



Beaufort County School District

Solicitation Number: 24-022
Date Printed: April 22, 2024
Date Issued: May 2, 2024
Procurement: Kaylee Yinger, NIGP CPP, CPPB
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Request for Proposals (RFP)

DESCRIPTION: **Custodial Services**
SUBMIT OFFER BY (Opening Date & Time): **May 31, 2024, 4:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: **May 20, 2024**
NUMBER OF COPIES TO BE SUBMITTED: **Six (6) Original Signed Copies**
Two (2) CD versions - One (1) Redacted
Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

CONFERENCE TYPE: Pre-Proposal	LOCATION: District Office
Conference / Site Visits	2900 Mink Point Blvd
DATE & TIME: May 9th (Northern County) @ 9:30 AM	Beaufort, SC 29902
May 10th (Southern County) @ 9:30 AM	

AWARDS & AMENDMENTS:
Award will be posted at the Physical Address stated above on or after June 1, 2024. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer) ENTITY TYPE:

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME

TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. 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.

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):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent):	ORDER ADDRESS (Address to which all purchase orders will be sent):
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- | | |
|--|---|
| <input type="checkbox"/> Payment Address Same as Home Office Address | <input type="checkbox"/> Payment Address Same as Home Office Address |
| <input type="checkbox"/> Payment Address Same as Home Notice Address
(check one only) | <input type="checkbox"/> Payment Address Same as Notice Address
(check one only) |

ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.
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1.0 SCOPE OF SOLICITATION:

1.1 ACQUIRE SERVICES:

Beaufort County School District (hereinafter, “the District” and “BCSD”) invites all qualified firms to provide all services and/or supplies for **Custodial Services**, complying with the enclosed description and/or specifications and conditions for the Beaufort County School District.

Beaufort County School District is located in the heart of the South Carolina Low Country. It is a land rich in natural beauty, history and resources and an area of economic contrast and cultural diversity. The District is a public school district which serves approximately 22,000 students and approximately 2,300 full time employees; currently comprised of 19 elementary/early childhood centers, two PK-8 Academies, six middle and six high schools, one Alternative Program and an Administrative Office.

1.2 RFP – TWO (2) PART PROCESS

This RFP is a two-part process: a technical proposal and a cost proposal. As described below, the two parts are to be submitted at the same time, but in separate envelopes. The technical proposals will be evaluated first. During the technical evaluation, the evaluation committee members shall consider and score the responsibility of the proposer based on the information requested by the District and provided by the proposer, including, but not limited to credentials and experience of the proposer and the key staff who will administer the services and other such information. A technical proposal must receive at least 80 points of a possible 100 points to be considered minimally qualified. Any proposer deemed non-responsive or unqualified, as a result of these evaluations, will be eliminated from further consideration. His/her cost proposal will be returned unopened. Any proposer deemed qualified and responsive, as a result of the technical evaluations, will then have his/her cost proposal opened and evaluated. Interviews and clarifications may be used to assure understanding of proposals and to obtain necessary information for evaluation purposes. Ultimately, the most advantageous offer from among the qualified Offerors will be recommended for consideration of an award of one or more of the contracts for each BCSD cluster, see Section 4.0 for the list of schools by cluster. The final determination on whether to award a contract resides with the Beaufort County School District Board of Education.

Each proposal set (technical and cost) shall be complete and submitted in the format requested in the following section, in order to facilitate timely evaluation of all of the proposals. Each proposer shall submit one (1) original set and five (5) copy sets. The submittal shall include two (2) electronic copies of the proposal, one of which is to be a redacted version. Each set includes both the technical and cost proposal. Each proposal set shall contain a bound technical proposal and a cost proposal sealed in an envelope or container, and clearly marked “Cost Proposal” on the outside of the envelope.

The Technical Proposal: Each technical proposal shall be formatted as outlined in Section 2.0 (Instructions to Offerors). This format is utilized to speed the deliberations of the evaluation committee. Thus, the proposal should include only the information and materials requested, in clearly marked, separate sections. Do not include extra marketing and/or advertising materials. Failure to comply with these conditions shall be cause for rejection of the proposal. However, the BCSD reserves the right to waive minor inconsistencies in the proposal format.

The Cost Proposal: The proposer shall submit its costs on an hourly/monthly/yearly basis, as shown on Exhibits A and C (Cost Proposals). Any proposed discounts should be reflected in this pricing. Discounts should be shown separately. By submission of their proposal, each proposer shall agree to hold the prices shown in the proposal for at least ninety (90) days after the submission deadline. The successful proposer shall guarantee the proposed pricing, unconditionally, for the duration of the contract. Any other effort to change prices, before the contract period has expired, shall be considered a default of the contract provisions. If such a default occurs, it shall be in the sole discretion of the District to terminate the contract.

1.3 MAXIMUM CONTRACT PERIOD (ESTIMATED):

August 1, 2024, through July 31, 2029
(Extensions beyond this contract period must be approved by the BCSD Superintendent)

1.4 SITE VISITS

Site visits have been scheduled for May 9 and 10, 2024 beginning at 9:30 AM from the District Office at 2900 Mink Point Blvd., Beaufort, SC. **Attendance at the site visits is mandatory.** Transportation will be provided for all. There will be **no** principal interviews, no contact with the principals or any other administrative staff except as may occur during the site visits. Any violations of this procedure will result in loss of points under the “Responsiveness” criteria for the Technical Proposal. All communications are to be with the BCSD personnel directly involved with the site visits. This will be the only scheduled site visit. Please be prompt for boarding the transportation at the assigned departure time. Companies should not send more than 3 individuals per company and those names should be sent via email to kaylee.yinger@beaufort.k12.sc.us,

Bring a copy of the solicitation with you. Any changes resulting from this conference will be noted in a written amendment to the solicitation. 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

2.0 INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS

2.0.1 DEFINITIONS, CAPITALIZATION, AND HEADINGS (FEB 2015):

CLAUSE HEADINGS USED IN THIS SOLICITATION ARE FOR CONVENIENCE ONLY AND SHALL NOT BE USED TO CONSTRUE MEANING OR INTENT – EVEN IF NOT CAPITALIZED. THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION, UNLESS EXPRESSLY PROVIDED OTHERWISE.

AMENDMENT – means a document issued to supplement the original solicitation document.

BCSD – means the Beaufort County School District

BOARD – means the elected Board of Education of the Beaufort County School District

BUYER – means the Procurement Officer

CHANGE ORDER- means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract.

CONTRACT MODIFICATION- means a written order signed by the Procurement Officer, directing the contractor to make changes which the changes clause of the contract authorizes the Procurement Officer to order without the consent of the contractor.

CONTRACTOR- means the Offeror receiving an award as a result of this solicitation.

COVER PAGE- means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.

LOWEST CORRESPONDING PRICE (LCP) – means the lowest price that a service provider charges to non-residential customers who are similarly situated to a particular E-Rate applicant for similar services. See 47 CFR § 54.500(f).

OFFER- means the bid or proposal submitted in response to this solicitation. The terms “Bid” and “Proposal” are used interchangeably with the term “Offer”.

OFFEROR- means the single legal entity submitting the offer. The term “Bidder” is used interchangeably with the term “Offeror.” See bidding provision entitled “Signing Your Offer” and “Bid/Proposal as Offer to Contract.”

ORDERING ENTITY- Using Governmental Unit that has submitted a Purchase Order.

PAGE TWO- means the second page of the original solicitation, which is labeled Page Two.

PROCUREMENT OFFICER- means the person or his successor, identified as such on Cover Page.

YOU and YOUR- mean Offeror.

SOLICITATION -means of this document, including all its parts, attachments, and any Amendments.

SUBCONTRACTOR- means any person having a contract to perform work or render service to Contractor as a part of the Contractor’s agreement arising from this solicitation.

USING GOVERNMENTAL UNIT – means the unit(s) of government identified as such on the Cover Page. If the Cover Page names a “Statewide Term Contract” as the Using Governmental Unit, the Solicitation seeks to establish a Term Contract [11-35-310(35)] open for use by all South Carolina Public Procurement Units [11-35-4610(5)].

WORK - means all labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor’s obligations under the Contract.

2.0.2 AMENDMENTS TO SOLICITATION (JAN 2004):

- a) This solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <http://beaufortschools.net>.
- b) Offerors shall acknowledge receipt of any amendment to this solicitation
 - 1) by signing and returning the amendment,
 - 2) by identifying the amendment number and date in the space provided for this purpose on Page Two,
 - 3) by letter, or
 - 4) by submitting a bid that indicates in some way that the bidder received the amendment.
- c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

2.0.3 AUTHORIZED AGENT (FEB 2015):

All authority regarding this procurement is vested solely with the responsible Procurement Officer.

2.0.4 AWARD NOTIFICATION (FEB 2015):

Notice regarding any award, cancellation of award, or extension of award will be posted at the location and on the date specified on the Cover Page or, if applicable, any notice of extension of award. Should the contract resulting from this Solicitation have a total or potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given.

2.0.5 BID / PROPOSAL AS OFFER TO CONTRACT (JAN 2004):

By submitting Your Bid or Proposal, you are offering to enter into a contract with the BCSD. Without further action by either party, a binding contract shall result upon final

award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror in this solicitation. An Offer may be submitted by only one legal entity, “joint bids” are not allowed.

2.0.6 BID ACCEPTANCE PERIOD (JAN 2004):

In order to withdraw Your Offer after the minimum period specified on the Cover Page, you must notify the Procurement Officer in writing.

2.0.7 BID IN ENGLISH & DOLLARS (JAN 2004):

Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation.

2.0.8 BOARD AS PROCUREMENT AGENT (FEB 2015):

The Procurement Officer is an employee of the Board acting on behalf of the District pursuant to the Consolidated Procurement Code. Any contracts awarded as a result of this procurement are between the Contractor and the District. The Board is not a party to such contracts, unless and to the extent that the Board is a using governmental unit and bears no liability for any party’s losses arising out of or relating in any way to the contract.

2.0.9 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (MAY 2008):

GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

a) By submitting an offer, the offeror certifies that –

- 1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to –
 - (i) Those prices
 - (ii) The intention to submit an offer; or
 - (iii) The methods or factors used to calculate the prices offered.
- 2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in case of a negotiated solicitation) unless otherwise required by law; and
- 3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

- b) Each signature on the offer is considered to be a certification by the signatory that the signatory-
 - 1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or
 - 2) (i) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal];
(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and
(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraph(s) (a)(1) through (a)(3) of this certification.
- c) If the offeror deletes or modifies paragraph (a)(2) of this certification, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

2.0.10 CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004):

- a) By submitting on Offer, Offeror certifies, to the best of its knowledge and belief, that-
 - 1) Offeror and/or any of its Principals-
 - i) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;
 - ii) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offer; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of

records, making false statements, tax evasion, or receiving stolen property; and

iii) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph a) 1) ii) of this provision.

- 2) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.
- b) " Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
- c) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- d) If Offeror is unable to certify the representations stated in paragraphs a) 1) and 2), Offeror must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure for the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror non-responsible.
- e) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings
- f) The certification in paragraph a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the BCSD, the Procurement Officer may terminate the contract resulting from this solicitation for default.

2.0.11 CODE OF LAWS AVAILABLE:

The Beaufort County School District Procurement Code is available at [http:// beaufortschools.net](http://beaufortschools.net) . The South Carolina Regulations are available at <https://www.scstatehouse.gov/coderegs/statmast.php>.

2.0.12 DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (FEB 2015):

You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are:

- a) Preventing the existence of conflicting roles that might bias a contractor's judgment, and
- b) Preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the District may withhold award. Before withholding award on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your offer identifies any services that relate to either this solicitation or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either.

2.0.13 DEADLINE FOR SUBMISSION:

Any offer received after the Procurement Officer of the governmental body or his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing mail room at 2900 Mink Point Blvd, which services that purchasing office prior to the bid opening (R.19-445.2070(H)).

2.0.14 DRUG FREE WORKPLACE CERTIFICATION (JAN 2004):

By submitting an Offer, Offeror certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

2.0.15 DUTY TO INQUIRE (FEB 2015):

Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. All ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation shall be interpreted to require better quality or greater quantity of work and/or materials, unless otherwise directed by amendment. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to BCSD's attention.

2.0.16 ETHICS CERTIFICATE (MAY 2008):

By submitting an Offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South

Carolina Code of Laws, as amended (ethics act). The following statutes require special attention:

- a) Section 8-13-700, regarding use of official position for financial gain;
- b) Section 8-13-705, regarding gifts to influence action of public official;
- c) Section 8-13-720, regarding offering money for advice or assistance of public official;
- d) Sections 8-13-755 and 8-13-760, regarding restriction on employment by former public official;
- e) Section 8-13-755, prohibiting public official with economic interest from acting on contracts;
- f) Section 8-13-790, regarding recovery of kickbacks;
- g) Section 8-13-1150, regarding statements to be filed by consultants; and
- h) Section 8-13-1342, regarding restrictions on contributions by contractors to candidate who participated in awarding of contract. The District may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed.

2.0.17 OMIT TAXES FROM PRICE (JAN 2004):

Do **not** include any sales or use taxes in your price that BCSD may be required to pay.

2.0.18 PROTESTS (JUNE 2006):

Any prospective Bidder, Offeror, Contractor, or Subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall notify the chief business official in writing of its intent to protest within seven business days of the date that award or notification of intent to award, whichever is earlier, is posted and sent in accordance with this code. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract and has timely notified the chief business official of its intent to protest, may protest to the chief business official within fifteen days of the date award or notification of intent to award, whichever is earlier, is posted and sent in accordance with BCSD's Procurement Code.

2.0.19 PROHIBITED COMMUNICATIONS AND DONATIONS (FEB 2015):

Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

- a) During the period between publication of the solicitation and final award, **you must not communicate, directly or indirectly, with the District or its employees, agents or officials regarding any aspect of this procurement activity**, unless otherwise approved in writing by the Procurement Officer. All communications must be solely with the procurement Officer.
- b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. **You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the District during the period beginning eighteen months prior to the Opening Date.**

2.0.20 PUBLIC OPENING (JAN 2004):

Offers will be publicly opened at the date/time and at the location identified on the cover page, or last Amendment, whichever is applicable.

2.0.21 QUESTIONS FROM OFFERORS (FEB 2015):

- a) Any prospective Offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the Procurement Officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. Any information given a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective Offerors. See clause entitled "Duty to Inquire." **We will not identify you in our answer to your question.**
- b) The BCSD seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer – as soon as possible – regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition.

2.0.22 REJECTION/CANCELLATION:

The BCSD may cancel this solicitation in whole or in part. The BCSD may reject any or all proposals in whole or in part. A minimum of three bids is desired. If less than three bids are received, BCSD will make a determination.

