_\_\_\_\_

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

**Title** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

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



# Attachment A:

## Quick-Guide for Wood Lockers and toe kick base

### Athletic Edge by Pivotal Health Solutions

This Quick Guide provides a brief overview of floor and wall-mounted locker installation instructions.

**Warning:** before performing any construction work on your facility, make sure you know and fully understand your electrical system, plumbing system and any other mechanical system(s) that might be housed behind and/or within your walls and floor. Do not attempt this installation if you are unsure of which system(s) might be inside your walls or other structures. Serious injury or death may occur if you come into contact with these systems.

Be sure to use the appropriate fasteners for the type of material you are attaching. Make sure all fasteners are the appropriate size and design for the total load your locker will encounter. Typical walls are fabricated from CMU (aka 'cinder block') and wood or metal studs with drywall covering.

For detailed instructions about specific techniques shown in this guide, consult your **local Professional** construction or installation expert.

Installing lockers, especially larger/heavier lockers, is typically a two-person job.

Tools needed for a typical installation:

- Drill and/or Drill-Driver (either electric or cordless)
- Drill bits and driver bits (size and type based on wall material and fasteners)
- Skill Saw and/or Table Saw
- Level and tape measure
- Hand tools such as screwdrivers, pry-bar, rubber hammer, pencil
- Stud Finder if you have stud wall construction
- Hammer drill for CMU or concrete wall construction

### Building toe kick bases

This section outlines a common method of building raised bases for lockers. General construction methods and common materials are used. Typical bases are fabricated on site using 2x4 lumber set on edge and topped with ½" plywood on top. This yields a 4" high toe kick base.

**Step 1:** Determine the placement and layout of all lockers before you start installation. Make sure to check the actual measurements of locker dimensions and mark the corners and edges of this on your walls. Make sure to account for a small amount of tolerance stacking for long runs of lockers.

**Step 2:** Based on your layout, determine where your toe kick will be placed on the floor. Lockers will install flush to walls and should overhang the bases by approx. 2" on the front and sides. Follow the steps in the diagrams below to build a raised toe kick. If your installation might be subjected to high humidity and/or moisture, you might choose to use moisture resistant materials.

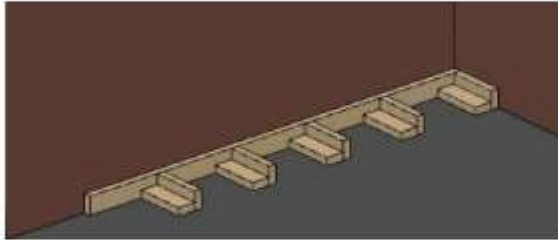


Figure A – Build several L-shaped cross members approximately 16" – 24" on centers

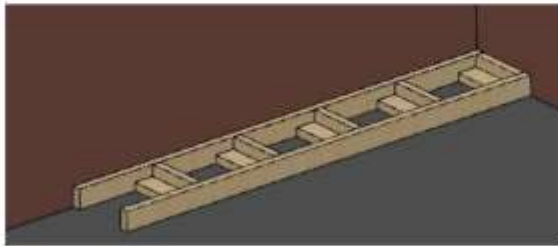


Figure B – Finish the ladder-shaped base and secure to floor as needed

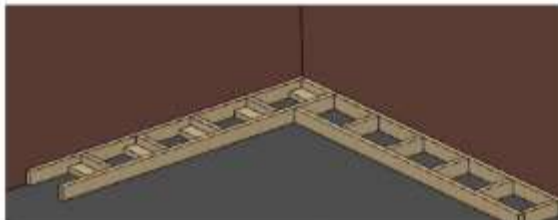


Figure C – Build all the ladder shapes and secure to floor as needed (approx. every 3 feet)

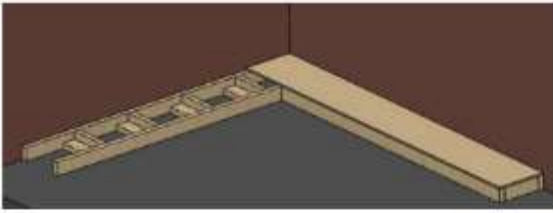


Figure D – Top the 2x4 bases with 1/2" thick plywood cut to same size as the bases

