



**Williamsburg County
School District**

Invitation for Bid

Solicitation Number: WCSD202021-7
Date Issued: March 9, 2021
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 trash collection and garbage service for six 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. WCSD202021-7" on the outside of the envelope for easy identification by the Procurement Officer.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

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

PHYSICAL ADDRESS:

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

BIDS MUST BE RECEIVED NO LATER THAN 10:00 am on MAY 12, 2021

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

CONTRACT PERIOD: 3 years

CONFERENCE TYPE: **None required**

DATE & TIME:

LOCATION:

AWARD &
AMENDMENTS

Intent to award will be posted no later than May 18, 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>

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)
___ Payment Address same as Home Office Address ___ Payment Address same as Notice Address (check only one)	___ Order Address same as Home Office Address ___ Order Address same as Notice Address (check only one)

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

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	___ Calendar Days (%)
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Sealed BIDS will be received by 10:00 am on May 12, 2021, 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 12:00 noon, May 12, 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. WCSD202021-7**” 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 R. 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 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 May 12, 2021. Bid will be awarded by end of day, May 18, 2021.

Please include bid invitation and vendor sheet.

CRITERIA FOR AWARD

Award will be made to the lowest responsible and responsive bidder(s).

AWARD TO ONE OFFEROR

Award will be made to one Offeror.

CALCULATING THE LOW BID

The work sheet monthly price will be sum totaled and placed at the bottom line of the work sheet (Total Monthly Price).

Transfer the work sheet total monthly price and put it under the bidding schedule monthly unit price. Then multiply the bidding schedule monthly unit price by the bidding schedule quantity which extend to the bidding schedule annual extended price.

Example:

TOTAL MONTHLY PRICE: \$ 2,000.00

Item	Quantity	Unit Measure	of	Monthly Unit Price	Annual Extended Price
1	12.000	Months		\$2,000.00	\$24,000.00

Calculating the low bid will be done by the lowest Annual Extended Price of all bid submitted.

INFORMATION FOR BIDDERS

MAXIMUM CONTRACT PERIOD

Start date: 07/1/2021 End date: 06/30/2024.

This contract is for a maximum three (3) year period with optional annual renewals during the three (3) year period.

INSTALLATION

Contractor shall install all items pursuant to this contract as follows: Contractor will install the types and sizes of containers per the Williamsburg County School District work sheets herein. Contractor must coordinate and develop a schedule with the District prior to commencement of work.

1. SCOPE OF SPECIFICATIONS

- a) This specification covers refuse, trash and recycling collection, transportation and disposal services. The work required includes the furnishing of all labor, transportation, equipment and materials necessary in providing the required level of services.
- b) The contractor will include in its monthly unit price items 1 through 3. Williamsburg County School District will not pay invoice’s that list these items as a separate charge.
 - 1. Fuel surcharge
 - 2. Administration fees
 - 3. or any other fees/charges that are not identified
- c) Therefore, the contractor’s monthly unit cost must include all fees and surcharges.

- d) The contractor must pick-up, sweep, and clean up any refuse, debris, or trash that has been spilled during collection and return the container back to its original location.
- e) During collection, Williamsburg County School District will perform a visual inspect for spillage, at that time the District will make its determination on clean-up responsibility. If the inspection reveals that the offeror is not responsible, then the District will perform the clean-up.

2. BUSINESS HOURS

The Contractor must be available Monday through Friday, from 8:00 AM to 4:00 PM. The Contractor will also be provided a key to locked areas to have for garbage pick-up during holidays and scheduled shut-downs.

3. CONTRACTOR REPRESENTATIVE

- a) The Contractor must, within ten (10) days after the award of the contract and prior to commencement of work, submit its representative point-of-contact information to Williamsburg County School District Procurement Services Department and the Facilities and Operations office as follow;
 - Name of primary and or secondary representative
 - Address
 - Telephone number
 - Fax number
 - Email address
 - Business phone number
 - Emergency telephone number
 - Cell phone number
 - Primary and secondary liaisons normal working hours
- b) The contractor representative must be able to accept requests after normal working hours for emergency situations. The contractor representative must also have the authority and capacity to fill requests, take action on any written notices, or official correspondence. The Contractor shall have the right to change or substitute the name of its point of contact at any time during the course of the contract. However, the contractor must immediately notify the District in writing when its representative has been replaced.