2.0.23 RESPONSIVENESS / IMPROPER OFFERS (JUN 2015):

- a) Bid as Specified: Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.
- b) Multiple Offers: Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate Offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple Offers may be submitted as one document, provided that you clearly differentiate between each Offer and you submit a separate cost proposal for each Offer, if applicable.
- c) Responsiveness: Any Offer that fails to conform to the material requirements of the Solicitation may be rejected as non-responsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the BCSD cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer. [R.19-445.2070 and Section 11-35-1520(13)]
- d) Price Reasonableness: Any Offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. [R. 19-445.2070].
- e) Unbalanced Bidding: The BCSD may reject an Offer as non-responsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the BCSD even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.
- f) **Do not submit bid samples or descriptive literature unless expressly requested.** Unsolicited bid samples or descriptive literature will not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provision of the solicitation

2.0.24 SIGNING YOUR OFFER:

Every Offer must be signed by an individual with actual authority to bind the Offeror.

- a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm.
- b) If the Offeror is a partnership, the Offer must be submitted in the partnership name followed by the words "by its Partner" and signed by a general partner.
- c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign.
- d) An Offer may be submitted by a Joint Venture involving any combination of individuals, partnerships, or corporations. If the Offeror is a Joint Venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the Joint Venture in the manner prescribed in paragraphs a) through c) above for each type of participant.
- e) If an Offer is signed by an Agent, other than as stated in subparagraphs a) through d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the Agent's authorization to bind the principal.

2.0.25 BCSD OFFICE CLOSINGS:

If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the BCSD office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If BCSD offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference.

2.0.26 SUBMITTING CONFIDENTIAL INFORMATION (FEB 2015): (An overview is available at www.procurement.sc.gov):

- a) For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either
 - 1) a trade secret as defined in Section 30-4-40(a)(1) or

- 2) privileged and confidential, as that phrase is used in Section 11-35-410.
- b) For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act.
- c) For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810.
- d) All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (Bid, Proposal, Quote, etc.) as confidential, trade secret, or protected. If your response or any part thereof, is improperly marked as confidential or trade secret or protected, the BCSD may, in its sole discretion, determine it non-responsive. If only portions of a page are subject to some protection, do not mark the entire page.
- e) By submitting a response to this solicitation or request, Offeror:
 - 1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED",
 - 2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and
 - 3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure.
- f) In determining whether to release documents, the BCSD will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "confidential" or "trade secret" or "PROTECTED".
- g) By submitting a response, Offeror agrees to defend, indemnify and hold harmless the BCSD, its officers, and its employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from withholding information by the District, that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.)

2.0.27 SUBMITTING A PAPER OFFER OR MODIFICATION (MAR 2015):

Unless specifically instructed otherwise in the solicitation, you should submit your offer or modification in accordance with the following instructions:

- a) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule).
- b)
 - 1) All copies of the Offer or, and any other documents required to be submitted with the offer shall be enclosed in a sealed, opaque envelope or package.
 - 2) Submit your offer or modification to the address on the Cover Page.
 - 3) The envelope or package must show the time and date specified for opening, the solicitation number, and the name and address of the bidder.
If the offer or modification is sent by mail or special delivery service (UPS, Federal Express, etc.), the outermost envelope or wrapper must be labeled “OFFER ENCLOSED” on the fact thereof.
- c) If you are responding to more than one solicitation, submit each offer in a separate envelope or package.
- d) Submit the number of copies indicated on the Cover Page.
- e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation.

2.0.28 WITHDRAWAL OR CORRECTION OF OFFER:

Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by S.C. Code Section 11-35-1520 and Regulation 19-445.2085.

2.1 SPECIAL INSTRUCTIONS

2.1.1 BACKGROUND CHECKS:

All persons with whom vendor/contractor employs, contracts, or otherwise causes to be located on BCSD property shall have passed a South Carolina and Nationwide criminal background check, to include the nationwide Sex Offender Registry. Successful completion of the criminal background checks shall occur prior to such individuals being present on BCSD property. The contractor/vendor is solely responsible for all fees and/or charges associated with completion of the background check(s) required herein. The BCSD reserves the right to deny access to any employee, contractor or person caused to be present on BCSD property by the vendor/contractor. Removal of employees on this basis shall not disrupt the project schedule or cost.

You will obtain a background check directly through the vendor the District uses for employee and volunteer screening. The cost is \$19.95.

<https://www.beaufortschools.net/community/working-with-the-district/vendor-background-checks>

For more information, please visit the website using the URL above.

2.1.2 BID BOND (JAN 2006): (NON-APPLICABLE)

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 Beaufort County School District.

2.1.3 BOARD APPROVAL REQUIRED (JAN 2006):

Any award is subject to prior approval by the BCSD Board.

2.1.4 CLARIFICATION (NOV 2007):

Pursuant to Section 11-35-1520(8), the Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of this solicitation. Such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation.

2.1.5 CONTENTS OF OFFER (RFP) – (FEB 2015):

- a) Offers should be complete and carefully worded and should convey all of the information requested.

- b) Offers should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- c) The contents of your offer must be divided into two parts, the technical proposal and the business proposal. Each part should be bound in a single volume.
- d) If your offer includes any comment over and above the specific information requested in the solicitation, you are to include this information as a separate appendix to your offer. Offers which include either modifications to any of the solicitation's contractual requirements or an offeror's standard terms and conditions may be deemed non-responsive and not considered for award.

2.1.6 MAGNETIC MEDIA -- REQUIRED MEDIA AND FORMAT (MAR 2015)

In addition to your original offer, you must submit an electronic copy or copies on compact disk (CD), DVD, USB drive. Submit the number of copies indicated on the cover page. Your technical/business and cost proposals must be on separate media. Every disk or USB drive must be labeled with the solicitation number and the offeror's name and specify whether contents address technical proposal or business proposal. If multiple disk sets are provided, each disk in the set must be appropriately identified as to its relationship to the set, e.g., 1 of 2. Each electronic copy must be identical to the original hard copy. File format shall be compatible with Microsoft Office (Version 2003 or later) or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password.

2.1.7 MAIL PICK-UP:

The District picks up mail from the USPS Drawer 309 once daily around 8:30 a.m. excluding weekend and holidays. (See deadline for submission of offer Page 1) Please note that it is the vendor's responsibility to be sure their proposal arrives at the Procurement Department – District Office at the specified date and time.

2.1.8 OPENING PROPOSALS – INFORMATION NOT DIVULGED (FEB 2015):

In competitive sealed proposals, neither the number nor identity of offerors nor prices will be divulged at opening.

2.1.9 PRICE AS DISCOUNT (JAN 2006):

Your price must be in the form of a single percentage discount to apply to a catalog, price sheet, or price schedule as described.

2.1.10 PROTEST – CPO:

Any protest must be addressed to the Chief Procurement Officer, Procurement Office, and submitted in writing

- a) by email to: kaylee.yinger@beaufort.k12.sc.us
- b) by facsimile at 843-322-0748
- c) by post or delivery to: P.O. Drawer 309, Beaufort, SC 29901-0309 OR
2900 Mink Point Boulevard, Beaufort, SC 29902

3.0 SCOPE OF WORK/SPECIFICATIONS

3.0.1 PERFORMANCE LOCATION:

After award, all deliveries shall be provided to the locations specified by this Solicitation.

3.0.2 GENERAL INFORMATION:

Beaufort County School District (hereinafter, “the District”) invites competitive sealed proposals to provide “Custodial Services” in accordance with the requirements and Scope of Work stated in this solicitation. This section defines the minimal acceptable performance by the contractor in providing defined custodial services at all Beaufort County School District buildings and sites that include stadiums/athletic field bleachers, concession areas, walkways, and related areas. Custodial services for the kitchen areas where food is prepared are being provided to the District by a contracted sub-consultant and are not to be included as part of this SOW. The Food Services contracted sub-consultant is responsible for cleaning the kitchen areas. Cafeteria areas are the responsibility of the custodial contractor. The custodial services contractor will be responsible for cleaning and maintaining the custodial closets in a clean and organized fashion. The schedule for cleaning and maintaining these areas will be the responsibility of the custodial contractor. The District reserves the right to inspect these areas and can require cleaning and repair when required. The custodial services contractor will not be responsible for cleaning closets primarily used for electrical, mechanical, plumbing, and/or information technology equipment.

3.0.2.1 Required Documentation:

Required Documents to be kept on hand by the Contractor and be readily available for review by the District Operations Staff upon request include but are not limited to:

- a) A copy in its entirety of this solicitation, including all attachments, questions and answers from the solicitation, any amendments.
- b) Any change orders to this solicitation.
- c) An organization chart. This chart will include, from the hierarchy from starting with account manager to school employee (school level only needs to indicate the number

- of employees assigned to that school).
- d) Employee training documents. Digital access is acceptable.
- e) Quality assurance spot inspection documents completed by the contractor. Digital access is acceptable.
- f) The daily, weekly, semi-annual, annual cleaning information specifying the tasks in this scope of work and the frequency to be performed.

3.0.2.2 Schedule Information:

- a) The Contractor will be required to perform custodial duties for buildings hosting summer school classes, and facilities which have summer and year-round operations. The number of hours will be determined on a school-by-school basis depending on the areas being used by the school for the summer program.
- b) The contractor is required to provide an annual (summer) cleanup of all facilities during the summer recess.
- c) Administrative buildings operate year-round and shall be cleaned year-round. Admin buildings shall receive a summer cleaning that is to be conducted with minimal disruption to working staff.
- d) Summer clean-up shall begin as scheduled after the district and contractor receive all summer program information from the District's Leadership Team. The schedule will be reviewed and signed off in agreement by the contractor and District staff. As school schedules change, this may vary as needed.
- e) All school's summer cleaning will be completed prior to teachers first day back to school of the new school year. Contractors will have all custodial supplies in place and schools shall be fully staffed upon District staff return date each year. Full daily custodial staffing will be required when teachers return and through the last teacher workday.
- f) A winter break cleanup will be required, which will include a minimum of scrubbing, and recoating of all hard surface floors including but not limited to hallways, cafeteria, common areas, and corridors, extracting carpets, deep cleaning restroom floors, scrubbing and dusting. The District expects a fresh, clean appearance to all facilities following the winter break.

3.0.2.3 Staffing Information:

- a) The Contractor shall provide 260 workdays – “day porters” and 190 workday “additional day porters” at designated facilities. The district will require that all day porters follow a daily “To Do” list as part of their job description. No more than 15% of the overall staffing shall be part-time employees.
- b) If the assigned “floating” custodian is not available, the contractor shall provide substitute day porters to each facility when the assigned day porters are on sick, medical or vacation leave or when a position becomes vacant. Substitutes must report to school within one hour of notification to the vendor. The district will not accept additional fees, such as overtime. Having the account manager/area supervisor carry out these duties is not acceptable as a substitute day porter.
- c) The contractor shall designate one (1) lead day and one (1) lead night custodian at each location. Communications from the principal shall be directed to those employees. The lead custodians shall notify the school principal (or designee) of any condition, deterioration, damage, safety hazard, menace or inoperative device

promptly upon discovery. Group supervisor will be responsible for ensuring contract specifications are met prior to staff leaving.

- d) District Operations Staff will make routine quality assurance spot inspections on a regular and special schedule.

3.1 Daily Custodial Services (Monday through Friday):

3.1.1 All Building Areas:

- a) Vacuum the traffic patterns and litter on any carpets. Check for spots and stains and remove them with a cleaning agent that is recommended for use with floor requiring treatment. Clean up all spills. Dust mop smooth floors (i.e. wood, vinyl, terrazzo). Sweep rough wood/concrete floors.
- b) Spot wet mop all floors, excluding carpeted and wood floors Monday through Thursday. Wet mop all floors, excluding carpeted and wood floors every other day Monday through Thursday.
- c) Empty all waste receptacles, damp wipe soiled receptacles and clean with an authorized germicidal solution and air-dry. Replace plastic liners when necessary. Remove trash to collection point.
- d) Spot clean walls, ledges, and doors (including jamb, window, knob, push plate and kick plate) and ledges.
- e) Clean all water fountains with authorized germicidal solution. Allow to air dry.
- f) Clean all handles, doorknobs, and other touch points with authorized germicidal solution. Allow to air dry.
- g) Remove trash from fire extinguisher boxes and other areas.
- h) Dust ledges, vents, and horizontal surfaces.
- i) Remove materials collected in recycling bin to the recycling collection station. Replace plastic liners when necessary. Keep recycled materials separated from common trash.

3.1.2 Entrances, Lobbies, Hallways, Stairwells, and all furniture in such areas:

- a) Interior entrance matting – mats are serviced by a third party weekly. Contractor is responsible for placing mats in the correct location for pick up by third party.

3.1.3 Auditoriums, Classrooms, Conference Rooms, Laboratories, Lounges, Media Centers, Offices, and Shop Areas:

- a) Empty pencil sharpeners into waste receptacles.
- b) Spot-clean glass in doors, partitions and on the interior side of windows to remove smudges.
- c) Damp wipe desktops and clean with an authorized germicidal solution and air-dry.
- d) Clean sinks, replenish paper towels and soap in all rooms having sinks.
- e) Rearrange furniture to conform to the established pattern for each room.

3.1.4 Restrooms and Locker Rooms:

- a) Completely police and sanitize all restrooms each day after scheduled activities are completed and report any damage, discrepancies or prohibited activities to school administration.
- b) Clean plumbing fixtures, soap dispensers, partitions, mirrors, doors, and receptacles with an authorized germicidal solution. Remove all graffiti when possible, if not, please refer to maintenance department. Allow to air dry.
- c) Report faulty plumbing to supervisor.
- d) Dust mop locker room floors.
- e) Wet mop restroom and locker room shower floors with authorized germicidal solution. Allow to air dry.
- f) Replenish paper towels, toilet paper and refill soap dispensers or replace soap bars as needed.

3.1.5 Cafeterias, and Lunchrooms, and Multi-purpose rooms:

- a) Spot clean, (with dry cloth or cloth with authorized cleaner), walls, ledges, and doors (including jams, windows, knobs, push plates, and kick plates).
- b) Wet mop entire hard surface floors.
- c) Clean water fountains with authorized germicidal solutions. Allow to air dry.
- d) Clean tables and chairs of crumbs, spillage and trash then sanitize with an authorized cleaner after each lunch or other meal session.

3.1.6 Gymnasiums:

- a) Spot clean, (with dry cloth or cloth with authorized cleaner), walls, ledges, and doors (including jams, windows, knobs, push plates, and kick plates).
- b) Clean water fountains with authorized germicidal solution. Allow to air dry.
- c) Spot clean bleachers and under bleachers with a germicidal solution.

