



**Request for Proposals
RFP# 2021-008**

CANINE DRUG & WEAPONS DETECTION SERVICES

Spartanburg County School District 3 is requesting sealed proposals for CANINE DRUG & WEAPONS DETECTION SERVICES, as a preventative measure to help ensure a safe and drug-free school environment. Contract will cover an initial one-year term commencing July 1, 2021 and will be renewable annually beyond the initial term at the discretion of the school district and by mutual agreement.

Sealed proposals will be received at the office of the Assistant Superintendent for Finance & Operations, 3535 Clifton-Glendale Road, Spartanburg, SC 29307 until **4pm, Wednesday, March 31, 2021**, and will be opened immediately thereafter. Quotations shall be firm for 60 days after the opening of proposals.

Proposals may be hand-delivered or delivered via private carrier to the above physical address, or mailed to Post Office Box 267, Glendale, SC, 29346. Electronic mail responses are also permitted, to gmack@spartanburg3.org. Proposals must be received by the opening time and date to be considered responsive. The District assumes no responsibility for the delivery of any solicitation, addendum, solicitation response, or any other such correspondence by the US Postal Service, electronic transmission, facsimile, or any other method.

Each proposal shall be sealed and endorsed with the name of the organization or company making the proposal and plainly marked "**Proposal for CANINE DRUG AND WEAPON DETECTION SERVICES: Spartanburg County School District 3.**" Specifications and instructions are contained herein and must be met or exceeded for a proposal to be considered responsive.

A recommendation will be submitted to the Superintendent for action no later than **Friday, April 2, 2021** with a decision forthcoming within 5 business days. The District reserves the right to cancel this Request for Proposals, reject any or all proposals, to waive informalities in proposals and to accept the proposal deemed to be in the best interest of Spartanburg County School District 3.

JG Mack

J. Greg Mack
Assistant Superintendent for Finance & Operations

**SPARTANBURG COUNTY SCHOOL DISTRICT 3
REQUEST FOR PROPOSAL – GENERAL SPECIFICATIONS**

CANINE DRUG AND WEAPONS DETECTION SERVICES

1. All Proposals must be sealed and marked "Proposal for CANINE DRUG AND WEAPONS DETECTION SERVICES: Spartanburg County School District 3." Failure to meet the specifications contained herein shall cause the rejection of the proposal.
2. Each proposal must be submitted on the enclosed proposal forms and must contain the full name or names of the parties making the proposal and all persons interested therein.
3. Proposals must be signed in ink by a person duly authorized to legally bind the company or corporation submitting the proposal.
4. Respondent must document liability insurance carried to protect clients who use the services provided. The following minimal limits apply:
 - General commercial liability of at least \$1,000,000 per occurrence.
 - Damage to premises of at least \$50,000 per occurrence.
 - Medical expenses of at least \$5,000 per person.
 - General aggregate liability of at least \$2,000,000
 - District must be named as an additional insured on liability policy.
 - Workers Compensation must be carried as statutorily required.
5. Respondent must provide documentation of current, active South Carolina regulatory licenses to perform the services requested in this RFP:
 - South Carolina Law Enforcement Division (SLED) Private Investigator's License.
 - DHEC Controlled Substances registration.
 - A valid business license to operate in South Carolina.

****** Clarification of RFP Requirement ******

Under this item, there is a requirement for DHEC Controlled Substance Registration. This requirement only applies if the vendor holds inventory of controlled substances for training purposes. If the vendor trains solely with pseudo-scent, this is not a requirement. To address this item, the vendor should provide certification that only synthetic scent is used for training of its canines.

6. Respondent must document any current, active national certifications held to perform the services advertised.
7. Respondent must provide a list of **current** client school districts in our state including the names, addresses, and phone numbers of officials who can serve as references regarding quality of services.
8. Respondent must provide proof of third-party certification of appropriate training for all canines proposed for use on Spartanburg School District 3 property. Canines must be certified in the detection of the following:
 - Illegal and controlled substances.
 - Weapons.

