	Solicitation Type:	Invitation for Bid (IFB)
	Solicitation Number	2223-49MJ
	Date Issued	5/5/2023
	Procurement Specialist	B. Maurice Jackson, CPPB
	Phone	(843) 488-6929
	E-Mail Address	<a href="mailto:mjackson@horrycountyschools.net">mjackson@horrycountyschools.net</a>
	Address	HCS, Procurement Office
	Mailing:	Physical:
	PO Box 260005	335 Four Mile Road
	Conway, SC 29528	Conway, SC 29526

**DESCRIPTION:** Fire Alarm System Implementation and Services

**USING GOVERNMENTAL:** Horry County Schools

*The Term "Offer" Means Your "Bid", "Proposal" or "Quote".*

**SUBMIT YOUR OFFER ON-LINE AT THE FOLLOWING URL**

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>

**SUBMIT OFFER BY** (Opening Date/Time): 5/23/2023 12:00 p.m. (EST) (See "Deadline For Submission Of Offer" provision)

**QUESTIONS MUST BE RECEIVED BY**(Date/Time): 5/15/2023 /12:00 p.m. (EST) (See "Questions From Offerors" provision)

**SUBMIT QUESTIONS TO:** [mjackson@horrycountyschools.net](mailto:mjackson@horrycountyschools.net)

**NUMBER OF COPIES TO BE SUBMITTED:** SEE PAGE 3 **Initial here \_\_\_\_\_ if NO redacted copy is necessary.**

This document contains the bidding instructions, scope of work, and the contractual terms and conditions applicable to the solicitation referenced above which is being issued and conducted by Horry County Schools.

*See "Submitting Your Offer" provision.*

<b>CONFERENCE TYPE:</b> <input type="checkbox"/> MANDATORY <input type="checkbox"/> NOT MANDATORY <input checked="" type="checkbox"/> Not Applicable <b>DATE &amp; TIME:</b> Click or tap to enter a date. at (EST) As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	<b>LOCATION:</b> N/A
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<b>AWARD &amp; AMENDMENTS</b>	The award, this solicitation, and any amendments will be posted at the following web address: <a href="https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e">https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e</a>
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You <b>must</b> 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 ninety (90) calendar days after the Opening Date. (See "Signing Your Offer" provisions)	
NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one)
AUTHORIZED SIGNATURE  (Person signing <b>must</b> be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	<input type="checkbox"/> Sole Proprietorship
TITLE (Business title of person signing above)	<input type="checkbox"/> Partnership
PRINTED NAME (Printed name of person signing above)	<input type="checkbox"/> Corporation (tax-exempt)
DATE SIGNED	<input type="checkbox"/> Corporate entity (not tax-exempt)
	<input type="checkbox"/> Government entity (federal, state, or local)
	<input type="checkbox"/> Other _____ (See "Signing Your Offer" provision.)
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 <b>must</b> 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>i.e.</i> , 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)

PAGE TWO  
(Return Page Two with Your Offer)

<b>HOME OFFICE ADDRESS</b> (Address for Offeror's home office / principal place of business)				<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
				Area Code:	Number:	Extension:	Facsimile:
				E-Mail Address:			
<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)				<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)			
				Order E-Mail Address:			
<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)			
<b>ACKNOWLEDGMENT OF AMENDMENTS:</b> 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
<b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause)			10 Calendar Days (%)	20 Calendar Days(%)	30 Calendar Days (%)	_____ Calendar Days (%)	
<p>PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at <a href="http://www.procurement.sc.gov/preferences">www.procurement.sc.gov/preferences</a> <b>ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.</b> [11-35-1524(E)(4)&amp;(6)]</p> <p><b>PREFERENCES DO NOT APPLY</b></p>							
<p>PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&amp;(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).</p> <p><b>(check only one)</b></p> <p>____ In-State Office Address same as Home Office Address</p> <p>____ In-State Office Address same as Notice Address</p> <p><b>PREFERENCES DO NOT APPLY</b></p>							

**NUMBER OF COPIES**

Offerors will need to follow these instructions carefully when responding to the solicitation.

At least one (1) copy of the Offeror should contain original signatures; that copy shall be clearly marked or differentiated from the other copies of the Offeror by notation in the lower left corner of the cover of each Offeror with the words "ORIGINAL". This signed original copy will be retained for incorporation by reference in any contract resulting from this solicitation.

Offerors shall be signed by only those Company officials or agents duly authorized to sign bid/ proposals or contracts on behalf of their respective organizations. Each additional copy must be separated.

Additionally, if Offeror is submitting confidential information, one complete copy of your offer from which you have removed any information that you marked as exempt, i.e., a redacted copy. The information redacted should mirror in every detail the information marked as exempt from public disclosure. The redacted copy should (i) reflect the same pagination as the original, (ii) show the empty space from which information was redacted, and (iii) be submitted on magnetic media.

**Return all with boxes checked:**

- (1) Original of complete offer** Uploaded to the URL provided below:  
<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>
- (1) Redacted copy** Uploaded to the URL provided below:  
<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>

(see Section II A "Submitting Confidential Information")  
(see Section II B "Electronic Copies – Required Media and Format" )  
(see Section IV "Submitting Redacted Offerors provision)

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### I. SCOPE OF SOLICITATION

**ACQUIRE SERVICES & SUPPLIES / EQUIPMENT:** The purpose of this solicitation is to acquire services and supplies or equipment complying with the enclosed description and/or specifications and conditions. [01-1005-1].

It is the intent of Horry County Schools Office of Procurement to solicit bids from qualified vendors to establish a contract to provide Fire Alarm System Implementation Services to include Monitoring, Testing, Inspections, Repairs, Maintenance, Installation, implementation, and technical support complying with the enclosed description and/or specifications and conditions for the Horry County School District (HCSD).

**FUNDS NOT AVAILABLE:** The District's obligation under this contract is contingent upon the availability of funds from which payment for contract purposes can be made. [01-1035-1]

**MAXIMUM CONTRACT PERIOD – (ESTIMATED):** Start date: 7/1/2023 End date: 6/30/2028.

Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract – Effective Date / Initial Contract Period". [01-1040-1]

The contract resulting from this solicitation will be a one (1) year contract with four (4) additional one year renewal options. The maximum potential contract life is five years.

### II. INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS:

#### DEFINITIONS, CAPITALIZATION, AND HEADINGS

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

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

**BOARD** means the Horry County Schools Board of Education or its successor in interest.

**BUSINESS** means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other legal entity

**BUYER** means the Procurement Officer/Specialist.

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

**CONTRACT** means all types of Horry County Schools agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, equipment or construction.

**CONTRACT MODIFICATION** means a written order signed by the Procurement Specialist, directing the contractor to make changes which the clause of the contract titled "Changes," if included herein, authorizes the Procurement Specialist to order without the consent of the contractor.

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

**COOPERATIVE PURCHASING** means procurement conducted by, or on behalf of, more than (1) public procurement unit.

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

**DAYS** means calendar days.

**DISTRICT** means a governmental entity governed by an elected Board of Education, which appoints a Superintendent to carry out policies established by the Board. This refers to the Horry County Schools hereinafter referred to as the "District".

**HORRY COUNTY SCHOOLS (HCS)** is a public school district serving Horry County, South Carolina.

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

**OFFEROR** means the single legal entity submitting the offer. The term Bidder is used interchangeably with the term Offeror. See bidding provisions entitled Signing Your Offer and Bid/Proposal As Offer To Contract.

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

**PROCUREMENT OFFICER** means any person acting within the scope of his/her authority and duly authorized by Horry County Schools to enter into and administer contracts and make written determinations and findings with respect thereto, as identified as such on either the Cover Page, an amendment, or an award notice.

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

**SUBCONTRACTOR** means any person you contract with to perform or provide any part of the Work.

**US** or **WE** means Horry County Schools.

**WORK** means all labor, materials, equipment, services, or property of any type, provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract.

**YOU** and **YOUR** means Offeror. [02-2A003-2]

**AMENDMENTS/ADDENDUMS TO SOLICITATION (MODIFIED):** (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments/Addendums: <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e> (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

**AUTHORIZED AGENT:** All authority regarding this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Chief Procurement Officer or designee is the only Horry County Schools official authorized to bind the District with regard to this procurement or the resulting contract. [02-2A007-1]

**AWARD NOTIFICATION (MODIFIED):** Notice regarding any award, cancellation of award, or extension of award will be posted at the location and on the date specified on the Cover Page or, if applicable, any notice of extension of award. Should the contract resulting from this Solicitation have a total or potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the seventh business day after such notice is given. [02-2A010-3]

**BID/PROPOSAL AS OFFER TO CONTRACT:** By submitting Your Bid or Proposal, You are offering to enter into a contract with Horry County Schools. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed. [02-2A015-1]

**BID ACCEPTANCE PERIOD:** In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Specialist in writing, documenting the fact(s) of Offeror's error. [02-2A020-1]

**BID IN ENGLISH and DOLLARS:** Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation. [02-2A025-1]

**BOARD AS PROCUREMENT AGENT:** The Procurement Officer is an employee of the Board acting on behalf of the Horry County Schools pursuant to the HCS Procurement Code. Any contracts awarded as a result of this procurement are between the Contractor and the District. The Board is not a party to such contracts and bears no liability for any party's losses arising out of or relating in any way to the contract. [02-2A030-2]

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

(a) By submitting an offer, the Offeror certifies that:

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Offeror or competitor relating to:

- (i) Those prices;
- (ii) The intention to submit an offer; or
- (iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the Offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the Offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or

(2)(i) Has been authorized, in writing, to act as agent for the Offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the Offeror's organization responsible for determining the prices offered in this bid or proposal];

(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

(c) If the Offeror deletes or modifies paragraph (a)(2) of this certification, the Offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure. [02-2A032-1]

**CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS:**

(a)

(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

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

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Specialist if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Specialist may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to Horry County Schools, the Procurement Specialist may terminate the contract resulting from this solicitation for default. [02-2A035-1]

**CODE OF LAWS AVAILABLE (MODIFIED):** The Horry County Schools District Procurement Code is available at: [https://www.horrycountyschools.net/cms/lib/SC02209139/Centricity/Domain/3189/Procurement\\_Code.pdf](https://www.horrycountyschools.net/cms/lib/SC02209139/Centricity/Domain/3189/Procurement_Code.pdf) [02-2A040-2]

**CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 327–333):** By submitting an offer, the Offeror certifies that the Offeror has and will comply with when required, where applicable, all contracts awarded by recipients in excess of \$2,000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers must include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333), as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis

of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**COMPLETION OF FORMS/CORRECTION OF ERRORS:** All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule).

**DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE:** You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, Horry County Schools may withhold award. Before withholding award on these grounds, an Offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your offer identifies any services that relate to either this solicitation or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either. [02-2A047-2]

**DEADLINE FOR SUBMISSION OF OFFER:** Any offer received after the Procurement Officer of Horry County Schools or designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated Horry County Schools Office of Procurement as instructed on the Cover page prior to the bid opening or the governmental body's mail room which services that purchasing office prior to the opening. [R.19-445.2070(G)] [02-2A050-1].

**DRUG FREE WORK PLACE CERTIFICATION:** By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended. [02-2A065-1]

**TOBACCO FREE ENVIRONMENT CERTIFICATION:** The District provides a smoke and tobacco free environment for its staff, students, and visitors. No tobacco products are allowed in any building or on the grounds of any District building. By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of the smoke and tobacco free environment.

**DUTY TO INQUIRE:** Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. All ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by amendment. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the District's attention See clause entitled "Questions from Offerors." [02-2A070-2]

**ETHICS CERTIFICATE:** By submitting an offer, the Offeror certifies that the Offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The district may rescind any contract and



recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Procurement Specialist at the same time the law requires the statement to be filed. [02-2A075-2]

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):** By submitting an offer, the offeror certifies that the Offeror has and will comply and will not make available or distribute any student education records it receives from the District in violation of the federal Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. section 1232g. Contractor agrees to limit access to records provided by the District to its employees with a legitimate need to know in order for the Contractor to fulfill its obligations under this agreement. Contractor warrants that it has procedures in place to prevent unauthorized access to data provided by the District, and the procedures will be documented and available to the District upon request. Contractor will notify the District immediately in the event of a security breach that could or does impact the District records or data. Contractor agrees that District data will not be shared or sold to third parties without prior written authorization from the District. Contractor agrees to notify the District immediately if it receives a subpoena, court order or other request for District data so the District can take appropriate action if needed.

**OMIT TAXES FROM PRICE:** Do not include any sales or use taxes in your price that Horry County Schools may be required to pay. [02-2A080-1]

**OPEN TRADE REPRESENTATION (JUN 2015):** By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

**PROTESTS (MAY 2019):** If you are aggrieved in connection with the solicitation or award of the contract, you may be entitled to protest, but only as provided in Section 11-35-4210. To protest a solicitation, you must submit a protest within fifteen days of the date the applicable solicitation document is issued. To protest an award, you must (i) submit notice of your intent to protest within seven business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled "Protest- CPO". The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided. [02-2A085-2]

**PROHIBITED COMMUNICATIONS AND DONATIONS:** Violation of these restrictions may result in disqualification of your offer, suspension, or debarment, and may constitute a violation of law.

(a) During the period between publication of the solicitation and final award, ***you must not communicate, directly or indirectly, with Horry County Schools or its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Specialist.*** All communications must be solely with the Procurement Specialist.] [R. 19-445.2010]

(b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. ***You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the District during the period beginning eighteen months prior to the Opening Date.***

**PUBLIC OPENING:** Offers will be publicly opened at the date/time and at the location identified on the Cover Page, or last Amendment, whichever is applicable. [02-2A090-1]

**QUESTIONS FROM OFFERORS:** (a) Any prospective Offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Specialist no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the Procurement Specialist, and the solicitation's title and number. Oral explanations or instructions will not be binding. Any information given a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an Amendment to the solicitation,

if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective Offerors. See clause entitled "Duty to Inquire." **We will not identify you in our answer to your question.** (b) Horry County Schools seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Specialist -- as soon as possible - - regarding any aspect of this procurement, including any aspect of the Solicitation, that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140] [02-2A095-2]

All questions should be received no later than the "QUESTIONS MUST BE RECEIVED BY" date/time as noted on the cover page. The preferred method of receiving questions is via e-mail with the subject "**QUESTIONS 2223-49MJ**" and a Microsoft Word attachment using the following format:

Question Number	Section Reference	Page Number	Question

**REJECTION/CANCELLATION:** Horry County Schools may cancel this solicitation in whole or in part. Horry County Schools may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R.19-445.2065.] [02-2A100-1]

**RESPONSIVENESS/IMPROPER OFFERS (JUN 2015):** (a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple offers may be submitted as one document, provided that you clearly differentiate between each offer and you submit a separate cost proposal for each offer, if applicable.

(c) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the District cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Specialist. [R.19-445.2070 and Section 11-35-1520(13)]

(d) Price Reasonableness: Any offer may be rejected if the Procurement Specialist determines in writing that it is unreasonable as to price. [R. 19-445.2070].

(e) Unbalanced Bidding. HCS may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the District even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

(f) **Do not submit bid samples or descriptive literature unless expressly requested.** Unsolicited bid samples or descriptive literature will not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provisions of the solicitation. S.C. Code Ann. Reg. 19-445.2077(D). [02-2A105-2]

**SIGNING YOUR OFFER:** Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words by its Partner, and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venture involving any

combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal. [02-2A115-1]

**SCHOOLS - HORRY COUNTY OFFICE OF PROCUREMENT SERVICES CLOSINGS:** If an emergency or unanticipated event interrupts normal processes so that offers cannot be received at Horry County Schools Office of Procurement as designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If Horry County School district offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information is available online at: <https://www.horrycountyschools.net/Page/683>

**DISCLOSURE OF YOUR BID / PROPOSAL & SUBMITTING CONFIDENTIAL DATA (FEB 2021):** (a) According to Section 11-35-410, any person submitting a document in response or with regard to any solicitation or other request must "comply with instructions provided in the solicitation for marking information exempt from public disclosure. Information not marked as required by the applicable instructions may be disclosed to the public." IF YOU IDENTIFY YOUR ENTIRE RESPONSE AS EXEMPT FROM PUBLIC DISCLOSURE, OR IF YOU DO NOT SUBMIT A REDACTED COPY AS REQUIRED, THE STATE MAY, IN ITS SOLE DISCRETION, DETERMINE YOUR BID OR PROPOSAL NONRESPONSIVE AND INELIGIBLE FOR AWARD. (b) By submitting a response to this solicitation or request, Offeror agrees to the public disclosure of every page, or portion thereof, of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page, or portion thereof, was redacted and conspicuously marked "Trade Secret" or "Confidential" or "Protected", (2) agrees that any information not redacted and marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. (c) If your offer includes any information that you claim is exempt from public disclosure, you must submit one complete copy of your offer from which you have removed or concealed such information (the redacted copy). Except for the information removed or concealed, the redacted copy must be identical to your original offer. (d) Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. If only portions of a page are subject to some protection, do not redact the entire page. The redacted copy must reflect the same pagination as the original and show the empty space from which information was redacted. The Procurement Officer must be able to view, search, copy and print the redacted copy without a password. If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. (e) On the redacted copy, you must identify the basis of your claim by marking each redaction as follows: You must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that you redacted and claim as exempt from public disclosure because it is either (1) a trade secret as defined in Section 30-4-40(a)(1) of the Freedom of Information Act, or (2) privileged and confidential, as that phrase is used in Section 11-35- 410. You must separately mark with the words "TRADE SECRET" every page, or portion thereof, that you redacted and claim as exempt from public disclosure as a trade secret pursuant to Section 39-8-20 of the Trade Secrets Act. You must separately mark with the word "PROTECTED" every page, or portion thereof, that you redacted and claim as exempt from public disclosure pursuant to Section 11-35- 1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. (f) In determining whether to release documents, the State will detrimentally rely on your redaction and marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "Protected". By submitting a response, you agree to defend, indemnify, and hold harmless the State of South Carolina, its agencies, officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from withholding information by the State of South Carolina or any of its agencies, that you have redacted or marked as "Confidential" or "Trade Secret" or "Protected". (All references to S.C. Code of Laws.) [02-2A125-3]

**SUBMITTING YOUR OFFER OR MODIFICATION (MAR 2015) (MODIFIED):** Unless specifically instructed otherwise in the solicitation, you should submit your offer or modification in accordance with the clause titled "VENDOR REGISTRATION

MANDATORY" and "ON-LINE BIDDING INSTRUCTIONS." Paper offers are discouraged. If you must submit a paper offer or modification the following instructions apply. (a) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (b) (1) All copies of the offer or modification, and any other documents required to be submitted with the offer shall be enclosed in a sealed, opaque envelope or package. (2) Submit your offer or modification to the address on the Cover Page. (3) The envelope or package must show the time and date specified for opening, the solicitation number, and the name and address of the bidder. If the offer or modification is sent by mail or special delivery service (UPS, Federal Express, etc.), the outermost envelope or wrapper must be labeled "OFFER ENCLOSED" on the face thereof. (c) If you are responding to more than one solicitation, submit each offer in a separate envelope or package. (d) Submit the number of copies indicated on the Cover Page. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. [02-2A130-2] 3/10/22

**TAX CREDIT FOR SUBCONTRACTING WITH DISADVANTAGED SMALL BUSINESSES:** Pursuant to Section 12-6-3350, a taxpayer having a contract with this State who subcontracts with a socially and economically disadvantaged small business is eligible for an income tax credit equal to four percent of the payments to that subcontractor for work pursuant to the contract. The subcontractor must be certified as a socially and economically disadvantaged small business as defined in Section 11-35-5010 and regulations pursuant to it. The credit is limited to a maximum of fifty thousand dollars annually. A taxpayer is eligible to claim the credit for ten consecutive taxable years beginning with the taxable year in which the first payment is made to the subcontractor that qualifies for the credit. After the above ten consecutive taxable years, the taxpayer is no longer eligible for the credit. A taxpayer claiming the credit shall maintain evidence of work performed for the contract by the subcontractor. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498.

**TAXPAYER IDENTIFICATION NUMBER:** (a) If Offeror is owned or controlled by a common parent as defined in paragraph (b) of this provision, Offeror shall submit with its Offer the name and TIN of common parent.  
 (b) Definitions: "Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the Offeror is a member. "Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the Offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.  
 (c) If Offeror does not have a TIN, Offeror shall indicate if either a TIN has been applied for or a TIN is not required. If a TIN is not required, indicate whether (i) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States; (ii) Offeror is an agency or instrumentality of a state or local government; (iii) Offeror is an agency or instrumentality of a foreign government; or (iv) Offeror is an agency or instrumentality of the Federal Government.

**VENDOR REGISTRATION MANDATORY (MODIFIED MARCH 2020):** The District has implemented an online, electronic bidding system to receive bids and proposals from prospective offerors. In order to submit offers in response to posted solicitations, prospective must be registered through this electronic system. Registration can be completed through the following link: <https://vrapp.vendorregistry.com/Vendor/Register/Index/horry-county-schools-sc-vendor-registration>. Once registered, suppliers must keep their information current.

