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|  <p>Williamsburg County School District</p> | <p>Invitation for Bid</p> | <p>Solicitation Number: WCSD202122-2 Date Issued: August 12, 2021 Director: Micheal R. Barrineau Phone: 843-355-5571 Ext 6133 E-Mail Address: mbarrineau@wcsd.k12.sc.us</p> | |
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DESCRIPTION: Williamsburg County School District will receive sealed bids for the installation of LED Marquee signs at 2 District facilities.

The Term "Offer" Means Your "Bid" or "Proposal". All offers must be submitted in a sealed package. . BIDS must be submitted in sealed envelopes with the bid number clearly marked "Bid No. WCSD202122-2" on the outside of the envelope for easy identification by the Procurement Officer.

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| <p>SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:</p> | |
| <p>MAILING ADDRESS: Micheal R. Barrineau Williamsburg County School District 500 N. Academy Street, Building D Kingstree, SC 29556</p> | <p>PHYSICAL ADDRESS: Micheal R. Barrineau Williamsburg County School District 500 N. Academy Street, Building D Kingstree, SC 29556</p> |

BIDS MUST BE RECEIVED NO LATER THAN 10:00 am on September 8, 2021

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

CONTRACT PERIOD: 1 year from award date

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| <p>CONFERENCE TYPE: Mandatory Site Visit Is Required DATE & TIME: August 24, 2021 at 10am</p> | <p>LOCATION: Maintenance Office, 500 Academy Street, Kingstree, SC 29556</p> |
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| <p>AWARD & AMENDMENTS</p> | <p>Intent to award will be posted no later than September 14, 2021. The award, this solicitation and any amendments may be posted at the following web address: https://vrapp.vendorregistry.com/Bids/Manager/BidsList?MenuItem=Solicitations</p> |
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" and "Electronic Signature" provisions.)

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| <p>NAME OF OFFEROR (full legal name of business submitting the offer)</p> | <p>Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.</p> | |
| <p>AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)</p> | <p>TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)</p> | |
| <p>TITLE (business title of person signing above)</p> | | |
| <p>PRINTED NAME (printed name of person signing above)</p> | <p>DATE SIGNED</p> | <p>STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)</p> |

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| <p>OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)</p> <p> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____ <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) </p> | | |
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(Return Page Two with Your Offer)

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| 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 |

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| PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause) | ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses) |
| ___ Payment Address same as Home Office Address ___ Payment Address same as Notice Address (check only one) | ___ Order Address same as Home Office Address ___ Order Address same as Notice Address (check only one) |

| ACKNOWLEDGMENT OF AMENDMENTS Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision) | | | | | | | |
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| Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date |
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| DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause) | 10 Calendar Days (%) | 20 Calendar Days (%) | 30 Calendar Days (%) | ___ Calendar Days (%) |
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Mandatory Site Visit Is Required! Pre-bid meeting and site visits scheduled for **10:00am, August 24, 2021** at Williamsburg County School District, Maintenance Office, 500 N. Academy St., Kingtree, SC 29556.

Sealed BIDS will be received by 10:00 am on September 8, 2021, in the Offices of the Williamsburg County School District at 500 N. Academy Street (Maintenance Office), Kingtree, South Carolina 29556.

Bids shall be opened promptly at **12:00 noon, September 8, 2021**, and their contents will be made public for the information of the bidder and others properly interested. The bid will not be awarded until the Procurement Officer and the applicable Department Director have had ample time to review each bid.

BIDS must be submitted in sealed envelopes with the bid number clearly marked **“Bid No. WCSD202122-2”** on the outside of the envelope for easy identification by the Procurement Officer. **Williamsburg County School District Sealed Bids** may be hand delivered to the address noted above. Any bids received later than the specified time will not be accepted/considered. The District will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Bids submitted by mail, Federal Express, United Parcel Service, etc. must meet these same requirements and shall be addressed to:

Williamsburg County School District
Attn: Mr. Michael R. Barrineau
500 N. Academy Street
Kingtree, SC 29556

Williamsburg County School District reserves the right to engage in discussions with any or all responsible persons who submit bids which appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the invitation to sealed bids requirements herein.

This solicitation does not commit the **Williamsburg County School District** to award a contract/purchase order, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services. The **Williamsburg County School District** reserves the right to reject any and all responses to cancel this solicitation, and to make an award deemed in its own best interest.

INSTRUCTION TO BIDDERS

Bids must be signed by an individual legally authorized to offer the pricing and response to this invitation. Any bid that is not signed will not be accepted. All persons must follow the specifications outlined in this sealed bid document. Any bidder who finds discrepancy in or omission from the specifications, or is in doubt as to their meaning, or feels that the specifications are discriminatory, shall notify the Williamsburg County School District Procurement Officer in writing not later than 5 days prior to the scheduled opening of bids.

The Williamsburg County School District will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the Williamsburg County School District Procurement Officer.

DEFINITIONS: Responsible person means a person/persons who has the capability in all respects to fully perform contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive person means a person who has submitted a bid which conforms in all material respects to the invitation to the bid.

PROTEST: Any actual or prospective vendor, bidder, or contractor who is aggrieved in connection with the solicitation or award of a contract may formally protest to the Finance Director. The protest shall be submitted in writing within seven (7) days after such aggrieved person or party knows or should have known of the facts giving rise thereto.

DISPUTES: In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the Williamsburg County School District shall be final and binding on all parties. The Procurement Officer may request in writing, the recommendation of the head of the Williamsburg County School District agency using the item or other objective sources.

EXCEPTIONS: Exceptions taken do not obligate the District to change the specifications. The Williamsburg County School District Procurement Officer will notify all bidders in writing, by addendum duly issued, of any interpretations made of specifications or instructions.