4. Collection, Transportation and Disposal

- a) All refuse materials must be collected and transported by the contractor in accordance with the rules and regulations of the State of South Carolina, and the US Federal Government, including but not limited to the South Carolina Solid Waste Policy and Management Act of 1991 and the Resource Conservation and Recovery Act. Refuse and recycling must be taken to a legal designated facility for disposal or recycling.
- b) The District reserves the right to add or delete buildings and locations as required during the entire contract period. The District reserves the right to adjust size of receptacles, frequency of pick-up, and schedule pick-up time as deemed necessary. WCSD's work sheet unit price contained herein will be used for adjusting price (increase or decrease) as mentioned herein. WCSD will have delegation authority to generate change order for adding or deleting facilities and container sizes as they are described on its work sheet.

- c) Each receptacle must be emptied in accordance with WCSD’s work sheet schedule and returned to its original position with the lid closed. Any spillage around the receptacle must be swept up and removed during the current pick-up schedule. All excess debris around the receptacle must be disposed of by the contractor at time of pick-up. The District is not requiring the contractor to re-load container. However, the Contractor will be held accountable for the clean-up of any spillage occurred during the time of its service. Excess debris that has been placed around the containers will be the responsibility of the District.

5. CLEANING AND SANITIZING

- a) The contractor’s refuse containers must be cleaned and disinfected inside and out. Attention to cleaning the seams, rolled edges, and covers during this process must be adhered to State and Federal statutory laws. At no time will the contractor clean or disinfect a container on, or at any of WCSD’s campus sites. The contractor must treat to eliminate breeding insects, and vermin. Monthly or more frequently when monthly treatment does not effectively eliminate or control the problem.

- b) Solid Waste Definition

The District’s definition of solid waste is MSW (Municipal Solid Waste) commonly referred to as trash, garbage, refuse, or ordinary house hold items discarded by the general public.

- c) Description of Refuse Materials

Refuse for collection described in this specification will include:

- Paper
- Rags
- Bottles
- Metal
- Boxes
- Cloth
- Cans
- Cartons
- Crates
- Worn out articles of equipment
- Furniture
- Corrugated cardboard

6. PAYMENT

- (a) The Williamsburg County School District 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 District. (b) Unless otherwise provided herein, including the purchase order, payment will be made by check mailed to the payment address on "Page Two."

- 7. The work sheet total monthly price will be transferred to the solicitation bidding unit price. Any information that is omitted, incomplete or missing may result in a “Non-Responsive” determination.

- a) WCSD’s work sheet must be included and submitted with one’s offer.

**8. WCSD Work Sheet
WASTE PICK-UP/SITES/SCHEDULE/BIDDING SCHEDULE/COST PROPOSAL**

Collection Locations	Address	Quantity	Size	Pick-up/Week	Weekly Price	Monthly Price
CE Murray Middle/High School	222 C. E. Murray Blvd., Greeleyville, SC 29056	4	8 yrds	1		
Greeleyville Elementary School	7 Varner Avenue, Greeleyville, SC 29056	3	8 yrds	1		
Kenneth Gardner Elementary School	1503 Woodland Drive, Kingstree, SC 29556	3	8 yrds	1		
Hemingway Middle/High School	402 S. Main St., Hemingway, SC 29554	3	8 yrds	1		
Hemingway Elementary School	160 Baxley Road, Hemingway, SC 29554	3	8 yrds	1		
Hemingway Career and Technology Center	1593 Hemingway Highway, Hemingway, SC 29554	1	8 yrds	1		

TOTAL MONTHLY PRICE:

\$ _____

WCSD VENDOR INFORMATION

VENDOR NAME: _____

BID NO: _____

Authorized Name: (Print) _____

Authorized Signature: _____

Email: _____

Title _____

Date Signed: _____

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, May 12, 2021 then and there at said office to be publicly opened and read aloud at 12:00 noon. 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 Trash Collection - WCSD202021-7**, and also bear on the outside, the name of the BIDDER, his/her address, and the name (**Bid No. WCSD202021-7**) 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.**

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: WCDSD202021-7
WCDSD DISTRICT Trash Collection



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)