3.1.7 Outdoors – Entrances, Covered Walkways, Playgrounds, Building Foundations and Shrubbery Areas, Lawns, Athletic Fields (Walkways and Restrooms):

- a) Sweep all entrance areas, covered walkways, and sidewalks to remove soil and sand.
- b) Clean and maintain cleanliness of exterior entrance matting.
- c) Remove cobwebs from all entrance areas.
- d) Remove obvious debris from all parking lots, lawns and grounds surrounding each building.
- e) Empty outdoor waste receptacles, to include playgrounds and around mobiles. Replace plastic liners as necessary. Spot clean soiled receptacles with authorized germicidal solution. Allow to air dry.
- f) Clean stadiums and other athletic field areas to include bleachers. Clean restrooms in stadiums and other athletic fields (if available) before athletics and other school sponsored events (Same restroom specifications as **3.1.4**). Remove all litter from area after school sponsored events.

3.2 DAILY CUSTODIAL SERVICES (FRIDAY)

- 3.2.1 All Buildings:
- a) Thoroughly vacuum carpeted areas, moving all furniture, if applicable, and rearranging as needed.
 - b) High dust (6 feet to 9 feet) horizontal surfaces (ledges and shelves that have been cleared of school material, vents, and cabinets). Low dust (floor to 6 feet) horizontal surfaces.
 - c) Check ceilings for cobwebs and remove. (Include interior and exterior entryways).
- 3.2.2 Entrances, Lobbies, Hallways, Stairwells, and all furniture in such areas:
- a) Thoroughly wet mop tile/terrazzo/rough wood and concrete floors with an authorized mild sanitizing solution.
 - b) Burnish flooring.
- 3.2.3 Auditoriums, Classrooms, Conference Rooms, Laboratories, Lounges, Media Centers, Offices, and Shop Areas:
- a) Thoroughly mop smooth flooring surfaces with a mild sanitizing solution.
- 3.2.4 Cafeterias, and Lunchrooms, and Multi-Purpose Rooms:
- a) Burnish flooring.
- 3.2.5 Gymnasiums/Stages:
- a) Thoroughly machine scrub/mop gym floor.
- 3.2.6 Restrooms with epoxy floors:
- a) Machine scrub epoxy floors in restrooms
 - b) Hand scrub epoxy floor areas not accessible by machine. Areas include corners, walls, and against partitions.
 - c) Pressure wash floors when needed or upon request.
- 3.2.7 Outdoors – Entrances, Covered Walkways, Playgrounds, Building Foundation and Shrubbery Areas, Lawns, Athletic Fields (Bleachers, Stadium areas, Concession Stands, Walkways and Restrooms):
- a) Thoroughly police entire school grounds area.
- 3.2.8 Custodial Project Cleaning Once Annually except for Wood Floor Surfaces, Cafeterias, Entrances, Lobbies, Hallways and Multi-Purpose Rooms (See 3.4)
- 3.2.9 All Buildings:
- a) Shampoo carpet with authorized shampoo.
 - b) Finish floors with authorized floor finish.

- c) Damp wipe all furniture and all locker exteriors with authorized cleaner.
- d) Clean all exterior windows with an authorized cleaner.
- e) Clean all interior windows with an authorized cleaner.
- f) Clean all interior skylights with an authorized cleaner. (Contractor to provide BCSD- approved safety equipment)

3.2.10 Power Wash:

- a) All entrances to buildings. This shall include the area of concrete and canopy that is used for parental drop-off to the front door.
- b) All mobile units (portables).
- c) Restrooms with epoxy floors.
- d) Bus Canopies under 10 feet in height.

3.3 SEMI-ANNUAL CLEANING:

- a) Semi-Annual Cleaning of Cafeterias, Entrances, Lobbies, Hallways and Multi-Purpose Rooms
- b) All floor finishing requiring wax treatment shall be waxed during the summer and winter breaks. This includes stripping and the placement of wax. The custodial superintendent and the district staff shall determine the number of coats required for each floor application. In no instance shall there be less than 2 or more than 4.

3.4 MISCELLANEOUS CUSTODIAL RESPONSIBILITIES.

3.4.1 Building Security and Operating Systems Functionality for all BCSD Buildings:

- a) Unlocking and locking every building, daily, for the start of scheduled building use and securing it after each building is cleared following the completion of scheduled functions.
- b) Check all operating systems in each building daily, including, but not limited to, hot water, heating, cooling, and ventilating to make certain that all are operating normally and that there is no water leak in the roof or water supply.

3.4.2 Moving/Transporting – Including, but not limited to Furniture, Seating, and other classroom items:

- a) Move student and teacher desks, boxes, tables, books, and any other item(s) that can be moved by one person using a dolly or by sliding. If lifting is required and the single item weighs or unit of items weigh more than 30 pounds, call the Maintenance Department to schedule the moving of that/those item(s).
- b) Make set ups of folding chairs or similar furniture for scheduled meetings and graduations; to include set up and breakdown for Board Meetings.
- c) Assist in receiving and delivering school supplies, furniture and other items to destination locations in each building.

3.5 BUILDING MAINTENANCE SUPPORT:

- 3.5.1 Change light bulbs for lights in ceilings reachable by 8' ladders. If more than an 8' ladder is required, contact BCSD Maintenance.
- 3.5.2 Change ceiling tile(s) for ceilings reachable by 8' ladders. If more than an 8' ladder is required, contact BCSD Maintenance.
- 3.5.3 Make minor maintenance/repairs to include, but not limited to, installing pencil sharpeners, paper and soap dispensers, and hanging pictures and small bulletin boards. Contractor will supply necessary tools and BCSD approved fasteners. Contractor shall repair areas occupied by previous device so that area has a uniform finish to match existing wall.
- 3.5.4 Miscellaneous Cleaning:
- a) Incidental graffiti removal from the interiors and exteriors of BCSD buildings (as needed).
 - b) Cleanups after class scheduled activities are completed (daily).
 - c) After unexpected or seasonal events that are not normally expected such as, but not limited to, removal of snow or ice (as needed).
- 3.5.5 Supportive Relationships with Principals and BCSD Executives:
- a) Contractor will schedule work around scheduled evening classes.
 - b) The principal or BCSD executive is to be consulted about and approve all staff changes prior to relocations occurring at their school.
 - c) The principal or BCSD executive will be required to participate in and approve all candidate hires for the head day porter and lead night supervisor positions.
 - d) The principal or BCSD executive will conduct weekly meetings with their assigned custodial management team.
 - e) Contractor will accommodate reasonable requests by Principals or BCSD executives.
 - f) The principal or BCSD executive will be trained and given the ability to conduct spot inspections at their school.
- 3.5.6 Safety Hazards Reporting:
- a) It is in the best interest of BCSD that all buildings are safe for occupancy. It is the responsibility of all contractor personnel to promptly report all safety hazards to the principal or a BCSD executive.
- 3.5.7 Replacement of Devices/Dispensers:
- a) Contractor is responsible for all required maintenance/installation of devices/dispensers if there is a change in supplier or manufacturer of products.
 - b) Repairs include but are not limited to painting, sanding, drywall repair, mounting place replacement, chalking and hole repair.
 - c) Upon replacement of any device/dispenser, quality and appearance of replacement

or repair shall be of professional quality and standard. Contractor shall provide district with mock-up of proposed method(s) for approval prior to work commencing. All work shall be completed using parts, paints, and techniques equivalent to established district standards.

3.6 ADDITION OF NEWLY CONSTRUCTED OR OTHER FACILITIES

The specifications in this RFP will apply to any new facilities in BCSD that are added to the contractor's responsibilities by contract addendum. Any cost associated with additions to the contract will be negotiated.

Deletion or Addition to Work Outside Agreement of Initial Scope

- a) Additional work identified outside the scope of the resulting agreement must be authorized in writing in advance by the Chief Operations Officer and a purchase order will be completed by the Operations Department in accordance with BCSD procurement policies. The selected Contractor will provide a price for the additional work when the work is identified. Exhibit C – Additional Service Cost will apply.
- b) Addition or deletion of school or offices to the Contractor's contract will be negotiated based on the Contractor's pricing structure and current performance or lack of according to the specifications in the RFP.
- c) The district reserves the right to negotiate movement of custodial services to other firms should the awarded firm be unable or unwilling to meet the requirements of the RFP.
- d) Movement of custodial services from one contractor to another will be based on non-performance, monthly customer satisfaction survey results and District Facilities Manager QA inspections. Groups that have an annual satisfaction survey average below 80%, the district reserves the right to move that school to another contractor whose performance meets or exceeds 80%.

3.6.1 Contractor Requirements

- a) The contractor should have a Training program in place and must be included in this proposal. The Training program should include but is not limited to training on the cleaning frequencies in this solicitation, Blood Borne Pathogen, HazCom, MSRA, and Asbestos training segments. Documentation should be available proving that the training was interactive and meaningful as prescribed in the standards.
- b) The contractor shall have an electronic quality control inspection process for all schools. Reports will be given to the district for review and auditing purposes.
- c) The contractor must provide a service for recall if proper cleaning has not been performed the previous night. If an area is not clean when the administrative staff reports to work, the contractor shall have an employee on the job within one hour to begin cleaning. Contractor will provide in their proposal the emergency phone number to be used for these calls and an individual with whom the administrator should talk. Failure to comply with this section will result in a charge-back to the Contractor as detailed in section 4.2.3.
- d) The Contractor and the District must agree on the number of full-time Group/Account Managers, Area Supervisors, based on the number of areas awarded.

All managers must possess a minimum of (2) years of experience (preferred) managing school custodial services of like scope and size and a staff flow chart with name must be included in this proposal. All management staff must be dedicated to Beaufort County School District for this contract. Management duties to other customers outside our school district will not be acceptable.

- e) Required document training: on an annual basis all levels of contractor management are required to review this solicitation, its attachments, and any change orders. This review is to be documented and a copy given to the school district.
- f) School based contractor staff is to review the frequency tasks annually. This review is to be documented and a copy given to the school district.
- g) Contractor must meet all United States Occupational Safety and Health Administration rules and regulations, as well as other applicable rules/regulations. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. (SDS) Safety Data Sheets will be maintained on each job site and provided to District Operations Department for all chemicals used in the cleaning process.

3.6.2 Staffing:

- a) The contractor agrees to be responsible for and shall provide general supervision of all his employees working under this contract. Whenever any employee(s) is working, there shall be a designated supervisor directing his/her work.
- b) The contractor shall ascertain that all his employees abide by the following rules:
 - 1) Upon written request of the Principal or BCSD executive to the contractor, any contractor's employee who fails to abide by these rules will be immediately pulled off the job and replaced.
 - 2) Employees shall wear an identification badge with a photo, a distinct uniform provided by the contractor and always have a professional appearance and demeanor with students, staff and administrators. Failure to comply with the above will be grounds to have the employee immediately replaced.
 - 3) Employees shall not disturb any papers, boxes, or other materials except that in trash receptacles or designated areas for trash or unless such material is properly identified as trash.
 - 4) Employees shall report any property loss or damage to their supervisor immediately. The supervisor shall report such damage within 24 hours to school administration in writing, specifying the location and extent of the damage. Failure to report such damage, as required, may be construed as a default of the contract.
 - 5) Employees shall not use school computers, open drawers, file cabinets or use any telephone except public phone designated for custodial use, or use any equipment, kitchen or otherwise, unless given specific approval by school administration. Failure to comply with these restrictions will result in termination.
 - 6) Employees will be expected to honor requests from school administration to rearrange or move furniture to accommodate changes in enrollment or prepare for special activities. Moving classrooms during summer cleaning is at no additional cost to the School District.
 - 7) Employees shall not engage in idle or unnecessary conversation with school

- employees, other employees of the contractor or visitors to the building.
- 8) Employees shall not remove any article or materials from the premises, regardless of the value. This is to include the contents of any item found in trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose.
 - 9) The contractor's area supervisor(s) must possess the ability to communicate effectively, both orally and in writing, with the school administrators, janitorial staff, and other employees. The area supervisor shall make contact on a regular basis with the building principal to ensure adequate communication concerning any projects or programs. He/she is responsible for reporting maintenance problems to the district account manager or school principal during normal operating hours and to after-hours emergency personnel as they arise as well as other problems of mutual concern.
 - 10) The use or possession of alcoholic beverages or other non-prescription drugs is not permitted on District property. Contractor's employees who report for work showing evidence of any impaired conditions must not be permitted to remain on the premises. All District property is "Tobacco Free" (including vaping).
 - 11) The contractor's employees shall not use any part of the building and/or grounds other than for purposes expressly stated in this agreement.
 - 12) It shall be unlawful for any person, except State, county or municipal law enforcement officers or personnel authorized by school officials, to carry on his person, while on any elementary, or secondary school property, a knife, with a blade over two inches long, a blackjack, a metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily injury or death.
 - 13) The contractor shall maintain a telephone service that shall be local or toll free to the district.
 - 14) The District reserves the right to accept/reject any contractor personnel for any reason and may ask that any contractor personnel be removed from any campus, including any management at any level, for any reason. This can be temporary or permanent and at the discretion of the district.
 - 15) Contractors may hire District employees, however; they cannot work in the same facility they work in for the school district.
 - 16) Contractor shall provide benefits to employees after 90 days of employment to include but not limited to health care plan, dental plan, vision plan, 401K/retirement plan, short term disability, uniforms, and equipment. Benefits may be offered as optional elections to employees based on contractor benefit policies. The contractor is required to provide uniforms and equipment to employees at the contractor's cost.
 - 17) Contractor shall provide, **at a minimum**, paid time off to employees; after 6 months of service the employee is offered 14 days off. 3 – Sick Days, 5 – Vacation Days, 6 – Holidays to include July 4th, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

3.6.3 Labor Hours:

- a) In the proposal, the contractor shall specify to the district the total number of productive hours to

be provided to each facility on a daily basis, Exhibit E, “Staffing at Each School/Site”, in addition use staffing alternate and base bid sheets by school as guidelines for the proposed cleaning hours. The figure should represent all labor expended, excluding management, to perform routine daily and periodic cleaning tasks in a normal work week while school is in session. Also specified should be the daily time schedule the contractor proposes to occupy the building to provide all contracted services.

- b) Contractor must provide an organizational chart of operation for both the management and custodial staff for both the district as a whole, and for each individual facility within the District.
- c) Management Staffing: Management staffing will be specified by “Group”. There are six groups. The title names of the position may differ from company to company, but the structure must be the following:
 - 1) The District/Account Manager will not be assigned schools to oversee the cleaning. The District Manager will be dedicated to overseeing the custodial contract and maintaining relations with District Operations Staff.
 - 2) 1 District/Account Manager per proposing contractor, and 1 Area Supervisor per group.

