

	Rock Hill Schools Invitation for Bid	Solicitation Number Date Issued Procurement Specialist Phone E-Mail Address	18-1904 June 28 , 2018 Charlene P. Maffett 803-981-1162 CMaffett@rhmail.org
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Interior and Exterior Painting Services at Various Schools

BID DUE DATE (Opening Date/Time): July 17, 2018 at 3:00 p.m.
LAST DAY FOR QUESTIONS: July 11, 2018 at 12:00 p.m.

NUMBER OF COPIES TO BE SUBMITTED: one (1) original

Solicitation number and opening date must appear on the bid.

SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:

PHYSICAL MAILING ADDRESS:
Rock Hill Schools Purchasing Department 2171 West Main Street Rock Hill, SC 29732

CONFERENCE TYPE: A Mandatory Pre-Bid Meeting and Site Visit shall be held on Monday, July 9 2018 at 1:00 p.m. The site visit will immediately follow the Pre-Bid meeting. Bids will only be accepted from those Contractors who are present at the mandatory pre-bid meeting and site visit.	LOCATION: 2171 West Main Street, Rock Hill, SC 29732
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ADDENDUM(S)	Any addendum(s) will be posted at the following web address: http://www.rock-hill.k12.sc.us
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Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to be bound by the terms of the solicitation. You agree to hold your offer open for a minimum of sixty (60) calendar days after the opening date.

NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ (See "Signing your Offer" provision)
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>	
TITLE <small>(Business title of person signing above)</small>	
PRINTED NAME (Printed name of person signing above)	

DATE SIGNED

BID 18-1904 Interior and Exterior Painting Services at Various Schools

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.

STATE OF INCORPORATION

(If offeror is a corporation, identify the State of Incorporation.)

TAXPAYER IDENTIFICATION NO.

(See "Taxpayer Identification Number" provision)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
	Area Code	Number	Extension	Facsimile
	E-mail Address			
PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)			
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)			

ACKNOWLEDGMENT OF ADDENDUM(S)

Offerors acknowledges receipt of addendum(s) by indicating amendment number and its date of issue.

Minority Participation:

Are you a SC Certified Minority Vendor - Yes ☐ No ☐

If yes, SC Certification # _____

Are you a Non SC Certified Minority Vendor - Yes ☐ No ☐

Table of Contents

SECTION A: GENERAL BID INSTRUCTIONS AND CONDITIONS4

SECTION B: INTRODUCTION 12

SECTION C: SCOPE OF WORK AND SPECIFICATIONS 12

SECTION D: ELABORATION AND CLARIFICATION 16

SECTION E: BID FORM..... 17

SECTION F: BIDDER’S STATEMENT OF ASSURANCE AND COMPLIANCES 19

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SECTION A: GENERAL BID INSTRUCTIONS AND CONDITIONS

1. INSTRUCTIONS TO BIDDERS:

- A. Bids shall be publicly opened at **3:00 PM on July 17, 2018**. Bid openings shall be conducted in the Purchasing Department which is located at 2171 West Main Street, Rock Hill, SC 29732. Sealed bids shall include **pages 1-2 and 17-25** and must be enclosed in an envelope, and the "bid name and number" shall be clearly displayed on the lower left-hand corner of the envelope containing the bid. The name and address of the bidder shall also be displayed on the envelope. Bids that are mailed shall be addressed to the **Purchasing Director, Attention: BID18-1904 Interior and Exterior Painting Services at Various Schools, Rock Hill School District Three, 2171 West Main Street, Rock Hill, SC 29732**. Hand carried bids shall be delivered to the same address.
- B. Bids shall be submitted **NO LATER THAN 3:00 PM** in the place and manner as described in paragraph 1A above. Bids received **after 3:00 PM** shall be late bids. Late bids shall not be considered for award and will be returned to the vendor unopened.
- C. The District shall not accept responsibility for unidentified bids.
- D. In the event that a bid is unintentionally opened prior to the official time set for a bid opening, the employee opening such bid shall immediately sign the envelope and deliver it to the Purchasing Director.
- E. All prices shall be entered in ink or typewritten and shall remain firm for not less than 60 days from the bid date. Mistakes may be crossed out, corrections may be inserted adjacent, and shall be initialed in ink by the person signing the bid.
- F. The District shall not accept oral, emailed, or FAXED bids.
- G. The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"
The Term "Offeror" Means "Vendor" or "Contractor" or "Bidder"

2. **TAXES:** South Carolina Sales Tax shall be shown as a separate entry on the bid total, if applicable at 7%.

3. **AMBIGUOUS BIDS:** Bids, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.