**WITHDRAWAL OR CORRECTION OF OFFER:** Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. [02-2A150-1]

## II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCTIONS

**BOARD APPROVAL REQUIRED:** Any award is subject to prior approval by the Horry County School Board of Trustees. Board meetings are normally, but not always, held monthly. [02-2B015-1]

**ELECTRONIC FILES – REQUIRED MEDIA AND FORMAT (REVISED MARCH 2020):** Documents and/or electronic files submitted shall contain the solicitation number and the offeror's name, and be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password. If required by the solicitation, your business and technical proposals must be within separate files. [Rev02-2B070-2]

### SUBMITTING A PAPER OFFER OR MODIFICATION:

**Paper offers are not the preferred method of submission.** Unless specifically instructed otherwise in the solicitation, you should submit your offer or modification electronically. See clauses titled "VENDOR REGISTRATION MANDATORY" and ON-LINE BIDDING INSTRUCTIONS."

If you must submit a paper offer or modification the following instructions apply: (a) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (b) (1) All copies of the offer or modification, and any other documents required to be submitted with the offer shall be enclosed in a sealed, opaque envelope or package. (2) Submit your offer or modification to one of the following address:

MAILING ADDRESS:	PHYSICAL ADDRESS:
Horry County Schools	Horry County Schools
Procurement Office	Procurement Office, B300
PO Box 260005	335 Four Mile Road
Conway, SC 29528	Conway, SC 29526

- (2) The envelope or package must show the time and date specified for opening, the solicitation number, and the name and address of the bidder. If the offer or modification is sent by mail or special delivery service (UPS, Federal Express, etc.), the outermost envelope or wrapper must be labeled "OFFER ENCLOSED" on the face thereof. The District is only receiving packages via of delivery service on Tuesdays and Thursdays. (c) If you are responding to more than one solicitation, submit each offer in a separate envelope or package. (d) If the solicitation is a Request For Proposal, you must submit one (1) original and five (5) copies. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation.

**MAIL PICKUP:** The District's Mail Services picks up all mail from the US Postal Service once daily around 9:00 a.m. (excluding weekends and holidays) and disseminates the mail to the Procurement office normally by 12:00 pm. See provision entitled Deadline for Submission of Offer. [02-2B080-1]

**ON-LINE BIDDING INSTRUCTIONS (REVISED MARCH 2020-MODIFIED):** (a) Mandatory Registration. You must register before you can submit an offer on line! See clause entitled "VENDOR REGISTRATION MANDATORY."

#### (b) Steps for On-Line Bidding

1 The link provided on the solicitation's Cover Page will take you to our web based on-line bidding system, where you will enter and/or upload your offer.

2 Once registered and signed into the system, choose the solicitation you wish to submit an offer. The system will provide the necessary steps to obtain the required information from you.

3 **Only offers with an email status of "Vendor Bid File Submittal" have been received by the District.**

**Offers with a status of "saved" have not been received.**

If you have trouble entering your offer, call the Vendor Registry at 844-802-9202 or [cservice@vendorregistry.com](mailto:cservice@vendorregistry.com) . The Procurement Office is not able to assist you in entering your offer.

It is **STRONGLY** recommended that you enter your bid online well before the bid opening date and time.

**PROTEST-CPO – HCS ADDRESS (MODIFIED):** Any protest must be addressed to the Chief Procurement Officer, Horry County Schools, and submitted in writing (a) by email to [rstrickland@horrycountyschools.net](mailto:rstrickland@horrycountyschools.net), (b) by post or delivery to 335 Four Mile Road, Conway, SC 29526 or PO Box 260005, Conway, SC 29528-6005. [02-2B120-1]

**UNIT PRICES REQUIRED (JAN 2006):** Unit price to be show for each item. [02-2B170-1]

### III. SCOPE OF WORK / SPECIFICATIONS:

#### INTRODUCTION:

Horry County Schools (HCS) is the third largest school district among the 85 school districts in the State of South Carolina and is coterminous with Horry County's land area of approximately 1,152 square miles. The present boundaries of the District were established in 1952 as a result of the consolidation of all existing school Districts in the county. Horry County Schools has more than 45,000 students The district is made up 52 schools and four additional program schools within nine attendance areas: Aynor, Carolina Forest, Conway, Green Sea Floyds, Loris, Myrtle Beach, North Myrtle Beach, Socastee, and St. James

The District is governed by a board of trustees, the Horry County Board of Education, consisting of a 12-member Board of Education, elected from single-member Districts with the Board Chairman elected at-large. The Horry County Board of Education members have decision-making authority, the power to designate management, the ability to significantly influence operations, and have primary accountability for fiscal matters.

#### PURPOSE:

Horry County Schools is seeking a qualified vendor to provide a multi-year contract for annual inspections, maintenance, repairs, new construction / renovations, and ongoing monitoring of existing fire alarm systems throughout the District as indicated on attached bid schedule. Fire Alarm System Services to include Monitoring, Testing, Inspections, Repairs, Maintenance, Installation, equipment, materials, implementation, programing and technical support of existing Fire Alarm System. The vendor awarded the contract from this solicitation will also be the vendor for the fire alarm on construction and renovation projects, working either directly or indirectly for the District or other contractors who perform work for the District. The District may bid a specific project out separately or may simply specify the use of this vendor and or brand on construction and renovations projects. Examples of such work include, but are not limited to, providing programing and/or installation for new or existing smoke and carbon monoxide duct detectors and all associated conduit (as specified) related to HVAC projects and providing installation of a new fire alarm system.

All fire systems components shall be included. If any parts of the system are not identified in the bid specifications it is the responsibility of the contractor(s) to provide service to these parts and equipment at the bid price offered with no additional increase in price.

A fire alarm system is a crucial part of the fire and life safety of a building and its occupants. HCS existing fire alarm system is Simplex SMPL Software/EST Panels.

- Technicians performing work under this agreement are to be Simplex certified.
- Must have experience with Simplex panels and programming.
- Must have experience with all Edwards EST Panels and have adequate means of maintaining Equipment and Software
- Bidders must have a home office and service center within 45 minutes of Horry County Schools District Office, 335 Four Mile Rd. Conway SC 29526.

### **Annual Testing and Inspection**

The contractor shall conduct at a minimum an annual test and certification inspection of the fire alarm system. Where required by applicable National Fire Protection Association (NFPA 72) standards, as well as federal, State of South Carolina and local laws and codes, inspections/testing of varying frequency may be necessary to maintain compliance. The expectation is for the awarded contractor to perform all related services and inspections as they pertain to these laws.

The contractor or the contractor's representative shall contact the HCS Assistant Regional Manager/ Project Manager / Maintenance Coordinator to schedule annual inspections.

Annual inspections must be in accordance with all applicable National Fire Protection Association (NFPA 72) Standards, federal, state and local laws and codes.

For each annual inspection and at other times upon request an NFPA 72 inspection report must be provided to ensure proper operation of equipment.

A completed inspection report shall be compiled and submitted within 10 working days of the inspection, unless a recently discovered deficiency requires immediate attention. At this time, HCS Maintenance Assistant Regional Manager or Maintenance Coordinator should be contacted verbally to be made aware of the deficiency.

If a report indicates violations were found, the contractor shall supply the Assistant Regional Manager/Project Manager with an estimate to repair the violation within ten (10) working days of the initial inspection.

### **Working Hours / Response Time**

The standard, normal work week shall be considered to be Monday through Friday 7:00a.m. - 5:00p.m.

The contractor shall make every effort to complete all requested work during the standard, normal work hours. Should it appear that work cannot be completed during this time, the contractor should discuss options as early as possible with the HCS Assistant Regional Manager/ Project Manager / Maintenance Coordinator to include possible after-hours work, which must be approved in advance. The contractor shall make every attempt necessary to repair the fire alarm system and restore the Fire Alarm service immediately to the site before notifying HCS that Fire Watch is needed.

**Response will be within one (1) hour during normal working hours in an emergency and two (2) hours during non-normal working hours.**

### **Contractor Personnel**

Upon contract award, the contractor shall provide HCS with a list of all personnel, including supervisors, who will be arriving on our campus. All contractors must follow on-campus vendor protocols and be badged each time they enter the campus. Once in the building, all contractors must follow all protocols established by the school.

The contractor shall ensure that technicians are trained to work on the fire alarm systems they are awarded.

### **Monitoring**

The Contractor shall provide monthly monitoring services for the fire alarm system.

The monitoring service center shall be a UL listed Central Monitoring Station. A copy of the UL Listed Central Monitoring Station certificate should be provided with the bid package. Monitoring shall be set up to first contact HCS on call emergency number which is Facilities number (843) 488-6965 or the designated emergency numbers which are available 24 hours a day, 7 days a week. The contractor will then advise appropriate contact(s) if emergency service is needed and/or has been dispatched.

Monitoring Service Center shall be adequately staffed and shall provide monitoring twenty-four (24) hours a day, seven (7) days a week.

**Licenses**

The awarded contractor(s) shall obtain and provide (if required) a copy of all required Federal, State, and or local licenses that are required to perform all required work.

The awarded contractor shall be licensed through SCLLR for all Fire Alarms.

**Software**

In the event of software/equipment updates, the contractor must be able to provide equipment to accommodate those updates along with the required software.

**Maintenance**

The contractor shall provide regular and emergency maintenance and repair to the fire system to include all panels, wiring, cabling and devices in the system.

Monthly unit price listed in the bid schedule for maintenance, service, parts and labor excludes acts of nature, faulty wiring, vandalism, moves/adds/changes, ground, faults, battery replacement and upgrades to obsolete panels.

Monthly Maintenance/Service Parts & Labor for the Myrtle Beach Elementary School is not required.

**Technical Support/ Owner Training**

Upon request, contractor shall provide technical assistance or service. Such service shall be available within one (1) hour and two (2) hours following request.

Response to HCS will be within one (1) hour during normal working hours in an emergency and four (4) hours during non-emergencies.

Contractor shall provide onsite training for HCS Maintenance Technicians on both Simplex and Edwards EST Panel operation and associated fire alarm devices semi-annually / annually each contract year.

For any new system installation or otherwise designated, fire alarm shall be integrated with BDA – radio repeater, kitchen hoods, public address systems, remote sound, elevators, and or any other components designated by NFPA 72.

**Fire Watch**

When an HCS Building Site is required to be placed on Fire Watch because of a failed fire alarm panel or communication failure, the awarded fire alarm contractor that is on site to perform repairs should notify the HCS Maintenance Assistant Regional Manager / Maintenance Coordinator or the Emergency Maintenance number 843-488-6965 as soon as Fire Watch has been determined as absolutely necessary. The awarded contractor is responsible to expedite efforts to correct all deficiencies so that Fire Watch can be terminated as soon as practical.

**SEE BIDDING SCHEDULE**

See Bidding Schedule [03-3005-1]

**DELIVERY / PERFORMANCE LOCATION – PURCHASE ORDER:** After award, all deliveries shall be made, and all services provided to the location specified by the HCS school/location in its purchase order. [03-3020-1]

**QUALITY – NEW:** All items must be new. [03-3060-1]



#### IV. INFORMATION FOR OFFERORS TO SUBMIT:

**INFORMATION FOR OFFERORS TO SUBMIT – GENERAL:** Offeror shall submit a signed Cover Page and Amendments (if applicable). Offeror should submit all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in section IX. Attachments to Solicitations. [04-4010-2]

Offers shall include the following with their response:

1. A list of references from at least three (3) commercial accounts the Offeror has performed or is currently performing a similar or larger scale scope of work within the past two (2) years. Provide the name of the business, address, contact person, telephone and/or email address. HCSD reserves the right to contact references provided. The District prefers that Horry County Schools not be listed as references. The District reserves the right to contact any, all or none of the references provided pursuant to this section.
2. Submit a brief description of prior experience providing similar services.
3. Offeror shall list all contact information of the local representative who will be performing under this contract.
4. List of failed projects, suspensions, debarments, and significant litigation. If none exists, include a statement Stating such.
5. Submit a copy of the UL Listed Central Monitoring Station certificate.
6. Provide references where a networked Simplex fire alarm and emergency voice integration system has been satisfactorily completed.
7. Offers MUST submit a copy of "Attachment Bid Schedule.xls" with their offer by uploading a copy of the file in Vendor Registry. Failure to submit a copy of the attachment will deem the offer as non-responsive. It is preferred that the attachment is return in its native MS Excel format.

Name of Offeror as identified on the cover page: \_\_\_\_\_  
(Full legal name of business submitting the offer)

Authorized Signature: \_\_\_\_\_  
(Person signing **must** be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

**MINORITY PARTICIPATION (DEC 2015):**

Is the bidder a South Carolina Certified Minority Business?  Yes  No

Is the bidder a Minority Business certified by another governmental entity?  Yes  No

If so, please list the certifying governmental entity: \_\_\_\_\_

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor?  Yes  No

If so, what percentage of the total value of the contract a SC will perform certified Minority Business as a subcontractor? \_\_\_\_\_

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor?  Yes  No

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? \_\_\_\_\_

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

Traditional minority

Traditional minority, but female

Women (Caucasian females)

Hispanic minorities

DOT referral (Traditional minority)

DOT referral (Caucasian female)

Temporary certification

SBA 8 (a) certification referral

Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

The Department of Administration, Division of Small and Minority Business

Contracting and Certification, publishes a list of certified minority firms. The Minority

Business Directory is available at the following URL:

<http://osmba.sc.gov/directory.html> [04-4015-3]

**SUBMITTING REDACTED OFFERS (MODIFIED):** Redacted copy must be accessible for reproduction and distribution by HCS upon request under the Freedom of Information Act. If your offer does not contain "Confidential Information", no redacted copy is required.

**RECYCLED PRODUCT:** Offeror shall identify which product(s) is made out of or contains recycled materials. This information will be used for future research

Yes \_\_\_\_\_ No \_\_\_\_\_ (Items: \_\_\_\_\_) [04-4025-1]

If the above applies to more than one item, please indicate above.

## V. QUALIFICATIONS:

**QUALIFICATION OF OFFEROR (MAR 2015):** (1) To be eligible for award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. We may consider information from any source at any time prior to award. We may elect to consider (i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was established, and/or (ii) any subcontractor you identify. (2) You must promptly furnish satisfactory evidence of responsibility upon request. Unreasonable failure to supply requested information is grounds for rejection. (3) **Corporate subsidiaries are cautioned that the financial capability of an affiliated or parent company will not be considered in determining financial capability;** however, we may elect to consider any security, e.g., letter of credit, performance bond, parent company corporate guaranty, that you offer to provide Instructions and forms to help assure acceptability are posted on [procurement.sc.gov](http://procurement.sc.gov), link to "Standard Clauses & Provisions." [05-5005-2]

- Technicians must be National Institute for Certification in Engineering Technologies (NICET) Level II certified
- Shall have a minimum of five (5) years demonstrated experience in providing fire alarm services of similar size and scope.
- Must own, or be able to provide, sufficient equipment to complete the work.

**SUBCONTRACTOR – IDENTIFICATION:** If you intend to subcontract, at any tier level, with another business for any portion of the work and that portion either (1) exceeds 10% of your cost, (2) involves access to any "District information," as defined in the clause entitled "Information Security - Definitions," if included, or (3) otherwise involves services critical to your performance of the work (err on the side of inclusion), your offer must identify that business and the portion of work which they are to perform. Identify potential subcontractors by providing the business' name, address, phone, taxpayer identification number, **and point of contact**. In determining your responsibility, the state may evaluate your proposed subcontractors. [05-5030-2]

## VI. AWARD CRITERIA:

**AWARD BY LOT:** Award will be made by complete lot(s). Failure to offer on all items within a lot will be reason for rejection.

**AWARD CRITERIA – BIDS:** Award will be made to the lowest responsible and responsive bidder(s). [06-6020-1]

**AWARD TO ONE OFFEROR:** Award will be made to one Offeror. [06-6040-1]

**CALCULATING THE LOW BID** [06-6050-1]

(See Bid Schedule) Highlighted columns are for evaluation purposes

Award will be made to the lowest bidder based on the grand total provided in the bid schedule.

**COMPETITION FROM PUBLIC ENTITIES:** If a South Carolina governmental entity submits an offer, the Procurement Specialist will, when determining the lowest offer, add to the price provided in any offers submitted by non-governmental entities a percentage equivalent to any applicable sales or use tax. S.C. Code Ann. Regs 117-304.1 (Supp. 2004) [06-6057-1]

**UNIT PRICE GOVERNS:** In determining award, unit prices will govern over extended prices unless otherwise stated. [06-6075-1]

## VII. TERMS AND CONDITIONS – A. GENERAL:

**ASSIGNMENT, NOVATION AND CHANGE OF NAME, IDENTITY, OR STRUCTURE:** (a) Contractor shall not assign this contract, or its rights, obligations, or any other interest arising from this contract, or delegate any of its performance obligations, without the express written consent of the responsible Procurement Specialist. The foregoing restriction does not apply to a transfer that occurs by operation of law (e.g., bankruptcy; corporate reorganizations and consolidations, but not including partial asset sales). Notwithstanding the foregoing, contractor may assign monies receivable under the contract provided that the state shall have no obligation to make payment to an assignee until thirty days after contractor (not the assignee) has provided the responsible Procurement Specialist with (i) proof of the assignment, (ii) the identity (by contract number) of the specific state contract to which the assignment applies, and (iii) the name of the assignee and the exact address or account information to which assigned payments should be made. (b) If contractor amends, modifies, or otherwise changes its name, its identity (including its trade name), or its corporate, partnership or other structure, or its FEIN, contractor shall provide the Procurement Specialist prompt written notice of such change. (c) Any name change, transfer, assignment, or novation is subject to the conditions and approval required by Regulation 19-445.2180, which does not restricts transfers by operation of law. [07-7A004-2]

**AFFIRMATIVE ACTION:** During the term of the contract, contractors will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.

**BANKRUPTCY:** (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to Horry County Schools. This notification shall be furnished within two (2) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all HCS contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is cancellable and subject to immediate termination by HCS upon the contractor's insolvency, including the filing of proceedings in bankruptcy. [07-7A005-2]

**CHOICE-OF-LAW :** The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. [07-7A010-1]

**CONTRACT DOCUMENTS & ORDER OF PRECEDENCE:** (a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Specialist, (2) the solicitation, as amended, , (3) documentation of clarifications or discussions of an offer, if applicable, (4) your offer, (5) any statement reflecting HCS' final acceptance (a/k/a "award"), and (6) purchase orders. These documents shall be read to be consistent and complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above. (b) The terms and conditions of documents (1) through (5) above shall apply notwithstanding any additional or different terms and conditions in any other document, including without limitation (i) a purchase order or other instrument submitted by HCS or (ii) any invoice or other document submitted by Contractor, or (iii) any privacy policy, terms of use, or end user agreement. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect. (c) No contract, license, or other agreement containing contractual terms and conditions will be signed by HCS. Any document signed or otherwise agreed to by persons other than the Chief Procurement Officer shall be void and of no effect. [07-7A015-2]

**CONTRACT VIOLATION:** During the term of the contract, contractors who violate this contract will be considered in breach and subject to cancellation for cause. Contractors may be suspended or debarred from doing business with the District. Examples of vendor violations, include, but are not limited to: (1) Adding items to the contract without approval. (2) Increasing contract price without approval. (3) Misrepresentation of the contract to any District entity.

**DISCOUNT FOR PROMPT PAYMENT:** (a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award and will be taken if payment is made within the discount period indicated in the offer by the Offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, Offerors awarded contracts may include discounts for prompt payment on individual invoices. (b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided HCS annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or a legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day. [07-7A020-1]

**DISPUTES :** (1) Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Florence County, State of South Carolina. Contractor agrees that any act by the Government regarding the Agreement is not a waiver of either the Government's sovereign immunity or the Government's immunity under the Eleventh Amendment of the United States Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail. [07-7A025-1]

**EQUAL OPPORTUNITY:** Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference. [07-7A030-1]

**FALSE CLAIMS:** According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime. [07-7A035-1]

**FIXED PRICING REQUIRED:** Any pricing provided by contractor shall include all costs for performing the work associated with that price. Contractor's price shall be fixed for the duration of this contract, including option terms, except as otherwise provided in this solicitation. This clause does not prohibit contractor from offering lower pricing after award. [07-7A040-1]

**NO INDEMNITY OR DEFENSE:** Any term or condition is void to the extent it requires HCS to indemnify, defend, or pay attorney's fees to anyone for any reason. [07-7A045-2]

**NOTICE:** (A) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used. (B) Notice to contractor shall be to the address identified on Cover Page. Notice to HCS shall be to the Procurement Specialist 's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph. [07-7A050-1]

**OPEN TRADE (JUN 2015):** During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [07-7A053-1]

**PAYMENT & INTEREST (FEB 2015):** HCS 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 HCS. (b) Unless otherwise provided herein, including the purchase order, payment will be made by check mailed to the payment address on "Page Two." (c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, or Chapter 6 of Title 29 (real property improvements) when applicable, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, HCS shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason. (d) Amounts due to HCS shall bear interest at the rate of interest established by the South Carolina Comptroller General pursuant to Section 11-35-45 ("an amount not to exceed fifteen percent each year"), as amended, unless otherwise required by Section 29-6-30. (e) Any other basis for interest, including but not limited to general (pre- and post-judgment) or specific interest statutes, including S.C. Code Ann. § 34-31-20, are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied as simple interest without compounding. (f) The District shall have all of its common law equitable and statutory rights of set-off. [07-7A055-3]

**PAYMENT WITH 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 per individual line item
- 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.