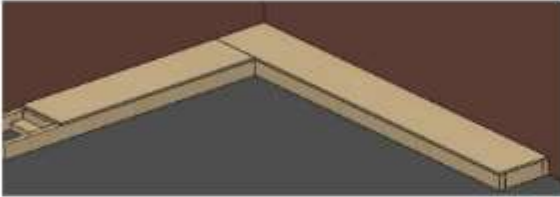


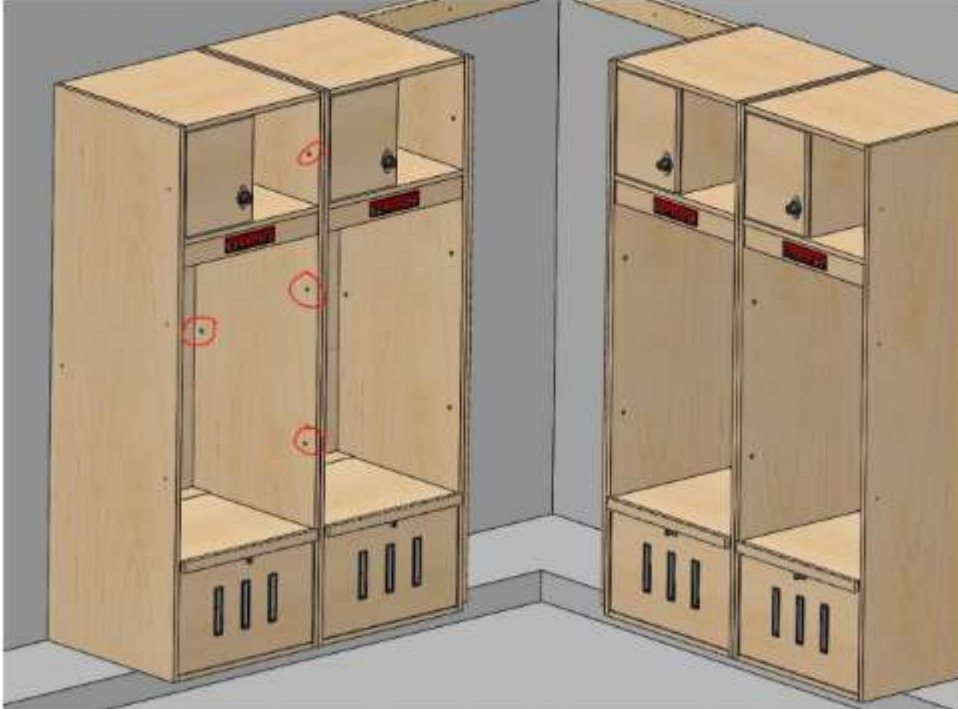
Figure E – Complete all the tops and secure the bases to the floor



Toe kick face covers can be added before or after locker installation. Toe kick face material typically is matched to the surrounding room.

### Typical Wood Locker Installation with corner fillers

Toe Kicks are assembled and installed on site by a qualified contractor/installer. Typical toe kicks are 4" high and rebated from the locker face by about 2-3". Lockers should be placed on top of the toe kick and pushed back tightly into the wall. Lockers can be secured to each other using the hardware provided. Attachment holes are pre-drilled and counter-bored to match the provided hardware. Lockers can be attached to wall and floor/toe kick using fasteners that are appropriate to the substrate. See drawing below.

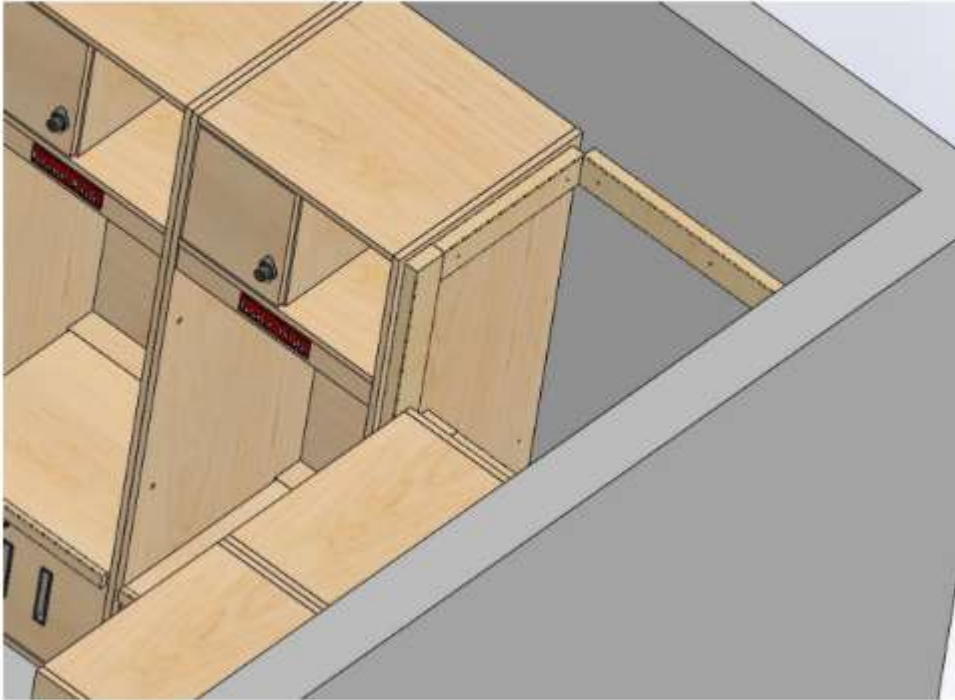


### Corners and fillers

Corner and filler panel material can be provided with a locker order. The Purchase Order must include specific details for panel size and quantity and must be quoted at the time of order. Any material added to a Purchase Order already submitted will result in additional charges and a project Change Order.

### Typical installation of filler and corner panels

Locate and place lockers in their final configuration. Make sure all spaces and gaps are set appropriately before all lockers and filler/corner panels are measured or cut. After lockers are placed and secured, measure the final dimensions of the corners or filler areas. Cut rough lumber (such as ordinary construction 2x4s) to fit your locker and spaces. Lumber should be set back the thickness of the panel material which is typically  $\frac{3}{4}$ ". Level and place rough lumber for support of the top and side panels. Make sure all the rough lumber is correctly measured, level and secure to walls and lockers.



### Final Installation of panels

After the rough lumber is level and secure, the finished panels can be measured and cut. Measure each part for final fit and install the panels using the appropriate fasteners for the substrate. See drawings.