3.6.4 Day Porter Staff:

- a) There are (2) two types of day porter staff – 260 workday – day porter and 190 workday – day porter.
- b) 260 workday – day porters are often the head day porter at the campus and in charge of other day porters. At large campuses there could be multiple 260 workday – day porters. This work group works a full 8 hours a day.
- c) 190 workday – day porters are usually additional day porter support staff. This work group works in shifts of 4 hours, 6 hours, or 8 hours, and can be multiples of the work hours.
- d) Day porter schedule “To Do” List with suggested time frame for each site to be provided to each school’s administration and to the District Operations Staff.
- e) Day Porter Required Tool List for each site to be provided to each school’s administration and to the District Operations Staff. Tool/equipment inventory is provided by the custodial contractor at no expense to the district. Inventory must be maintained throughout the contract period.
- f) All custodial closets/storage areas in our buildings are the responsibility of the assigned custodial staff at the location. The day porter is responsible for ensuring the areas are maintained in a clean, neat, organized manner, and comply with fire codes.
- g) On workdays with no students, day porters are to perform project work such as, but not limited to – change light bulbs, change ceiling tiles, clean out storage closets, high level dusting and window cleaning, campus debris clean up and grounds walks, or any other reasonable project needed by the school district.
- h) 260 workday day porters are required to work in the summer to ensure that all buildings have service. The numbers given in Exhibit E, “Staffing at Each School/Site” are the minimum number of day porters required to maintain building service during summer school and for service buildings with staff members in them. These numbers do not include the staff numbers required for summer cleaning. 260 workday day porters can participate in deep cleaning activities during the summer referred to as summer clean.

3.6.5 Cleaning/Project Coordination:

- a) Contractor's concentrated night cleaning must be undertaken after all activity in the school has ended. Normal office hours are Monday through Friday from 6:00 a.m. to 5:00 p.m., unless otherwise notified in advance by school administration. All cleaning must be completed Monday through Friday.
- b) From time to time the school building or part thereof, is used for meetings or program fulfillment after normal working hours. These programs could include but not limited to community school programs, athletic games and practices. Areas that are affected by these programs should be scheduled for cleaning after completion to avoid any conflicts. The district will not accept separate billings to provide cleanup for these programs. This applies to programs that are scheduled Monday through Friday.
- c) It is the cleaning contractor's responsibility to perform all duties within the frequencies required by this contract regardless of the time the building is vacated. The contractor will coordinate with school administration at each of these facilities the time when the facility will be available to the contractor.
- d) The district reserves the right to contract with vendors for programs that are scheduled for Saturday and Sunday. This work will be considered an extra billing at a flat labor rate on a separate invoice monthly. The district will not accept additional fees or overtime rates beyond the flat labor rate. All billing must have attached a "FS Direct" work order.
- e) The contractor will be required to assume custodial duties for daily cleaning of schools which have summer classes and facilities which have summer operation.
- f) Administrative buildings that operate year-round will receive a summer clean up. The same cleaning tasks from a school's summer cleaning apply to the summer cleaning of year around administrative buildings. Coordinating with building occupants is critical. This may require summer clean up to be done at night or weekends or both.

3.6.6 Identification:

- a) Each contracted employee shall always wear an acceptable picture photo identification badge on their person while on District property. Badges must always be visible. Contractor employees who violate this requirement, upon notification to the Contractor, shall be immediately and permanently removed from District property and replaced with acceptable personnel.
- b) The contractor shall require his group area supervisor to routinely notify each principal or the principal's designee of all personnel changes as soon as possible after they occur.
- c) All new employees are to be introduced to the building principal (or their designee) as soon as possible after they are hired.
- d) Each employee shall wear an approved company uniform, or smock with the Contractor's name and employee's name always displayed while on District property. Employees must always look professional or will be asked to leave the facility.

3.6.7 Storage:

- a) Storage for custodial equipment and supplies is limited at most district facilities. The Contractor in the performance of his work may utilize slop sinks and janitor closets in each school. At the end of each shift, it is the Contractor's responsibility to ensure all storage areas are maintained in a neat and sanitary condition. Any plumbing expenses incurred by the district due to negligence of the Contractor will be deducted from the monthly invoice.

3.6.8 Equipment:

- a) Contractor shall provide a complete list of equipment to be provided to each facility. See Exhibit D, "Equipment List", completion required.
- b) The Contractor shall be responsible for the protection of his equipment. The Contractor shall maintain his equipment to present a neat appearance, be free from hazard and to perform in a "like new" manner.
- c) All cleaning equipment and equipment storage closets shall be cleaned after work is completed each day.
- d) Propane fueled floor care equipment may be used in District's facilities, but fuel tanks shall not be stored inside the building. Violation of this policy will result in a \$1,000.00 fine and repeated violation will result in loss of contract. Contractor will be liable for any fines or expenses that the district incurs due to propane tanks being left in the facility. It shall be the Contractor's responsibility to provide acceptable storage containers for these tanks at all facilities and comply with all fire codes.
- e) Contractors shall be responsible for washing their own materials in a contractor provided washer and dryer. The District will work with the contractor to find a suitable location for the placement of a contractor supplied washer and dryer. There may not be a spot available at each school. The District only guarantees to be able to find at a minimum one location per cluster.

3.6.9 Quality Control Program:

- a) Contractor must be able to demonstrate an electronic quality control program proven effective in other custodial service accounts. Include reports used at other School Districts showing monthly and annual quality control scores/ratings.
- b) Documentation of a previously established annual cleaning or project-cleaning program should be included with this information.
- c) Contractor shall instruct all custodial management and staff personnel that the district demands that its cleaning standards be met. All replacement personnel of the original custodial staff shall receive the same instruction. The contractor shall hold monthly meetings with the custodial staff to stress this need to meet the standard of cleaning. District Operations Staff shall receive written notice that the monthly meeting was held and the names of the custodial staff, by facility, in attendance.
- d) District Operations Staff and contractor management level staff will inspect buildings on a routine basis and furnish the school principal and the district facilities manager with an electronic copy of the inspection. Areas that score below 88%, which indicates nightly cleaning specifications are not being followed, must be corrected within 24 hours. Areas that indicate greater deficiencies will require the district facilities manager and contractor management level staff to determine a time frame for completion. Discrepancies involving health or safety should be corrected immediately.

- e) Each month the contractor will furnish a spreadsheet to the district facilities manager. This spreadsheet, listed by the manager and the schools he/she provides supervision, will indicate scores and averages of each school's quality control spot inspection.
- f) Contractor and District Facilities Manager will meet weekly to review operational issues and year-to-date customer service results.
- g) Contractor will provide monthly, or more frequently upon request, an employee roster of names by school and the scheduled hours they are to work.
- h) Contractor shall provide a monthly report of hours worked attached to invoices/pay applications. Details of the report shall include a breakdown of hours by location and employee.

3.7 Qualifying Offeror Obligations

Qualifying offeror shall be appropriately licensed and permitted to perform all work included in this RFP, including any special licenses. Copies of all licenses and permits must be submitted with this RFP.

3.8 LOCATIONS REQUIRING CUSTODIAL SERVICES

1. Beaufort Group 1

Beaufort High School (264,765 square feet)
 2 portables 4 classrooms (3,200 square feet) **TOTAL** 267,965 square feet
 84 Sea Island Parkway
 Beaufort, SC
 Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

Lady's Island Middle School (142,824 square feet)
Lady's Island Middle Athletic Building – Athletic Field (1402 square ft)
TOTAL 144,226 square feet

1 Cougar Drive
 Beaufort, SC
 Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

Pink House (1,500 square feet)
 22 Cougar Drive (on campus of LIMS)
 Beaufort, SC
 Regular Occupancy Hours: 8:00 AM – 5:00 Monday-Friday

Lady's Island Elementary School (58,085 square feet)
 73 Chowan Creek Bluff
 Beaufort, SC
 Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Mossy Oaks Elementary School (69,416 square feet)
 2510 Mossy Oaks Road

Beaufort, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Coosa Elementary School (69,233 square feet)
1 portable (6,000 square feet) **TOTAL** 75,233 square feet
45 Middle Road
Beaufort, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

St. Helena Elementary School (104,768 square feet)
861 Sea Island Parkway
St. Helena, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

2. Beaufort Group 2

Battery Creek High School (204,823 square feet)
Battery Creek High CATE Building (14,539 square feet)
New JROTC Addition (14,500 square feet)
Battery Creek Field House Building (6,000 square feet)
Weight room and concessions (4,000 square feet)
Total: 243,862 square feet
1 Blue Dolphin Road
Burton, SC
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

Beaufort Middle School (116,067 square feet)
2501 Mossy Oaks Road
Beaufort, SC
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

Beaufort Elementary School (102,180 square feet)
1800 Prince Street
Beaufort, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Broad River Elementary School (86,825 square feet)
474 Broad River Boulevard
Burton, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Port Royal Elementary School (45,260 square feet)
1214 Parris Avenue
Port Royal, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Beaufort County District Office (DESC) (119,222 square feet)

2900 Mink Point Blvd.
Beaufort, SC
Regular Occupancy Hours: 7:00 AM – 5:00 PM Monday-Friday

Beaufort County School Maintenance (5,000 square feet office)
2950 Mink Point Road
Beaufort, SC
Regular Occupancy Hours: 6:45 AM – 4:00 PM Monday-Friday

Adult Education (16,721 square feet)
1300 King Street
Beaufort, SC
Regular occupancy Hours: 8:00 AM – 5:00 PM Monday – Friday

3. Beaufort Group 3

Whale Branch Early College High School (177,114 square feet)
169 Detour Road
Seabrook, SC
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

Whale Branch Middle School (115,000 square feet)
2009 Trask Parkway
Seabrook, SC
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

Whale Branch Elementary School (68,080 square feet)
15 Stuart Point Road
Seabrook, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Robert Smalls Leadership Academy (149,260 square feet)
43 W K Alston Drive
Burton, SC
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

J S Shanklin Elementary School (74,986 square feet)
121 Morrall Drive
Burton, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

James J Davis Early Childhood Center (69,113 square feet)
364 Kean Neck Road
Seabrook Island, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

4. Bluffton Group 1

Bluffton High School (229,574 square feet)
3 portables with 4 classrooms (3,500 square feet)
TOTAL 233,074 square feet 12 H E McCracken Circle
Bluffton, SC
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

Bluffton Middle School (137,336 square feet)
Bluffton Middle Athletic Building – Athletic Field (1402 square feet)
Bluffton Middle Athletic Building – Softball (477 square feet)
TOTAL 139,215 square feet

30 New Mustang Drive
Bluffton, SC 29910
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

Bluffton Elementary School (81,909 square feet)
2 portables with 4 classrooms (3,008 square feet) **TOTAL** 84,917 square feet
160 H E McCracken Circle
Bluffton, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Bluffton Early Childhood Center (42,829 square feet)
150 H E McCracken Circle
Bluffton, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

H E McCracken Middle School (136,272 square feet)
4 portables (3,200 square feet) **TOTAL** 139,472 square feet
250 H E McCracken Circle
Bluffton, SC
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

Red Cedar Elementary (97,516 square feet)
10 Box Elder Street
Bluffton, SC 29910
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

5. **Bluffton Group 2**

May River High School (264,280 square feet)
8 mobile classroom units (8,416 square feet)
Total: 272,696 square feet
601 New Riverside Drive
Bluffton, SC
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday - Friday

River Ridge Academy (179,280 square feet)

3050 River Ridge Drive
Bluffton, SC
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday - Friday

Pritchardville Elementary (105,909 square feet)
16 mobile classroom units 17,375
Total: 123,284 square feet
9447 Evan Way
Bluffton, SC 29910
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Okatie Elementary School (90,978 square feet)
1657 Okatie Highway
Okatie, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

M C Riley Elementary School (71,597 square feet)
200 Burnt Church Road
Bluffton, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

M C Riley Early Childhood Center (42,613 square feet)
172 Burnt Church Road
Bluffton, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Maintenance Annex (Fire Station) (2,825 square feet)
20 Bridge Road
Bluffton, SC
Regular Occupancy Hours: 6:45 AM – 4:00 PM Monday - Friday

6. Hilton Head Island Group

Hilton Head Island Elementary - Creative Arts School (118,543 square feet)
10 Wilburn Road
Hilton Head Island, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Hilton Head Island Early Childhood Center (100,118 square feet)
165 Pembroke Drive
Hilton Head Island, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Hilton Head Island High School (231,768 square feet)
Includes football and softball field house buildings
70 Wilborn Road
Hilton Head Island, SC
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

Hilton Head Island Elementary (163,591 square feet)
30 School Road
Hilton Head Island, SC
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

Hilton Head Island Middle School (143,065 square feet)
55 Wilborn Road
Hilton Head Island, SC
Regular Occupancy Hours: 8:45 AM – 3:45 PM Monday-Friday

Daufuskie Island Elementary (5,626 square feet)
22 Old Haig Point Road
Daufuskie Island, SC 29915
Regular Occupancy Hours: 7:45 AM – 2:45 PM Monday-Friday

4.0 INFORMATION FOR OFFEROR TO SUBMIT:

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be submitted in the format outlined below. **Any portion not included will be cause for possible elimination from the proposal process.** Any portions of the submitted proposal that are to be treated by the District as proprietary and confidential information must be clearly marked as such. Proprietary and confidential information submitted by an Offeror shall not be subject to public disclosure; however, the Offeror must invoke this protection by so stating in writing. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information. The classification of the entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secret information is not acceptable and may result in rejection of the proposal as nonresponsive. By submission of a proposal, you are guaranteeing that all goods meet the requirements of this RFP.

4.1 THE PROPOSAL SHALL INCLUDE THE INFORMATION LISTED BELOW, TABBED AND INDEXED IN THE FOLLOWING SEQUENCE:

4.1.1 Offeror Shall Submit A Signed Cover Page And Page Two

4.1.2 Executive Summary

A business or executive summary of the Offeror's firm. Inclusion of historical and financial information about the firm is encouraged. Section is limited to three (3) pages, exempting financials.

4.1.3 Custodial Experience

Proposer has been providing custodial services to (please check (√) next to each

appropriate type of building(s) serviced and indicate number of years' experience for each checked service area)

_____ K – 12 school district athletic fields for _____ years;
_____ Publicly owned and operated facilities for _____ years;
_____ Privately owned and operated facilities for _____ years;

4.1.4 Bidder Experience and Capabilities:

Comprehensive description of the firm's experience in supplying the services required by this Request for Proposal, preferably with a school district comparable to BCSD. Five overall school district references for similar projects to include name of school district, title and **correct** phone number and e-mail address of district contact, and dates of project; with general details of the services provided.