Invoices shall be provided to Horry County Schools at the address below. An itemized invoice shall be provided even if payment is made with a District purchase card.

Horry County Schools  
 Attn: Accounts Payable  
 PO Box 260005  
 Conway, SC 29528  
 Email: [accountspayable@horrycountyschools.net](mailto:accountspayable@horrycountyschools.net)

During the term of the contract, if the District identifies items that have been overcharged, the contractor shall reimburse the District the difference in the overcharge(s) plus an additional ten percent of the overages. Repeated instances of overcharging the HCS's may result in the contract being terminated.

**PUBLICITY:** Contractor shall not publish any comments or quotes HCS employees, or include HCS in either news releases or a published list of customers, without the prior written approval of the Procurement Specialist. [07-7A060-1]

**PURCHASE ORDERS: CONTRACTOR SHALL NOT PERFORM ANY WORK PRIOR TO THE RECEIPT OF A PURCHASE ORDER FROM HORRY COUNTY SCHOOLS.** The District shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order. [07-7A065-1]

**RECORDS RETENTION AND RIGHT TO AUDIT:** Horry County Schools has the right to audit the books and records of the vendors they pertain to this purchase order, both independent of, and pursuant to, the District Procurement Code. Such books and records shall be maintained for six (6) years from the date of final payment under the purchase order.

The District may conduct, or have conducted, performance audits of the vendor. The District may conduct, or have conducted, audits of specific requirements of this bid as determined necessary by the District.

Pertaining to all audits, vendor shall make available to the District access to its computer files containing the history of purchase order performance and all other documents related to the audit. Additionally, any software used by the vendor shall be made available for auditing purposes at no cost to the District.

**SURVIVAL OF OBLIGATIONS:** The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit. [07-7A075-1]

**TAXES:** Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by HCS, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by HCS. It shall be solely HCS' obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by HCS to contractor, contractor shall be liable to HCS for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the contractor. [07-7A080-1]

**TERMINATION DUE TO UNAVAILABILITY OF FUNDS:** Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefore. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. Contractor will not be reimbursed any costs amortized beyond the initial contract term. [07-7A085-1]

**THIRD PARTY BENEFICIARY:** This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise. [07-7A090-1]

**WAIVER:** HCS does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Specialist has actual authority to waive any of HCS' rights under this Contract. Any waiver must be in writing. [07-7A095-1]

## VII. TERMS AND CONDITIONS – B. SPECIAL:

**BANKRUPTCY – DISTRICT INFORMATION:** (a) All District information (as defined in the clause herein entitled "Information Security - Definitions") shall belong exclusively to the District, and Contractor has no legal or equitable interest in, or claim to, such information. Contractor acknowledges and agrees that in the event Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, District information in its possession and/or under its control will not be considered property of its bankruptcy estate.

(b) Contractor agrees to notify the District within forty-eight (48) hours of any determination that it makes to file for bankruptcy protection, and Contractor further agrees to turn over to the District, before such filing, all District information that is in Contractor's possession in a format that can be readily utilized by the District.

(c) In order to protect the integrity and availability of District information, Contractor shall take reasonable measures to evaluate and monitor the financial circumstances of any subcontractor that will process, store, transmit or access District information. [07-7B007-1]

**CHANGES:** (1) Contract Modification. By a written order, at any time, and without notice to any surety, the Procurement Specialist may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:

- (a) Drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for HCS in accordance therewith;
- (b) Method of shipment or packing;
- (c) Place of delivery;
- (d) Description of services to be performed;
- (e) Time of performance (i.e., hours of the day, days of the week, etc.); or,
- (f) Place of performance of the services.
- (g) Product upgrades and new products that are offered by manufacturer.

Subparagraphs (a) to (c) apply only if supplies are furnished under this contract. Subparagraphs (d) to (f) apply only if services are performed under this contract.

(2) Adjustments of Price or Time for Performance. If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the District promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

(3) Time Period for Claim. Within 30 days after receipt of a written contract modification under Paragraph (1) of this clause, unless such period is extended by the Procurement Specialist in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the District is prejudiced by the delay in notification.

(4) Claim Barred After Final Payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract. [07-7B025-1Revised 2017 06]

**CISG:** The parties expressly agree that the UN Convention on the International Sale of Goods shall not apply to this agreement. [07-7B030-1]

**COMPLIANCE WITH LAWS:** During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs. [07-7B035-1]

**CONTRACT LIMITATIONS:** No sales may be made pursuant to this contract for any item or service that is not expressly listed. No sales may be made pursuant to this contract after expiration of this contract. Violation of this provision may result in termination of this contract and may subject contractor to suspension or debarment. [07-7B045-1]

**CONTRACTOR'S LIABILITY INSURANCE – GENERAL(FEB 2015) (MODIFIED):**(a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors.

(b) Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy.



(2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

(3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(c) Horry County Schools, and the officers, officials, employees and volunteers, must be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

(d) For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the District, and the officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the District, or the officers, officials, employees and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

(e) Prior to commencement of the work, the Contractor shall furnish the District if requested with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

(f) Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. In addition, the Contractor shall notify the District immediately upon receiving any information that any of the coverages required by this section are or will be changed, cancelled, or replaced.

(g) Contractor hereby grants to the District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

(h) Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

(i) The District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. [07-7B056-2]

**CONTRACTOR PERSONNEL:** The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. [07-7B060-1]

**CONTRACTOR PERSONNEL - OBLIGATION:** Contractors are responsible for the conduct of their employees, representatives and agents and for their subcontractors' and sub-subcontractors' employees, representative and agents. Suppliers are considered contractors, subcontractors or sub-subcontractors when the performance of their work (including deliveries) is conducted on District property. All such businesses/individuals shall comply with the following:

1. No drugs, alcohol, tobacco products, knives, firearms or other weapons on District property.
2. No fraternizing with, threats to, use of abusive or profane language or improper attire or actions while on District property or adjacent thereto.

3. Take all necessary precautions to ensure the safety of children and employees when performing contracted work or making/accepting deliveries on District property.
4. Secure SLED (State Law Enforcement Division) criminal background checks on every employee, representative and agent performing work, making deliveries or in any other way conducting business on District property. Ensure that no person having been convicted of violent crimes, crimes against children, illegal drug distribution, or other crimes of moral turpitude is assigned or performs work on District property. SLED background checks shall be maintained on file at the main office of the Contractor and made available to District personnel or the District's legal counsel immediately upon request.
5. Not employ or contract with, during the performance of the contract, any illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986, as may be amended.
6. Not violate the provisions of the South Carolina Illegal Immigration Reform Act, as may be amended, beginning January 1, 2009, and abide by this Act regardless of the number of employees employed. Participation in E-Verify through the Dept. of Homeland Security is required by the District regardless of the number of employees you employ.
7. Provide picture ID badges for all persons performing work on District property and ensure they are worn at all times. The ID shall include the name of the individual, his/her picture and the name of their employer.

Contractors are to ensure that their subcontractors, sub-subcontractors, as well as suppliers who meet the "contractor, subcontractor or sub-subcontractor" definition above are advised of these requirements and comply with them. These are mandatory conditions for doing business (whether directly or indirectly) with Horry County Schools. The District, at its discretion, may perform random compliance checks. Any Contractor, subcontractor, sub-subcontractor, or supplier found not to be in compliance with these requirements shall result in termination of any existing contract or non-award of a contract.

**CONTRACTORS OBLIGATION – GENERAL:** The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements. [07-7B065-1]

**CONTRACTORS USE OF DISTRICT PROPERTY:** Upon termination of the contract for any reason, HCS shall have the right, upon demand, to obtain access to, and possession of, all HCS properties, including, but not limited to, current copies of all HCS application programs and necessary documentation, all data, files, intermediate materials and supplies held by the contractor. Contractor shall not use, reproduce, distribute, display, or sell any data, material, or documentation owned exclusively by HCS without the HCS' written consent, except to the extent necessary to carry out the work. [07-7B067-1]

**DEBARMENT AND SUSPENSION (E.O. 12549 and E.O. 12689):** No contract may be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement of Nonprocurement Programs in accordance with E.O. 12549 and E.O. 12689 – Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold must provide the required certification regarding its exclusion status and that of its principal employees

**DEFAULT:** (a)(1) HCS may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to-(i) Deliver the supplies or to perform the services within the time specified in this contract or any extension; (ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or (iii) Perform any of the other material provisions of this contract (but see paragraph (a)(2) of this clause). (2) The State's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the Procurement Specialist) after receipt of the notice from the Procurement Specialist specifying the failure.

(b) If HCS terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Procurement Specialist considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the District for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.

(c) Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the State in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

(d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule.

(e) If this contract is terminated for default, HCS may require the Contractor to transfer title and deliver to the District, as directed by the Procurement Specialist, any (1) completed supplies, and (2) partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing materials" in this clause) that the Contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Procurement Specialist, the Contractor shall also protect and preserve property in its possession in which HCS has an interest.

(f) HCS shall pay contract price for completed supplies delivered and accepted. The Contractor and Procurement Specialist shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property; if the parties fail to agree, the Procurement Specialist shall set an amount subject to the Contractor's rights under the Disputes clause. Failure to agree will be a dispute under the Disputes clause. HCS may withhold from these amounts any sum the Procurement Specialist determines to be necessary to protect the District against loss because of outstanding liens or claims of former lien holders.

(g) If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of HCS, be the same as if the termination had been issued for the convenience of HCS. If, in the foregoing circumstances, this contract does not contain a clause providing for termination for convenience of HCS, the contract shall be adjusted to compensate for such termination and the contract modified accordingly subject to the contractor's rights under the Disputes clause.

(h) The rights and remedies of HCS in this clause are in addition to any other rights and remedies provided by law or under this contract. [07-7B075-1]

**ESTIMATED QUANTITY – UNKNOWN (JAN 2006):** The total quantity of purchases of any individual item on the contract is not known. HCS does not guarantee that the District will buy any specified item or total amount. The omission of an estimated purchase quantity does not indicate a lack of need but rather a lack of historical information. [07-7B095-1]

**ENERGY EFFICIENCY:** The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the [Energy Policy and Conservation Act \(42 U.S.C. 6201\)](#) under which the work under this contract is performed in/for South Carolina.

**EQUAL EMPLOYMENT OPPORTUNITY:** Contractor is referred to and shall comply with all applicable provisions, if any, of with E.O. 11246—Equal Employment Opportunity, as amended by E.O. 11375—Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60—Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

**ILLEGAL IMMIGRATION:** (An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov)) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the District upon request any documentation required to establish either:

(a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or

(b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to

this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

**INDEMNIFICATION - THIRD PARTY CLAIMS - GENERAL:** Notwithstanding any limitation in this agreement, and to the fullest extent permitted by law, Contractor shall defend and hold harmless Indemnitees for and against any and all suits or claims of any character (and all related damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities) by a third party which are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property arising out of or in connection with the goods or services acquired hereunder or caused in whole or in part by any act or omission of contractor, its subcontractors, their employees, workmen, servants, agents, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by an Indemnitee, and whether or not such claims are made by a third party or an Indemnitee; however, if an Indemnitee's negligent act or omission is subsequently determined to be the sole proximate cause of a suit or claim, the Indemnitee shall not be entitled to indemnification hereunder. Contractor shall be given timely written notice of any suit or claim. Contractor's obligations hereunder are in no way limited by any protection afforded under workers' compensation acts, disability benefits acts, or other employee benefit acts. This clause shall not negate, abridge, or reduce any other rights or obligations of indemnity which would otherwise exist. The obligations of this paragraph shall survive termination, cancelation, or expiration of the parties' agreement. This provision shall be construed fairly and reasonably, neither strongly for nor against either party, and without regard to any clause regarding insurance. As used in this clause, "Indemnitees" means Horry County Schools, its instrumentalities, agencies, departments, boards, and all their respective officers, agents and employees. [07-7B100-2]

**LICENSES AND PERMITS:** During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the state, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract. [07-7B115-1]

**LIMITATION OF LIABILITY – SINGLE AGENCY (JAN 2020):** (1) Contractor's liability for damages to the Using Governmental Unit shall not exceed [a dollar amount]. (2) The parties waive claims against each other for (i) exemplary or punitive damages and (ii) special or consequential damages. (3) The foregoing limitations shall not apply: (a) to claims for physical damage to real or tangible personal property, (b) to claims regarding bodily injury, sickness, disease or death, (c) to claims arising from reckless or intentional misconduct, (d) to amounts due or obligations under a clause (regardless of how named) providing for liquidated damages, or if such a clause is ruled unenforceable as a penalty, (e) to amounts due or obligations under the following clauses, if included: (i) Indemnification-Third Party Claims-General, (ii) Indemnification-Third Party Claims-Disclosure of Information, (iii) Indemnification-Intellectual Property, (iv) Information Security–Safeguarding Requirements, (v) Information Security Location of Data, (vi) Information Use and Disclosure–Standards, or (vii) Service Provider Security Representations; (f) to amounts due or obligations under a clause imposing a duty to defend or indemnify, or (g) to any loss or claim to the extent the loss or claim is covered by a policy of insurance maintained, or required by this contract to be maintained, by contractor. (4) The absence in any subcontract of a similar clause limiting contractor's liability shall not effectively increase the obligation of the Using Governmental Unit beyond what it would have been had the subcontract contained such a clause. (5) The Using Governmental Unit's liability for damages, if any, shall in no event exceed [a dollar amount]. Nothing herein shall be construed to waive any law or clause regarding the availability or appropriation of funds, sovereign immunity, or any other immunity, restriction, or limitation on payment or recovery provided by law. (6) The State of South Carolina's total liability for any obligation under any clause imposing any duty of confidentiality or non-disclosure shall not exceed an amount equal to fifty thousand dollars. [07-7B117-1] 7B118-1

**MATERIAL AND WORKMANSHIP:** Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended. [07-7B120-1]

**PRICE ADJUSTMENTS:** (1) Method of Adjustment. Any adjustment in the contract price made pursuant to a clause in this contract shall be consistent with this Contract and shall be arrived at through whichever one of the following ways is the most valid approximation of the actual cost to the Contractor (including profit, if otherwise allowed):

- (a) By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- (b) By unit prices specified in the Contract or subsequently agreed upon;
- (c) by the costs attributable to the event or situation covered by the relevant clause, including profit if otherwise allowed, all as specified in the Contract; or subsequently agreed upon;
- (d) in such other manner as the parties may mutually agree; or,
- (e) in the absence of agreement by the parties, through a unilateral initial written determination by the Procurement Specialist of the costs attributable to the event or situation covered by the clause, including profit if otherwise allowed, all as computed by the Procurement Specialist in accordance with generally accepted accounting principles, subject to the provisions of Title 11, Chapter 35, Article 17 of the S.C. Code of Laws.

(2) Submission of Price or Cost Data. Upon request of the Procurement Specialist, the contractor shall provide reasonably available factual information to substantiate that the price or cost offered, for any price adjustments is reasonable, consistent with the provisions of Section 11-35-1830. [07-7B160-1]

**PERFORMANCE AND PAYMENT BONDS REQUIRED (JAN 2006) (MODIFIED):** The Contractor shall furnish bonds covering faithful performance of the *Contract Agreement* and payment of obligations arising there under. Nothing in the *Contract Agreement* shall preclude the District from requiring any other bonds in conjunction with the work to be performed or any claim or other activity connected thereto. The Contractor shall provide and pay for the cost of performance and payment bonds. Within ten (10) days after award, contractor shall provide performance and payment bonds in the full amount of the contract sum including any accepted alternates, issued by a surety company licensed in South Carolina, with an "A" minimum rating of performance as stated in the most current publication of "Best's Key Rating Guide, property liability" which shall show a financial strength rating of at least five (5) times the contract amount. Each bond must be accompanied by a "power of attorney" authorizing the attorney-in-fact to bind the surety and certified to include the date of the bond. Upon request, the Contractor or the District shall promptly furnish a copy of the payment bond to any individual or entity appearing to be a potential beneficiary of the bond without any requirement to establish the legitimacy of such claim.

This bond requirement is only applicable for an actual construction project and not required to be submitted with this solicitation.

**PRICE ADJUSTMNET- LIMITED -ATER INITIAL TERM ONLY:** Upon approval of the Procurement Specialist, prices may be adjusted for any renewal term. Prices shall not be increased during the initial term. Any request for a price increase must be received by the Procurement Specialist at least ninety (90) days prior to the expiration of the applicable term and must be accompanied by sufficient documentation to justify the increase. If approved, a price increase becomes effective starting with the term beginning after approval. A price increase must be executed as a change order. Contractor may terminate this contract at the end of the then current term if a price increase request is denied. Notice of termination pursuant to this paragraph must be received by the Procurement Specialist no later than fifteen (15) days after the Procurement Specialist sends contractor notice rejecting the requested price increase. [07-7B165-1]

This is a firm fixed price term contract. It is the intent of the District to maintain the bid price for the full initial term (1 year) plus the four (4) option terms (also 1 year). Offerors are encouraged to secure pricing from the manufacturers accordingly. The price adjustment clause is included so the District may consider a price increase in highly unusual market conditions. In the absence of highly unusual market conditions, the District intends to hold the original award prices flat throughout the maximum five (5) year life of the resulting contract. As an exception, the District will consider a price adjustment when the vendor is submitting an updated product for consideration.

**PRICE ADJUSTMENTS – LIMITED BY PPI:** Upon request and adequate justification, the Procurement Specialist may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Producer Price Indexes (PPI) for the applicable commodity, as determined by

the Procurement Specialist. The Bureau of Labor and Statistics publishes this information on the web at [www.bls.gov](http://www.bls.gov). [07-7B180-1].

**PRICING DATA -- AUDIT – INSPECTION:** [Clause Included Pursuant to Section 11-35-1830, - 2210, & -2220] (a) Cost or Pricing Data. Upon Procurement Specialist's request, you shall submit cost or pricing data, as defined by 48 C.F.R. Section 2.101 (2004), prior to either (1) any award to contractor pursuant to 11-35-1530 or 11-35-1560, if the total contract price exceeds \$500,000, or (2) execution of a change order or contract modification with contractor which exceeds \$100,000. Your price, including profit or fee, shall be adjusted to exclude any significant sums by which the state finds that such price was increased because you furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date agreed upon between parties. (b) Records Retention. You shall maintain your records for three years from the date of final payment, or longer if requested by the chief Procurement Specialist. The state may audit your records at reasonable times and places. As used in this subparagraph (b), the term "records" means any books or records that relate to cost or pricing data submitted pursuant to this clause. In addition to the obligation stated in this subparagraph (b), you shall retain all records and allow any audits provided for by 11-35-2220(2). (c) Inspection. At reasonable times, the state may inspect any part of your place of business which is related to performance of the work. (d) Instructions Certification. When you submit data pursuant to subparagraph (a), you shall (1) do so in accordance with the instructions appearing in Table 15-2 of 48 C.F.R. Section 15.408 (2004) (adapted as necessary for the state context), and (2) submit a Certificate of Current Cost or Pricing Data, as prescribed by 48 CFR Section 15.406-2(a) (adapted as necessary for the state context). (e) Subcontracts. You shall include the above text of this clause in all of your subcontracts. (f) Nothing in this clause limits any other rights of the state. [07-7B185-1]

**PURCHASING CARD:** Contractor agrees to accept payment by the Horry County Schools Purchasing Card for no extra charge. The Purchasing Card is issued by Master Card. The purchasing card allows state agencies to make authorized purchases from a vendor without the requirement to issue a purchase order. [07-7B200-1]

**RELATIONSHIP OF THE PARTIES:** Neither party is an employee, agent, partner, or joint venture of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party. [07-7B205-1]

**RESTRICTIONS ON PRESENTING TERMS OF USE OR OFFERING ADDITIONAL SERVICES:** (a) Citizens, as well as public employees (acting in their individual capacity), should not be unnecessarily required to agree to or provide consent to policies or contractual terms in order to access services acquired by the District pursuant to this contract (hereinafter "applicable services") or, in the case of public employees, to perform their job duties; accordingly, in performing the work, contractor shall not require or invite any citizen or public employee to agree to or provide consent to any end user contract, privacy policy, or other terms of use (hereinafter "terms of use") not previously approved in writing by the Procurement Specialist. Contractor agrees that any terms of use regarding applicable services are void and of no effect.