4. **BIDDERS QUALIFICATIONS:** Bids shall be considered only from bidders who are regularly established in the business called for, and who in the judgment of the District, are financially responsible and able to show evidence of their reliability, ability (to render prompt and satisfactory service in the volume required by this solicitation), experience, equipment, facilities, and personnel directly employed or supervised.

5. **ACKNOWLEDGEMENT OF ADDENDUM(S):**

- A) Bidders shall acknowledge receipt of all addendum(s) either by signing and returning one copy of the addendum or by acknowledging the change on the bid form.
- B) It is the bidder's responsibility to determine whether they have received any or all addendum(s).

6. **AFFIRMATIVE ACTION:** The successful bidder shall take affirmative action in complying with all Federal, State, and local requirements concerning fair treatment of all employees/applicants, without regard or discrimination by reasons of race, color, sex, religion, national origin, and physical handicap.
7. **COMMUNICATION WITH PROSPECTIVE BIDDERS:**
- A. All communication concerning this IFB must be in writing to the Purchasing Director. Email is the preferred method of communication.
 - B. Oral explanation or instructions provided prior to the award of a contract shall not be binding.
 - C. From the issue date of this proposal (IFB/RFP/RFO), until the completion of the selection process and the award notification is announced, vendors are not allowed to communicate with District employees and/or contracted agents related to this IFB for any reason except as authorized by the Purchasing Director. Violation of this provision may result in rejection of the vendor's response.
 - D. It is the vendor's responsibility to check the District's website procurement page for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation process.
8. **WITHDRAWAL OF BIDS:** Any bidder may withdraw his bid prior to the closing time scheduled for the receipt of bids. All requests to withdraw bids must be submitted in writing and must document the fact that the acceptance of the bid will cause the bidder substantial loss.
9. **STATEMENT OF COMPLIANCE AND ASSURANCE:**
- A. Bidders shall be required to certify, in the Statement of Assurance and Compliance, their company complies with all applicable Federal and State laws and regulations.
 - B. Statement of Assurances and Compliance is provided to vendors in Section D.
10. **ASSIGNMENT:** No contract may be assigned, sublet, or transferred without the written consent of the Director of Purchasing.
11. **SUBMISSION OF DATA:** Each bidder, upon request, shall submit evidence of liability insurance, Workmen's Compensation, and any other data released to this solicitation, to satisfy the requirements of the solicitation and the execution of a contract.
12. **FAILURE TO SUBMIT A BID:** Vendors not responding with a bid should not return this solicitation. Instead, they should advise the District by letter or postcard whether they want to receive future consideration for similar requirements. Any vendor failing to respond to three consecutive bids for the same items may be removed from the applicable bid lists.
13. **ACCIDENTS:** The vendor shall hold the District harmless from any and all damages and claims that may arise by reasons of any negligence on the part of the vendor, his agents, or employees in the performance of this contract; and, in case of any action brought against the District or any of its agents or employees, the vendor shall assume full responsibility for their defense. Upon his failure to do so on the proper notice, the District reserves the right to defend such motion and charge all costs to the vendor. The vendor shall take all precautions necessary to protect the public against injury.

- 14. BIDDER'S RESPONSIBILITY:** Each bidder shall fully acquaint himself with the scope of work required for the execution of the work specified by this bid. It is expected that this will sometimes require on-site observations. The failure of a bidder to acquaint himself with existing conditions shall in no way relieve the bidder of any obligations with respect to this bid or any resulting contract.
- 15. TERMINATION:** Subject to the provisions below, this contract may be terminated by the Director of Purchasing, provided a thirty (30) day advance written notice is given to the contractor.
- Termination for convenience.** In the event this contract is terminated or canceled upon request and for the convenience of the District, the District shall negotiate reasonable termination costs, if applicable.
- Termination for Cause.** Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision. Termination cost, if any, shall not apply. The thirty (30) day advance notice requirement is waived and the default provisions of this bid shall apply
- 16. EXAMINATION OF RECORDS:**
- A. The Superintendent of Rock Hill School District Three, or his duly authorized representative(s), shall, until three (3) years after final payment under this contract, have access to and the right to examine any of the contractor's directly pertinent books, documents, papers or other records involving transactions related to this contract.
 - B. The contractor agrees to include in first-tier subcontracts, under this contract, a clause to the effect that the Superintendent of Rock Hill School District Three, or his duly authorized representative(s) shall, until three (3) years after final payment under the subcontract, have access to and the right to examine any of the subcontractor's directly pertinent books, documents, papers, or other records involving transactions related to the subcontract.
- 17. COMPETITION:** There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the United States Government. Bidders may bid lower than the US Government contract price without any liability, because the District is exempt from the provisions of the Robinson-Patman Act and other related laws.
- 18. SOUTH CAROLINA LAW CLAUSE:** Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which requires such person or entity to be authorized/licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized/licensed to do business in this state. By submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the state.
- 19. RIGHT TO PROTEST (Section 4210):** Any actual or prospective bidder who is aggrieved in connection with the solicitation or award may submit a protest to the Director of Purchasing. The protest shall be submitted in writing within fifteen (15) days of the date of issuance of the Invitation for Bids or Request for Proposal or other solicitation document, whichever is applicable, or any amendment to it, if the amendment is at issue.