- a) Customer: _____
\$/year _____ Contact: _____
Consecutive Years of Service: _____
Phone Number _____

- b) Customer: _____
\$/year _____ Contact: _____
Consecutive Years of Service: _____
Phone Number _____

- c) Customer: _____
\$/year _____ Contact: _____
Consecutive Years of Service: _____
Phone Number _____

- d) Customer: _____
\$/year _____ Contact: _____
Consecutive Years of Service: _____
Phone Number _____

- e) Customer: _____
\$/year _____ Contact: _____
Consecutive Years of Service: _____
Phone Number _____

4.1.5 Bidder Project Manager And Project Personnel

Resumes or business experience summary and manufacturer certifications of Project Manager, Project Staff and other parties who will provide services for the project and afterwards.

4.1.6 Proposed Custodial Staff (Including Supervisors And Head Custodians):

Contractor will list the staff required to fulfill the attached specifications, including management/supervision (Exhibit E). This list will be shown by school, by FTE. (One FTE is equal to a full-time employee working or paid a normal 2080 hours annually). This staffing should also indicate the normal work hours each day. Contractors should be aware that close coordination with each school principal or headperson is required in setting work hours. Each school will be required to have custodians on site during the school day as reflected in the proposal. Each school should have one head day custodian and one lead night custodian employee on staff that will report daily to the principal or designee and introduce any new custodian to the principal or their designee. Additionally, these employees should be able to make decisions and provide the necessary support for the employees, each being on a higher pay scale than other employees. No head or lead custodian may be a part-time employee. These positions are required to be full-time employees. The contractor must provide a substitute custodian if the assigned custodian is out of work more than one day. Staffing vacancies are to be filled by the assigned group floating custodian. Overtime will not be accepted as an FTE substitute. If any of the contractor's staff is non-English speaking, the contractor must provide all written material in the primary language of the employee (i.e. work schedules, directives, etc.).

Contractor should have a minimum of one account manager and no more than one supervisor per group. The account manager will function as the liaison between field supervisors and District Operations Staff. The contractor must provide a floating custodian for each assigned group awarded. The floating custodian will function as a fill in for staffing vacancies in their assigned group and complete special projects as assigned.

Based on size of award the Contractor must provide at least one district level manager and one operational field level supervisor for each group within Beaufort County.

The contractor will utilize the current full-time District custodial employees in providing the scope of work. The District employees will remain on the district payroll and be covered by the District's Worker's Compensation insurance while employed by the contractor. Contractor will be responsible for District employee scheduling and will conduct and submit annual reviews and performance issues information to the school principal, to the Chief Operations Officer (COO) or designee and to the District Human Resource Officer. The District will be responsible for necessary employment-related actions. In the event a District employee is absent, and the contractor must provide a replacement contractor employee, the contractor will replace the District employee at an agreed upon hourly rate. The District will deduct from the monthly invoice an agreed upon amount for each District employee utilized by the contractor. This deduction will remain in effect throughout the contract period unless the District employee is replaced (either by retirement, resignation, long-term absence, or termination of the District employee) by contractor employees. All personnel action will be documented and placed in District personnel files.

4.1.7 TRANSITION PLAN:

- a) Submit a projected Transition Plan for implementation, if awarded the contract, to include tasks and time frames. Include a list of all individuals assigned to your transition team with current contact information, telephone numbers and email addresses.

- b) The proposer must submit an overview of key elements of the Transition Plan, inclusive of the following broad categories. This plan is not intended to represent a transition plan specific to the RFP but should provide sufficient detail to highlight the depth of proposer’s understanding of the transition process.
 - Review of District operating procedures and policies.
 - A plan to incorporate fair consideration of retaining current qualified and experienced custodial employees with comparable compensation and benefits. A breakdown of proposed employee benefits to include an employee recognition program is required.
 - Recruitment of key staff.
 - Review of existing vendor contracts.
 - Review of existing facilities.

4.1.8 TRAINING PROGRAM FOR MANAGEMENT & HOURLY EMPLOYEES:

- a) What is the name of the training program(s) your company uses to train all employees?

- b) If the training program(s) is/are an “in house” training program(s), a copy of the program(s) must be attached to this RFP.

4.1.9 CUSTODIAL SERVICES QUALITY CONTROL/SPOT INSPECTION:

- a) What system does your company use to measure the quality of your custodial services (spot inspection)? Please describe here or attach a copy of your company’s documents describing your system.

Note: Attach additional pages, if needed.

- b) If your company uses a software quality control system (spot inspection), please name the system:

4.1.10 CUSTODIAL SERVICES MANAGEMENT SYSTEM:

- a) Does your company use software to manage your custodial services?
_____Yes _____No
- b) If yes, what software does your company use to manage your custodial services?

4.1.11 CUSTODIAL SUPPLIES QUALIFICATION:

- a) Does your company have a formal process for qualifying custodial supplies?
Yes _____No
- b) If yes, describe the process your company uses to qualify all custodial supplies, including, but not limited to cleaning, disinfecting, waxing, and polishing supplies. Enclose a copy with this RFP. If you do not have a formal process, describe the process on a separate page(s) titled "Custodial Supplies Qualification Process" and include it with this RFP. In the event that the BCSD determines that it is in the best interest of the BCSD to specify the supplies to be used, is your company willing to use the supplies specified by the BCSD?
Yes _____No

4.1.12 CUSTODIAL SUPPLIES PROCUREMENT:

Contractor will provide all paper supplies, custodial supplies and plastic liners. All such supplies must be approved, in advance of use, by the COO or designated representative. Where a change in dispenser is required to accommodate the contractor's provided supplies. The contractor is responsible for providing the dispenser and the contractor shall repair areas occupied by previous device so that area has a uniform finish to match existing wall.

4.1.13 KEY CONTROL POLICY

Contractors will be required to adhere to the BCSD Key Control Policy. Individuals will be personally responsible for assigned keys. Any lost keys will require reporting and penalties as described in the BCSD Key Control Policy. Supervisor level and above shall be given master keys to the building. Any lost keys will require reporting and penalties as described in the key control policy. All non-supervisor level employees will be given interior door master keys and an access control card to enter the exterior of the building. Supervisors will be responsible for providing access to portions of the building not accessible by non-supervisory level employees when needed.

4.1.14 FINANCIAL STABILITY

Each Offeror must provide their audited end-of-year financial reports for the last three (3)

fiscal years. The financial statements should indicate a positive cash flow for three (3) years. Financial Stability is an Evaluation Criterion, and it is an essential evaluation factor.

- 4.1.15 All objections, exceptions and observations regarding the specified Services and requirements collated in a separate document with regards to specific Section to which the offeror objects, takes exception(s), or provide(s) observation.

Offeror should submit all other information and documents requested in this part and in parts 2.1 - Special Instructions; 3.0 - Scope of Work; 4.0 Information for Offeror to Submit; 5.0 - Qualifications; 8.0 - Bidding Schedule/Price Proposal; and any appropriate attachments addressed in section 9.0 - Attachments to Solicitations.

4.2 PENALTIES

- 4.2.1 Financial Remedy for Insufficient Staffing: By entering into this contract, the District will have accepted the successful Proposer's overall staffing plan. If the contractor fails to continuously maintain at least one hundred percent (100%) of the contractor's overall staffing plan in this RFP, the District may elect (in its sole discretion) to deduct from the contractor's payments in the amount equal for each hour shortage less than 100% multiplied by the flat labor rate established in this RFP.
- 4.2.2 There are two classifications of staff, management (exempt/salaried) and hourly (non-exempt/hourly). Penalties for insufficient staffing for these two categories are as follows:
- a) Penalties for insufficient management staffing: Penalties for management staffing will be determined by the number of managers outlined in this solicitation, See management staffing plan. The contractor must maintain 100% management staffing. When a management position becomes vacant (any management position at any level) for any reason, the contractor has 30 days to fill that management position. On day 31 of the vacant management position financial penalties will be applied weekly in the amount of \$1,000 per week for every week the management position is vacant.
 - b) Penalties for insufficient hourly staffing: Penalties for insufficient hourly staffing will be determined by the number of hourly staff outlined in this solicitation, See required minimum cleaning hours on the pricing sheets by school.
 - 1) Hourly employee penalties start at less than 100% staffing: Deduction from the contractor's payments will be calculated in the following manner, penalty shall be calculated based on the number of hours short times the hourly employee labor rate.
- 4.2.3 Penalty for Non-compliance to Cleaning Specifications: The District shall reduce the contractor's invoice an hourly rate of \$100/man-hour for an amount equal to such time as it required to complete. The "Items/Times" sheet will be used for deductions against the Contractor's monthly invoice for unsatisfactory cleaning reports.
- 4.2.4 Deductions
- a) Personnel: The following listed deductions will be made from payment to the contractor when personnel are absent from their assigned facility or crew. Absent site supervisor equivalent to daily pay rate. Will be determined through staffing log.
 - b) Equipment:
 - 1) Inoperative Equipment will deduct \$200 for each piece per day, after the first 48

hours.

- 2) Failure to meet minimum required equipment list \$500.00 each day until equipment is verified in place by District Operations Staff.
- c) A one thousand dollar (\$1000) per calendar day per school penalty will be assessed for any delay of completion of summer clean-up beyond teachers reporting day for the new school year. The District Operations Department must approve any exceptions. Exceptions may be granted for circumstances beyond the Contractor's control (i.e. painting, asbestos removal, renovations, construction, and summer programs, etc.)
- d) The use of district owned washer and dryer will result in a \$500 fine per incident.

5.0 QUALIFICATIONS:

5.0.1 QUALIFICATIONS OF OFFEROR (MAR 2015):

- a) To be eligible for the award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. We may consider information from any source at any time prior to award. We may elect to consider:
 - (i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was established, and/or
 - (ii) any subcontractor you identify.
- b) You must promptly furnish satisfactory evidence of responsibility upon request. Unreasonable failure to supply requested information is grounds for rejection.
- c) **Corporate subsidiaries are cautioned that the financial capability of an affiliated or parent company will not be considered in determining financial capability;** however, we may elect to consider any security, e.g., letter of credit, performance bond, parent-company corporate guaranty, that you offer to provide instructions and forms to help assure acceptability are posted on procurement.sc.gov, link to "Standard Clauses & Provisions."

5.0.2 QUALIFICATIONS – SPECIAL STANDARDS OF RESPONSIBILITY (MAR 2015):

- a) This section establishes special standards of responsibility. **UNLESS YOU POSSESS THE FOLLOWING MANDATORY MINIMUM QUALIFICATIONS, DO NOT SUBMIT AN OFFER:**
 1. Contractor must presently be providing custodial services or have provided such services within the last 18 months for a K-12 school district(s) or commercial business(es) with similar specifications.
 2. Contractors shall be licensed and permitted to perform all work included in this RFP, including any special licenses and/or permits. Copies of all licenses and/or permits must be submitted with this RFP.

3. Contractors must have staff support to provide an effective quality control program, a training program and make available technical support on a daily basis required by the District.
4. Contractor must possess all equipment, materials, supplies, and parts (other than those specifically excluded in writing) to perform the services described will be the responsibility of the contractor. District reserves the right to not accept substitutions.
5. Contractor must provide evidence of a sound financial position for the past three (3) fiscal/calendar years of the proposer, such as furnishing copies of formal financial statements or statements of financial integrity from each bank of whom the proposer was a business customer on letterhead of the financial institution and signed by an officer of the institution.
6. Contractor must have a record of at least three (3) years of a successful custodial service performance with a school district(s) or commercial business(es) similar in custodial specifications.
7. The contractor will be responsible for hiring and training all required employees necessary for this contract and shall comply with the Fair Labor Standards Act. The contractor or sub-contractor(s) of the contractor will not employ at less than the established federal and state minimum wage. The contractor will give each employee a criminal background check. All preliminary criminal background checks must be completed prior to employment and the reports on each employee **must** be submitted to the Chief Operations Officer (COO) or designee. This check must include a South Carolina and Nationwide criminal background check to include sex offenders and aliases. The District is currently under contract with Background Investigative Bureau for this service. All costs for criminal background checks are the responsibility of the contractor. No employee who has a police record other than a misdemeanor violation may be assigned duties under this contract. Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the workforce upon request of the District. The contractor shall use people who are thoroughly trained in the necessary skills for grounds maintenance. Work persons shall not engage in profanity, indecent acts, stealing, use of alcohol or tobacco, or use of illegal drugs or possession of weapons on BCSD property. All employees shall be dressed in an appropriate manner authorized by the contractor. Each employee shall be neat and clean in appearance. Uniforms and BCSD approved identification badges shall be worn which fully identify the worker as a member of the contractor's workforce.
8. Contractor must be an established business entity, registered and licensed to do business in **Beaufort County and/or the City of Beaufort, the Town of Bluffton, the Town of Hilton Head Island, and the Town of Port Royal** in the State of South Carolina. Contractors must submit proof of such annually.

9. The successful contractor will have adequate insurance coverage to protect interests of the contractor as well as the school district including workers' compensation coverage for employees of the contractor. The contractor must submit a certificate of insurance showing all required coverage and resubmit annually or more often as needed to show continuous coverage. See Section 7.1.4 for required coverage.
10. It is the responsibility of the contractor to secure all equipment during and after use to prevent injury to students or any person not authorized to use such equipment.
11. Contractor shall designate, in writing, to the COO or designee, a contact person for daily operations.
12. The COO or designated representative may conduct, at any time, Quality Assurance inspections to assure contract compliance. Contractor must provide a manager to accompany the BCSD inspector.

5.0.3 QUALIFICATIONS – REQUIRED INFORMATION (MAR 2015):

Submit the following information or documentation for you and for any subcontractor (at any tier level) that you identify pursuant to the clause titled Subcontractor – Identification. Err on the side of inclusion. You represent that the information provided is complete.

Proposers must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be on a separate sheet marked "Exceptions" and clearly detailed in proposer's response.

- a) The general history and experience of the business in providing work of similar size and scope. Five (5) year minimum.
- b) Information reflecting the current financial position. Include the most current audited financial statement and audited financial statements for the last three (3) fiscal years.
- c) FINANCIAL RESPONSIBILITY:

Banking Reference: _____
 Name of Bank Officer: _____
 Phone: _____
 How many years with this bank? _____ Years

- d) INSURANCE COVERAGE:

Prior to contract commencement, the Certificate of Insurance for liability and Workers' Compensation naming the District as Additional Insured shall be provided to the District. See Section 7.1.4 for required coverage

- e) A detailed, narrative statement listing the three (3) most recent, comparable contracts (including contact information) which have been performed.
- f) A list of similar projects for which Offeror has performed, at any time during the past three (3) years, services substantially similar to those sought with this solicitation. Err on the side of inclusion; by submitting an Offer, Offeror represents that the list is complete. School District experience is desired.
- g) Must have a clear understanding of industry standards and best practices.
- h) Offeror shall provide with their proposal copies of all appropriate certifications, licenses and permits, as well as evidence to support the documentation.
- i) Must have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of South Carolina, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the District shall be followed with respect to the contract.
- j) Must have the capacity to acquire all bonds, escrows or insurance as outlined in the terms of this RFP.
- k) List of failed projects, suspensions, debarments, and significant litigation.
- l) List of at least five (5) references of similar projects for these services.