(b) Unless expressly provided in the solicitation, public contracts are not intended to provide contractors an opportunity to market additional products and services; accordingly, in performing the work, contractor shall not – for itself or on behalf of any third party – offer citizens or public employees (other than the Procurement Specialist) any additional products or services not required by the contract.

(c) Any reference to contractor in items (a) or (b) also includes any subcontractor at any tier. Contractor is responsible for compliance with these obligations by any person or entity that contractor authorizes to take any action related to the work.

(d) Any violation of this clause is a material breach of contract. The parties acknowledge the difficulties inherent in determining the damage from any breach of these restrictions. Contractor shall pay the state liquidated damages of \$1,000 for each contact with a citizen or end user that violates this restriction. [07-7B212-1]

**TERM OF CONTRACT – EFFECTIVE DATE / INITIAL CONTRACT PERIOD:** The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is one (1) year from the effective date. Regardless, this contract expires no later than the last date stated on the final statement of award. [07-7B240-1]

**TERM OF CONTRACT – OPTION TO RENEW FEB 2021:** (a) At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of one (1) year, unless contractor receives notice that the district elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award.

**TERM OF CONTRACT – TERMINATION BY CONTRACTOR:** Contractor may terminate this contract at the end of the initial term, or any renewal term, by providing the Procurement Officer notice of its election to terminate under this clause at least ninety (90) days prior to the expiration of the then current term. [07-7B250-1]

**TERMINATION FOR CONVENIENCE – INDEFINITE DELIVERY / INDEFINITE QUANTITY CONTRACTS (JAN 2006):** Unless the termination so provides, a termination for convenience shall not operate to terminate any purchase orders issued prior to the effective date of termination. [07-7B255-1]

**TERMINATION FOR CONVENIENCE:** (1) Termination. The Procurement Officer may terminate this contract in whole or in part, for the convenience of the District. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.

(2) Contractor's Obligations. The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Procurement Officer may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the District. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

(3) Right to Supplies. The Procurement Officer may require the contractor to transfer title and deliver to the District in the manner and to the extent directed by the Procurement Specialist: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the State has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this Section in no way implies that the District has breached the contract by exercise of the Termination for Convenience Clause.

(4) Compensation. (a) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Section 11-35-1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph.

(b) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the District, the proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated;

(c) Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph:

(i) contract prices for supplies or services accepted under the contract;

(ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services;

(iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (2) of this clause. These costs must not include costs paid in accordance with Subparagraph (c)(ii) of this paragraph;

(iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this

Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph (b) of this Paragraph, and the contract price of work not terminated.

(d) Contractor must demonstrate any costs claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles.

(5) Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not (i) affect the state's right to require the termination of a subcontract, or (ii) increase the obligation of the state beyond what it would have been if the subcontract had contained an appropriate clause. [07-7B265-1]

**WARRANTY – STANDARD:** Contractor must provide the manufacturer's standard written warranty upon delivery of product. Contractor warrants that manufacturer will honor the standard written warranty provided. [07-7B280-1]

**THIS SECTION HAS BEEN LEFT BLANK INTENTIONALLY**



### VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL:

Name of Offeror as identified on the cover page: \_\_\_\_\_  
 (Full legal name of business submitting the offer)

Authorized Signature: \_\_\_\_\_  
 (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

Line Number	Quantity	Unit of Measure	Grand Total
1.	1	Lot	\$
<p>Item Description: Submit with your offer the Attachment - EXCEL SPREADHSEET BID SCHEDULE - Available online at <a href="https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e">https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e</a> and indicate in the Grand total above, the total amount from excel column L 91.</p>			

## IX. ATTACHMENTS TO SOLICITATION –

The following documents are attached to this solicitation:

**NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING**

**VENDOR PROFILE & QUESTIONNAIRE**

**OFFEROR'S CHECKLIST**

**SCOPE OF WORK DOCUMENT**

**APPENDIX A , B, C -CONSTRUCTION SENARIO**

### IMPORTANT TAX NOTICE - NONRESIDENTS ONLY

Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

The withholding requirement applies to every governmental entity that uses a contract ("Using Entity"). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

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Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

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For information about other withholding requirements (e.g., employee withholding), contact the South Carolina Department of Revenue at 1-844-898-8542 or visit the Department's website at: [dor.sc.gov](http://dor.sc.gov)

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This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration and withholding tax questions should be directed to the South Carolina Department of Revenue at 1-844-898-8542. Additional contact information can be found by visiting the Department's website at [dor.sc.gov](http://dor.sc.gov)

PLEASE SEE THE "NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING" FORM (FORM NUMBER I-312) LOCATED AT: [dor.sc.gov](http://dor.sc.gov) [09-9005-5]

### REQUIRED SUBMITTALS for Solicitation # 2223-49MJ

Offerors are advised that, notwithstanding any instructions or inferences elsewhere in this solicitation, the instructions provided and the documents shown on this sheet need to be submitted with and made part of their proposal. Other documents may be required after the submittal deadline, but prior to award. Offerors are advised that failure to follow these instructions or submit the documents shown on this sheet and return the forms in the condition indicated MAY RENDER THE PROPOSAL NON-RESPONSIVE and eliminate it from further consideration.

**NOTE: Only those instructions or items marked with an (X) are applicable to this procurement.**

<input checked="" type="checkbox"/>	Pages 1 & 2 (COVER SHEET)
<input type="checkbox"/>	SUBMITTALS REQUIRED as per II. Instructions to Offerors – B. Special Instructions:
<input type="checkbox"/>	SUBMITTALS REQUIRED as per III. Scope of Work / Specifications:
<input checked="" type="checkbox"/>	SUBMITTALS REQUIRED as per IV. Information for Offerors to Submit: Pages 16-18
<input checked="" type="checkbox"/>	SUBMITTALS REQUIRED as per V. Qualifications: Page 19
<input checked="" type="checkbox"/>	Page 33 BIDDING SCHEDULE/PRICE-BUSINESS PROPOSAL
<input checked="" type="checkbox"/>	SUBMITTALS NOT LISTED ELSEWHERE: Page 36

**VENDOR PROFILE & QUESTIONNAIRE**

The Offeror must complete this profile & questionnaire which may be used in the evaluation process to help determine if an Offeror is responsible.

Legal Business Name	_____
Years in business under present legal business name	_____
Current licenses valid and in force:	
_____	
Are you currently licensed to do business in South Carolina?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide the location of the Contractor's office responsible for managing this project. _____	
Has any OSHA (Federal or state) cited and assessed penalties against the organization for any violations of its safety or health regulations in the past five (5) years? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," attach a signed explanation describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, and the amount of penalty paid, if any. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.	
At any time during the last five (5) years, has the organization or any of its owners, officers or qualifying parties been convicted of a crime involving the awarding of a contract of a Federal, state, or local government construction project, or the bidding or performance of a Federal, state, or local government contract? <input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES The references provided in space below should reflect services of similar scope and size. See section IV.

**Reference 1**

Name of Organization \_\_\_\_\_

Point of Contact \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Reference 2**

Name of Organization \_\_\_\_\_

Point of Contact \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Reference 3**

Name of Organization \_\_\_\_\_

Point of Contact \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

### Appendix A Scenario

Provide a detailed quote for parts, material, and labor for the following scenario and itemized quote should include each position with number of labor hours/hourly rate, mark-up percentage on actual cost for third-party materials/components and discount percent on manufacture's equipment and components.

The District is planning a capital project upgrade at an elementary school that involves the replacement of 4 existing makeup air units (MAUs) with 4 new MAUs with gas heat. (The District will have a direct contract with the fire alarm contractor but expects coordination with the HVAC/Mechanical contractor.) The fire alarm contractor shall provide and install the 4 shown duct detectors and combination duct and carbon monoxide detectors noted on the plans along with the related equipment and control/monitor modules. (This includes all installation materials and wire.)

The physical mounting of the duct detectors along the duct work shall be completed by the HVAC/Mechanical contractor, who will also provide the fire alarm contractor with corresponding shut down wires to the new units. Any necessary conduit work shall be performed by the fire alarm company.

Upon installation of the new devices, the fire alarm contractor shall program them into the system and then test them for operation. Assume that all work (demolition of existing units, installation of new units, startup of new units, testing & balancing of new units, and the final Office of School Facilities inspection will take place during the summer when there are no students in the building and the contractor has complete access to the building and corresponding equipment. Also assume that the school is 10 miles away from the closest branch office of the fire alarm contractor.

### Appendix B Scenario

Provide a detailed quote for parts, material, and labor for the following scenario and itemized quote should include each position with number of labor hours/hourly rate, mark-up percentage on actual cost for third-party materials/components and discount percent on manufacture's equipment and components.

- A school is experiencing troubles on the main fire alarm panel (Simplex 4100ES) due to an accident/issue during a PE class. A device in the gym has been knocked off the wall resulting in 20 audio wiring abnormal troubles and ground faults on the system's audio wiring. The device needs to be remounted.

Assume that all work to remount the device and clear the troubles takes place during normal hours. Also assume that the school is 30 miles away from the closest branch office of the fire alarm contractor.

### Appendix C Scenario

Provide a detailed quote for parts, material, and labor for the following scenario and itemized quote should include each position with number of labor hours/hourly rate, mark-up percentage on actual cost for third-party materials/components and discount percent on manufacture's equipment and components.

- A school has experienced a lightning strike which has damaged parts of the fire alarm system throughout the site and needs to make repairs to the system as quickly as possible. This school has a Simplex 4010 fire alarm panel for the main building and FCI 2224 fire alarm panels for the portable/modular classrooms. The fire alarm panel dialer, one (1) relay IAM (Individual Addressable Module), two (2) supervised IAMs, one (1) Mapnet 2pt. I/O panel module, and two (2) surge protectors must be replaced for the main building. Fire alarm contractor shall provide and install these items for the main building.

For the portables/modular classrooms, the eight (8) fire alarm panels are deemed non-repairable. In the interest of time (assume lead time issues), the District has decided NOT to complete a 1 for 1 replacement of the panels. Instead, the fire alarm contractor will provide and install 1 new fire alarm panel (Simplex 4007ES panel) in one of the portables and provide and install cable throughout all of them. The fire alarm contractor will provide and install a dedicated conduit pathway for the entire solution along with any junction boxes. The District shall provide 120 VAC power to the fire alarm panel. To ensure complete functionality with the panel, the fire alarm contractor will provide and replace all of the existing portable smoke detectors and pull stations (8 total). Assume that existing interior horn strobes and exterior horns (8 total each) will be reused. The fire alarm contractor shall install the system so that the two-way communication between the main school and the portables occurs. The fire alarm contractor shall provide and install the communication modules along with installing a surge protector for the portable panel and surge protectors for the field wire. The new panel will also come with a set of batteries for battery back-up in the event of power loss.

Assume that all work (demolition of existing equipment/panels and installation of new equipment/panels) takes place during normal hours. Also assume that the school is 10 miles away from the closest branch office of the fire alarm contractor.

## OFFEROR'S CHECKLIST

### *AVOID COMMON BID/PROPOSAL MISTAKES*

Review this checklist prior to submitting your bid/proposal.  
If you fail to follow this checklist, you risk having your bid/proposal rejected.

- DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS! Horry County Schools will not recognize or sign alternate or substitute contracts. The terms and conditions stated in this solicitation becomes the contract after award.
- UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES.
- REREAD YOUR ENTIRE BID/PROPOSAL TO MAKE SURE YOUR BID/PROPOSAL DOES NOT TAKE EXCEPTION TO ANY OF THE DISTRICT'S MANDATORY REQUIREMENTS.
- MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL, OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE INSTRUCTIONS ENTITLED: **SUBMITTING CONFIDENTIAL INFORMATION.**
  - **DO NOT MARK YOUR ENTIRE BID/PROPOSAL AS CONFIDENTIAL, TRADE SECRET, OR PROTECTED!**
  - **DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!**
- HAVE YOU PROPERLY ACKNOWLEDGED ALL AMENDMENTS? INSTRUCTIONS REGARDING HOW TO ACKNOWLEDGE AN AMENDMENT SHOULD APPEAR IN ALL AMENDMENTS ISSUED.
- MAKE SURE YOUR BID/PROPOSAL INCLUDES A COPY OF THE SOLICITATION COVER PAGE. MAKE SURE THE COVER PAGE IS SIGNED BY A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS.
- MAKE SURE YOUR BID/PROPOSAL INCLUDES THE NUMBER OF COPIES REQUESTED.
- CHECK TO ENSURE YOUR BID/PROPOSAL INCLUDES EVERYTHING REQUESTED!
- IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! **AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A PRE-BID/PROPOSAL CONFERENCE OR A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS!** PLEASE SEE INSTRUCTIONS UNDER THE HEADING "SUBMISSION OF QUESTIONS" AND ANY PROVISIONS REGARDING PRE-BID/PROPOSAL CONFERENCES.

This checklist is included only as a reminder to help Offerors avoid common mistakes. Responsiveness will be evaluated against the solicitation, ***not*** against this checklist. You do not need to return this checklist with your response. [09-9010-1]

**END OF SOLICITATION**



# MEDIUM FORM CONTRACT AGREEMENT



<b>THE DISTRICT:</b> Horry County Schools 335 Four Mile Road, P.O. Box 260005 Conway, South Carolina 29528-6005 Phone: 843-488-	<b>CONTRACTOR:</b>  Phone:	<b>CONTRACT DATE:</b> <b>PROJECT NUMBER:</b> <b>PROJECT NAME:</b> <b>CONTRACT VALUE:</b>
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The following terms and conditions are applicable to this *Contract Agreement* between the parties listed above for the Scope of Work (Exhibit A) established:

1. **Contract Validity:** This *Contract Agreement* along with all referenced contract documents, including exhibits, forms and other referenced documents, represents the full and complete agreement between the District and the Contractor. Failure by the District to enforce any provision of the contract documents shall not be construed as a waiver of any such provision and shall not affect the validity of the *Contract Agreement*, or any part thereof, or the right of the District to enforce any provision at any time. All difficulties inherent in construction activities cannot be foreseen during design and solicitation of a project; therefore, the District reserves the right to make changes in the work without invalidating the *Contract Agreement*. (Requirements for any *Change Order* are provided in Exhibit E.) Forms contained in the contract documents are the official forms intended for use in preparation and administration of the contract.
2. **District Representatives' Authority:** The District's assigned Contract Manager and project representative(s) identified in the *Scope of Work (Exhibit A)* shall provide administration of the contract documents and, along with the Architect/Engineer, shall act on behalf of the District only to the extent of a) the terms and conditions of the contract documents; b) their respective duties; and c) the authority granted to them in accordance with their respective positions with the District or through a contractual agreement. Neither the Architect/Engineer nor the District's representatives have any independent authority, either expressed or implied, to amend the contract documents, either orally or in writing. To be official and binding, amendments shall only be made by *Change Order* based upon the requirements in Exhibit E.
3. **Contractor Status; Acts, Errors, Omissions:** The Contractor shall be legally considered an independent contractor and neither the Contractor, any subcontractor or supplier shall, under any circumstances, be considered employees, representatives, or agents of the District or the Architect/Engineer. The Contractor shall be responsible to the District for acts, errors and omissions of the Contractor, subcontractors and suppliers who perform any portion of the work or supply any materials, equipment or proposes to be incorporated into the work. The Architect/Engineer and the District shall at no time be legally responsible for any negligence or other actions of the Contractor, any subcontractor, any supplier, or anyone enjoined to them. Errors, omissions, and inconsistencies discovered in the contract documents shall be reported to the District, in writing, within twenty-four (24) hours of discovery for appropriate resolution. If the Contractor performs any work involving a recognizable error, omission, or inconsistency without first notifying the District for a determination, the Contractor shall assume responsibility for such performance and bear appropriate costs for correction.
4. **Ownership of Documents:** Under separate contract with the Architect/Engineer, the District has ownership of all specifications and drawings in relation to the project. Neither the Contractor nor any other entity shall claim ownership or copyright of any drawings, specifications or other contract documents prepared by the District or the Architect/Engineer. This requirement survives completion/termination of the *Contract Agreement*.
5. **Maintenance and Auditing of Contractor's Records:** The Contractor shall prepare and maintain project records as required by the District, acceptable accounting standards, and applicable laws for a period of three (3) consecutive years following completion of the project as evidenced by the date of final payment to the Contractor. The District or any agent of the District has the right to audit the Contractor's project records at any time. The Contractor shall ensure all project records are available for inspection at the location specified by the District within seventy-two (72) hours of notice at no additional cost to the District. This requirement shall survive termination/completion of the contract.
6. **Required Meetings:** At the request of the District, a pre-construction conference may be scheduled prior to work commencement with the Architect/Engineer and representatives of the Contractor, including the worksite superintendent, and subcontractors. In addition, construction meetings during the progress of the work shall be held as often as required in the *Scope of Work (Exhibit A)* with the Contractor's worksite superintendent and subcontractor representatives, at which the Contractor shall provide a) a progress report as it relates to the approved construction schedule, b) any scheduling changes, c) performance issues, problems or delays encountered and resolutions, d) District scheduled activities or other needs at the worksite, and e) any other aspects of the work deemed to have a potential impact on the date of substantial completion. Other meetings may be required with regulatory authorities or the District's Board of Education. All such meeting requirements shall be adhered to by the Contractor at no additional cost to the District.

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7. **Building Permit and Other Permits and Fees:** No general building permit is required in accordance with § 6-9-110 of the South Carolina Code of Laws; however, the Contractor shall be required to provide any mechanical, electrical, plumbing or other permits required for purposes of inspection at no additional cost to the District. Except for permits and fees which are the responsibility of the Contractor in the contract documents, the District shall secure and pay for necessary approvals, easements, assessments, utility impact fees, and other fees/charges required for the successful completion of the work.
8. **Verification of Worksite Measurements and Conditions; Surveys:** The Contractor shall take worksite measurements and verify worksite conditions and shall carefully compare such measurements, conditions and other information known to the Contractor with all contract documents before commencing with the work. The Contractor shall establish all working lines, grades, and bench marks, appropriate to the work being performed, and shall be responsible for accuracy of same. The District shall furnish any necessary land surveys describing physical characteristics, legal limitations and utility locations for the worksite, if necessary to the performance of the work. From the information provided by the District, the Contractor shall develop and make all detailed surveys, as needed, for the performance of the work. The Contractor shall carefully preserve benchmarks, reference points and stakes and shall be responsible for mistakes which may be caused by the unnecessary loss or disturbance.
9. **Conformance to Applicable Laws:** The Contractor shall comply with and give notices as required by all applicable laws bearing on construction of school facilities including the a) most current international building, plumbing, mechanical, gases, and fire prevention codes (i.e., International Building Code effective in year 2003); b) National Electrical Code; c) South Carolina Energy Conservation and Efficiency Act of 1992; d) Underground Utilities Damage Prevention Act, South Carolina Statute 58-35-10; e) OSHA Standards, as applicable; f) the Department of Transportation Access and Roadside Management Standards, as any of these standards may be amended. Where such requirements are inadequate, the Contractor shall use the most current NFPA Standards, American National Standards Institute or other recognized national standards. If the Contractor performs work knowing it to be contrary to any applicable laws without first notifying the District, in writing, for a determination, the Contractor shall assume full responsibility for such work and shall bear the costs of correction, fines or other fees.
10. **Project Time and Work Commencement:** By executing the *Contract Agreement*, the Contractor confirms the time limits established in the *Project Schedule (Exhibit D)* are reasonable for performing all work required. The Contractor shall proceed expeditiously with adequate forces to achieve the established completion date. The Contractor shall not commence operations prior to the a) commencement date established in Exhibit D, b) effective date of insurance required and evidenced by a valid *Certificate Of Insurance (Exhibit G)* provided to the District, or c) securing of SLED background checks on all Contractor and subcontractor worksite personnel, whichever is later. The date established for completion of the project shall not change should the effective date of any insurance or the acquiring of SLED background checks delay the commencement of the work.
11. **Construction Schedule:** The Contractor shall prepare and submit to the District an itemized construction schedule. The construction schedule shall a) incorporate the entire work to be performed; b) indicate the dates for start and completion of various elements of the work conforming to the time frames in *Project Schedule (Exhibit D)*; and c) not exceed the time limit established by the District for substantial completion of the project stated in the *Project Schedule (Exhibit D)*. Any revisions to the construction schedule must be approved by the District to be binding and shall be adhered to by the Contractor and used in monitoring the progress of the work. When the progress of the work, at the District's sole determination, does not conform to the last approved construction schedule, the District shall have the right to withhold payment from the Contractor until the work is compliant with the approved construction schedule and the District is certain there is no further potential for slippage in the construction schedule impacting the completion date.
12. **Submittals:** The Contractor shall conform to any requirements for submittals stated in the contract documents and shall prepare a submittal schedule, which shall be coordinated with the construction schedule to allow adequate time for the Architect/Engineer and District to review and respond to the submittals. The Contractor shall review and approve and submit to the Architect/Engineer all shop drawings, product data, samples and similar submittals at least thirty (30) days prior to use to avoid delay in the work, and such submission warrants the Contractor has determined and verified materials, field

measurements and field construction criteria related thereto, and has checked and coordinated the information contained within such submittals with the requirements of the contract documents. Work performed shall conform to the accepted submittals. The Contractor shall not be relieved of responsibility for errors or omissions in submittals by the acceptance of the Architect/Engineer or District.