Any actual bidder or prospective bidder who is aggrieved in connection with the intended award or award of a contract shall protest to the Director of Purchasing. The protest shall be submitted within ten (10) of the date award or notification of intent to award, whichever is earlier.

20. PROPRIETARY INFORMATION: Contractors shall visibly mark as “**CONFIDENTIAL**” each part of their Proposal which they consider proprietary information. Price may not be considered confidential proprietary information.

21. AWARDING POLICY: The District reserves the right to select and award on an individual item basis, lot (group) basis or an “all or none” basis, whichever the District determines to be most advantageous. Therefore, individual prices per item must be indicated on the Proposal form. Contractors are encouraged to offer discounts for consideration of consolidated award. Furthermore, the District, in determining the lowest responsible Contractor on each of the items shall consider, in addition to the Proposal price, conformity to specifications, delivery, the District's opinion relative to the quality of materials/services being offered, training, suitability and adaptability of the services required by this solicitation. The District reserves the right to reject or accept any or all proposals and to waive any informalities and/or irregularities thereof.

In the event that identical proposals are received on like items, the Director of Purchasing shall award proposals in accordance with the District's Procurement Code.

22. STATEMENT OF COMPLIANCE AND ASSURANCES: By submitting a Proposal and signing the Proposal schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. In addition, this signature certifies that the firm or agency represented in the Proposal submitted complies with all applicable federal and state laws and regulations.

23. MATERIALS REQUIRED: Materials required must be in conformity with the specifications and shall be subject to inspection and approval after delivery, and shall comply in quality and type of material and method of manufacture with all applicable local or state laws pertaining thereto. The right is reserved to reject and return at the risk and expense of the vendor such portions of any shipment that may be defective or fail to comply with specifications and without validating the remainder of the order.

24. SAMPLES: Contractors may be requested to submit samples of all manufactured articles required. Samples submitted by the successful Vendors shall remain in custody of the School District until all units purchased under the various contracts have been delivered and accepted. The District reserves the right to disassemble any unit and subject each unit to any test necessary to determine its strength of character without being responsible for damage to the unit caused thereby. When cuts, drawings, samples, catalog references of detailed descriptions are required to support quotations or items included in the Proposal, it is to be understood that whatever is submitted with the Proposal in compliance with that requirement, will represent what the Vendor actually is offering and not the specifications. Requested samples must be provided at the vendor's expense.

25. “OR APPROVED EQUAL” CLAUSES: Certain processes, types of equipment or kinds of materials are described in the specifications and on the drawings by means of trade names and catalog numbers. In each instance where this occurs, it is understood and inferred that such description is followed by the words “or approved equal”. Such method of description is intended merely as a means of establishing a standard of comparison. However, the District reserves the right to select the items which, in the judgment of the District, are best suited to the needs of the District, based on price, quality, service, availability and other relative factors. Vendors must indicate brand name, model, model number, size, type, weight, color, etc. of the item Proposal if not exactly the same as the item specified.

Vendor's stock number or catalog number is not sufficient to meet this requirement. If any Vendor desires to furnish an item different from what is specifically mentioned in the specifications, he/she shall submit with his Proposal the information, data, pictures, cuts, designs, etc., of the material he/she plans to furnish so as to enable the District to compare the material specified; and, such material will be given due consideration. The District reserves the right to insist upon and receive the items as specified, if submitted items do not meet the District's standards for acceptance.

26. PATENTS: The vendor shall hold the District, its officers, agents, and employees harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or non-copyrighted composition, secret process, article or appliance furnished or used under this Proposal.

27. INSTALLATION: Where equipment is called for to be installed under this Proposal, it shall be placed, leveled and accurately fastened into place by the vendor. He/she shall be responsible for obtaining dimensions and other such data which may be required to assure exact fit to work under another contract or as intended by the District. The vendor shall be responsible for providing an appropriate amount of lead-in for equipment requiring electrical, water or other basic service. The District will normally be responsible for bringing the appropriate service to the lead-in. The vendor shall completely remove from the premises all packaging, crating, and other litter due to his/her work. He/she shall also be responsible for the cost of repair of any damage to existing work which is caused by him/her during the installation of his/her equipment.