5.2 SUBCONTRACTOR IDENTIFICATION:

If you intend to subcontract with another business for any portion of the work and that portion exceeds 10% of your price, your offer must identify that business and the portion of work that they are to perform. Identify potential Subcontractors by providing the business' name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the BCSD may evaluate your proposed Subcontractors

6.0 AWARD CRITERIA:

6.0.1 AWARD CRITERIA – PROPOSALS:

Award will be made to the highest ranked responsive and responsible Offerors whose offer is determined to be the most advantageous for the District.

6.0.2 AWARD TO MULTIPLE OFFERORS (JAN 2006):

Award may be made to more than one Offeror.

6.0.3 DISCUSSIONS AND NEGOTIATIONS (FEB 2015):

Submit your best terms from both a price and a technical standpoint. Your proposal may be evaluated, and your offer accepted without any discussion, negotiations, or prior notice. Ordinarily, nonresponsive proposals will be rejected outright without prior notice. Nevertheless, the District may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. [11-35-1530(6); R. 19-445.2095(1)] If improper revisions are submitted during discussions, the District may elect to consider only your unrevised initial proposal, provided your initial offer is responsive. The District may also elect to conduct negotiations, beginning with the highest ranked offeror, or seek best and final offers, as provided in Section 11-35-1530(8). Negotiations may involve both price and matters affecting the scope of the contract, so long as changes are within the general scope of the request for proposals. If negotiations are conducted, the District may elect to disregard the negotiations and accept your original proposal. [06-6058-1]

6.0.4 EVALUATION FACTORS – PROPOSALS:

Proposals will be evaluated by a Selection Committee based on the evaluation criteria listed in the Section below. Each proposal will be evaluated both objectively and as compared to the other responses. All proposals will be reviewed for purposes of determining responsiveness and responsibility. Any proposal that does not meet the essential requirements of the RFP and the Owner will be deemed non-responsive. The Selection Committee may consist of representatives of the Project Team and any other persons appointed by the Owner. **Proposer should not attempt to contact members of the evaluation committee during the period of the solicitation. Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the State Ethics Act.**

To determine responsibility, all information given by the proposer concerning its availability to perform fully the contract requirements, including the integrity and reliability of the proposer, will be reviewed. The submission of a proposal for review does not necessarily qualify the proposer or proposal as being responsive or responsible. Failure to provide specific information as requested, for use in the evaluation, may cause a proposal to be disregarded.

Evaluation of proposals for the **Technical Process** (100 possible points) will be based on the following weighted criteria:

- **Contractor's Management Qualifications (30%)**
- **Management and staff capabilities and expertise to perform the Scope of Work requested by this RFP.**
- **Proposing Organization References/History (30%)**

Proposers past contract management experience and references on similar projects including both the proposer and the individual personnel listed by the proposer.

Proposer must include at least five (5) recent references, with client company's name, name of contact person, correct daytime telephone number, and e-mail address.

- **Equipment and Maintenance (30%)**

Include inventory and replacement value of equipment to be used (Exhibit D). What program does the proposer have in place to maintain and replace the equipment? Included in the proposal itemized by school and grouped by cluster all equipment to be used to fulfill the Scope of Work outlined in Section 3.0.

- **Responsiveness (10%)**

Compliance with all the requirements of this RFP including attendance at Site Visits.

Evaluation of proposals for the **Cost Process** (50 possible points) will be based on the following weighted criteria:

- **Cost Proposal Program (Contract) Costs:**

The cost to the District of the program proposed is worth a possible additional 50 points, with 50 points to be awarded to the most advantageous Cost Proposal and proportionally fewer points to the others. Because pricing structures, discounts, quality options, and many other factors may vary in ascertaining the cost of the scope of work requested, the Cost Proposal scores may not necessarily be scored in direct mathematical proportion to any stated value.

The Selection Committee shall rank the firms whose Cost Proposals are reviewed, on the basis of their combined scores on the scoring of the Technical Proposal and the Cost Proposal. The highest-ranked firm will, with Board approval, be provided the initial opportunity to negotiate a mutually agreeable contract with the District in accordance with the parameters of this RFP and the proposer's Proposal including its Cost Proposal. Recognizing that the proposers have expertise in the development of a program of services that may be beneficial to developing an actual contractual scope of work for the District upon entering into negotiations, it is understood that the parties may negotiate as to such matters in creating a recommended contract consistent with the general scope of the solicitation to be presented for Board of Education approval.

6.0.5 UNIT PRICE GOVERNS (JAN 2006):

In determining award, unit prices will govern over extended prices unless otherwise stated.

In determining award, unit prices will govern over extended prices unless otherwise stated.

7.0 TERMS & CONDITIONS- A. GENERAL

7.0.1 ASSIGNMENT, NOVATION, AND CHANGE OF NAME, IDENTITY, OR STRUCTURE (FEB 2015):

- a) Contractor shall not assign this contract, or its rights, obligations, or any other interest arising from this contract, or delegate any of its performance obligations, without the express written consent of the responsible Procurement Officer. The foregoing restriction does not apply to a transfer that occurs by operation of law (e.g., bankruptcy; corporate reorganizations and consolidations, but not including partial asset sales. Notwithstanding the foregoing, contractor may assign monies receivable under the contract provided that the District shall have no obligation to make payment to an assignee until thirty days after contractor (not the assignee) has provided the responsible procurement officer with:
 - i) Proof of the assignment,
 - ii) the identity (by contract number) of the specific District contract to which the assignment applies, and
 - iii) the name of the assignee and the exact address or account information to which assigned payments should be made.
- b) If contractor amends, modifies, or otherwise changes its name, its identity (including its trade name), or its corporate, partnership or other structure, or its FEIN, contractor shall provide the procurement officer prompt written notice of such change.
- c) Any name change, transfer, assignment, or novation is subject to the conditions and approval required by Regulation 19-445.2180, which does not restrict transfers by operation of law.

7.0.2 BANKRUPTCY - GENERAL (FEB 2015):

- a) Notice: In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to BCSD. This notification shall be furnished within two (2) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all BCSD contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract.

- b) Termination: This Contract is voidable and subject to immediate termination by the BCSD upon the Contractor's insolvency, including the filing of proceedings in bankruptcy.

7.0.3 CHOICE OF LAW (JAN 2006):

The Agreement, any dispute, claim or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

7.0.4 CONTRACT DOCUMENTS & ORDER OF PRECEDENCE (FEB 2015):

- a) Any Contract resulting from this solicitation shall consist of the following documents:

- 1) a Record of Negotiations, if any, executed by you and the Procurement Officer,
- 2) the solicitation, as amended,
- 1) documentation of clarifications 11-35-1520(8) or discussions 11-35-1530(6) of an offer, if applicable,
- 2) your offer,
- 5) any statement reflecting the District's final acceptance (a/k/a "award"), and
- 6) purchase orders.

These documents shall be read to be consistent and complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above.

- b) The terms and conditions of documents (1) through (5) above shall apply notwithstanding any additional or different terms and conditions in any other document, including without limitation:
 - i) a purchase order or other instrument submitted by the BCSD or
 - ii) any invoice or other document submitted by Contractor, or
 - iii) any privacy policy, terms of use, or end user agreement.

Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect.

- c) No contract, license, or other agreement containing contractual terms and conditions will be signed by BCSD. Any document signed or otherwise agreed to by persons other than

the Procurement Officer shall be void and of no effect.

7.0.5 DISCOUNT FOR PROMPT PAYMENT (JAN 2006):

- a) Discounts for prompt payment will not be considered in the evaluation of Offers. However, any offered discount will form a part of the award and will be taken if payment is made within the discount period indicated in the offer by the Offeror. As an alternative to offering a discount for prompt payment in conjunction with the Offer, Offerors awarded contracts may include discounts for prompt payment on individual invoices.
- b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the District annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

7.0.6 DISPUTES (JAN 2006):

- a) Choice-of-Forum: All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Beaufort County, State of South Carolina. Contractor agrees that any act by the Government regarding the Agreement is not a waiver of either the Government's sovereign immunity or the Government's immunity under the Eleventh Amendment of the United States Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.
- b) Service of Process: Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail.

7.0.7 EQUAL OPPORTUNITY (JAN 2006):

Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41,

Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.

7.0.8 FALSE CLAIMS (JAN 2006):

According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

7.0.9 FIXED PRICING REQUIRED:

Any pricing provided by contractor shall include all costs for performing the work associated with that price. Except as otherwise provided in this solicitation, Contractor's price shall be fixed for the duration of this contract, including option terms. This clause does not prohibit contractors from offering lower pricing after award.

7.0.10 NO INDEMNITY OR DEFENSE (FEB 2015):

Any term or condition is void to the extent it requires BCSD to indemnify, defend, or pay attorney's fees to anyone for any reason.

7.0.11 NOTICE (JAN 2006):

- a) After award, any notices shall be in writing and shall be deemed duly given:
 - 1) upon actual delivery, if delivery is by hand,
 - 2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or
 - 3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used.
- b) Notice to contractor shall be to the address identified as the Notice Address on Page Two. Notice to the BCSD shall be to the Procurement Officer's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph.

7.0.12 PAYMENT AND INTEREST (FEB 2015):

- a) The BCSD shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this Contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the BCSD.

- b) Unless otherwise provided herein, including the purchase order, payment will be made by check mailed to the payment address on "Page Two."
- c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, or Chapter 6 Title 29 (real property improvements) when applicable, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, the BCSD shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason.
- d) Amounts due to the BCSD shall bear interest at the rate of interest established by the South Carolina Controller General pursuant to Section 11-35-45 ("an amount not to exceed fifteen percent each year"), as amended, unless otherwise required by Section 29-6-30.
- e) Any other basis for interest, including but not limited to general (pre- and post-judgment) or specific interest statutes, including S.C. Code Ann. Section -34-31-20, are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied a simple interest without compounding.
- f) The District shall have all of its common law, equitable and statutory rights of set-off.

7.0.13 PUBLICITY (Jan 2006):

Contractor shall not publish any comments or quotes by the BCSD employees or include the BCSD in either news releases or a published list of customers, without the prior written approval of the Procurement Officer.

7.0.14 PURCHASE ORDERS (JAN 2006):

Contractor shall not perform any work prior to the receipt of a purchase order from the BCSD. The BCSD shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order.

7.0.15 SURVIVAL OF OBLIGATIONS (JAN 2006):

The Parties' rights and obligations which, by their nature, would continue beyond the

termination, cancellation, rejection, or expiration of this Contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit.

7.0.16 TAXES (JAN 2006):

Any tax the Contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by the BCSD, and such sums shall be due and payable to the Contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by the BCSD. It shall be solely the BCSD's obligation, after payment to Contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to Contractor by the taxing authority. In the event that the Contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by the BCSD to Contractor, Contractor shall be liable to the BCSD for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the Contractor.

7.0.17 TERMINATION DUE TO UNAVAILABILITY OF FUNDS (JAN 2006):

Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds, therefore. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the Contract shall be canceled. In the event of a cancellation pursuant to this paragraph, Contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. Contractor will not be reimbursed any costs amortized beyond the initial contract term.

7.0.18 THIRD PARTY BENEFICIARY (JAN 2006):

This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third-party beneficiary or otherwise.

7.0.19 WAIVER (JAN 2006):

The-BCSD does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the BCSD's rights under this Contract. Any waiver must be in writing.

7.1 TERMS AND CONDITIONS – B. SPECIAL:

7.1.1 BANKRUPTCY – GOVERNMENT INFORMATION (FEB 2015):

- a) All government information (as defined in the clause herein entitled “Information Security – Definitions”) shall belong exclusively to the District and Contractor has no legal or equitable interest in or claim to such information. Contractor acknowledges and agrees that in the event Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, District information in its possession and/or under its control will be considered property of its bankruptcy estate.
- b) Contractor agrees to notify the District within forty-eight (48) hours of any determination that it makes to file for bankruptcy protection, and Contractor further agrees to turn over to the District, before such filing, all government information that is in Contractor’s possession in a format that can be readily utilized by the District.
- c) In order to protect the integrity and availability of district information, Contractor shall take reasonable measures to evaluate and monitor the financial circumstances of any subcontractor that will process, store, transmit or access District information.

7.1.2 CHANGES (JAN 2006):

- a) Contract Modification: By a written order, at any time, and without notice to any surety, the Procurement Officer may, subject to all appropriate adjustments, make changes within the general scope of this Contract in any one or more of the following:
 - 1) drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the BCSD in accordance therewith;
 - 2) method of shipment or packing;
 - 3) place of delivery;
 - 4) description of services to be performed;
 - 5) time of performance (*i.e.*, hours of the day, days of the week, etc.); or,
 - 6) place of performance of the services.

Subparagraphs 1) to 3) apply only if supplies are furnished under this contract.
Subparagraphs 4) to 5) apply only if services are performed under this contract.

- b) Adjustments of Price or Time for Performance: If any such change increases or decreases the Contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the Contractor from proceeding with

the Contract as changed, provided that the BCSD promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the Contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

- c) Time Period for Claim: Within 30 days after receipt of a written contract modification under Paragraph a) of this clause, unless such period is extended by the Procurement Officer in writing, the Contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the Contractor's claim unless the BCSD is prejudiced by the delay in notification.
- d) Claim Barred After Final Payment: No claim by the Contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

7.1.3 COMPLIANCE WITH LAWS (JAN 2006):

During the term of the Contract, Contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

7.1.4 CONTRACT LIMITATIONS (JAN 2006):

No sales may be made pursuant to this Contract for any item or service that is not expressly listed. No sales may be made pursuant to this contract after expiration of this contract. Violation of this provision may result in termination of this Contract and may subject contractor to suspension or debarment.

7.1.5 CONTRACTOR'S LIABILITY INSURANCE – GENERAL (FEB 2015):

- a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors.
- b) Coverage shall be at least as broad as:
 - 1) Commercial general Liability (CGL): Insurance Services Office (ISO) Form Number CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in this policy.

- 2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
 - 3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- c) BCSD, and the officers, officials, employees and volunteers of any of them, must be covered as additional insured on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form Number CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.
 - d) For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the District, and the officers, officials, employees and volunteers of any of them. Any insurance or self-insurance maintained by the District, or the officers, officials, employees and volunteers of any of them, shall be in excess of the Contractor's insurance and shall not contribute with it.
 - e) Prior to commencement of the work, the Contractor shall furnish the District with original certificates and amendatory endorsements, or copies of the applicable policy language effecting coverage required by this section. All certificates are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.
 - f) Should any of the above-described policies be cancelled before the expiration date thereof; notice will be delivered in accordance with the policy provisions. In addition, the Contractor shall notify the District immediately upon receiving any information that any of the coverages required by this section are or will be changed, cancelled, or replaced.
 - g) Contractor hereby grants to the District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District or applicable Using Government Unit by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.
 - h) Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower

deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses with the retention.