**13. Shop Drawings Requirements:** Shop drawings shall be accurate to a scale sufficiently large enough to show all pertinent aspects of the equipment and its connections. Shop drawings shall be submitted for review in the number of copies and on medium required by the Architect/Engineer at least thirty (30) days prior to intended use. The review and acceptance of shop drawings shall not constitute approval of safety precautions, of any construction means, methods, techniques, sequences or procedures or deviations from the contract documents.

**14. Maintenance of Record Drawings:** The Contractor shall maintain at the worksite a copy of submittals accepted by the District and one (1) record copy of the contract documents, including approved changes, marked currently to record changes and selections made during performance of the work. Such record copy of drawings with all recorded changes shall be provided to the District at final completion of all work.

**15. Award of Multiple Contracts:** The District reserves the right to bid and award separate contracts for portions of the work, perform work with its own forces, or perform construction or operations in conjunction with the work of the Contractor. The District shall coordinate the activities of the District's own forces and of each separate contractor with the work of any other contractors. The Contractor shall participate with other contractors, the Architect/Engineer, and the District shall promptly report to the District apparent discrepancies or defects in the construction work of the District or other contractors which would render it unsuitable for the Contractor's work. Failure of the Contractor to report such defects shall constitute an acknowledgment the District's or separate contractors' completed or partially completed construction is fit and proper to receive the Contractor's portion of the work, except as regards latent defects. If any dispute arises between the Contractor and the District's own forces or other contractors, the District shall mediate such disputes and equitably charge any costs to the responsible parties.

**16. Cutting and Patching:** The Contractor and separate contractors shall a) be responsible for cutting, fitting or patching required to complete the work or to make its parts fit together properly with other construction; b) not damage or damage or endanger a portion of the work or any portion of previously completed construction of another entity by cutting, patching or otherwise altering such construction or structures or by excavation; and c) not cut or otherwise alter such construction or structures of another entity without consent, and such consent shall not be unreasonably withheld.

**17. Supervision and Labor; Alien Workers:** The Contractor shall provide and pay for labor necessary for proper execution and completion of the work. The day-to-day supervision and control of the Contractor's employees is the sole responsibility of the Contractor. The Contractor shall not employ or contract with illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986, as may be amended or any State of South Carolina immigration and alien work requirements, including any requirements for reporting illegal aliens. A minimum of two (2) employees and the worksite superintendent shall be fluent in spoken and written English.

**18. Work Scheduling:** The Contractor shall maintain a full crew of competent employees and subcontractors on the project full time. At a worksite with an occupied building under repair or renovation or other facilities used on a regular or intermittent basis, normal working hours may vary. The District reserves the right to adjust work hours when such work in progress interferes with the educational process, athletic events, District operations or traffic patterns; therefore, work scheduling shall be flexible to include weekends and evening hours when necessary without additional cost to the District. The Contractor shall ensure this requirement is a part of any subcontract agreements.

**19. Davis-Bacon Act:** If any federal funds are used for the project, the Contractor shall abide by all federal requirements of the Davis-Bacon Act, as may be amended.

**20. Drug-Free Workplace:** The Contractor shall be responsible for initiating, maintaining and supervising all drug-free programs conforming to Title 44, Chapter 107, § 44-107-10 through § 44-107-90 of the South Carolina Code of Laws, as may be amended.

**21. Conflict of Interest:** The Contractor shall not employ any owner, director, representative, agent or employee of the Architect/Engineer or the District to perform any work, directly or indirectly, full-time or part-time without approval of the District.

**22. Compliance with Employment Laws:** By entering into a *Contract Agreement*, the Contractor agrees to abide by all applicable laws pertaining to employment and shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin except when such condition is a bona fide occupational qualification reasonably necessary for normal operations of the Contractor. The Contractor, in all solicitations or advertisements for employees, shall state the Contractor is an "Equal Opportunity Employer." The Contractor agrees to post in conspicuous places, visible to employees and applicants for employment, notices of this

nondiscrimination clause and shall include the provision of this paragraph in every subcontract or purchase agreement of more than \$10,000.

**23. Employment Taxes and Benefits:** The District shall not withhold from the contract payments any Federal or State income taxes, or any employment-related taxes normally withheld on the District's employees. Further, the District shall not provide any employment related insurances or other benefits such as worker's compensation for the benefit of any Contractor, subcontractor or supplier employees.

**24. Project Key Staff – Project Manager:** If required by the District, the Contractor shall assign a skilled, experienced project manager to the project. The project manager shall secure the materials of proper quality and quantity to meet the contract documents and manage the appropriate timing of all materials, sub-contracted work, and Contractor provided labor to ensure the continual progress of the work to meet the substantial completion date. The Contractor shall not change the project manager identified in the *Scope of Work (Exhibit A)* during the course of the project without approval of the District.

**25. Project Key Staff -- Worksite Superintendent:** The Contractor shall employ a competent worksite superintendent, who shall be in attendance at the worksite at all times during performance of any work and during delivery of any materials. The worksite superintendent may perform other minimal duties such as the duties of OSHA Compliance Officer, if approved by the District; however, such duties shall not be at the expense of the duties required of a worksite superintendent. The Contractor shall not change the worksite superintendent identified in the *Scope of Work (Exhibit A)* or the duties or status of same without District approval. The worksite superintendent shall enforce strict discipline and good order among the Contractor's representatives, agents, employees, subcontractors and suppliers and shall conduct frequent inspections to ensure work performed is in accordance with the contract documents at all times and in all respects. The worksite superintendent shall perform random testing of work completed to ensure a) the quality and quantity of work completed; b) subcontractor requests for payment do not exceed the actual percentage of work completed; and, c) the appearance of work completed is a true representation of actual work completed.

**26. Worksite Communications:** The project manager and worksite superintendent are representatives of the Contractor and communications given to them, either orally or in writing, shall be as binding as if given to the Principal of the Contractor.

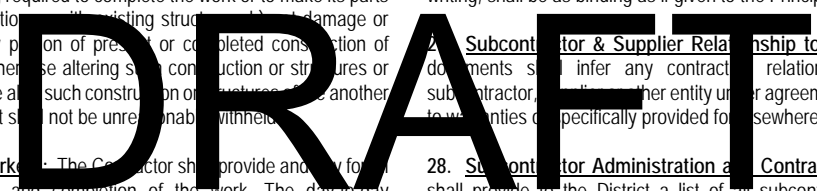
**27. Subcontractor & Supplier Relationship to the District:** Nothing in the contract documents shall infer any contract relationship between the District and any subcontractor, or any other entity under agreement to the Contractor except as it relates to warranties specifically provided for elsewhere.

**28. Subcontractor Administration and Contractual Requirements:** The Contractor shall provide to the District a list of all subcontractors along with addresses, contact information, trade or portion of work responsible for, and minority status. Any change in subcontractors during the term of the contract shall be in accordance with the District's Procurement Code and requires approval of the District. The Contractor shall warrant to the District, by execution of the *Contract Agreement*, each subcontract shall a) preserve and protect the rights of the District, b) assume all the obligations and responsibilities the Contractor assumes, and c) assume all rights, remedies and redresses against the Contractor which the Contractor has against the District. The Contractor shall make available to each subcontractor, prior to execution of a subcontract, a copy of this *Contract Agreement*.

**29. Contractor Legal Requirements Pertaining to Subcontractors:** The Contractor shall abide by all applicable laws pertaining to the treatment and timely payment of subcontractors even when payment to the Contractor may be withheld. The District shall have the right to furnish any subcontractor a copy of the Contractor's payment bond and information regarding percentage of work completed and paid to the Contractor relative to the work done by the subcontractor. Regardless of rights expressed herein, the District shall not be obligated to pay any subcontractor except as required by applicable laws.

**30. Provision of Materials, Equipment and Other Facilities:** The Contractor shall provide and pay for a) all tools, materials, equipment, scaffolding, fencing, signage, rented or owned construction equipment and machinery or other such equipment necessary for proper execution of the work; b) potable (drinking) water as well as temporary water for the project separate from any existing building's water source; c) temporary lighting and power including temporary power panels, wiring, lamps, outlets for power equipment, or other such needs for electrical power; d) telephones or other communication equipment; e) sanitation facilities and access to food and drink vending, as appropriate to the duration of the project; f) transportation; g) sales tax, shipping and handling; and h) any other materials, equipment, facilities and services necessary for the proper execution and completion of the work, whether temporary or permanent. Approval of any use of District facilities shall be identified in the *Scope of Work (Exhibit A)*.

**31. Materials Conformance:** By execution of the *Contract Agreement*, the Contractor warrants to the District that the materials and equipment to be incorporated into the work shall a) be of good quality, undamaged, and new (not used or remanufactured unless otherwise required or permitted by the contract documents); b) be free from defects



(excluding latent defects); and c) conform to the contract documents. Materials and equipment not conforming to the contract documents, including substitutions not properly pre-approved and authorized by the District, shall be considered defective. Such substitutions shall be replaced by the Contractor at no additional cost to the District and no extension of contract time. The worksite superintendent shall inspect and perform random testing of all materials and equipment to ensure quality and conformance with the contract documents. The Contractor shall also not allow use of: a) asbestos containing products, temporary or permanent, even if they are non-friable, contain only minimal amounts of asbestos, and can be legally installed; and b) lead materials in paints or public water applications. "Lead-free" solder, flux, and pipe containing less than two-tenths of one percent (0.2%) lead and valves, pipes and appurtenances containing less than eight percent (8.0%) lead shall be used in all public drinking water applications as outlined in the 1986 amendments to the Safe Drinking Water Act.

**32. Stored Materials:** Stored materials and equipment refers only to those purchased for incorporation into, and becoming an integral part of, the completed work. Such materials and equipment shall be suitably stored to ensure the preservation of their quality and fitness for the work, and the Architect/Engineer and District shall have full access to all stored materials for verification of quality and quantity. The District reserves the right to designate "lay down" locations at the worksite where materials and equipment shall be stored, and such lay down areas shall be completely fenced and secured at all times. The Contractor shall not store materials in a concentrated area on the roof of any building. Tarps may be used to prevent damage by weather conditions; however, polyethylene shall not be used in lieu of tarps. Materials and equipment maintained off-site shall be suitably stored in a bonded, insured warehouse, at no additional cost to the District, and proof of warehouse bonding, insurance, quality, quantity and value shall be provided to the District upon request.

**33. Certification of Authorized Installer; Professional Certifications:** All manufactured or fabricated materials and equipment shall be applied, installed, connected, erected, cleaned, conditioned and handled in strict accordance with the requirements of the manufacturer, fabricator or supplier so as not to nullify any warranties provided. Upon request of the District, the Contractor shall supply a letter from the manufacturer, fabricator or supplier stating the Contractor or subcontractor is an approved and authorized installer of the materials or equipment. When professional certification of performance criteria for materials, systems, or equipment is required by the contract documents, the District shall be entitled to rely upon the accuracy and completeness of such certifications and certifications.

**34. Title to Materials, Equipment and Processes:** Any property required to be constructed under this *Contract Agreement* is considered public property and is therefore not subject to any mechanics liens or other such claims. The Contractor warrants, at the time each *Payment Request (Exhibit F)* is submitted, that title to materials and equipment is suitably stored and incorporated into the work shall pass to the District. This provision shall not be construed as relieving the Contractor of the sole responsibility for the a) care, protection and proper storage of the materials/equipment upon which payment has been requested or made; b) correction of any deficiencies; and c) restoration or replacement of any damaged or improperly installed materials or equipment.

**35. Worksite Access:** The Contractor shall confine operations at the worksite to areas designated by the District, and shall not encumber the worksite with materials or equipment which hamper ingress to or egress from the worksite or its buildings and facilities. Access of the Contractor, subcontractors and suppliers shall be limited to designated areas where the work is in progress. Access to other occupied areas of buildings and facilities shall only be for the purposes of spotting, clean-up, damage inspection, or communication with the Principal in the event of an emergency. No other communication with any occupants of an existing building or facility shall occur. All site communications shall be made with the Architect/Engineer or District project representatives only.

**36. Worksite Clean-Up:** The worksite premises shall be maintained in a neat and orderly condition and kept free of accumulations of refuse materials and debris during the entire performance of the work. The worksite superintendent shall ensure all refuse and debris are deposited in commercial refuse containers and removed from the premises at regularly at no additional cost to the District. At completion of the project, portable sanitary or other temporary facilities, construction refuse containers, debris, and all Contractor/subcontractor tools, equipment, machinery, surplus materials, or other such items shall be removed from the worksite. If the Contractor fails to clean up the worksite as the District or Architect/Engineer feels appropriate for safety or other reasons or at the completion of the work, the District may provide for cleanup and disposal, and deduct such costs from the Contractor's payment.

**37. Existing Building Safeguards:** When renovations or repairs are required to an existing building, the Contractor shall be solely responsible for protecting the existing building and its contents from damage. The worksite superintendent shall inspect the existing premises daily to ensure there is no damage in progress. Immediate corrective action shall be taken upon observation of any damage in progress, and the Contractor shall notify the District's project representative immediately. The Contractor shall also be responsible for safeguarding any other out buildings, athletic or other facilities at the worksite from damage, either directly or indirectly, as a result of the work being performed,

the delivery or storage of materials and equipment, the use of construction equipment, or other Contractor, subcontractor and supplier activities.

**38. Damages Remedy:** The Contractor shall remedy all damages to any buildings or facilities, including building contents, due to the failure of the Contractor, any subcontractor or supplier to take sufficient precautions, either directly or indirectly, to safeguard against inclement weather conditions, water infiltration, the work being performed, or other causes of damage. The Contractor shall be responsible for all costs associated with restoring the building, its contents, or other facilities to no less than the condition prior to damage and the satisfaction of the District, including insurance deductibles or other costs not recoverable from the insurance carrier(s).

**39. Responsibility for Work in Progress:** The Contractor shall be solely responsible for coordinating all portions of the work and shall have control over construction means, methods, techniques, sequences and procedures implemented to accomplish the work unless the contract documents give specific instructions concerning these matters. The Contractor shall supervise and direct all aspects of the work to be performed using the Contractor's best skill and attention, whether the services are performed by the Contractor or any subcontractor. The Architect/Engineer, the District or any regulatory authority shall, at any time, have the right to inspect the progress of the work for quality of workmanship and conformance to the contract documents and applicable laws.

**40. Demolition and Salvage of Materials and Equipment:** The Contractor shall notify DHEC of all demolition activities even if asbestos is not suspected. The District reserves the right, before demolition, to salvage useable materials, equipment and processes from any building, or portion thereof, when such salvaging does not interfere with demolition activities or the progress of the work. After salvage by the District, the Contractor shall have the right to remove or sell any remaining materials, equipment or processes provided it does not delay the demolition or the work. The Contractor shall be responsible for removal from the worksite and disposal of all demolition debris.

**41. Utilities Shutdowns:** Prior to any shutdown of any electrical, mechanical, security, fire or other such systems, the Contractor shall notify the District's project representative not less than three (3) days prior to the scheduled shutdown. No shutdown shall occur without notification to, coordination with, and approval of the District, and the District's project representative shall be notified immediately of any accidental termination of such systems. The Contractor shall immediately take action to bring such systems to full functionality. Shutdown of fire alarm and security systems shall not intentionally occur while the building is occupied and fire alarm and security systems shall have repair priority.

**42. Tests, Inspections and Approvals:** Tests, inspections and approvals required by the contract documents or any applicable laws shall be made in a timely matter to avoid delay in the construction schedule or progress of the work. The Contractor shall give the District and Architect/Engineer timely notice of when and where tests and inspections are to be made so they may observe such procedures. Any required certificate of testing, inspection or approval shall be provided promptly to the District. The Contractor shall also be responsible for tests and inspections of portions of the work already performed to determine such portions are in proper condition to receive subsequent work and conform to the contract documents. The District shall have the right to require additional inspection or testing of the work, whether or not such work is fabricated, installed or completed, if the Architect/Engineer or the District considers it necessary or advisable for implementation of the intent of the contract documents. The Contractor shall cooperate with any additional inspection or testing of the work without any change in contract price or contract time.

**43. Costs of Tests, Inspections and Approvals:** The Contractor shall bear all related costs for tests, inspections and approvals, except for IBS inspections or those tests, inspections or approvals required of others in the contract documents and for which the District is responsible for payment. If tests or inspections reveal failure of the work to comply with requirements, the Contractor shall bear all costs necessary for correction, including repeated testing and inspection as well as for the additional costs to the Architect/Engineer, the District, and any regulatory authorities required as a result of the Contractor's failure. The Contractor shall reimburse the District one hundred and fifty dollars (\$150) per hour per person for the Architect/Engineer's assistance and seventy-five dollars (\$75) per hour per person for District assistance including travel time.

**44. Architect/Engineer, District and Contractor Inspections:** The Architect/Engineer and the District shall have the right to a) access, observe and inspect the work, materials, equipment, and workmanship for quality and conformance with the contract documents; b) access, observe and inspect off-site stored materials and equipment for quantity and quality; c) access the Contractor's records related to the work including, but not limited to, quality control reports, OSHA reports, payroll, personnel records, SLED criminal background checks, materials and equipment invoices, receiving documents or other project relevant data, documents, or records; and d) require additional inspection or testing of the work if the District considers it necessary or advisable for implementation of the intent of the contract documents. No amount of review or inspection shall relieve the Contractor of the responsibility for conformance to the contract documents or shall constitute approval of any defective materials, equipment, process, or work.

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45. **Sub-Surface Conditions:** If conditions are encountered at the worksite which are a) sub-surface or latent physical conditions differing materially from those indicated in the contract documents; or b) unknown physical conditions of an unusual nature or differing materially from those ordinarily encountered and generally recognized as inherent in the work to be performed, then the Contractor shall notify the Architect/Engineer of such conditions before they are disturbed. The Architect/Engineer shall investigate and, if the condition requires a change in contract price or time, a *Change Order* will be processed.

46. **Contractor Responsibility for Defective Work:** Neither a) final payment, nor b) any decision, approval or acceptance by the Architect/Engineer or the District, nor c) any other provision in the contract documents shall relieve the Contractor of responsibility for rectifying faulty materials, equipment, workmanship or omission of a portion of the work to be performed. The Contractor shall remedy any defects or supply any omissions and pay for any damage to other work resulting from such remedy. This responsibility shall survive completion or termination of the *Contract Agreement*.

47. **Right of Rejection and to Stop Work:** Rejection of any non-conforming work by the District or Architect/Engineer shall be corrected by the Contractor within ten (10) days at the expense of the Contractor or subcontractor, whichever is at fault, and without any contract time adjustment. If the work performed by the Contractor or any subcontractor is considered by the District or the Architect/Engineer not to conform to the contract documents or creates a condition that threatens the health, safety, or welfare of anyone, the District has the right to stop the work until the Contractor corrects the non-conforming work or condition creating the threat to safety. Any additional costs incurred as a result of the District's stoppage of work for any reason shall be the responsibility of the Contractor when the stoppage is precipitated by, but not limited to, action, non-action, omission, error, illegal conduct of the Contractor or any subcontractor or supplier or anyone enjoined to or under agreement to them, or any non-conforming work or unsafe condition. The Project Schedule will not be adjusted to account for correction of non-conforming work.

48. **Uncovering Work:** If a portion of the work is covered contrary to the requirements or request of the contract documents, applicable laws, or the District or Architect/Engineer to facilitate inspection, that portion of the work shall be uncovered for inspection and be replaced at the Contractor's own expense and time. If applicable laws, the District, the Architect/Engineer, or the contract documents do not request or require observation prior to that portion of the work being covered or for which no testing or inspections are required, it shall be uncovered by the Contractor, and the cost of uncovering and replacement shall be paid by the District unless omitted, defective or non-conforming work of the Contractor or any subcontractor is revealed.

49. **Contractor Removal and Correction of Work:** The Contractor shall, within ten (10) days, supply omitted work or remove from the site portions of work not in conformance with the contract documents and correct, remedy, replace, or re-execute work rejected by the District or the Architect/Engineer for failing to conform to the contract documents or to pass tests or inspections, whether or not fabricated, installed, completed or performed by the Contractor or any subcontractor. The Contractor shall bear all costs to correct, remedy, replace or re-execute the work, including costs of rectifying damage to the work of separate contractors, costs of additional tests or inspections, and any additional costs of regulatory authorities, the District or the Architect/Engineer made necessary as a result. The Project Schedule will not be adjusted to account for correction of non-conforming work.