28. GUARANTEE: The vendor shall supply a guarantee for all workmanship for the equipment he/she is furnishing for a period comparable to the standards in the industry. When defects or faulty materials are discovered during the guarantee period, the vendor shall, immediately, upon notification by the District, process at his/her own expense, to repair or replace the same.

29. SERVICE DATA MANUALS: The Contractor agrees to furnish two (2) copies of a manual, handbook, or brochure containing operation and maintenance instructions (to include pictures, illustrations, schematics and complete repair/test guides as necessary). Where applicable, it shall include electrical data and connection diagrams for all utilities. The instructions shall also contain a complete list of all replaceable parts showing part numbers, nomenclature and quantity required.

30. PROPER INVOICE: Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:

- Name of business concern
- Contract number or other authorization for delivery of service or property
- Complete description
- Price and quantity of property or service actually delivered or executed
- Shipping and payment terms
- Name where applicable
- Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and other substantiating documentation of information as required by the contract
- All invoices shall be submitted via email to APINVOICES@rhmail.org with the Company name and purchase order# referenced in the subject line

- 31. TIME OF COMPLETION:** Date of delivery shall be a consideration factor in the awarding process. The Vendor shall include with his/her Proposal delivery dates for each item as requested, and shall furnish all items in accordance with the Proposal solicitation unless an extension was granted by the District in writing.
- 32. DEFAULT:** In the event the successful contractor defaults on any part or all of his Proposal, ROCK HILL SCHOOL DISTRICT THREE reserves the right to purchase any or all of the services in default in the open market and charge the defaulting contractor for the difference of the cost. Should such charge be assessed, no subsequent proposals of the defaulting contractor shall be considered unless assessed charge has been satisfied.
- 33. DRUG-FREE WORKPLACE:** This contract is subject to the Drug Free Workplace Act if the stated or estimated value is Fifty Thousand Dollars or more. The contractor shall comply with all terms and conditions of the Drug Free Workplace Act, S. C. CODE ANN. 44-107-10 et seq. (1976 as amended), if this contract is for a stated or estimated value of Fifty Thousand Dollars or more. By signing this Proposal, you are certifying that you will comply with the Drug Free Workplace Act.
- 34. POSTING OF AWARD:** Notice of Award or Intent to Award will be posted to the Purchasing Department website and Vendor Registry.
- 35. NON-APPROPRIATIONS:** Any contract entered into by ROCK HILL SCHOOL DISTRICT THREE resulting from this Request shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated period.
- 36. SUBMISSION OF DOCUMENTATION:** Documentation contained on pages 1 and 2 and Section "D" must be completed and submitted along with the bid. No award will be made without these sections being executed by the successful low bidder, **do not return the entire solicitation.**
- 37. SPECIFICATIONS:** Any deviation from the specifications must be clearly pointed out on the bid or attached as a separate sheet. Otherwise, the bidder will be held responsible for providing materials that are in strict compliance with the specifications. Deviations must be explained in detail. All materials shall be subject to inspection and approval after delivery. The District reserves the right to reject and return, at the risk and expense of the vendor, any portion of a shipment that is defective or fails to comply with specifications. The rejection of certain items will not invalidate the remaining order.
- 38. PACKAGING AND DELIVERY:** All shipments shall be FOB: to the District location as cited on the purchase order/contract. The purchase order/contract number shall be clearly stated on the shipping container. The parties agree hereto that delivery by the contractor to the common carrier does not constitute delivery to the District. Any claims for loss or damage shall be between the contractor and the carriers.
- 39. UNIT PRICES:** A unit price will take precedence over an extended price. When discrepancies exist between a unit price and an extended price, the unit price shall govern and be presumed to be the correct price.

- 40. PRICE ADJUSTMENT BASED ON CONTRACTOR'S COST:** Any request for price increase must be submitted to the District at least ninety (90) days prior to the renewal date. (Price increases will only become effective if approved in writing by the Purchasing Director). The maximum increase will not exceed the unadjusted percent change from the previous year shown in the Consumer Price Index (CPI), All Urban Consumers (CPI-U), "Other Goods and Services" or the current market conditions as determined by the Contract Administrator.
- 41. ITEM SUBSTITUTION:** No item substitutions will be allowed on purchase orders, awarded as a result of this solicitation, without the written permission of the Director of Purchasing.
- 42. SUSPENSION AND DEBARMENT:** By submitting a proposal (IFB/RFP/RFO), the applicant certifies, to the best of its knowledge and belief that the applicant and/or any of its principals, sub grantees, or subcontractors are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; have not, within a three-year period preceding this application, 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 offers; or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above. Applicant has not, within a three –year period preceding this application, had one or more contracts terminated for default by any public (federal, state, or local) entity.
- 43. INDEMNITY:** Contractor agrees to protect, defend, indemnify and hold Rock Hill School District Three, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.
- 44. INSURANCE REQUIREMENTS:** Contractor shall maintain, throughout the performance of its obligations under this contract, a policy or policies of Worker's Compensation insurance with such limits as may be required by law, and a policy or policies of general liability insurance insuring against liability for injury to, and death of, persons and damage to, and destruction of, property arising out of or based upon any act or omission of the contractor or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract.