- i) The District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurance, coverage, or other special circumstances.

7.1.6 CONTRACTOR PERSONNEL (JAN 2006):

The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

7.1.7 CONTRACTOR'S OBLIGATION – GENERAL (JAN 2006):

The Contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime Contractor and assume full responsibility for any Subcontractor's performance. The Contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

7.1.8 DEFAULT:

- a)
 - 1) The District may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the contractor, terminate this contract in whole or in part if the contractor fails to –
 - i) Deliver the supplies or to perform the services within the time specified in this contract or any extension;
 - ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause; or
 - iii) Perform any of the other material provisions of this contract (but see paragraph (a)(2) of this clause).
 - 2) The District's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the contractor does not cure such failure within 19 days (or more if authorized in writing by the Procurement Officer) after receipt of the notice from the Procurement officer specifying the failure.
- b) If the District terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Procurement Officer considers appropriate, supplies or services similar to those terminated, and the contractor will be liable to the District for any excess costs for those supplies or services. However, the contractor shall continue the work not terminated.

- c) Except for defaults of subcontractors at any tier, the contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond their control and without the fault or negligence of the contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the District in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance, the failure to perform must be beyond the control of the contractor and without the fault or negligence of the contractor.
- d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the contractor and subcontractor, and without the fault or negligence of either, the contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the contractor to meet the required delivery schedule.
- e) If this contract is terminated for default, the District may require the contractor to transfer title and deliver to the District, as directed by the Procurement Officer, any
 - 1) completed supplies, and
 - 2) partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as “manufacturing materials” in this clause) that the contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Procurement Officer, the contractor shall also protect and preserve property in its possession in which the District has an interest.
- f) The District shall pay contract price for completed supplies delivered and accepted. The contractor and Procurement Officer shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property; if the parties fail to agree, the Procurement Officer shall set an amount subject to the contractor’s rights under the Disputes clause. Failure to agree will be a dispute under the Disputes clause. The District may withhold from these amounts any sum the procurement officer determines to be necessary to protect the District against loss because of outstanding liens or claims of former lien holders.
- g) If, after termination, it is determined that the contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the District, be the same as if the termination had been issued for the convenience of the District. If, in the foregoing circumstances, this contract does not contain a clause providing for termination for convenience of the District, the contract shall be adjusted to compensate for such termination and the contract modified accordingly subject to the contractor’s rights under the Disputes clause.
- h) The rights and remedies of the District in this clause are in addition to any other rights

and remedies provided by law or under this contract.

7.1.9 ESTIMATED QUANTITY - UNKNOWN (JAN 2006):

The total quantity of purchases of any individual item on the contract is not known. The District does not guarantee that the District will buy any specified item or total amount. The omission of an estimated purchase quantity does not indicate a lack of need but rather a lack of historical information.

7.1.10 ILLEGAL IMMIGRATION:

(An overview is available at www.procurement.sc.gov) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractor's language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractor's language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

7.1.11 INDEMNIFICATION - THIRD PARTY CLAIMS - GENERAL (FEB 2015):

Notwithstanding any limitation in this agreement, and to the fullest extent permitted by law, Contractor shall defend and hold harmless Indemnitees for and against any and all suits or claims of any character (and all related damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities) by a third party which are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property arising out of or in connection with the goods or services acquired hereunder or caused in whole or in part by any act or omission of contractor, its subcontractors, their employees, workmen, servants, agents, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by an Indemnitee, and whether or not such claims are made by a third party of an Indemnitee; however, if an Indemnitee's negligent act or omission is subsequently determined to be the sole proximate cause of a suit or claim, the Indemnitee shall not be entitled to indemnification hereunder. Contractor shall be given timely written notice of any suit or claim. Contractor's obligations hereunder are in no way limited by any protection afforded under workers' compensation acts, disability benefits acts, or other employee benefit acts. This clause shall not negate, abridge, or reduce any other rights or obligations of indemnity which would otherwise exist. The obligations of this paragraph shall survive termination, cancelation, or expiration of the parties' agreement. This provision shall be construed fairly and reasonably, neither strongly

for nor against either party, or without regard to any clause regarding insurance. As used in this clause, “Indemnitees” means the BCSD, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees.

7.1.12 INDEMNIFICATION - THIRD PARTY CLAIMS – DISCLOSURE OF INFORMATION (FEB 2015):

- a) Without limitation, Contractor shall defend and hold harmless Indemnitees from and against any and all suits, claims, investigations, or fines (hereinafter “action”) of any character (and all related damages, settlement payments, attorneys’ fees, costs, expenses, losses or liabilities) by a third party which arise out of or in connection with a disclosure of government information (as defined in the clause titled Information Security – Definitions) cause in whole or in part by any act or omission of contractor, its subcontractors at any tier, their employees, workmen, servants, agents, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by an Indemnitee, and whether or not such action is brought by a third party or an Indemnitee, but only if the act or omission constituted a failure to perform some obligation imposed by the contract or the law.
- b) Indemnitee must notify contractor in writing within a reasonable period of time after Indemnitee first receives written notice of any action. Indemnitee’s failure to provide or delay in providing such notice will relieve contractor of its obligations under this clause only if and to the extent that such delay or failure materially prejudices contractor’s ability to defend such action. Indemnitee must reasonably cooperate with contractor’s defense of such actions (such cooperation does not require and is without waiver of an Indemnitees attorney/client, work product, or other privilege_ and, subject to Title 1, Chapter 7 of the South Carolina Code of Laws, allow contractor sole control of the defense, so long as the defense is diligently and capably prosecuted. Indemnitee may participate in contractor’s defense of any action at its own expense. Contractor may not, without Indemnitee’s prior written consent, settle, compromise, or consent to the entry of any judgment in any such commenced or threatened action unless such settlement, compromise or consent:
 - i. includes an unconditional release of Indemnitee from all liability related to such commenced or threatened action, and
 - ii. is solely monetary in nature and does not include a statement as to, or an admission of fault, culpability or failure to act by or on behalf of, an Indemnitee or otherwise adversely affect an Indemnitee. Indemnitee’s consent is necessary for any settlement that requires Indemnitee to part with any right or make any payment or subjects Indemnitee to any injunction
- c) Notwithstanding any other provision, contractor’s obligations pursuant to this clause are without any limitation whatsoever. Contractor’s obligations under this clause shall survive the termination, cancellation, rejection, or expiration of the contract. This provision shall be construed fairly and reasonably, neither strongly for nor against either party, or without regard to any clause regarding insurance.

- d) "Indemnitee" means the Beaufort County School District, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees.

7.1.13 INDEMNIFICATION - INTELLECTUAL PROPERTY (FEB 2015):

- a) Without limitation and notwithstanding any provision in this agreement, Contractor shall, upon receipt of notification, defend and indemnify BCSD, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees against all actions, proceedings or claims of any nature (and all damages, settlement payments, attorneys' fees (including inside counsel), costs, expenses, losses or liabilities attributable thereto) by any third party asserting or involving an IP right related to an acquired item. BCSD shall allow Contractor to defend such claim so long as the defense is diligently and capably prosecuted. BCSD shall allow Contractor to settle such claim so long as

- 1) all settlement payments are made by Contractor, and
- 2) the settlement imposes no non-monetary obligation upon BCSD.
BCSD shall reasonably cooperate with Contractor's defense of such claim.

- b) In the event an injunction or order shall be obtained against BCSD's use of any acquired item, or if in Contractor's opinion, the acquired item is likely to become the subject of a claim of infringement or violation of an IP right, Contractor shall, without in any way limiting the foregoing, and at its expense, either:

- 1) procure for BCSD the right to continue to use, or have used, the acquired item, or
- 2) replace or modify the acquired item so that it becomes non-infringing but only if the modification or replacement does not adversely affect the specifications for the acquired item or its use by BCSD.

If neither (1) nor (2), above, is practical, BCSD may require that Contractor remove the acquired item from BCSD, refund to BCSD any charges paid by BCSD therefore, and take all steps necessary to have BCSD released from any further liability.

- c) Contractors' obligations under this paragraph do not apply to a claim to the extent
 - 1) that the claim is caused by Contractor's compliance with specifications furnished by BCSD unless Contractor knew its compliance with the BCSD's specifications would infringe an IP right, or
 - 2) that the claim is caused by Contractor's compliance with specifications furnished by BCSD if BCSD knowingly relied on a third party's IP right to develop the specifications provided to Contractor and failed to identify such product to Contractor.

- d) As used in this paragraph, these terms are defined as follows: "IP right(s)" means a patent, copyright, trademark, trade secret, or any other proprietary right. "Acquired item(s)" means the rights, goods, or services furnished under this agreement. "Specification(s)" means a detailed, exact statement of particulars such as a statement prescribing materials, dimensions, and quality of work.
- e) Contractor's obligations under this clause shall survive the termination, cancellation, rejection, or expiration of this Agreement.

7.1.14 INFORMATION SECURITY – DEFINITIONS (FEB 2105):

The following definitions are used in those clauses that cross reference this clause.

Compromise – means disclosure of information to unauthorized persons, or a violation of the security policy of a system in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object may have occurred. Without limitation, the term “compromise” includes copying the data through covert network channels, or copying the data to unauthorized media, or disclosure of information in violation of any obligation imposed by this contract.

Data – means a subset of information in an electronic format that allows it to be retrieved or transmitted.

District Information – means information (i) provided to Contractor by, or generated by Contractor for, the District or (ii) acquired or accessed by contractor as a result of performing the Work. Without limiting the foregoing, District information includes any information that Contractor acquires or accesses by software or web-based services, which includes, without limitation, any metadata or location data. District information excludes unrestricted information.

Information – means any communication or representation of knowledge such as facts, statistics, or opinions, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual.

Information System – means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information.

Public Information – means any specific information, regardless of form or format, that the District has actively and intentionally disclosed, disseminated, or made available to the public. Information is not public information solely because it may be subject to inspection pursuant to an unfulfilled public records request.

Software – means any computer program accessed or used by the District or a third party pursuant to or as a result of this contract.

Third Party – means any person or entity other than the District, the Contractor, or any subcontractors at any tier.

Unrestricted Information – means:

- 1) public information acquired other than through performance of the work,
- 2) information acquired by Contractor prior to contract formation,

- 3) information incidental to your contract administration, such a financial, administrative, cost or pricing, or management information, and
- 4) any ideas, concepts, know-how, methodologies, processes, technologies, techniques which Contractor develops or learns in connection with Contractor's performance of the work.

Web-based Service – means a service accessed over the internet and acquired, accessed, or used by the District or a third party pursuant to or as a result of this contract, including without limitation, cloud services, software-as-a-service, and hosted computer services.

7.1.15 LICENSES AND PERMITS (JAN 2006):

During the term of the Contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the BCSD, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

7.1.16 MATERIAL AND WORKMANSHIP (JAN 2006):

Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this Contract are to be new and of the most suitable grade for the purpose intended.

7.1.17 NEPOTISM POLICY:

The contractor shall immediately report to the Chief Finance Officer any current or pending employment of an immediate family member of the BCSD Superintendent, Executive Leadership Team, School Principals, Facilities Planning and Construction Officer, or Procurement/contracting personnel.

7.1.18 OWNERHIP OF DATA & MATERIALS (JAN 2006):

All data, material and documentation prepared for the District pursuant to this contract shall belong exclusively to the District.

7.1.19 PERFORMANCE BOND REQUIRED: NON-APPLICABLE

A Performance Bond and a Labor and Material Payment Bond **will** be required for 100% of the proposed/contracted amount on the various projects that exceed \$50,000. The bonds must be issued by a surety company licensed in South Carolina, with an "A" minimum rating of performance as stated in the most current publication of "best's key rating guide, property liability" which shall show a financial strength rating of at least five (5) time the contract amount. Each bond must be accompanied by a "power of attorney" authorizing the attorney in-fact to bind the surety and certified to include the date of the performance bond.

7.1.20 PRICE ADJUSTMENTS (JAN 2006):

- a) Method of Adjustment: Any adjustment in the contract price made pursuant to a clause in this contract shall be consistent with this Contract and shall be arrived at through whichever one of the following ways is the most valid approximation of the actual cost to the Contractor (including profit, if otherwise allowed):
- 1) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - 2) by unit prices specified in the Contract or subsequently agreed upon;
 - 3) by the costs attributable to the event or situation covered by the relevant clause, including profit if otherwise allowed all as specified in the Contract; or subsequently agreed upon;
 - 4) in such other manner as the parties may mutually agree; or,
 - 5) in the absence of agreement by the parties, through a unilateral initial written determination by the Procurement Officer of the costs attributable to the event or situation covered by the clause, including profit if otherwise allowed all as computed by the Procurement Officer in accordance with generally accepted accounting principles, subject to the provisions of Title 11, Chapter 35, Article 17 of the S.C. Code of Laws.
- b) Submission of Price or Cost Data: Upon request of the Procurement Officer, the Contractor shall provide reasonably available factual information to substantiate that the price or cost offered, for any price adjustments is reasonable, consistent with the provisions of Section 11-35-1830.

7.1.21 PRICE ADJUSTMENT – LIMITED – AFTER INITIAL TERM ONLY (JAN 2006):

Upon approval of the Procurement Officer, prices may be adjusted for any renewal term. Prices shall not be increased during the initial term. Any request for a price increase must be received by the procurement officer at least ninety (90) days prior to the expiration of the applicable term and must be accompanied by sufficient documentation to justify the increase. If approved, a price increase becomes effective starting with the term beginning after approval. A price increase must be executed as a change order. Contractor may terminate this contract at the end of the then current term if a price increase request is denied. Notice of termination pursuant to this paragraph must be received by the Procurement Officer no later than fifteen (15) days after the Procurement Officer sends contractor notice rejecting the requested price increase.

7.1.22 PRICE ADJUSTMENTS – LIMITED BY CPI “OTHER GOODS AND SERVICES” (JAN 2006):

Upon request and adequate justification, the Procurement Officer may grant a price increase

up to but **not to exceed 3%**, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), “Other Goods and Services” for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov. **If the annual year-over-year CPI increase is greater than 5%, the District will consider negotiations for the increased cost over the 3% limit. However, at the next anniversary date of the contract, if the annual CPI percentage is below 3%, pricing will be adjusted downward to reflect the CPI index prior to the extraordinary increase for the previous year, not to exceed an average annual increase of 3% since contract inception.**

7.1.23 PURCHASING CARD (JAN 2006): (NON-APPLICABLE)

Contractor agrees to accept payment by the South Carolina Purchasing Card for no extra charge. The Purchasing Card is issued by Visa. The purchasing card allows BCSD to make authorized purchases from a vendor without the requirement to issue a purchase order.

