

 <p>Williamsburg County School District</p>	<h1>Invitation for Bid</h1>	Solicitation Number: Date Issued: Director: Phone: E-Mail Address:	WCSD202324-10 April 10, 2024 Jennifer Holliday 843-355-5571 Ext 6112 jholliday@wcsd.k12.sc.us
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DESCRIPTION: Williamsburg County School District will receive sealed bids for contract services to support instruction and administration support.

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. WCSD202324-10**" 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: Jennifer Holliday Williamsburg County School District 500 N. Academy Street, Building A Kingtree, SC 29556	PHYSICAL ADDRESS: Jennifer Holliday Williamsburg County School District 500 N. Academy Street, Building A Kingtree, SC 29556

BIDS MUST BE RECEIVED NO LATER THAN 12:00 pm on April 25, 2024

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

CONTRACT PERIOD: N/A

CONFERENCE TYPE: N/A DATE & TIME:	LOCATION: N/A
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AWARD & AMENDMENTS	Intent to award will be posted no later than May 2, 2024. 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 (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.	
AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)	TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)	
TITLE (business title of person signing above)		
PRINTED NAME (printed name of person signing above)	DATE SIGNED	STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)

(Return Page Two with Your Offer)

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)

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)
	<hr/> Area Code - Number - Extension Facsimile
	<hr/> 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)
<input type="checkbox"/> Payment Address same as Home Office Address	<input type="checkbox"/> Order Address same as Home Office Address
<input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> 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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Sealed BIDS will be received by 12:00 pm on April 25, 2024, in the Offices of the Williamsburg County School District at 500 N. Academy Street, Kingstree, South Carolina 29556.

Bids shall be opened promptly at 2:00 pm April 25, 2024, 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. WCSD202324-10**” 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: Mrs. Jennifer Holliday
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 Chief Financial Officer. 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 Mrs. Jennifer Holliday, Director of Fine Arts, Gifted and Talented, and Grants, Williamsburg County School District, 500 N. Academy Street, Kingstree, South Carolina 29556. The e-mail address of Mrs. Holliday is jholliday@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**

LIQUIDATED DAMAGES

In order to ensure a sincere and reasonable effort on the Contractor's part to accomplish the work in a timely fashion, delay damages due to inconveniences to the owner for work not being accomplished on time will be at the rate of five hundred dollars (\$500.00) per day. The Contractor should realize that delays due to bad weather, materials, and such, not under the control of the Contractor will be considered by WCSD for time extension

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.

REQUIRED INSURANCE INFORMATION

The vendor shall agree to hold harmless, indemnify and defend the Williamsburg County School District, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include, but are not limited to, actual, consequential, incidental or punitive damages. The vendor shall agree to maintain sufficient comprehensive general liability insurance, naming the Williamsburg County School District, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the Procurement Officer by an appropriate certificate-of- insurance issued by the vendor's insurance agent.

Further, the vendor shall agree to insure prior to commencement of work on the project (job), all subcontractors, agents, assigns or employees of prime vendor and subcontractor shall agree to hold harmless, indemnify and defend the Williamsburg County School District, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include but are not limited to, actual, consequential, incidental or punitive damages. Further, prior to commencement of work on the project (job), the vendor shall insure that all subcontractors, agents or assigns of the vendor, maintain sufficient comprehensive general liability insurance, naming the Williamsburg County School District, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of insurance shall be given to the Procurement Officer by an appropriate certificate- of-insurance issued by applicable entity's insurance agent.

With regards to comprehensive general liability insurance, claims may be made during or after the term or terms of the contract/purchase order agreement.

Vehicle liability insurance with minimum combined single limits of \$1,000,000.00 per occurrence shall be maintained by the vendor.

The successful firm shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the firm shall require all subcontractor(s) also to provide worker's compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.

INFORMATION FOR BIDDERS

General Requirements

A proposal for Hemingway High Algebra 1 EOC Support. Training and support will be provided in-person and virtually through weekly Zoom calls and unlimited phone/email access.

Scope

- **Proposed Activities**

- ✓ Tuesday & Thursday Weekly Virtual Meeting with Algebra 1 Teacher.
- ✓ Weekly Virtual Meeting with the Administrative Team.
- ✓ Lesson Plan Support
- ✓ Weekly Assessment Review and Analysis
- ✓ Individual Student Analysis
- ✓ Preparation for Algebra EOC

BID AWARD

Bid will be awarded to the lowest responsive bidder.

Bid will be awarded by May 2, 2024.

Each sealed envelope containing a BID must be plainly marked on the outside as BID for **Williamsburg County School District - WCSD202323-10**, and also bear on the outside, the name of the BIDDER, his/her address, and the name (**Bid No. WCSD202324-10**) 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 above marked as indicated or see attached.**

SEALED BID – DO NOT OPEN
Solicitation No: WCSD202324-10
WCSD DISTRICT – CONTRACT SERVICES



DELIVER TO: WILLIAMSBURG COUNTY SCHOOL DISTRICT
TECHNOLOGY DEPARTMENT
JENNIFER HOLLIDAY
500 N ACADEMY STREET, BUILDING D
KINGSTREE, SC 29556

SUBMITTED BY: _____

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

ATTACHMENTS TO SOLICITATION –

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



WCSD VENDOR INFORMATION

VENDOR BID: CONTRACT SERVICES

BID NO #WCSD202324-10

Authorized Name: (Print) _____

Authorized Signature: _____

Title: _____

Email: _____

Phone: _____ Date Signed: _____

HHS Algebra 1 EOC Support

<u>Description</u>	Total
15 Face-to Face (Per Week)	
60-90 Minute Weekly Zoom Meetings	
Unlimited Email & Phone Access (included in total cost)	
TOTAL COST	\$