50. **District-Supplied Correction of Omitted or Deficient Work:** In the event the Contractor fails, after notice, to supply omitted work or remove and correct deficient work within ten (10) days, the District shall have the right to supply omitted work, remove defective work and store any salvageable materials or equipment at the Contractors expense, order the correction of the defective work by separate contract or with its own resources at the expense of the Contractor, including any compensation for the additional services of the District, the Architect/Engineer or any regulatory authorities, and additional tests and inspections made necessary by such default or failure.

51. **Excusable Delays:** If the Contractor is delayed in the progress of the work by an excusable event such as: a) government acts in a sovereign or contractual capacity; b) fire; c) epidemics or quarantine restrictions; d) freight embargoes; e) acts of a public enemy; or f) other causes which the District determines, then the contract time may be extended, but in no event shall the extension of time be more than one (1) full day for each full day of excusable delay and not to exceed five (5) full days per calendar week. An excusable delay does not automatically entitle the Contractor to an equivalent extension of time unless the District determines the delay directly impacted the worksite location such that no work could reasonably be in progress during the event and was a) unforeseeable, b) beyond the control and not the fault of the Contractor or any subcontractor.

52. **Weather Delays:** A total of five (5) days per calendar month (non-cumulative) shall be anticipated by the Contractor as "adverse weather." If adverse weather days beyond the anticipated five (5) days are substantiated, the Contractor may ask for an extension of the contract time up to a maximum of one (1) full day of extended time for each full working day of unanticipated adverse weather conditions which prevented a forty-hour work week within a seven (7) day calendar week. Such request shall be documented by data substantiating the weather conditions a) were abnormal for a period of time which could not have been reasonably anticipated; b) had an adverse effect on the work scheduled, and alternate work

unaffected by the weather could not have been done; and c) had an adverse effect on the construction schedule such that the loss of work time will adversely impact the established completion date. The Contractor must make every effort to mitigate the potential effect of the weather on the construction schedule including, but not limited to, rescheduling of subcontractors, pumping water from work areas, rescheduling work hours to alternate work days within the work week, or other such actions. Such time extension request shall be in writing and submitted to the District for approval within ten (10) days from the end of the event causing the impact on the construction schedule or it shall not be considered. A request for adverse weather extension shall not be allowed after the date established for substantial completion.

53. **Remedy for Delays:** Claims for delays shall be remedied only by an extension of contract time. Claims for extended or indirect overhead or lost profits as a result of the delay shall not be allowed. No extension of time shall be considered when a delay is caused by a) conditions existing at the time bids were received and of which the Contractor might be reasonably expected to have full knowledge of at the time of bidding; b) failure on the part of the Contractor to anticipate properly the requirements of the work contracted for, as to materials, labor and equipment; c) failure on the part of the Contractor to properly schedule materials and subcontractors; or d) other such failures of the Contractor to properly administer the contract or mitigate conditions resulting in delays.

54. **Liquidated Damages:** The Contractor acknowledges and agrees the District is a public entity performing an essential public function and failure of the Contractor to comply with the *Contract Agreement* may cause general, special or consequential damages to the District, to those who shall occupy the completed work, and to the public at large. Should the Contractor fail to complete the project within the contract time, as may be extended by any *Change Order (Exhibit E)*, the District shall have the right to assess liquidated damages as a measure of damages reasonably expected by the District to be incurred and shall not be considered a penalty or retainage. The District shall not be responsible for any additional costs incurred by the Contractor to bring the progress of the work in conformance with the last approved construction schedule. Liquidated damages shall be assessed at the rate specified in the *Scope of Work (Exhibit A)* or actual costs attributable to such failure or delay, whichever is greater.

55. **Schedule of Values:** The detailed *Schedule of Values* is shown in Exhibit C allocating the entire contract sum to various portions of the work in a CIS cost breakdown.

56. **Payment Requests:** The Contractor shall forward two (2) original copies of the *Payment Request (Exhibit F)*, including supporting documentation, to the District for approval and payment no later than the 25th day of the month of the dated *Payment Request*. The itemized *Payment Request (Exhibit F)* submitted shall contain: a) Contractor's original signature with appropriate notarization; b) the updated/highlighted schedule of values; c) the last approved construction schedule with any requested changes highlighted; d) any invoices for which payment is being requested under an allowance, e) proof of insurance and bonding for any off-site warehouse containing stored materials for which payment is being requested, f) each subcontractor's invoice to substantiate the payment requested by the Contractor for those portions of work; and g) any other supporting documentation required by the *Contract Agreement* or the District to substantiate the request, which may include, but is not limited to, invoices or delivery tickets from suppliers, proof of payment to subcontractors and suppliers to date, receipts for rental equipment, labor sheets to support additional labor or additional hours of work, or other documentation.

57. **Retainage:** The District requires a retainage of three and one-half percent (3.5%) of the total contract price, as may be amended by any approved *Change Order (Exhibit E)*, to be withheld from the Contractor's payments throughout the term of the *Contract Agreement* and payable at the time of final payment after a) full completion of all work to be performed and all requirements established in the *Contract Agreement* and acceptance by the District, b) submittal of all closeout documents, and c) submittal of an affidavit of payment of debts/claims, and if requested by the District, for every subcontractor who performed work on the project evidencing they have received final payment of undisputed work and retainage withheld. As a condition of the contract, no more than three and one-half percent (3.5%) shall be retained from the progress payments of any subcontractor by the Contractor until final completion of that portion of the work. **The Contractor shall, at final completion, ensure no amount of the Contractor's retained funds is allocable to the completed and accepted work of any subcontractor nor to materials or equipment purchased from any supplier unless such amounts are in dispute and the Contractor has not requested payment for such disputed amounts to date. Such amounts in dispute shall be identified on the Contractor's affidavit of payment of debts/claims submitted with final documents.**

58. **Substantial Completion: Punch List:** At the time of substantial completion, a punch list shall be submitted to the Architect/Engineer along with the substantial completion *Payment Request (Exhibit F)* for the remainder of the contract price excluding retainage, amounts in dispute that have not been resolved, and amounts owed to the District. Punch list items are expected to be relatively inconsequential items that can be completed easily and quickly prior to the final completion date established. The Architect/Engineer and District shall schedule and conduct a review to ensure the project has reached substantial completion and shall verify the punch list is accurate or make appropriate revisions. Failure of the Architect/Engineer or District to include an item on the punch list does not alter the

responsibility of the Contractor to complete all work in accordance with the *Contract Agreement*. Should the Architect/Engineer or the District determine that all requirements for substantial completion have not been met to allow for regulatory authority inspection or the punch list represents more work than can be accomplished within the final completion period and, therefore, does not accurately represent substantial completion, the District shall have the right to a) notify the Contractor's Surety; b) assess liquidated damages, c) withholding payment, and d) any other remedies available to the District.

**59. Substantial Completion Inspection:** Once the actual substantial completion date has been established, the Architect/Engineer shall coordinate with representatives of the District and regulatory authorities a mutually acceptable date for project inspection. The Contractor shall not notify the Architect/Engineer and District the project is ready for inspection until, at a minimum, all life safety requirements (i.e., fire alarm and devices, exit/emergency power system and devices, kitchen facilities approved by DHEC, ADA handicap requirements, etc.) have been completed properly, if included in the work to be performed, or damaged during the progress of the work, and are fully installed and operational according to applicable laws. In addition, the Contractor shall have all mechanical, electrical and plumbing installed and operational and all finishes complete, if included in the work to be performed.

**60. Final Completion:** The number of calendar days the Contractor has from the date of substantial completion to complete all final project requirements is stated in the *Project Schedule (Exhibit D)*. **The Contractor shall proceed promptly to complete and correct items on the final punch list and shall cooperate fully with the Architect/Engineer and the District to facilitate closeout of the project.** A final inspection shall be completed by the Architect/Engineer and District of the work. When all work is determined complete, the Contractor shall submit a final *Payment Request (Exhibit F)*, with all final documents to the District. The final *Payment Request* shall not be processed until all final documents/items are accepted by the District. **Neither final inspection nor certification of the final payment shall constitute acceptance of any work not complying with the requirements of the contract documents.** Failure to achieve final completion in the time period established shall result in reduction of the final payment for additional services required of the Architect/Engineer at the rate of one hundred and fifty dollars (\$150) per person per hour and the District at the rate of seventy-five dollars (\$75.00) per person per hour including travel time.

**61. Final Payment and Release of Claims:** Upon receipt and acceptance of all final documents by the District, the final payment shall be a release of all claims owed to the District including, but not limited to liquidated damages; amounts owed to the District by the Contractor's or any subcontractor's failure to meet the requirements of the *Contract Agreement*; c) additional expenses incurred by the District and/or the Architect/Engineer from failure of the Contractor to meet required inspections; the need for subsequent inspections; and/or d) amounts owed to third parties reasonably expected to be paid as a result of the Contractor's or any subcontractors' failure to meet the requirements of the *Contract Agreement*. Final payment shall not constitute a waiver of any claim by the District for faulty workmanship identified after the final payment, a release of any obligations of the Contractor, any subcontractor, or any supplier under any warranty agreements, or a waiver of any other requirements of the *Contract Agreement* including those obligations of the Contractor's Surety, which may survive termination or completion of the project. Acceptance of the final payment by the Contractor shall be a release to the District of all claims and liability of the Contractor for all materials, equipment and work performed and every act, omission and neglect of the District, the Architect/Engineer, and others related to or arising out of the work except as may be provided for elsewhere in the *Contract Agreement* or granted by applicable laws.

**62. Contractor Warranty:** The Contractor shall warrant to the District any and all work performed conforms to the requirements of the contract documents or any amendment thereto, and such obligation shall survive termination or completion of the work and acceptance and final payment by the District. If any of the work is found not to be in accordance with any of the contract documents or defective during the warranty period, the Contractor shall correct such work within ten (10) days from receipt of written notice from the District. If the Contractor fails to correct such non-conforming work within ten (10) days from receipt of the District's written notification, the District shall have the right to seek other means to correct such non-conforming work at the expense of the Contractor.

**63. Contractor Warranty Terms:** The Contractor shall warranty the entire project beginning the day after the date of substantial completion as evidenced by a document prepared by the Contractor and approved by the District, for the period of time stated in the *Scope of Work (Exhibit A)*. In the event of phased work required by the District for early occupancy, the Contractor's warranty shall begin upon substantial completion of each phase of construction. The beginning date of any required phased warranty period shall be documented in a *Change Order* for that phase of work. The warranty shall permit direct enforcement by the District against any subcontractor, or supplier whose guaranty or warranty is called for and the Contractor shall a) be severally liable with such subcontractors or suppliers for purposes of performance under the *Contract Agreement*; b) be furnished by the District with a written notice of any breach of warranty, which shall be sufficient to invoke the terms of the warranty; and c) so bind any subcontractor or supplier to the terms of said warranty. The remedies under warranty are in addition to the remedies otherwise available to the District. The *Contractor's Warranty*

shall exclude remedy for damage or defect caused by a) abuse or vandalism; b) modifications to materials, equipment or systems after acceptance of the work by the District; c) proof of improper or insufficient maintenance; d) proof of improper operation of equipment or systems; or e) normal wear and tear under normal usage.

**64. Safety Programs and Protection:** The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs including all OSHA construction safety standards and requirements. The Contractor shall take reasonable precautions for safety of and shall provide reasonable protection to prevent damage, injury or loss to a) the District, the Architect/Engineer, or their property while at the worksite; b) other contractors, subcontractors, students, parents, visitors, and other third parties or their property while at the worksite; c) the work, materials, and equipment under the care, custody, or control of the Contractor or anyone enjoined by or under agreement to the Contractor while located at the worksite either stored or incorporated into the work to be performed; d) any other District or neighboring property located at the worksite or adjacent thereto to include, by way of illustration and not limitation, trees, shrubs, lawns, walks, pavements, roadways, parking lots, portable classrooms, sheds, canopies, walkway coverings, structures, utilities or other such items not designated for demolition, removal, relocation or replacement in the course of the work being performed.

**65. Safety Precautions:** The Contractor shall furnish, install, erect and maintain, as required by existing conditions and performance of the *Contract Agreement*, reasonable safeguards meeting all applicable laws, including by way of illustration and not limitation, a) posting directional signs necessary for ingress and egress roads, danger signs and other warnings against hazards, and erecting barricades, fencing, scaffolding, steps, ramps, bridges, platforms, as necessary, and directional and warning signs and protective barricades around cranes, hoists, or other such mechanical equipment; b) erecting entrance/exit or other overhead protection to prevent debris or materials falling on employees, students or others, which shall be completely removed from the site upon completion of construction, and all holes and damage made as a result of such devices shall be refilled and repaired to the same condition as prior to commencement of the work; c) avoiding material or equipment loading on any roof endangering the occupants of any building or facility such that any placement of heavy equipment or materials on the roof of any existing building shall be done prior to or after building occupancy or the Contractor shall make arrangements with the District to vacate classrooms directly affected by such activity; d) promulgating safety regulations and notifying the District and any users of vacant facilities of safety hazards at all times during the contract term, the work performed by the Contractor or any subcontractor is considered by the District to create a condition which threatens the health, safety, or welfare of any persons or property, the Contractor shall immediately correct such condition.

**66. Mandatory Safety and Conduct Requirements:** The safety and security of District staff, students and the general public are of utmost priority to the District. To that end, the Contractor shall be responsible for ensuring the Contractor, any subcontractor or any supplier comply with the following on District premises:

- A. **No drugs, alcohol, knives, firearms or other weapons.**
- B. **No fraternizing with, threats to, or use of abusive or profane language in the presence of students, parents, visitors, Architect/Engineer or District.**
- C. **No improper attire or actions while on any District Premises.**
- D. **No tobacco products or alternative nicotine products on District premises.**
- E. **No direct communication with building occupants at the worksite, including the Principal, unless an emergency occurs.**
- F. **Separate work activities from the occupied portion of any building and secure all work areas and equipment with safety fencing and appropriate signage.**
- G. **Ensure minimal loss of utilities and facilities and minimal disruption of the educational process as required by the District.**
- H. **Secure SLED (State Law Enforcement Division) criminal background checks on all Contractor and subcontractor employees, agents, and representatives at the worksite. The Contractor shall ensure no person having committed violent crimes, crimes against children, or crimes of moral turpitude are allowed access to the worksite.**
- I. **Ensure the Contractor's and subcontractor's employees, whether full-time, part-time, or occasionally employed, wear identification tags specifically identifying them as part of the Contractor's or subcontractor's workforce.**

**Failure to meet the requirements of conduct stated in this paragraph may result in arrest and/or removal of the offending individual from the worksite, stoppage of the work until corrective action is taken, or any other action deemed expedient by the District with no increase in contract price or change in contract time.**

**67. Traffic Control On-Site and Off-Site:** The Contractor shall conduct its operations in a manner to not interrupt pedestrian or vehicle traffic except as approved by the District and the South Carolina Department of Transportation. The worksite shall be confined to the smallest area possible allowing maximum use of streets, sidewalks, parking areas or other pedestrian areas and reduce to a minimum any hazard to traffic or pedestrians. The Contractor shall use worker and traffic control signs and devices necessary to comply with Section VI of U.S. Department of Labor, Federal Highway Administration, Manual on Uniform Traffic Control Devices for Streets and Highways (Washington, DC: GPO) as may be amended, to facilitate traffic control when work performed obstructs public traffic. When such traffic areas are obstructed by work in progress, workers equipped with flags shall

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direct vehicle and pedestrian traffic and shall not be assigned any other duties while engaged in directing traffic.

**68. Safety Designer: Fireguard:** The Contractor shall designate a competent individual at the worksite whose duty shall be the prevention of accidents and the implementation and monitoring of all OSHA construction safety standards and requirements. The competent individual shall serve as spotter where there is exposure of pedestrians, students, parents, or visitors to falling debris and, in addition, shall ensure on a daily basis that all fencing or other safety barriers are in an upright position to prevent ingress and egress to "lay down" areas or work areas by unauthorized individuals. Special precautions shall be taken regarding fire protection and use of open flames from welders or other such equipment. Appropriate fire extinguishers shall be provided around open flames at all times. A fireguard shall be stationed at and beneath the points where open flames are being used. The fireguard shall be equipped with a water hose no smaller than one-half inch (1/2") in diameter with constant availability of water. The fireguard shall continue the fire watch for a minimum of one (1) hour after use of open flames, welders or other such equipment has ceased and shall remove cleaning agents, gasoline, or other such flammable liquids from the work at the end of each working day and store such items in a safe, secure area inaccessible to unauthorized personnel.

**69. Hazardous Materials:** When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the work, the Contractor shall exercise utmost care and such activities shall be under the supervision of properly qualified personnel. If reasonable precautions are inadequate to prevent bodily injury or death to individuals resulting from a material or substance encountered, the Contractor shall, upon recognizing the condition, immediately stop work in the affected area and report the condition to the District for resolution. The District is responsible for obtaining the services of a licensed laboratory to verify the presence or absence of the material or substance and to verify that it has been rendered harmless or the District shall furnish a qualified entity to perform the task of removal or safe containment of such material or substance, if necessary. The District shall have the right to stop work, evaluate the premises, conduct abatement activities, and take other measures to render the worksite harmless so work can continue, and shall adjust the construction schedule and established completion date through an approved *Change Order (Exhibit E)* for the delay.

**70. MSDS Sheets:** The Contractor shall maintain on the worksite all MSDS sheets for any materials with a chemical compound base that require special handling or safety precautions. Safety precautions used in conjunction with any such materials or safety procedures used in the event of an accident shall be in accordance with MSDS instructions and OSHA requirements.

**71. Emergencies:** The Contractor shall provide the Architect/Engineer and the District with telephone numbers or other direct means of communication with the Contractor and the worksite superintendent in the event of an emergency. The Architect/Engineer or the District shall have the determination as to what constitutes an emergency that must be responded to by the Contractor or the worksite superintendent or others. In an emergency affecting the safety of individuals or property, the Contractor shall take immediate action to prevent and mitigate damage, injury or loss. Notice of any emergency shall be given to the District's project representative as soon as practicable but in no event more than eight (8) hours after the Contractor is first aware of such emergency conditions.

**72. Hold Harmless Agreement:** The Contractor shall indemnify and hold harmless the District and the Architect/Engineer from and against all claims, damages, losses and expenses, including attorney fees, arising out of or resulting from the performance of the work, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or the injury to or destruction of tangible property, including the loss of use resulting therefrom, and is caused in whole or in part by any negligent, omission, or act of the Contractor, any subcontractor or supplier. The obligation of the Contractor shall not extend to the liability of the District or the Architect/Engineer arising out of the preparation of maps, opinions, reports, surveys, project changes, designs, or specifications except as may be stated elsewhere in the *Contract Agreement*. The Contractor shall indemnify and hold harmless the District and the Architect/Engineer from and against all claims arising out of lawful demands of subcontractors, laborers, workmen, mechanics, material men, suppliers, fabricators, and furnishers of machinery and laborers, equipment, tools and supplies, incurred in the furtherance of the performance of the work. If the Contractor fails to do so, the District may, after having notified the Contractor, withhold from the Contractor's unpaid contract price a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged, whereupon payment to the Contractor shall be resumed, but in no event shall the provisions of this paragraph be construed to impose any obligations upon the District to either the Contractor, the Contractor's Surety, subcontractors, suppliers, or any third party.

**73. Insurances:** Adequate insurance coverage is deemed critical to the award of a *Contract Agreement*. The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in South Carolina such insurance to protect the Contractor from claims which may arise out of or result from the Contractor's operations and for which the Contractor may be legally liable. If a Contractor cannot obtain adequate insurance coverage as required herein, a contract shall not be awarded. Maintenance of

insurance coverage, without lapse, is required throughout the term of the *Contract Agreement* and as may be required after the completion of the work and final payment. Should the Contractor or any subcontractor be found by the District to be in non-conformance with the insurance requirements, the District shall have all rights of redress available under the *Contract Agreement* and the laws of the State of South Carolina including stoppage of the work or cancellation of the contract for default.

**74. Minimum Insurance Requirements:** The insurance requirements stated herein are minimum requirements and the Contractor's coverage shall be written for not less than the limits stated herein:

- A. **Commercial General Liability:** \$1,000,000 limit for bodily injury and property damage (each occurrence); premises operation and independent contractor's protection of \$1,000,000; products and completed operations of \$1,000,000 to be maintained for one (1) year following established completion of the project; commercial broad form property damage of \$1,000,000 including owned/non-owned and hired motor vehicles with combined minimum single limit of \$600,000; personal and advertising injury of \$1,000,000; contractual each occurrence of \$1,000,000; fire damage (any single fire) of \$100,000; medical expense (any single individual) of \$5,000.
- B. **Commercial Umbrella Liability:** \$1,000,000 (per occurrence) in excess of other coverage.
- C. **Automobile Liability:** \$1,000,000 for bodily injury and property damage (per occurrence) including all owned, hired, and non-owned vehicles
  - 1) **Worker's Compensation:** Employer's liability (per single accident) of \$500,000; disease (per single individual) of \$100,000; disease (policy limit) of \$500,000; or amounts required by the State of South Carolina.