The successful contractor shall provide a certificate of insurance within ten (10) days after notification of award of the proposal. The insurance required shall be written for not less than totals listed below:

A. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY
Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$ 5,000	Medical Payments

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000 Combined Single Limit - Any Auto

45. WORKMANSHIP: All workmen shall be thoroughly experienced and/or trained and certified in the particular trade or class in which they are employed. All work shall be done according to the specifications covering the class or type of work and shall meet the approval of the School District's representative.

46. LIABILITY- The contractor shall assume liability for damage or loss resulting from the wrongful act(s) and/or negligence of his employees. The contractor or his insurer shall reimburse the School District for any such damage or loss within 30 days.

Subcontracting

The contractor shall not subcontract any portion of this contract without prior written approval from the School District, which consent shall not be unreasonably withheld provided, contractor remains liable for performance of all items of this contract.

Laws

The contractor shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work, including those of Federal, State, and Local agencies having jurisdiction. This shall include but not be limited to minimum wages, labor and equal employment opportunity laws.

47. SAFETY, DAMAGE OR THEFT:

Contractor shall be responsible for complying at all times of this contract with, OSHA, AHERA, SCDHEC, and EPA requirements and shall immediately report any loss of time or injuries to the Director of Operations (803) 981-1150.

48. SECURITY: The Contractor shall be responsible for safeguarding against loss, theft, or damage of all Rock Hill School Districts' property, materials, equipment, and accessories that might be exposed to the contractor's personnel. Guns, knives, or other dangerous weapons shall not be allowed on campus. Smoking, alcohol and drugs are prohibited on the campus.

49. UNAUTHORIZED PERSONNEL: Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by School District or contractor).

50. Use of tobacco products, alcohol, and profanity are prohibited on school property.

SECTION B: INTRODUCTION

INTRODUCTION:

Rock Hill School District Three is soliciting bids for interior painting services at various schools. Bids shall be received in accordance with the Invitation for Bid (IFB) and supplementary information provided in these instructions. **Pages 1-2 and 17-25** of this IFB shall be submitted with your bid response.

At 3:00 p.m. on July 17, 2018, the Purchasing Director or her designee will open all bids received. Questions pertaining to the terms and specifications should be directed to Vendor Registry or by emailing CMAFFETT@RHMAIL.ORG. The bid number must be referenced in the subject line. The last day for questions is Monday, July 11, 2018 at 12:00PM.

A Mandatory Pre-Bid Meeting and Site Visit shall be held on Monday, July 9, 2018 at 1:00 p.m. at 2171 West Main Street; Rock Hill, South Carolina 29732. The site visit will immediately follow the Pre-Bid meeting. Bids will only be accepted from those Contractors who are present at the mandatory pre-bid meeting and site visit.

AWARD CRITERIA:

Award Criteria – Award will be made by lot to the lowest, responsive and responsible offeror(s).

- The District reserves the right to award based on budgetary needs.
- Project shall be completed no later than August 13, 2018.

SECTION C: SCOPE OF WORK AND SPECIFICATIONS

Contractor shall provide all necessary labor, materials and equipment to complete the painting projects.

Rock Hill School District Three shall provide the following materials: paint, caulk, primer, krud kutter, and Scott #7447 pad.

Contractor shall provide one (1) Foreman and four (4) Painters per location.

Work shall be performed during the hours of 7:30 a.m.-5:30 p.m. on Monday-Thursday. Rock Hill School District Three is closed on Friday.

Work will be coordinated with Rock Hill School District Three employees (Facility Services) who will have approval authority over all work.

Contractor shall leave building clean and free of debris at the end of each work day. All trash shall be hauled off the school property.

A current South Carolina General Contractor's License must be submitted with the bid.

Contractor must have a minimum of five (5) years' experience in painting.

Rawlinson Road Middle School – Lot 1

- Contractor shall paint the downstairs hallways, all door frames and four (4) stairwells.

Surface Preparation: All concrete block walls shall be examined for peeling paint and cracking joints for repair. Peeling paint shall be removed and sanded to feather edge. Cracking joints shall be hand-tooled, scraped and sanded to a feather edge. Paintable patching material shall be used to repair any void.