DEVIATIONS: Any deviations from specifications contained herein must be noted in detail on the bidder's bid response for the Williamsburg County School District's consideration. Failure to submit documentation of deviations shall be grounds for rejection of the item offered to the Williamsburg County School District.

CHANGES: Any changes in this Invitation to Bid/Quote after the purchase order/contract agreement has been awarded must be with the written consent of the Procurement Officer otherwise, the responsibility for such changes lies with the vendor.

INQUIRIES: All technical questions concerning this invitation to bid and/or process shall be directed to Mr. Michael R. Barrineau, Executive Director of Operations and Facilities, Williamsburg County School District, 500 N. Academy Street, Kingstree, South Carolina 29556. The e-mail address of Mr. Barrineau is mbarrineau@wcsd.k12.sc.us.

**A complete copy of the Williamsburg County School District Purchasing Policies is available at:
Williamsburg County School District
Department of Finance
500 N Academy Street, Building D
Kingstree, South Carolina 29556**

TAXES

The Williamsburg County School District pays SC Sales Taxes in the amount of 8%. However, the Williamsburg County School District is exempt from Federal Excise Taxes and will issue exemption certificates if requested.

BID AWARD

Bids will be received until 10:00 am and will be opened at 12:00 noon on September 8, 2021. Include bid invitation sheet and vendor bid sheet.

CRITERIA FOR AWARD

Bid will be awarded by September 14, 2021.

INFORMATION FOR BIDDERS

LED Display - Outdoor Sign Display Specifications (3'5" x 7'3" – Double Face)

Double-face LED display & bidding companies are to meet or exceed the below minimum specifications:

1. Display Manufacturer (with no substitutions): Watchfire Signs.
2. Bids are to be for two (2) locations, each with a double-sided display. Option the following resolution:
 - a. 10MM Digital Sign: matrix 90x210; viewable LED area 3'x7'; overall cabinet size 3'5"x7'3".
3. Communication: LED display must use 4G Cellular Wireless Communication (also referred to as Broadband); Cellular Wireless includes a pre-paid data plan on Verizon 4G network for the life of the sign (no monthly or annual fees).
4. Temperature Display: Bid must include temperature sensor for real time display of temperature.
5. Computer: Manufacturer's display control software will be loaded and set-up on customer-provided computer by installer.
6. Training: Bidding sign company is to provide an in-person on-site training session at a mutually agreeable time. Display manufacturer to also provide remote life-of-sign interactive software training (i.e. GoToMeeting).
7. Total bid should include shipping FOB destination.
8. Warranty: Five-Year Parts Warranty (Watchfire) & Five-Year Labor Warranty (local sign company).
9. References: Bidders are to provide five job site references involving digital signage within a 40-mile radius of jobsite. At least two of the five references must be over three years old.
10. Non-Digital Sign Manufacture & Install: Sign company is to perform all manufacturing (with exception for digital) and installation turnkey. Sign company is to also include electrical work in their proposal(s). Outsourcing of signage manufacturing and/or signage installation is not permitted. Installers are to be fully licensed & insured.
11. Future Serviceability: Bidding companies are to be within 50 miles from jobsite(s) and must have someone onsite within 24 hours of service call if there is an issue with a sign.
12. Mandatory Pre-Bid Meeting: August 24, 2021.

Non-Digital Signage Specifications

13. Top ID sign to be manufactured with 1/8" aluminum with mitered and welded corners.
14. Internal lighting to be LED bubs (Sign Hero) or equivalent.
15. Bottom cowling to be 1/8" aluminum with a 1" square tubing frame for stability.
16. Footing to comply with county specifications.
17. Engineered drawing required for each sign.
18. Faces to be pan faces with 2nd surface 3M translucent graphics or 2nd surface translucent print.
19. Sign installer is responsible for all locates for digging or trenching.

Bids will be received by the Williamsburg County School District herein called the Owner, at **Williamsburg County School District, 500 N. Academy Street, Kingstree, South Carolina** until **10:00 am, September 8, 2021** then and there at said office to be publicly opened and read aloud at 2 pm. Each Bid must be submitted in a sealed envelope, addressed to:

**Williamsburg County School District
500 N. Academy Street
Kingstree, South Carolina 29556
Attn: Mr. Michael R. Barrineau**

Each sealed envelope containing a BID must be plainly marked on the outside as BID for **Williamsburg County School District Signs - WCSD202122-2**, and also bear on the outside, the name of the BIDDER, his/her address, and the name (**Bid No. WCSD202122-2**) of the project for which the BID is submitted. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the **OWNER at same address as above marked as indicated.**

ATTACHMENTS TO SOLICITATION –

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

SEALED BID – DO NOT OPEN
Solicitation No: WCSD202122-2
WCSD DISTRICT SIGNS



DELIVER TO: WILLIAMSBURG COUNTY SCHOOL DISTRICT
OPERATIONS AND FACILITIES DEPARTMENT
MICHAEL R. BARRINEAU
500 N ACADEMY STREET, BUILDING D
KINGSTREE, SC 29556

SUBMITTED BY: _____

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



Site Locations for WCSD

| School Name: | Address: |
|----------------------|--|
| H.O.P.E. Academy | 615 Martin Luther King Avenue, Kingstree, SC 29556 |
| WCSD District Office | 500 N. Academy St., Kingstree, SC |
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VENDOR BID FORM FOR WCSD

| DESCRIPTION | TOTAL COST |
|-----------------------|------------|
| H.O.P.E Academy | |
| WCS D District Office | |
| | |
| TOTAL | \$ |

Vendor Name: _____

Address: _____

EMAIL: _____

Signature: _____

Date: _____ **Phone Number:** _____