Any out-of-state Contractor shall ensure coverage is provided for those employees in South Carolina working on this project, whether residents of South Carolina or of another state, which conforms to the requirements in this *Contract Agreement*. The District and the Architect shall be named as additional insured.

**75. Builder's Risk Insurance:** Where necessary, the District shall provide builder's risk coverage on the work in progress and materials and equipment to be incorporated into the work and located at the worksite as well as any other appropriate insurance coverage for the existing facilities at the worksite. Provision by the District of builder's risk or other insurance coverage to protect the work in progress or existing facilities at the worksite does not prejudice any rights of the District to remedies by the Contractor for losses or damages incurred due to criminal intent, negligence, action or failure to act of the Contractor, any subcontractor or supplier.

**76. Insurance Carrier Requirements:** Each of the insurances required shall be issued by a company licensed in the State of South Carolina for the applicable line of insurance and shall be an insurer with a "Best Policyholder's Rating" of "A-" or better and with a financial size rating of Class V or greater. Any aggregate limits of insurance shall apply, in total, to this *Contract Agreement* only and shall be so indicated on the *Certificate of Insurance (Exhibit G)*. The District and the Architect/Engineer shall be named as an additional insured with a cross liability clause on the comprehensive general liability and automobile liability policies. An original *Certificate of Insurance (Exhibit G)* shall be provided to the District by the insurance carrier(s) prior to commencement of the work.

**77. Losses:** The Contractor shall report all losses related to Contractor-provided insurances within twenty-four (24) hours to the Contractor's insurance agent or carrier as may be appropriate to facilitate adjustment of the claim. The Contractor shall also notify the District's project representative within the same period of time the nature and estimated value of the loss or liability exposure incurred. The Contractor shall comply with the following regarding any loss or damage to the work in progress or to the District's buildings or other facilities:

- A. Secure a police report.
- B. Prepare or assist in preparation of any claim forms, affidavits, statements of loss, or other documents required to facilitate claim processing and present immediately any proofs of loss or damage incurred to facilitate prompt settlement of the claim.
- C. Immediately safeguard or temporarily repair the work, facilities and premises from further loss or damage until the adjuster(s) has made necessary observations of the damage. The Contractor shall notify the District of action taken to safeguard the work, facilities, and premises or temporary repairs performed until such time as clean-up, permanent repair, replacement or other such activities are authorized. In the event safeguarding the work in progress or temporary repairs would negate or cover up the damage from observance by the adjuster(s), the Contractor shall take photographs of the damage prior to performing temporary repairs.
- D. Prepare for approval by the District, detailed costs required to facilitate clean-up, repair, replacement of all damaged or destroyed materials, equipment or processes and, upon approval of the *Change Order (Exhibit E)* take immediate action to perform such activities related to correction of the loss.
- E. Accept any insurance proceeds as full restitution for all work of the Contractor and all subcontractors, and repair or replacement of all materials, equipment and processes damaged or destroyed by the loss to be re-incorporated into the work in progress or to correct damage or loss to the existing facilities.
- F. Perform any additional work or changes to the work deemed by the District to be appropriate as a direct or in-direct result of the damage or loss incurred. Such changes or additions to the work along with any approved change in contract price or contract time shall be incorporated into a *Change Order (Exhibit E)*.

G Pay all deductibles required by the Contractor's insurance or the District's builder's risk insurance and provide promptly to any subcontractors or suppliers their just shares of any insurance proceeds received by the Contractor upon performance of the work resulting from the loss.

**78. Performance and Payment Bonds:** The Contractor shall furnish bonds covering faithful performance of the *Contract Agreement* and payment of obligations arising there under. Nothing in the *Contract Agreement* shall preclude the District from requiring any other bonds in conjunction with the work or any claim or other activity connected thereto. The Contractor shall provide and pay the cost of performance and payment bonds. Each shall be in the full amount of the contract price including any accepted alternates, issued by a Surety licensed in South Carolina, with an "A-" minimum rating of performance as stated in the most current publication of "Best's Key Rating Guide, Property Liability" and a financial strength rating of at least five (5) times the contract price. Each bond shall be accompanied by a power of attorney authorizing the attorney-in-fact to bind the Surety and certified to include the date of the bond. Upon request, the Contractor or the District shall promptly furnish a copy of the payment bond to anyone appearing to be a potential beneficiary without establishing the legitimacy of such claim.

**79. Complaints / Claims Process:** Any formal complaint or contract controversy arising out of the interpretation of the *Contract Agreement* between the Contractor and the District shall not be subject to arbitration or mediation but shall be subject to the District's Procurement Code and subsequently, after exhausting the processes therein, the judgments of the Court of Common Pleas of Horry County, South Carolina. The Contractor shall have the right to make an informal request for redress by the District's Contract Manager, in writing, regarding interpretation of any condition of the contract documents or a decision regarding other condition(s) existing which may impede progress of the work. Such requests shall be made within ten (10) days of the occurrence, the Contractor's first knowledge of the need for an interpretation or decision, or the event precipitating the need for redress. The Contract Manager shall, within ten (10) days, provide a written interpretation or decision to the Contractor. The Contract Manager's decisions on matters relating to aesthetic effect shall be final if consistent with the intent of the *Contract Agreement*. For all other decisions not resolved by the District's Contract Manager, the Contractor shall have the right to submit a formal claim in accordance with the requirements of the District's Procurement Code. Any costs to the District for litigation in the Court of Common Pleas of Horry County, South Carolina shall be borne by the claimant including all attorney fees, courts costs or other such costs attributable to the litigation. If the judgment of the court is made in favor of the District.

**80. Recovery of Sums Owed:** Whenever any sum of money is payable to the District, whether for the benefit of the District, the Architect/Engineer, any regulatory authority or another contractor, the same amount may be deducted from any payment due to the Contractor under the *Contract Agreement* under any other *Contract Agreement* between the Contractor and the District at that time. Should the amount owed by the Contractor be greater than the amounts yet payable to the Contractor under any *Contract Agreement*, the Contractor shall reimburse the District for all remaining amounts. **The District shall have the right to declare any business entity operated by the Contractor as non-responsible from receiving another bid award until all amounts due to the District are paid in full.** These rights of the District are in addition and without prejudice to any other rights the District may have to claim the amount of any loss or damage suffered by the District as a result of acts or omissions of the Contractor from the Contractor's Surety.

**81. Contract Governance:** This contract shall be governed by the District's Procurement Code and any applicable laws of the State of South Carolina. Duties and obligations imposed by the *Contract Agreement* and rights and remedies available there under shall be in addition to, and not a limitation of, duties, obligations, rights and remedies otherwise imposed or available under the District's Procurement Code or applicable laws. The Office of School Facilities (OSF) shall determine the enforcement and interpretation of all applicable codes and referenced standards on school buildings.

**82. Written Notices:** Written notice is deemed to have been duly served if delivered in person to the officer, director, owner, or other employee of the entity for which it was intended and from whom signature is secured, or if sent by registered or certified mail to the last business address known to the party giving written notice.

**83. Taxes:** The Contractor shall pay sales, consumer, use and similar taxes, which are legally enacted when bids are received or negotiations concluded, for the work or portions thereof and all materials and equipment provided by the Contractor, whether or not such tax requirements are yet effective or merely scheduled to be effective during the contract term and whether or not the Contractor is aware of the requirements at the time the bid is submitted or negotiations completed.

**84. Non-Resident Withholdings:** The Contractor's attention is directed to Title 12, Chapter 9, South Carolina Code of Laws, "Withholding Agents and Withholdings" dealing with South Carolina Tax Commission withholdings for nonresidents. The Contractor shall ensure the Contractor and any subcontractors performing work under the *Contract Agreement* conform to all requirements pertaining thereto, including by way of illustration

and not limitation, securing a non-resident exemption or posting the required non-resident bond for two percent (2%) of the contract price with the South Carolina Tax Commission.

**85. Statutory Limitation Periods:** As to acts or failures to act occurring prior to the date of substantial completion, any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in any and all events not later than the established date of substantial completion. As to acts or failures to act occurring subsequent to the date of substantial completion and prior to issuance of the final payment any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in any and all events not later than the date of the Contractor's final *Payment Request (Exhibit F)* submitted. As to acts or failures to act occurring after the relevant date of the final *Payment Request (Exhibit F)* any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in any and all events not later than the date of any act or failure to act by the Contractor pursuant to the warranty provided, the date of any correction of the work or failure to correct the work by the Contractor, or the date of actual commission of any other act or failure to perform any duty or obligation by the Contractor or District, whichever occurs last.

**86. Royalties and Patents:** If the Contractor uses any design, device, or materials covered by patent or copyright, it is mutually agreed and understood, without exception, the contract price includes all royalties or costs arising from the use of such design, device, or materials in the work to be performed. The Contractor shall defend suits or claims for infringement of patents or copyright rights or unpatented invention, process, or article manufactured or used in the performance of the contract and shall hold the District, its representatives, agents, employees or others harmless against all claims, loss, damage, injury, fines, penalties and costs, including court costs and attorney's fees, charges, liability, and exposure, however caused on account thereof, including the use by the District. The Contractor shall not be responsible for such defense or loss when a particular design, process or product of a particular supplier is required by the contract documents without substitution. However, if the Contractor has reason to believe the required design, process or product or use thereof is an infringement of a patent, the Contractor shall notify the Architect/Engineer of such information in writing within twenty-four (24) hours of first discovering the potential infringement.

**87. Contract Termination By Contractor:** The Contractor may terminate the contract if the work is stopped for a period of thirty (30) days or more, through no act or fault of the Contractor, any subcontractor or supplier for a) issuance of an order of a court or other public authority having jurisdiction; b) act of government, such as a declaration of national emergency; or c) force majeure suspensions, delays or interruptions by the District constitute in the aggregate more than one hundred percent (100%) of the total number of days scheduled for completion, or one hundred twenty (120) days in any one (1) year period, whichever is less. If one of the above reasons exists, the Contractor may, upon fifteen (15) days written notice to the District, terminate the *Contract Agreement* and recover from the District payment for work executed in accordance with the *Contract Agreement* to date, and for substantiated direct loss in materials, equipment, and processes to be incorporated into the work, including overhead provided for elsewhere in the *Contract Agreement* and damages less any amounts recoverable from the Contractor.

**88. District Termination:** The District may terminate the contract or pursue any other rights and remedies afforded in the *Contract Agreement* or under applicable laws if the Contractor fails to perform or otherwise materially breaches any requirement of the *Contract Agreement*. The District may, without prejudice to any other rights or remedies of the District and after giving the Contractor and the Contractor's Surety ten (10) days written notice, terminate the contract with the Contractor and may, subject to any prior rights of the Surety, a) take possession of the site and of all materials, equipment, tools, and construction equipment and machinery located thereon owned by the Contractor; b) require and accept assignment of sub-contracts; and/or c) finish the work by whatever reasonable method the District may deem expedient. Further the District may terminate the contract, without cause, should funds become unavailable.

**89. Payment at Termination:** When termination is predicated upon cause, the Contractor shall not be entitled to further payment until all other obligations related to completion of the work by the Surety or the District are fulfilled and it is determined by the District the Contractor is entitled to such unpaid balance for performance of work in accordance with the *Contract Agreement* prior to termination. If costs to finish the work exceed the unpaid balance, the Contractor or the Surety shall pay the difference to the District. The amount to be paid to or by the Contractor, the District or the Surety, as the case may be, shall survive termination. In all other cases of termination, the Contractor shall be entitled to payment of the portion of the contract price for the percentage of work completed to the time of termination, as determined by the District for work in accordance with the *Contract Agreement*, excluding any anticipatory profits.

**90. Cessation of Work:** After receipt of a notice of termination, except as otherwise directed, the Contractor shall a) stop work on the date specified in the notice of termination, b) place no further orders or subcontracts for materials, equipment, labor or other services except as necessary for completion of such portion of the work not terminated, c) terminate all supplier orders and assign all existing subcontracts to the District or the Surety in

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accordance with the *Contract Agreement* unless otherwise directed by the District, and d) settle all outstanding liabilities and claims.

**91. Right to Extend Remedy Period:** The District shall have the right to extend any period of time given to the Contractor by the *Contract Agreement* to remedy any correction of work, default or other circumstance, if it is deemed in the best interests of the District to do so. The right of the District to extend such time shall not give rise to a duty on the part of the District to exercise this right.

**92. Assignment:** The District and the Contractor respectively bind themselves, their partners, successors, assigns and legal representatives to the other party hereto in respect to covenants, agreements and obligations contained herein. Neither party shall assign the *Contract Agreement*, in whole or in part, without written consent of the other party. If either party attempts assignment without consent, that party shall nevertheless remain legally responsible for all obligations under the *Contract Agreement*.

**93. Definitions:** Following are definitions of terms used in the contract documents:

- A. **Allowance:** An amount specified by the District for a specified product purchase or work to be performed by the Contractor. An allowance is a reimbursement, dollar for dollar, of actual costs incurred.
- B. **Applicable Laws:** Any local, federal or South Carolina laws, statutes, ordinances, rules, regulations, administrative guidelines, codes, or other lawful orders that may apply to or regulate the work or the performance of the work, whether or not reference is specifically made to such laws, statutes, ordinances, rules, regulations, administrative guidelines, or other lawful orders in the contract documents.
- C. **Architect/Engineer:** Any individual or entity legally qualified to practice architecture or engineering in South Carolina with whom the District has a contractual agreement to provide services pertaining to construction that members of this profession or those in their employ may justifiably perform. The Architect/Engineer serves as the District's authorized representative to the extent of the contractual agreement between the Architect/Engineer and the District. Any reference to Architect/Engineer also includes any representatives, agents or employees of the Architect/Engineer.
- D. **Claim:** A demand or assertion by one of the parties to the *Contract Agreement* or by a third party seeking, as a matter of right, an adjustment or interpretation of contract terms, payment of money, extension of time or other relief with respect to the terms of the contract documents, the work being performed, or actual damages sustained. Any claim shall conform to requirements of the District's Procurement Code.
- E. **Contractor:** The properly licensed individual or entity with whom the District has executed a *Contract Agreement* for the work to be performed. Any reference to Contractor also includes any representatives, agents or employees of the Contractor or any other entity enjoined to the Contractor.
- F. **Complaint:** A verbal or written request to the District's Contract Manager seeking redress of any condition existing that may impede progress of the work, b) relief from an untenable situation arising during the performance of the work through no fault of the complainant, c) interpretation of any condition of the contract documents, d) removal of restrictions or requirements not in accordance with the contract documents, or e) additional compensation for changes in the work.
- G. **Day:** Shall mean a calendar day unless otherwise specifically designated as business or work day. In computing any period of time, the day of the event from which the designated period of time begins to run is not included. If the final day of the designated

period falls on a Saturday, Sunday or a legal holiday for the District, then the period shall run to the end of the next calendar day.

- H. **Drawings:** Graphic and pictorial portions of the contract documents showing the design, location and dimensions of the work to be performed. Such drawings constitute an integral portion of the contract documents.
- I. **Emergency:** A sudden, unexpected occurrence or set of circumstances demanding immediate action to ensure the health and safety of building occupants or to prevent further damage which may include, but not be limited to, fire, security risk, impending structural collapse, fire alarm or security alarm malfunction, loss of utilities. Action taken by the Contractor shall be limited to such action necessary to ensure the safety of the building's occupants and to mitigate, contain and/or prevent further damage to the work in process, the District's property or the property of others or bodily injury.
- J. **Latent Defect:** A defect in materials, equipment or processes not reasonably detected through careful observation or inspection.
- K. **May:** The word "may" or other such words or phrases indicate a recommendation that is adhered to by the Contractor, Architect/Engineer or District at his/her choice.
- L. **Minority Status:** Means the qualification of a small business concern that is at least fifty-one percent (51%) unconditionally owned by one or more individuals who are both socially and economically disadvantaged or are women or a publicly owned business having at least fifty-one percent (51%) of its stock unconditionally owned by one or more socially and economically disadvantaged individuals or by women, which may or may not be State of South Carolina certification.
- M. **Project:** The total scope of work to be performed whether performed by one or more contractors, subcontractors or the District itself. (Also referred to as the "work," the "work to be performed," the "work in process," or other such terms.)
- N. **Regulatory Authority:** Any agency of the federal government or the State of South Carolina which has jurisdiction over the District, its procurement of design and construction services, or the work being performed under contract.
- O. **Shall:** The word "shall" or "must" or other such words or phrases indicate a mandate that must be adhered to by the Contractor, Architect/Engineer or District.
- P. **Subcontractor:** An individual or entity, who is properly licensed to do business in the State of South Carolina, having a direct contract with the Contractor to perform a portion of the work described in the contract documents. Any reference to subcontractor also includes any representatives, agents, or employees of the subcontractor or any other entity enjoined to the subcontractor to perform any work.
- Q. **Supplier:** Any individual, business, manufacturer, fabricator, vendor or other entity that supplies materials, equipment or other items fabricated to a special design needed for the work to be performed but who does not perform any direct labor. Any reference to supplier also includes any representatives, agents or employees of the supplier or any other entity enjoined to the supplier.

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

**95. Ownership of Data & Materials:** All data, material and documentation prepared for HCS pursuant to this contract shall belong exclusively to HCS.

**IN WITNESS THEREOF:**

This agreement is entered into as of the day and year first written above.

<p><b>CONTRACTOR</b></p> <p>Name &amp; Title of Authorized Signatory:</p> <p>Date:</p> <p>Signature:</p>	<p><b>THE DISTRICT</b></p> <p>Name &amp; Title of Authorized Signatory: Robin Strickland, Procurement Officer; John K. Gardner, Chief Financial Officer, Fiscal Services</p> <p>Date:</p> <p>Signature:</p>
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- Attachments:
- Exhibit A: Scope of Work
  - Exhibit B: Contract Documents List
  - Exhibit C: Schedule of Values
  - Exhibit D: Project Schedule
  - Exhibit E: Change Order Procedures
  - Exhibit F: Payment Procedures
  - Exhibit G: Certificate of Insurance



# SCOPE OF WORK (Exhibit A)



PROJECT NUMBER:	PROJECT NAME:
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The following information and terms and conditions are provided specific to the project identified in this contract:

**DISTRICT PROJECT MANAGER:** Name: Telephone: 843-488- Fax: E-mail: @horrycountyschools.net Mobile:

**OTHER PROJECT REPRESENTATIVE(S):** Name: Telephone: 843-488- Fax: E-mail: @horrycountyschools.net Mobile:

**DISTRICT PROCUREMENT OFFICER:** Robin Strickland, CPPB, at [rstrickland@horrycountyschools.net](mailto:rstrickland@horrycountyschools.net) or 843-488-6893

**CONTRACTOR'S PRINCIPAL/OWNER:** Name: Telephone: Fax: E-mail: Mobile:

**CONTRACTOR'S PROJECT MANAGER:** (if required) Name: Telephone: Fax: E-mail: Mobile:

**CONTRACTOR'S WORKSITE SUPERINTENDENT:** Name: Telephone: Fax: E-mail: Mobile:

**CONTRACTOR'S SECONDARY WORKSITE SUPERINTENDENT:** (if required) Name: Telephone: Fax: E-mail: Mobile:

**APPROVAL OF CONTRACTOR USE OF DISTRICT FACILITIES (as checked):**  Water  Electrical Power  Restroom Facilities  Vending Machines  Debris and Recycle Containers  
 Other:  No use of District facilities allowed.

**LIQUIDATED DAMAGES:** \$ 500.00 per day

**RETAINAGE TO BE WITHHELD:**  3.5% from every payment until final completion of the work in accordance with the contract documents  
 None

**CONSTRUCTION WORKSITE MEETINGS HELD:**  Weekly  Every Two Weeks  Twice Monthly  Once Monthly

**SOURCE OF PROJECT FUNDS:**  Federal Source  Other Sources (non-Federal)

**CONTRACTOR WARRANTY TERMS:**  60 days  90 days  180 days  365 days (1 year)  730 days (2 years)

The Contractor shall provide, at the time the *Contract Agreement* is executed by the Contractor and returned to the District, the following checked items:

- A copy of business licenses valid in the jurisdiction where the construction work will be performed for the Contractor.
- A copy of contractor licenses issued by the South Carolina Licensing and Regulation Board for the Contractor and each subcontractor.
- A valid, original Certificate of Insurance.
- SLED checks maintained in the Contractor's file on all Contractor and subcontractor employees, agents and representatives who will access the worksite during performance of the construction work or other services. (Do not submit to the District until requested.)
- Certification of Approved Installer (on manufacturer's, fabricator's or supplier's letterhead) for
- Other:
- Other:

**PERMITS, INSPECTIONS, APPROVALS OF REGULATORY AUTHORITY AND ASSIGNED RESPONSIBILITY:**

As may be required for proper asbestos identification and remediation.