Surface Preparation Handrails: All handrails shall be wiped with a degreasing agent (Krud Kutter or Purple Power) and hand tooled with Scotch #7447 pads. Loose paint shall be removed down to a feather edge and remove any corrosion. Wipe away any dust with a clean rag.

Surface Preparation Barrier Railings: All barrier railings shall be wiped with a degreased agent (Krud Kutter or Purple Power) and lightly scuffed with a Scotch #7447 pad. Hand tooling shall create a surface profile for the new coating.

Painting Concrete Block Walls: All concrete shall be spot prime with finish coat over any repair areas. Contractor shall apply a single coat of PPG Pitt Glaze WB Epoxy Semi-Gloss Finish Paint. Color to be determined by Rock Hill School District Three. A second coat of paint shall be applied to the areas currently painted the school's green color.

Painting Handrails, Star Skirts and Kick Plates: Contractor shall apply a single coat of PPG Sigmadur One Urethane in the package black.

Painting Barrier Railings: Contractor shall apply a single coat of PPG Pitt Tech DTM Semi-Gloss Black Paint.

Rawlinson Road Middle School – Lot 2

- Contractor shall paint the upstairs hallway and all door frames.

Surface Preparation: All concrete block walls shall be examined for peeling paint and cracking joints for repair. Peeling paint shall be removed and sanded to feather edge. Cracking joints shall be hand-tooled, scraped and sanded to a feather edge. Paintable patching material shall be used to repair any void.

Surface Preparation Handrails: All handrails shall be wiped with a degreasing agent (Krud Kutter or Purple Power) and hand tooled with Scotch #7447 pads. Loose paint shall be removed down to a feather edge and remove any corrosion. Wipe away any dust with a clean rag.

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Painting Handrails, Star Skirts and Kick Plates: Contractor shall apply a single coat of PPG Sigmadrur One Urethane in the package black.

Painting Barrier Railings: Contractor shall apply a single coat of PPG Pitt Tech DTM Semi-Gloss Black Paint.

Carroll School – Lot 3

- Contractor shall paint the exterior school to include scraping, priming and top coating.

Surface Preparation Wood Siding: Contractor shall pre-treat the exterior wood siding with combination bleach and water mixture to help remove the existing mildew. Use a low pressure water blast to remove the mildew and loose paint coatings. Contractor shall hand tools, scrap any loose paint film from the wood siding. Sand edges to a feather edge. Special care is to be considered for wood siding that is soft or not sound. **Rotted wood shall not be replaced per Rock Hill Schools. This location is listed with the State Historic Preservation Office. All work shall be completed according the State of South Carolina requirements.**

District. Exterior wood patch shall be applied to repair any voids that may occur during surface cleaning.

Prime Coat Paint: Contractor shall apply PPG Seal Grip Wood Stabilizer (#17-902 series) to the exposed wood siding and prepared paint coating. Allow to dry per PPG technical instructions before apply finish coat.

Finish Coat Paint: Contractor shall apply a single coat of PPG Fortis 350 Stain (#2402 series) exterior acrylic to the prepared surface.

Surface Preparation Handrails: All handrails shall be wiped with a degreasing agent (Krud Kutter or Purple Power) and hand tooled with Scotch #7447 pads. Loose paint shall be removed down to a feather edge and remove any corrosion. Wipe away any dust with a clean rag.

Finish Coat Preparation Handrails: Contractor shall apply a single coat of PPG Sigmadr One Urethane (white) to the handrails.

Preparation Wood Landing: Contractor shall low pressure wash to remove any dirt and contamination, apply a single coat of PPG Flood solid color stain.

Preparation Windows and Frames: Contractor shall hand tool to remove loose glazing and peeling paint on all windows and frames. Repair glazing and finish paint with PPG Fortis 350 Semi-Gloss exterior acrylic.

York Road Elementary School – Lot 4

- Contractor shall paint the front office, conference room, several areas of each hall walls, all handrails, all classrooms, all doors, and all door frames.
- Work shall consist of: Main Hall shall be touch-up where needed, the Rock Hill School District employee shall point out the areas at the mandatory pre-bid meeting.
- Conference room back wall shall be scraped and top coated.
- B Hall shall be touch-up where needed, the Rock Hill School District employee shall point out the areas at the mandatory pre-bid meeting. All doors and frames shall be painted.
- Rooms B-101 through B-108 all walls shall be scraped and top coated. All cabinets shall be scraped, sanded and top coated. All restrooms shall be scraped and top coated. All doors and frames shall be painted.
- C Hall shall be touch-up where needed, the Rock Hill School District employee shall point out the areas at the mandatory pre-bid meeting. All handrails need cleaning and top coated. All doors and frames shall be painted.
- Rooms C-101, C-132 and C-134 all walls shall be scraped and top coated. All restrooms shall be scraped and top coated. All doors and frames shall be painted.
- D Hall shall be touch-up where needed, the Rock Hill School District employee shall point out the areas at the mandatory pre-bid meeting. All doors and frames shall be painted.
- Rooms D-126 through D-129 all walls shall be scraped and top coated. All cabinets shall be scraped, sanded and top coated. All restrooms shall be scraped and top coated. All doors and frames shall be painted.
- Rooms D-120 through D-125 all walls shall be scraped and top coated. All cabinets shall be scraped, sanded and top coated. All doors and frames shall be painted.