7.1.24 RELATIONSHIP OF THE PARTIES (JAN 2006):

Neither party is an employee, agent, partner, or joint venture of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party.

7.1.25 RESTRICTIONS ON PRESENTING TERMS OF USE OR OFFERING ADDITIONAL SERVICES (FEB 2015):

- a) Citizens, as well as public employees (acting in their individual capacity), should not be unnecessarily required to agree to or provide consent to policies or contractual terms in order to access services acquired by the District pursuant to this contract (hereinafter “applicable services”) or, in the case of public employees, to perform their job duties; accordingly, in performing the work, contractor shall not require or invite any citizen or public employee to agree to or provide consent to any end user contract, privacy policy, or other terms of use (hereinafter “terms of use”) not previously approved in writing by the procurement officer. Contractor agrees that any terms of use regarding applicable services are void and of no effect.
- b) Unless expressly provided in the solicitation, public contracts are not intended to provide contractors an opportunity to market additional products and services; accordingly, in performing the work, contractor shall not – for itself or on behalf of any third party – offer citizens or public employees (other than the procurement officer) any additional products or services not required by the contract.
- c) Any reference to contractor in items (a) or (b) also includes any subcontractor at any tier. Contractor is responsible for compliance with these obligations by any person or entity that contractor authorizes to take any action related to the work.

- d) Any violation of this clause is a material breach of contract. The parties acknowledge the difficulties inherent in determining the damage from any breach of these restrictions. Contractor shall pay the District liquidated damages of \$1,000 for each contact with a citizen or end user that violates this restriction.

7.1.26 STORAGE OF MATERIALS (JAN 2006):

Absent approval of the District, Contractor shall not store items on the premises of the project prior to the time set for installation.

7.1.27 TERM OF CONTRACT – EFFECTIVE DATE / INITIAL CONTRACT PERIOD:

The anticipated effective date of this contract will be August 2024. The initial term of this agreement is one (1) year from the effective date.

7.1.28 TERM OF CONTRACT – OPTION TO RENEW (Jan 2015):

At the end of the initial term, the District has the option to renew for an additional four (4) one (1) year periods, unless contractor receives notice that the BCSD elects not to renew the contract at least thirty (30) days prior to the date of renewal. With the exception of a voluntary extension subject to BCSD Superintendent’s approval, this contract expires no later than the last date stated on the maximum contract periods.

7.1.29 TERM OF CONTRACT - TERMINATION BY CONTRACTOR (JAN 2006):

Contractor may terminate this contract at the end of the initial term, or any renewal term, by providing the Procurement Officer notice of its election to terminate under this clause at least ninety days prior to the effective date of termination.

7.1.30 TERMINATION FOR CONVENIENCE – (JAN 2006):

- a) Termination. The Procurement Officer may terminate this contract in whole or in part, for the convenience of the District. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.
- b) Contractor’s Obligations. The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Procurement Officer may direct the contractor to assign the contractor’s rights, title, and interest under terminated orders or subcontracts to the District. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

- c) Right to Supplies. The Procurement Officer may require the contractor to transfer title and deliver to the District in the manner and to the extent directed by the Procurement Officer:
- 1) any completed supplies; and
 - 2) Such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract right (hereinafter called “manufacturing material”) as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the District has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this section in no way implies that the District has breached the contract by exercise of the Termination for Convenience Clause.
- d) Compensation.
- 1) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Section 11-35-1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with subparagraph (c) of this paragraph.
 - 2) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the District, the proceeds of any sales of supplies and manufacturing materials under paragraph (3) of this clause, and the contract price of the work not terminated;
 - 3) Absent complete agreement under subparagraph (b) of the paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under subparagraph (b) shall not duplicate payments under this subparagraph:
 - i) contract prices for supplies or services accepted under the contract;
 - ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services;
 - iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to paragraph (2) of this clause. These costs must not include costs paid in accordance with subparagraph (c)(iii) of this paragraph;
 - iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the

amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under subparagraph (b) of this paragraph, and the contract price of work not terminated.

- 4) Contractor must demonstrate any costs claimed, agreed to, or established under subparagraphs (b) and (c) of this paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles.
- e) Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not:
 - i) affect the District's right to require the termination of a subcontract
 - ii) increase the obligation of the District beyond what it would have been if the subcontract had contained an appropriate clause.

8.0 BIDDING SCHEDULE

SEE EXHIBIT A, B, C, D and E

9.0 ATTACHMENTS TO SOLICITATION

MINORITY AND WOMAN BUSINESS ENTERPRISE POLICY AND REQUIREMENTS:

***Mission of the Beaufort County School District Board of Education:
To serve the community by providing the opportunity for each student to receive a highly effective education***

Statement of Policy

It is the policy of the Beaufort County School District that discrimination against businesses on the basis of race, color, national origin, and gender is prohibited. No person shall be denied the benefit of, or otherwise discriminated against, on the grounds of race, color, national origin or gender in connection with the award and/or performance of any contract or modification of a contract between a vender or contractor and the Board which contract is paid or is to be paid for, in whole or part, with monetary appropriations of the Board. Further, it is the policy of BCSD to encourage and promote on an inclusionary basis contracting opportunities for all business, without regard to race, color, national origin or gender. It is expected that all firms seeking to do business with the Beaufort County School District will comply with this BCSD policy.

W/MBE Compliance

Potential bidders must demonstrate their process for contracting or utilizing businesses as subcontractors or suppliers for work on projects undertaken is open to businesses regardless of race, gender or ethnicity, by fulfilling one (1) of three (3) alternative eligible bidder categories.

1. Documentation of prior M/WBE on projects undertaken in South Carolina during the previous two (2) years at the level of availability.
2. Documentation of prior good faith outreach efforts on all projects undertaken in South Carolina during the previous two (2) years.
3. Commitment to future good faith outreach efforts in all projects undertaken in South Carolina.

On eligible projects that equal or exceed five million dollars in value, potential bidders are required to make a good faith effort to enter into a joint venture or Mentor/Protégé arrangement at the prime contractor level which includes at least one (1) certified minority- and/or woman-owned firm.

- Companies involved in joint venture Mentor/Protégé arrangements must be of a different race or gender ownership.
- Each eligible bidder shall submit with each bid submission on an eligible contract:

1. A complete and signed subcontractor plan. Eligible bidders who submit bid proposals which fail to utilize minority- and/or woman-owned business enterprises at a level consistent with availability, must submit documentation

- detailing their “good faith outreach efforts” to utilize minority- and/or woman owned firms.
2. Written documentation demonstrating the eligible bidder’s good faith efforts to identify, contract with, or utilize businesses, including certified M/WBEs, as sub-contractors or suppliers on the eligible project.
- Acceptable good faith effort documentation:
 1. The eligible bidder contacted the District Purchasing and Contract Compliance Offices, other private sector and government entities, or M/WBEs organizations, to identify available businesses to work on the eligible bidder project, including minority-and Woman-owned firms.
 2. The eligible bidder placed notices of opportunity for minority-and woman-owned firms to perform subcontracting work on the eligible project in newspapers, trade journals and other relevant publications specifically targeted to M/WBEs or communicated such notices or opportunities via the Internet or by other available media means.
 3. The eligible bidder submitted invitations to bid for work on the eligible project to qualified businesses, including minority-and woman-owned firms.
 4. The eligible bidder included in such notices and invitations, a full disclosure of the criteria upon which bids, proposals or quotes would be evaluated, and also included contact information for inquiries, submissions, or requests to review any necessary bid documents.
 5. The eligible bidder promptly responded to inquiries, provided necessary physical access and time for all interested businesses to fully review all necessary bid documents, and otherwise provided information, access and time to allow all interested businesses to prepare bids and quotes, regardless of race, gender or ethnicity.
 6. The eligible bidder considered, hired, or otherwise utilized qualified and available businesses for an eligible project, including minority-and Woman-owned firms.
 7. For each business which contacted or was contacted by the eligible bidder regarding sub-contracting or services on the eligible project, the eligible bidder shall maintain all written documents reflecting such contract, including bids, quotes and proposals.

Subcontractor Participation

Beaufort County School District, through its contract documents, encourages contractors to utilize minority subcontractors on their projects.

A prime contractor must identify M/WBE utilization expenditures to certified M/WBE subcontractors that perform a commercially useful function in the work of the contract. An M/WBE subcontractor is considered to perform a commercially useful function when it is responsible for the execution of a distinct element of the work of a contract for which the MBE or WBE has the skill and expertise and carries out its responsibilities by actually performing, managing and supervising the work involved.

Business Utilization Report

In order to facilitate an effective monitoring system, each contractor, bidder or offeror must submit a completed and signed Utilization Report with the bid submission which lists the names, addresses and contact persons of the M/WBE and majority owned businesses, if any, to be used in the contract, the type of work each business will perform, the dollar value of the work and the scope of work. The Utilization Report submitted by the contractor shall be submitted as a part of the contract with BCSD. If the information contained in the Contractor’s Utilization Report changes by the time the contract is executed, the Contractor shall amend the Utilization Report and such amended Utilization Report shall be incorporated into the contract.

Business Enterprise Utilization Report

List all vendors/subcontractors to be used on this project. All MBEs or WBEs proposed for utilization on this project must be certified by the Small and Minority Business Assistance Office through the State of South Carolina according to the criteria of the Beaufort County School District’s Minority Business Enterprise Plan prior to utilization on this project.

In column 2 below, please specify ethnic/racial/gender group as follows:

- AABE – African American Business Enterprise
- HBE – Hispanic Business Enterprise
- ABE – Asian-American Business Enterprise
- WBE – Woman Business Enterprise

<u>Sub-Contractor Name</u>	<u>Gender Group</u>	<u>Address</u>	<u>Phone #</u>	<u>Other</u>	<u>E-Mail</u>

Statement of Intent

We, the undersigned, have prepared and submitted all the documents required for this project. We have prepared these documents with a full understanding of the Beaufort County School District’s goal to ensure equal opportunities in the proposed work to be undertaken in performance of this project. Specifically, the BCSD seeks to encourage and promote on an inclusionary basis contracting opportunities without regard to the race, gender, national origin or ethnicity of the ownership or management of any business and that it is an equal opportunity employer and contracting entity. We certify that the representations contained in the Minority/Woman Business Enterprise (M/WBE) Utilization Report, which we have submitted with this solicitation, are true and correct as of this date. We commit to undertake this contract with the Minority/Woman Business Utilization Report we have submitted, and to comply with all non-discrimination provisions of the Minority/Woman Business Enterprise Program in the performance of this contract.

Signature

Date

Name: _____

Title: _____

Project: _____

EXHIBIT A - SERVICES, ORDERING AND PRICES

OFFER SHEET FOR _____ GROUP/DISTRICT (A separate Offer Sheet is required for each BCSD group proposed. Beneficial offers of District-wide cost for all groups will be considered. One Offer Sheet should be submitted for the overall proposed District Supervision and office staff assuming the award of three groups. The Owner reserves the right to negotiate Overall District supervision following groups award.)

NOTE: In the space provided below, provide a price for furnishing all management, supervision, labor, materials and equipment for the following services

DESCRIPTION	UNIT PRICE	PRICE* Base Period 36-months	PRICE* 1st Option/ Renewal Period 1 Year	PRICE* 2 nd Option/ Renewal Period 1 Year	TOTAL CONTRACT PRICE
Custodial and Related Services:	\$ _____ (per month)	\$ _____	\$ _____	\$ _____	\$ _____

***PRICES SUBMITTED SHALL BE DIVISIBLE BY 12**

EXHIBIT B - GROUP

Complete a separate Exhibit A for each Group and/or District-wide offer:

<u>Beaufort Group 1</u>	<u>Bluffton Group 1</u>
Beaufort High School	Bluffton High School
Lady’s Island Middle School	Bluffton Middle School
Lady’s Island Elementary School	Bluffton Elementary School
Mossy Oaks Elementary School	Bluffton Early Childhood Center
Coosa Elementary School	H.E. McCracken Middle School
St. Helena Elementary School	Red Cedar Elementary School

<u>Beaufort Group 2</u>	<u>Bluffton Group 2</u>
Battery Creek High School	May River High School
Beaufort Middle School	River Ridge Academy
Beaufort Elementary School	Pritchardville Elementary School
Broad River Elementary School	Okatie Elementary School
Port Royal Elementary School	M.C. Riley Elementary School
District Educational Services Center	M.C. Riley Early Childhood Center
Adult Education – 1300 King Street	Bluffton Maintenance Annex

<u>Beaufort Group 3</u>	<u>Hilton Head Island Group</u>
Whale Branch Early College High School	Hilton Head Island High School
Whale Branch Middle School	Hilton Head Island Middle School
Whale Branch Elementary School	Hilton Head Island Elementary School
Robert Smalls Leadership Academy	Hilton Head Island School for Creative Arts
J. S. Shanklin Elementary School	Hilton Head Island Early Childhood Center
James J. Davis Early Childhood Center	Daufuskie Island Elementary School

<u>Alternate #1</u>
Beaufort Jasper Academy for Career Excellence

EXHIBIT C

SATURDAY SERVICES

	Cost Per Hour
<u>Area opened</u>	
Minimum number of hours/custodian _ Minimum cost per custodian	\$ _____
Each additional hour/custodian after minimum	\$ _____

SUNDAY SERVICES

<u>Area opened</u>	
Minimum number of hours/custodian _ Minimum cost per custodian	\$ _____
Each additional hour/custodian after minimum	\$ _____

ADDITIONAL SERVICES

(May Only Be Authorized by the COO or Designated Representative)

	Cost per Sq Ft
<u>Custodial Project Cleaning in Excess of Once Annually:</u>	
Shampoo carpet with authorized shampoo	\$ _____
Finish floors with authorized floor finish	\$ _____
Damp Wipe all furniture and all locker exteriors with authorized cleaner	\$ _____
Clean all exterior windows with authorized cleaner	\$ _____
Clean all interior windows with authorized cleaner.	\$ _____
Clean all interior skylights with authorized cleaner. (Contractor to provide safety equipment approved by BCSD)	\$ _____
Electrostatic Misting using hospital grade disinfectant	\$ _____
<u>Power Wash:</u>	
All entrances to buildings.	\$ _____
All mobile units (Portables).	\$ _____

EXHIBIT E – STAFFING AT EACH SCHOOL/SITE

Contractor must supply a list of the custodial staff by FTE count (one FTE is equal to 2080 paid hours annually) for each School/Site proposed, including Supervisors and Head Custodians.

Identify head day, lead night and floating custodian staff separately.
Identify day custodians separately from evening custodians.

School/Site: _____

Daily:

# Employees (FTE)	Position	Hours

Annually:

# Employees (FTE)	Position	Hours