**DETAILED DESCRIPTION OF WORK TO BE PERFORMED:** See Attached

**CONSTRUCTION SCHEDULE:**

**SCOPE OF WORK:**

The Contractor and District agree to the Scope of Work and other terms identified herein as an integral part of the *Contract Agreement*.

End of Exhibit A



# SCHEDULE OF VALUES (Exhibit C)



PROJECT NUMBER:

PROJECT NAME:

The *Schedule of Values* for the Contract Agreement allocating the entire contract sum to various portions of the work is indicated below. The Contractor shall use the schedule of values sheet (page two of the payment request form) to prepare the initial *Schedule of Values* for District approval. Once approved by the District, this schedule shall be used as a basis for reviewing Contractor pay requests and the work in progress. Each subcontract shall be listed on one or more lines of the schedule for the phases of work to be performed or materials required. The "general conditions" portion (fee, overhead, supervision, management, etc) of the schedule shall be listed separately and not distributed within other scheduled values. Allowances shall be listed as separate line items. Bonding premium shall be listed as a separate line item. Each approved Change Order shall be listed separately and itemized by the District. The Schedule of Values shall be in sufficient detail to be acceptable to the District.

End of Exhibit C

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# PROJECT SCHEDULE (Exhibit D)



PROJECT NUMBER:	PROJECT NAME:
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The following project schedule is incorporated into the *Contract Agreement*.

**PROJECT COMMENCEMENT DATE:**

The Contractor shall not prematurely commence activities prior to the a) commencement date established above, b) receipt by the District of a valid, original *Certificate Of Insurance* (Exhibit G) issued by the Contractor's insurance provider/agent, or c) securing SLED background checks on all Contractor and subcontractor worksite personnel, whichever is later. The established date for completion of the work shall not change should these conditions not be completed by the project commencement date.

**CONSECUTIVE NUMBER OF CALENDAR DAYS FOR SUBSTANTIAL COMPLETION OF THE WORK:**

**PROJECT SUBSTANTIAL COMPLETION DATE:**

The consecutive number of calendar days for completion of the work and the project completion date established cannot be changed except by an executed *Change Order*.

**FINAL COMPLETION PERIOD:**     10 days     15 days     20 days     30 days

The consecutive number of calendar days immediately following the date established for substantial completion, in which the Contractor shall complete any punch list items and submit all final documents required by the District and a final *Payment Request*.

**DESCRIPTION OF MILESTONES AND DELIVERABLES WITH DELIVERY DATE:**

MILESTONES / DELIVERABLES      DELIVERY DATE

The Contractor and District agree to the project schedule identified herein as an integral part of the *Contract Agreement*.

End of Exhibit D



# CHANGE ORDER PROCEDURES (Exhibit E)



PROJECT NUMBER:

PROJECT NAME:

Following are the requirements for *Change Order* procedures:

**Changes Required in the Work:** All difficulties inherent in construction work cannot be foreseen during design and solicitation of a project; therefore, the District reserves the right to make changes in the work without invalidating the *Contract Agreement*. The *Contract Agreement* shall not be substantially amended or varied nor shall a change in contract price or contract time be effected without execution of a *Change Order*. In the absence of total agreement between the Contractor and the District on the terms of any *Change Order*, the District has the right to issue a *Construction Change Directive (CCD)* as a directive which shall have the same force and effect as a *Change Order* on the Contractor's performance and in effecting the change to the *Contract Agreement*. Any changes authorized shall be performed under applicable provisions of the *Contract Agreement*, and the Contractor shall proceed promptly to execute the work as described. If the Contractor defaults or neglects to execute a change in the work, the District shall have all remedies stated in the contract documents and afforded by the District's Procurement Code and the law, including notification to the Surety.

**Change Order Cost Adjustments:** When the District determines a change to the work is necessary, a request for pricing will be submitted to the Contractor. The Contractor shall reply promptly with an itemized cost to complete such work using the *Contract Change Pricing* form herein. The District shall have the right to make any changes to the pricing deemed appropriate and in accordance with prevailing industry rates and other requirements of the contract documents. Any adjustment to the contract price shall approximate the actual, un-inflated costs to the Contractor or subcontractor with all costs justifiable with prevailing standards including reasonable overhead and profit and shall be based on:

- A. A total sum properly itemized and supported by sufficient substantiating data to permit evaluation, adjustment, and approval by the District.
- B. Unit or incremental pricing stated in the original quote as negotiated and agreed upon between the District and the Contractor.
- C. Any allowances for Contractor's purchase of materials, equipment or processes or for other specified work as established in the contract documents or otherwise required by the District through a properly executed *Change Order* for which the Contractor shall supply invoices of actual costs for reimbursement by the District.

If the Contractor does not respond promptly with an itemized estimate of the change in contract price or contract time when notified by the District of the change in work, the method and amount of the adjustment shall be determined by the District on the basis of reasonable costs or savings attributable to the change in work. If the Contractor does not agree with the change in contract price or contract time stated in the issued directive and cannot resolve the disagreement through the informal complaints process with the District's Construction Manager, the Contractor may pursue the steps for a contract controversy as outlined in the District's Procurement Code. Disagreement with any change in contract price or the initiation by the Contractor of the complaint or contract controversy claims process shall not give rise to a right on the part of the Contractor or any subcontractor to delay or postpone the work described in the *Change Order* (or directive).

**Change Order Allowable Pricing:** For any change in contract price, the Contractor shall provide, itemize, and justify with appropriate supporting data, direct costs attributable to the change. Direct costs attributable to the change in work shall be limited to the following:

- A. Costs of materials, equipment and processes to be incorporated into the work including costs of shipping, handling, fabricating, sales tax (8% required in Horry County and 9% within certain incorporated parts of the City of Myrtle Beach as of August 1, 2009), or other such costs inherent in the provision and delivery of such materials, equipment and processes by the supplier or manufacturer.
- B. Costs of direct labor based on actual hourly labor rates multiplied by the actual work hours required to accomplish the change in work when such change in work results in additional contract time or labor. No Contractor or subcontractor shall ask for direct labor costs, when work required can be accomplished with the existing work force, in conjunction with other concurrent work, and during the current approved contract time. The hourly labor rate for any additional contract time or laborers shall be actual hourly rates not to exceed thirty dollars (\$30) per hour unless documented proof of payment of a higher hourly rate for a specific skilled laborer is approved by the District prior to *Change Order* execution.
- C. Costs of fringe benefits for additional direct labor, including social security, unemployment or other taxes, health and workers' compensation insurances, or other benefits required by agreement, custom or applicable laws. Such fringe benefit rate shall not exceed twenty-eight percent (28%) and the District has the right to request itemized documentation proving the fringe benefit rate used.
- D. Costs of machinery or equipment rented or leased in the short term specifically for completion of the additional work to be performed. Such equipment rented/leased shall not customarily be owned by the Contractor or any subcontractor affected by the change but shall be necessary to the accomplishment of the work required. Copies of invoices for such rental shall be provided to document the cost of rental or lease of machinery or equipment. The District shall not pay for use of Contractor- or subcontractor-owned equipment or machinery, which costs are included in the overhead computation.
- E. Costs of permits or inspection fees directly attributable to the change in work and not included as part of the Contractor's requirements nor attributable to the Contractor's non-performance or non-conformance to the *Contract Agreement*.
- F. Other such direct costs directly attributable to the work and approved by the District.
- G. Any additional cost resulting from an amendment to performance and payment bonds but in no event more than one percent (1%) after application of overhead and profit provided for elsewhere. The Contractor shall be responsible for notifying the Surety of any changes in the contract price, if required by the Surety.

Costs itemized shall not exceed the unit costs as listed in the most current issue of Means Construction Cost Data or actual costs justified to the satisfaction of the District.

**Unallowable Costs:** Any costs which may be perceived by the Contractor to be indirectly attributable to a change in work shall not be included in direct costs but shall be considered part of the overhead and profit rate applied to direct costs. Such costs not to be included in direct costs shall be, by way of illustration and not limitation:

- A. Labor hours and fringe benefit costs of the worksite superintendent(s) when such costs were included, or should have been included, in the original bid submitted or result from the Contractor's inability to meet the approved schedule or required completion date. The Contractor must prove, to the satisfaction of the District, such additional costs are directly attributable to any extension of time beyond the last approved completion date. An increase in contract price for additional site supervision shall be at the District's sole discretion.
- B. Perceived additional costs attributable to the Project Manager or supervision and coordination of subcontractors, suppliers or Contractor employees.
- C. Costs related to use, rental, purchase or replacement of equipment generally or customarily necessary to accomplish the work but not to be incorporated into the work such as, by way of illustration and not limitation, hand tools, generators, cleaning equipment, scaffolding, signage, fencing, vehicles, fuel, and so forth.
- D. Transportation or travel costs related to the transporting of hired or contracted supervisors, workers or subcontractors to and from the worksite or between worksites or to pick-up and deliver materials, equipment and processes to the worksite by the Contractor's or subcontractor's own forces including parking, tolls, fines, meals, per diem, hotel, living expenses, or other such costs.
- E. Costs attributable to expediting delivery of materials, equipment or processes including telephone calls, facsimile transmissions, copying, employee labor and benefits, and so forth.
- F. Costs attributable to maintaining a local office, home office or corporate office as well as office staffing, equipment and consumables, and so forth.
- G. Costs for maintaining on-site facilities, including work trailers, telephones, computers, licenses, temporary utilities, and so forth.
- H. Contracted services such as accountants, payroll service providers, attorneys, catering and so forth.
- I. Catering or vending services, portable toilets, dumpsters, and so forth.
- J. Other such indirect costs of doing business or costs normally considered inclusive in overhead.

**Allowable Overhead and Profit Charges:** Additional overhead and profit attributable to the change in contract pricing shall not exceed the following:

- A. For work performed by the Contractor's own forces, a maximum of ten percent (10%) of the allowable direct costs or the unit pricing negotiated at the time of award.
- B. For work performed by a subcontractor's own forces, a maximum of ten percent (10%) of the allowable direct costs.
- C. For work performed by a subcontractor, overhead and profit of a maximum of five percent (5%) is allowable by the Contractor for administration of the sub-contract.

End of Exhibit E (Except for Forms Provided)





# CHANGE ORDER



PROJECT NUMBER (if any):	EFFECTIVE DATE:
PROJECT NAME:	
CONTRACTOR NAME:	CHANGE ORDER NO:

<b><u>DETAILED DESCRIPTION OF CHANGE TO THE PROJECT OR TO THE TERMS, CONDITIONS, SPECIFICATIONS OR DRAWINGS:</u></b>	
 <b><u>CHANGE IN CONTRACT PRICE:</u></b>	
Total original contract price:	\$ _____
Cumulative change in contract price, excluding this change order: [increase / (decrease)]	\$ _____
Revised total contract price, prior to this change order:	\$ _____
Total change in contract price for this change order: [increase / (decrease)]	\$ _____
<b>Total revised contract price including this change order:</b>	<b>\$ _____</b>
Total current number of days for substantial completion:	_____
Total change in number of days for substantial completion for this change order: [increase / (decrease)]	_____
<b>Total revised number of days for substantial completion including this change order:</b>	<b>_____</b>

The above changes as defined and agreed to by the Contractor and the District shall become, upon execution, an integral part of the *Contract Agreement* for the project identified herein and the Contractor shall proceed promptly with the change in work/services identified herein. In the absence of total agreement, this Change Order shall constitute a directive, upon signature and transmission to the Contractor, and the Contractor shall proceed promptly with the change in work/services.

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# PAYMENT PROCEDURES (Exhibit F)



PROJECT NUMBER:

PROJECT NAME:

## Payment Requests:

An itemized payment request shall be submitted to the District by the 25<sup>th</sup> day of each month that payment is being requested and at completion of the project, using the form provided by the District. The payment request shall not include a) any work anticipated to be completed but not completed by the end of each month being requested; b) any materials not incorporated into the work to be performed except those properly stored as stated in the *Contract Agreement*; c) any damaged, used, inferior or substituted materials not meeting the requirements and standards of the contract; nor d) any amounts the Contractor does not intend to pay to any subcontractor or supplier, where performance or material quality is in question or any other dispute is pending.

If, upon review of the payment request and based upon the best determination of the District, the amount requested does not accurately represent, in the District's opinion, the progress of the completed work to be performed in the Scope of Work (Exhibit A), the District shall have the right to adjust the payment request to more accurately reflect the percentage of completed work/services. The District shall approve and authorize payment to the Contractor no more often than once monthly. For projects less than forty-five (45) days in duration, payment shall be made once upon completion of the work and clean-up of the worksite.

Payment by the District of undisputed amounts shall be made by the 15<sup>th</sup> day of the following month if request is received by Contractor by the 25<sup>th</sup> of the month. If payment request is not received by the 25<sup>th</sup>, the payment will be made within thirty (30) days from the date the District receives the payment request.

## Payment Withholding:

The District may decide not to approve or process the Contractor's payment request or, because of subsequently discovered evidence or observations, may nullify the payment request, in whole or in part, to such extent as may be necessary to protect the District from loss. The District shall notify the Contractor the reason for non-payment. The payment request in dispute or amount withheld shall remain unpaid, without interest accrual, until such time as the Contractor and the District resolve the dispute or the conditions resulting in non-payment.

## Payment at Project Completion:

When the Contractor considers all work in the Scope of Work (Exhibit A) completed, the Contractor shall submit a final payment request along with all final documents required by the District. The District shall inspect the work and, if the District agrees that all work is complete and appears to be in conformance with the contract documents, the District shall process the final payment, less any amounts the Contractor may owe to the District, the Engineer or regulatory authority.

## Payment at Termination:

When termination is predicated upon cause, the Contractor shall not be entitled to further payment until all other obligations related to completion of the work by the District are fulfilled and it is determined by the District a balance of the contract price is remaining and the Contractor is entitled to such payment for performance of work in accordance with the contract documents prior to termination. If costs to finish the work exceed the unpaid balance, the Contractor shall pay the difference to the District. The amount to be paid the District, shall survive termination of the *Contract Agreement* as addressed below.

## Recovery of Sums Owed:

Whenever any sum of money is recoverable from or payable by the Contractor to the District, the Engineer or any regulatory authority, the amount may be deducted from any payment to the Contractor under this contract or any other contract between the Contractor and the District at the time. Should the amount owed/recoverable be greater than the amounts yet payable to the Contractor, the Contractor shall reimburse the District for all remaining amounts. **The District shall have the right to declare any business entity operated by the Contractor as non-responsible from any future contract awards until all amounts due to the District are paid in full.**

The Contractor and District agree to the payment request procedures identified herein as an integral part of the *Contract Agreement*.

End of Exhibit F (Except for Form Provided)

**APPLICATION FOR PAYMENT**  
**TO:** Horry County Schools  
 1160 E HWY 501  
 CONWAY, SC 29526  
**PROJECT:** \_\_\_\_\_  
**APPLICATION DATE:** \_\_\_\_\_  
**PERIOD TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**PROJECT NO:** \_\_\_\_\_

**APPLICATION FOR PAYMENT-SUMMARY**  
 Application is made for payment, as shown below, in connection with the contract.

1. ORIGINAL CONTRACT AMOUNT:	_____
2. NET CHANGES TO CONTRACT:	_____
3. TOTAL CONTRACT AMOUNT (Line 1 +2):	\$ _____
4. TOTAL COMPLETED AND STORED TO DATE:	_____
(Column G on Schedule)	

5. RETAINAGE:

a. \_\_\_\_\_ % of Completed Work  
 (Columns D + E on Schedule)

b. \_\_\_\_\_ % of Stored Material  
 (Column F on Schedule)

Total Retainage: \_\_\_\_\_ (Line I on Schedule)

6. TOTAL COMPLETED AND LESS RETAINAGE: \_\_\_\_\_  
 (Line 4 less Line 5 total)

7. LESS PREVIOUS APPLICATIONS: \_\_\_\_\_

8. CURRENT PAYMENT DUE: \_\_\_\_\_

9. BALANCE TO FINISH INCLUDING RETAINAGE: \_\_\_\_\_  
 (Line 3 less Line 6)

EXTRA WORK SUMMARY	ADDITIONS	DEDUCTIONS
Changes From Previous Applications:		
Changes From This Application:		
Total:	0	0
Net Changes:		

I, the undersigned, certify that to the best of my knowledge, information and belief ALL WORK covered by this request for payment has been completed in accordance with any applicable contract documents or District standards and that the payment requested herein is now due and payable. I further certify that I am authorized by the Company stated below to make sure certifications and request the payment herein on behalf of said Company in lieu of the authorized person so indicated.

**ARCHITECT/GC:** \_\_\_\_\_  
 By: \_\_\_\_\_ Date: \_\_\_\_\_  
 State of: \_\_\_\_\_ County of: \_\_\_\_\_  
 Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_

The above personally appeared before me, the undersigned notary public and provided satisfactory evidence of identification.  
 Notary Public: \_\_\_\_\_ My Commission expires: \_\_\_\_\_

ACCEPTED/APPROVED BY: \_\_\_\_\_ Horry County Schools  
 ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

This approved application is not negotiable. The amount approved for payment is payable only to the Architect/GC named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the District or the Architect/GC under any applicable contract agreement.

# CONTINUATION SHEET

## SCHEDULE OF VALUES

INVOICE NO: \_\_\_\_\_ 1  
 PERIOD NO: \_\_\_\_\_  
 (Thru end of the month)

PROJECT NO: \_\_\_\_\_

A ITEM NO:	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATIONS (D+E)	% (G/C)					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
<b>TOTALS</b>		\$	\$	\$	\$	\$	\$	\$	\$

A-Line Item number  
 B-Brief Item Description  
 C-Total Value of Item  
 D-Total of D and E from Previous Application(s) (if any)  
 E-Total Work Completed for this Application  
 F-Materials Purchased and Stored for Project  
 G-Total of All Work Completed and Materials Stored for Project  
 H-Remaining Balance of Amount to Finish  
 I-Amount Withheld form G

# CERTIFICATE OF INSURANCE (Exhibit G)



<b>PRODUCING AGENT:</b> (Name and Business Address)  Contact Person: _____ Phone: _____ Best Policy Holder Rating: <input type="checkbox"/> A+ <input type="checkbox"/> A <input type="checkbox"/> A- <input type="checkbox"/> B+ <input type="checkbox"/> B Financial Strength Rating: <input type="checkbox"/> Class III <input type="checkbox"/> Class IV <input type="checkbox"/> Class V	<b>CONTRACTOR (INSURED):</b> (Name and Business Address)  Contact Person: _____ Phone: _____
<b>ADDITIONAL INSURED (CERTIFICATE HOLDER):</b> Horry County Schools 335 Four Mile Road, P.O. Box 260005 Conway, SC 29528-6005 Contact Person: _____ Phone: _____	<b>PROJECT / BID NUMBER:</b> _____  <b>PROJECT NAME:</b> _____

Type of Insurance	Policy No.	Policy Inception & Expiration Dates (MM/DD/YY)	Deductible Amt.	Insurance Company Providing Coverage
<b>Commercial General Liab.</b>				
Limits:	Single Limit (per occurrence)	\$ _____	Products & Completed Operations	\$ _____
	General Aggregate	\$ _____	Personal & Advertising Injury	\$ _____
	Premises Operations	\$ _____	Contractual	\$ _____
	Independent Contractor's Protection	\$ _____	Owned /Non-owned Vehicles	\$ _____
	Broad Form Property Damage	\$ _____	Medical Expense	\$ _____
<b>Commercial Auto Liability</b>				
Limits:	Bodily Injury (per occurrence)	\$ _____	Property Damage (per occurrence)	\$ _____
<b>Worker's Compensation &amp; Employer's Liability</b>				
Limits:	Worker's Compensation	Statutory Limit	Disease (each employee)	\$ _____
	Each Accident	\$ _____	Disease (aggregate)	\$ _____
<b>Other: (specify)</b>				
Limits:		\$ _____		\$ _____
(specify)		\$ _____		\$ _____

Such insurance as is herein certified (a) applies to all insurance issues in connection with the work/services required by Horry County Schools forming the *Contract Agreement*, (b) is written in accordance with the company's regular policies and endorsements, subject to the company's applicable manuals or rules and rates in effect, (c) has been issued on behalf of the insured Contractor named above, and (d) shall apply in total to the above named project. The District and its contracted Engineer (if any) shall be included as additional insured as its interests may appear. Each policy shall be endorsed to provide that the policy shall not be cancelled, changed, allowed to lapse, or allowed to expire until thirty (30) calendar days after the District has received written notice thereof as evidenced by proof of mailing notice to: Procurement Coordinator, Horry County Schools, P.O. Box 260005, Conway, SC 29528-6005.

By signature below, I, the agent, certify that I have been fully informed of the insurance requirements of the Contractor's contract with the District and such insurance as named herein is in force as of the date of this certificate.

**Name & Title of Authorized Representative:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Date Certificate Prepared & Signed:** \_\_\_\_\_