Surface Preparation: All walls shall be examined for peeling paint and cracking joints for repair. Peeling paint shall be removed and sanded to feather edge. Cracking joints shall be hand-tooled, scraped and sanded to a feather edge. Paintable patching material shall be used to repair any void.

Painting Concrete Block and Dry Wall/Walls: All concrete blocks and walls shall be spot prime with finish coat over any repair areas. Contractor shall apply a single coat of Sherwin Williams Finish: K46W01151, Pro Industrial PreCatalyzed Water based Semi-Gloss Epoxy Paint. Color to be determined by Rock Hill School District Three.

Painting Aluminum, Steel/Ferrous Metal and Wood: All aluminum, steel/ferrous metal and wood shall be spot prime with finish coat over any repair areas. Contractor shall apply a single coat of Sherwin Williams Finish: B53W01151, Pro Industrial Water based Alkyd Urethane Semi-Gloss Paint. Color to be determined by Rock Hill School District Three.

SECTION D: ELABORATION AND CLARIFICATION

The District may ask any or all respondents to elaborate or clarify specific points or portions of their proposal. Clarification may take the form of written responses to questions or meetings to discuss the IFB and/or the participant's response. If you do not ask questions or clarify any assumptions, the District will assume that you agree with and understand the requirements in the IFB. Any exceptions to the terms, conditions, provisions, and requirements delineated must be specifically noted and explained by the Contractor and must be submitted by **July 11, 2018** which is the last day for questions.

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SECTION E: BID FORM

(This page is to be submitted back with your response)

(Lot 1 – Rawlinson Road Middle School)

Qty.	Labor for Work Hours: Monday-Thursday, 7:30AM-5:30PM	Hourly Rate
1	Foreman	
4	Painter	
	Labor for Work Hours: After 5:30PM Monday-Thursday, Friday to Sunday	
1	Foreman	
4	Painter	

(Lot 2 – Rawlinson Road Middle School)

Qty.	Labor for Work Hours: Monday-Thursday, 7:30AM-5:30PM	Hourly Rate
1	Foreman	
4	Painter	
	Labor for Work Hours: After 5:30PM Monday-Thursday, Friday to Sunday	
1	Foreman	
4	Painter	

(Lot 3 –Carroll School)

Qty.	Labor for Work Hours: Monday-Thursday, 7:30AM-5:30PM	Hourly Rate
1	Foreman	
4	Painter	
	Labor for Work Hours: After 5:30PM Monday-Thursday, Friday to Sunday	
1	Foreman	
4	Painter	

(Lot 4 –York Road Elementary School)

Qty.	Labor for Work Hours: Monday-Thursday, 7:30AM-5:30PM	Hourly Rate
1	Foreman	
4	Painter	
	Labor for Work Hours: After 5:30PM Monday-Thursday, Friday to Sunday	
1	Foreman	
4	Painter	

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SECTION F: BIDDER'S STATEMENT OF ASSURANCE AND COMPLIANCES

The Undersigned, as a responsive bidder, certifies that the Scope of Work and Specifications of this bid have been read and understood.

The bidder hereby provides assurance that the firm represented in this bid as indicated below:

1. Will comply with all requirements, stipulations, terms, and conditions as stated in the bid document; and
2. Currently complies with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices; and
3. Is not guilty of collusion with, other vendors possibly interested in this bid, in arriving at or determining prices to be submitted; and
4. That such agent, as indicated below, is officially authorized to represent the firm in whose name the bid is submitted.