SPARTANBURG COUNTY SCHOOL DISTRICT 3
REQUEST FOR PROPOSAL – GENERAL SPECIFICATIONS

9. Please provide proof of third-party certification of appropriate training for detection of the following, if such capability exists:
 - o Bombs & explosives.
10. Respondents will provide written assurance that its canines have not been trained as attack dogs or otherwise trained in a manner which could place the safety and health of Spartanburg School District 3 students or staff in jeopardy.
11. Respondents shall note any differences in detail on an attachment between RFP specifications and RFP response. Spartanburg County School District 3 reserves the right to consider such exceptions before awarding the contract.
12. The effective date of the proposed contract must be **July 1, 2021** unless otherwise directed by the District.
13. The financial condition of the company or companies shall be subject to the review and approval of the District.
14. Under the provisions of the South Carolina Freedom of Information Act, all proposals become public information after the opening unless it is requested that the Trade Secrets Clause of the FOIA be enforced.
15. It is the desire of Spartanburg County School District 3 to award the entire Canine Drugs & Weapons Detection scope of services to one respondent.
16. Proposals submitted to or received by Spartanburg County School District 3 shall impose no liability or obligation upon Spartanburg County School District 3 and Spartanburg County School District 3 reserves the right to request future proposals at its discretion.
17. Spartanburg County School District 3 reserves the right to cancel this RFP; to reject any or all proposals; to waive any irregularities in a proposal; and to accept that proposal or combination of proposals which, in its judgment, is the most favorable to Spartanburg County School District 3.
18. In reviewing the proposals and awarding the contract for canine drug and weapons detection services, Spartanburg County School District 3 reserves the right to consider all elements related to the RFP, including, but not limited to, the financial condition of the prospective company or program; the quality and quantity of references and work history provided; the level of certification of the company and canines; the responsibility and experience of the respondent, its agents, and representatives; and the services to be provided by the company, the respondent, and its agents or representatives.
19. Spartanburg County School District 3 will make every attempt to reply to reasonable information requests. Any discrepancies in or omissions from these specifications or questions regarding their meaning should be reported to J. Greg Mack, Assistant Superintendent for Finance & Operations, Spartanburg County School District 3, via electronic mail at gmack@spartanburg3.org. The District will attempt to answer requests, questions or comments within a reasonable period of time and will send copies to all prospective respondents of record.

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REQUEST FOR PROPOSAL – GENERAL SPECIFICATIONS**

20. Proposals may be withdrawn up to the time of the opening upon written notice to Spartanburg County School District 3, but no respondent shall withdraw his/her quote within 30 days following the actual opening thereof.
21. Each respondent must comply with all requirements of law pertaining to contracts with Spartanburg County School District 3.
22. No other District personnel or representative of the District shall be contacted regarding this solicitation during the solicitation process. Respondents that violate this requirement will have their proposals rejected.
- 23. The respondent shall provide records of any governmental or client litigation, including any debarments, related to the respondent or its affiliates.**

**SPARTANBURG COUNTY SCHOOL DISTRICT 3
SPECIFICATIONS**

Canine Drug & Weapons Detection Services

Information Provided

- General specifications and specific qualifications required of Respondents.
- Due date of Proposal.
- Proposal Form to include specific school names, grade levels, and desired number of visits.
- Evaluation criteria.

Information Requested

- At a minimum, the District must be provided with ample evidence that all requirements iterated in Items 1-23 under General Specifications have been met. This may include but is not limited to:
 - Certificate of Insurance outlining limits of coverage that meet or exceed the limits outlined under Item 4.
 - Copies of certificates, licenses, or any current organization memberships which would speak to the requirements outlined under Items 5, 6, 8, & 9.
 - Complete reference information as outlined under Item 7.
 - Any additional edifying information the respondent deems appropriate to address evaluation items as outlined under Item 18 and the attached Evaluation Criteria and Scoring Sheet.
- Completed Proposal Form.
- Completed Respondent Information and Certification.

**SPARTANBURG COUNTY SCHOOL DISTRICT 3
PROPOSAL FORM**

Canine Drug & Weapons Detection Services

<u>School / Grade Level</u>	<u># of Visits</u>	<u>Cost per Visit</u>	<u>Total Cost</u>
Broome High School / (9-12)	12	_____	_____
Daniel Morgan Tech Ctr./ (9-12)	5	_____	_____
Clifdale Middle / (6-8)	5	_____	_____
		Total:	_____
		Additional High School Visit Unit Price:	_____
		Additional Tech Center Visit Unit Price:	_____
		Additional Middle School Visit Unit Price:	_____

Contract will cover an initial one-year term commencing July 1, 2021 and will be renewable annually beyond the initial term at the discretion of the school district and by mutual agreement.

Submitted by: _____

Title: _____

Date: _____

**SPARTANBURG COUNTY SCHOOL DISTRICT 3
EVALUATION SHEET**

EVALUATION CRITERIA:

- | | | |
|------|------------------------------------------------------------------|-----|
| I. | Cost of proposed Canine Drug & Weapons Detection Services: | 30% |
| II. | Quality of documented certifications for company and canines: | 30% |
| III. | Quality and quantity of current references from similar clients: | 20% |
| IV. | Experience of company, staff, and canines: | 20% |

Scorecard:

Cost of proposed Canine Drug & Weapons Detection Services: _____ / 30%

Notes: _____

Quality of documented certifications for company and canines: _____ / 30%

Notes: _____

Quality and quantity of current references from similar clients: _____ / 20%

Notes: _____

Experience of company, staff, and canines: _____ / 20%

Notes: _____

Overall Score: _____

Notes: _____

