



Williamsburg County School District

# Invitation for Bid

Solicitation Number: WCS D202425-7  
 Date Issued: November 4, 2024  
 Director: Michael R. Barrineau  
 Phone: 843-355-5571 Ext 6133  
 E-Mail Address: mbarrineau@wcsd.k12.sc.us

**DESCRIPTION:** Williamsburg County School District will receive sealed bids for sale of district property.

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. WCS D202425-7" on the outside of the envelope for easy identification by the Procurement Officer.

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

BIDS MUST BE RECEIVED NO LATER THAN 12:00 pm on November 20, 2024

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

CONTRACT PERIOD: N/A

CONFERENCE TYPE: N/A DATE & TIME:	LOCATION: N/A
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AWARD & AMENDMENTS	Intent to award will be posted no later than November 29, 2024. The award, this solicitation and any amendments may be posted at the following web address: <a href="https://vrapp.vendorregistry.com/Bids/Manager/BidsList?MenuItem=Solicitations">https://vrapp.vendorregistry.com/Bids/Manager/BidsList?MenuItem=Solicitations</a>
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" and "Electronic Signature" provisions.)

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

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

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)	
	Area Code - Number - Extension	Facsimile
	E-mail Address	

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address	<input type="checkbox"/> Order Address same as Home Office Address
<input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS							
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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**Williamsburg County School District**  
**Invitation to Sealed Bid No.**  
**WCSD202425-7**

Sealed BIDS will be received in the **Offices of the Williamsburg County School District at 500 N. Academy Street (Maintenance Office) Kingstree, South Carolina 29556.**

Bids shall be opened promptly at the stated time and date 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. WCSD202425-7"** 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 Barrineau**  
**500 N. Academy Street**  
**Kingstree, SC 29556**

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

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

**INSTRUCTION TO BIDDERS**

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

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

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

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

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

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

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

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

CHANGES: Any changes in this Invitation to Bid 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/quote and the bid/quote process shall be directed to **Mr. Michael Barrineau, Executive Director of Operations and Facilities, Williamsburg County School District**. The address is **500 N. Academy Street, Kingstree, South Carolina 29556**. The e-mail address of Mr. Barrineau is [mbarrineau@wcsd.k12.sc.us](mailto: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 12 pm and open at 12:15pm on November 20, 2024.

## **CRITERIA FOR AWARD**

Bid will be awarded by November 29, 2024.

The district will transfer all real property within a time period not to exceed 30 days from the award date.

*The Bids/Quotes will be awarded to the bidder with the highest bid.*

## INFORMATION FOR BIDDERS

### Williamsburg County School District Invitation to Sealed Bid No. WCSD202425-7

Williamsburg County School District will receive sealed bids for the sale of the following:

#### Food Services (Sold As Is)

- 9 Cafeteria Serving Lines

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 12:00 o'clock P.M. November 20, 2024 then and there at said office to be publicly opened and read aloud at **12:15 pm**. Each Bid must be submitted in a sealed envelope, addressed to:

Williamsburg County School District  
500 N. Academy St  
Kingstree, SC 29556  
Attn: Mr. Michael Barrineau

Each sealed envelope containing a BID must be plainly marked on the outside as BID for **Williamsburg County School District Special Bid WCSD202425-7**, and also bear on the outside, the name of the BIDDER, his/her address, and the name (**Bid No. WCSD202425-7**) 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.**



# VENDOR BID FORM I

## Food Service

9 - Cafeteria Serving Lines

A. Cafeteria Serving Line \$ \_\_\_\_\_

B. Cafeteria Serving Line \$ \_\_\_\_\_

C. Cafeteria Serving Line \$ \_\_\_\_\_

D. Cafeteria Serving Line \$ \_\_\_\_\_

E. Cafeteria Serving Line \$ \_\_\_\_\_

F. Cafeteria Serving Line \$ \_\_\_\_\_

G. Cafeteria Serving Line \$ \_\_\_\_\_

H. Cafeteria Serving Line \$ \_\_\_\_\_

I. Cafeteria Serving Line \$ \_\_\_\_\_

**Bidder Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

ATTACHMENTS TO SOLICITATION –

SEALED BID – DO NOT OPEN  
Solicitation No: WCSD202425-7  
WCSD DISTRICT Special Bid - For Sale



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)



Pictures of Items



Pictures of Items



Pictures of Items