FIRM REPRESENTED	AGENT
Name of Firm:	Signature of Agent:
Street Address:	Printed Name
City & State:	Title
Zip Code:	Date
Telephone No.	Cell No.
Email:	

Minority Vendor Yes_____ No _____ If yes, Certificate # _____

APPENDICES

Appendix I- Reference Sheet
Appendix II- Reference Questionnaire
Appendix III- Conflict of Interest

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APPENDIX I: REFERENCE SHEET

REFERENCE #1	
COMPANY NAME:	
CONTACT NAME:	
ADDRESS:	
PHONE:	
EMAIL ADDRESS:	
NUMBER OF YEARS WORK WAS PERFORMED:	

REFERENCE #2	
COMPANY NAME:	
CONTACT NAME:	
ADDRESS:	
PHONE:	
EMAIL ADDRESS:	
NUMBER OF YEARS WORK WAS PERFORMED:	

REFERENCE #3	
COMPANY NAME:	
CONTACT NAME:	
ADDRESS:	
PHONE:	
EMAIL ADDRESS:	
NUMBER OF YEARS WORK WAS PERFORMED:	

Appendix II- Reference Questionnaire

Contractor Name: _____

Please answer the questions below in reference to the Contractor listed above. You are receiving this reference because the Contractor has provided preventative maintenance and equipment repair for your entity within the past five (5) years. Your response to the questions below will be most helpful in the selection process. **(Please print legibly)**

1. Did the Contractor provide preventative maintenance and equipment repair for your kitchen equipment?

2. Did the Contractor provide these services for you in the past 5 years?

3. How many schools does this system service?

4. Was customer support/service readily available? Did you experience any issues when requesting service?

5. Did the Contractor provide comprehensive training to your entity staff as contracted? If not, explain.

6. Did you experience any performance-related issues with the system during the contract? If so, please explain in detail.

7. Now after having this system and services from the Contractor are there any things that you wish you had known in advance before contracting with them?

8. On a scale of 1 to 5, with 5 being the highest, how satisfied were you with the system provided? If rated less than 5, please state the reason.

1 2 3 4 5

To be completed by the person completing this Reference Questionnaire

Reference Entity Name: _____

Contact Name: _____

Contact Signature: _____

Address: _____

Email: _____

Phone Number: _____

Date: _____

Appendix III- Conflict of Interest Statement

I, _____ (Offeror/Contractor), on behalf of myself and my company, and my subcontractors, if applicable, certify the following, under penalty of perjury, that to the best of my knowledge and belief:

1. No circumstances currently exist that create a Conflict of Interest in my performing the services required by the Solicitation to which I am responding or the Agreement to be signed if I am the successful Offeror in response to this Solicitation, and
2. I understand and acknowledge that my failure to disclose any affiliation or relationship that creates or may create a Conflict of Interest shall be deemed a material misrepresentation and sufficient reason for Offeror and Offeror's company to be disqualified, suspended, and/or excluded from participating in this and any future solicitation and procurements as well as removal from the Rock Hill School District vendor database. It may further result in termination of any contractual relationship with Rock Hill School District (District) and may be grounds for disciplinary action, up to and including debarment by the District, fines, penalties, imprisonment, or civil suit to be brought against Offeror or Offeror's company.
3. That to my knowledge, no employee or official of the District, nor any public agency or official affected by this Solicitation or the Agreement to be signed if I am the successful Offeror, has any pecuniary interest in the business of the Offeror's company or Offeror's sub-contractor(s), nor does Offeror or Offeror's sub-contractor(s) have any interest that would conflict in any manner or degree with the performance related to this Solicitation or Agreement.
4. I warrant that I and my sub-contractor(s), if any, have not employed or retained any company or person other than a bona fide employee working solely for the Offeror's company or sub-contractor(s) in order to solicit or secure an agreement with Rock Hill School District, as related to this Solicitation or any resulting Agreement, and that I and my sub-contractor(s), if any, have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Offeror's company or Offeror's sub-contractor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of any Agreement.
5. I warrant and represent that my offer identifies and explains below any unfair competitive advantage I or my company or sub-contractor(s) may have in competing for the Agreement to result from this Solicitation and any actual or potential conflicts of interest that may arise from my participation in this Solicitation or my receipt of an award. I acknowledge that the District intends by this statement to identify any and all potential conflicts of interest and unfair competitive advantages held by any Offeror, to prevent the existence of conflicting roles that might bias a consultant's judgment, and prevent one Offeror or company from having an unfair competitive advantage over other Offerors. The District, in its sole discretion, has the authority and responsibility to determine whether or not a conflict of interest or unfair competitive advantage exists, after a review of the relevant facts. I acknowledge and understand that if I or my company has an unfair competitive advantage or a

6. conflict of interest; the District may withhold the award of this Agreement. 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.

List any Actual or Potential Conflicts of Interest below or check the box below to certify that none exists. Failure to fully disclose information may result in penalties and/or sanctions as outlined in #2 above.

Please check only one box below.

☐ **No known actual or potential Conflicts of Interest are subject to disclosure.**

☐ **All identified actual or potential Conflicts of Interest and/or Unfair**

Competitive advantage(s) are stated below and submitted for further review by Rock Hill School District.
