



Williamsburg County
School District

Invitation for Bid

Solicitation Number: WCSD202324-6
Date Issued: February 16, 2024
Director: Michael R. Barrineau
Phone: 843-355-5571 Ext 6133
E-Mail Address: mbarrineau@wcsd.k12.sc.us

DESCRIPTION: Contract to paint interior of Kingstree Middle Magnet School in Williamsburg County School District.

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. WCSD202324-6**” 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:

Michael R. Barrineau
Williamsburg County School District
500 N. Academy Street, Building D
Kingstree, SC 29556

PHYSICAL ADDRESS:

Michael R. Barrineau
Williamsburg County School District
500 N. Academy Street, Building D
Kingstree, SC 29556

BIDS MUST BE RECEIVED NO LATER THAN 11:00 am on March 7, 2024

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original & One (3) copy**

CONTRACT PERIOD: EFFECTIVE June 1, 2024 – July 22, 2024

CONFERENCE TYPE: Mandatory Site Visit
DATE & TIME: February 26, 2024 at 10:00am

LOCATION: WCSD - Kingstree Middle Magnet School – 710 Third Av., Kingstree, SC 29556

AWARD & AMENDMENTS

Intent to award will be posted no later than March 14, 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>

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.)

OFFEROR'S TYPE OF ENTITY: (Check one)

- Sole Proprietorship Partnership
 Corporate entity (not tax-exempt) Corporation (tax-exempt)

(See "Signing Your Offer" provision.)

- Other _____
 Government entity (federal, state, or local)

PAGE TWO

(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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End of Page Two

SCHEDULE OF KEY
EVENTS:

EVENT	DATE	
Issue Date	February 16, 2024	
Pre-Bid	February 26, 2024	
Solicitation Due Date & Time	March 7, 2024 at 11:00am	
Bid Opening	March 7, 2024 at 12:00 noon	
Award Issued	March 14, 2024	

The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications and conditions.

The District intends to award a contract for a painting project for Kingtree Middle Magnet School. Contracts will be awarded to the lowest responsive bidder for each location.

Sealed BIDS will be received by 11:00 am on March 7, 2024, in the Offices of the Williamsburg County School District at 500 N. Academy Street, Kingtree, South Carolina 29556.

Bids shall be opened promptly at 12:00 pm March 7, 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. WCSD202324-6”** 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 CFO. 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 & Facilities, Williamsburg County School District, 500 N. Academy Street, Kingstree, South Carolina 29556. The e-mail address of Mr. Michael Barrineau is 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**

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.

CONFERENCE -- PRE-BID/PROPOSAL -- MANDATORY

Your failure to attend the conference shall result in rejection of your offer. Attendance will be evidenced by your representative's signature on the attendance roster.

CONFERENCE – PRE-BID/PROPOSAL:

Pre-Bid/Proposal Conference Date and Time: **February 26, 2024 @ 10:00 AM, EST**

Location of Pre-Bid/Proposal Conference: **KMMS 710 Third Av., Kingstree, SC 29556**

SITE VISIT: A site visit will be held at the following date, time and location. Your failure to attend will not relieve the Contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the District. The District assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available at the conference. Nor does the District assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before the execution of this contract, unless that understanding or representation is expressly stated in this contract.

Date & Start Time: **February 26, 2024 @ 10:00 AM, EST; Following the Pre-Bid Conference**

BACKGROUND CHECKS: The Contractor must insure that ALL persons performing work for the Contractor at the District have a current SLED criminal background inquiry, nationwide sex offender check and drug screening report.

WORK SCHEDULE: Work cannot interfere with any school functions. Work can be completed after school and on weekends. Work can be completed during the day when school is not in session.

BUSINESS LICENSES: Contractors must obtain all appropriate state and local business

licenses. District Contact for this Contract:

Michael R. Barrineau
Executive Director of Operations & Facilities
Williamsburg County School District
mbarrineau@wcsd.k12.sc.us
843-373-2111 cell

Contractor warrants that manufacturer will honor the standard written warranty provided.



WCSD VENDOR INFORMATION

VENDOR BID: Painting Project

BID NO: WCSD202324-6

DESCRIPTION	QTY	UOM	TOTAL JOB COST
Kingtree Middle Magnet School	1	Job	\$

VENDOR NAME: _____

ESTIMATED COMPLETION DATE: _____

Authorized Name: (Print) _____

Authorized Signature: _____

Title: _____

Email: _____

Phone: _____

Date Signed: _____

Price is for a Turnkey job. Price is all inclusive.

Work may begin with receipt of District Notice to Proceed and/or a Purchase Order.

Bid Bond is required. See, BID BOND: Your offer must include either a bid bond issued by a surety or sureties licensed in South Carolina or a certified check. The amount of surety shall be five per cent (5%) of the total bid amount. This bid bond penalty may be expressed in terms of a percentage of the bid price or may be expressed in dollars and cents. If a certified check is submitted in lieu of a bid bond, it must be made payable to the District.

WORK MAY START ON JUNE 1, 2024 AND MUST BE COMPLETED BY 5:00 PM, EST ON July 22, 2024.

ATTACHMENT A

SUBMITTAL CHECKLIST

This Submittal Checklist is intended to remind offerors of general documents required with your submittal. It may not be all inclusive. It is Your responsibility to include any additional documents requested in the solicitation that may not be listed on this checklist.

SUBMIT WITH OFFER:

- Cover Page
- Page Two
- Vendor Information
- Bid Bond

AVOID COMMON MISTAKES!

(Please review prior to submitting your offer)

- COMPLETED & SIGNED ALL REQUIRED DOCUMENTS.
- DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES!
- MAKE SURE YOUR OFFER DOES NOT TAKE EXCEPTION TO ANY OF THE DISTRICT'S MANDATORY REQUIREMENTS!
- MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE INSTRUCTIONS: "SUBMITTING CONFIDENTIAL INFORMATION." DO NOT MARK YOUR ENTIRE RESPONSE AS CONFIDENTIAL, TRADE SECRET OR PROTECTED! DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!
- PROPERLY ACKNOWLEDGED ALL AMENDMENTS?
- MAKE SURE THAT YOUR OFFER INCLUDES THE SOLICITATION COVER PAGE. MAKE SURE THE COVER PAGE IS SIGNED BY A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS.
- MAKE SURE YOUR OFFER INCLUDES THE NUMBER OF COPIES REQUESTED.
- CHECK TO ENSURE YOUR OFFER INCLUDES EVERYTHING REQUESTED!
- IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A QUESTION & ANSWER PERIOD OR A PRE-SOLICITATION CONFERENCE, RAISE YOUR QUESTIONS AS PART OF THAT PROCESS.

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: WCD202324-6
WCD DISTRICT Interior Painting



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)

