



**Williamsburg County
School District**

Invitation for Bid

Solicitation Number: WCSD202021-8
Date Issued: March 22, 2021
Director: Michael R. Barrineau
Phone: 843-355-5571 Ext 6133
E-Mail Address: mbarrineau@wcsd.k12.sc.us

DESCRIPTION: Williamsburg County School District will receive sealed bids for a uniform rental and service agreement.

The Term "Offer" Means Your "Bid" or "Proposal". All offers must be submitted in a sealed package. . BIDS must be submitted in sealed envelopes with the bid number clearly marked "Bid No. WCSD202021-8" on the outside of the envelope for easy identification by the Procurement Officer.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

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

PHYSICAL ADDRESS:

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

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

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

CONTRACT PERIOD: 3 years (July 1, 2021 – June 30, 2024)

CONFERENCE TYPE: **None required**
 DATE & TIME:

LOCATION:

AWARD &
 AMENDMENTS

Intent to award will be posted no later than May 18, 2021. The award, this solicitation and any amendments may be posted at the following web address: <https://vrapp.vendorregistry.com/Bids/Manager/BidsList?MenuItem=Solicitations>

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" and "Electronic Signature" provisions.)

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

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

(Return Page Two with Your Offer)

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

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

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

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	___ Calendar Days (%)
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Sealed BIDS will be received by 10:00 am on May 12, 2021, in the Offices of the Williamsburg County School District at 500 N. Academy Street (Maintenance Office), Kingstree, South Carolina 29556.

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

BIDS must be submitted in sealed envelopes with the bid number clearly marked “**Bid No. WCSD202021-8**” on the outside of the envelope for easy identification by the Procurement Officer. **Williamsburg County School District Sealed Bids** may be hand delivered to the address noted above. Any bids received later than the specified time will not be accepted/considered. The District will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Bids submitted by mail, Federal Express, United Parcel Service, etc. must meet these same requirements and shall be addressed to:

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

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

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

INSTRUCTION TO BIDDERS

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

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

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

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

PROTEST: Any actual or prospective vendor, bidder, or contractor who is aggrieved in connection with the solicitation or award of a contract may formally protest to the Finance Director. The protest shall be submitted in

writing within seven (7) days after such aggrieved person or party knows or should have known of the facts giving rise thereto.

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

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

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

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

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

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

TAXES

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

BID AWARD

Bids will be received until 10:00 am and will be opened at 12:00 noon on May 12, 2021. Please include bid invitation and vendor sheet.

CRITERIA FOR AWARD

Bid will be awarded to the lowest responsive and responsible bidder.
Bid will be awarded by end of day, May 18, 2021.

AWARD TO ONE OFFEROR

Award will be made to one Offeror.

INFORMATION FOR BIDDERS

General Requirements

This contract will be established for the Williamsburg County School District including the office of Facilities Management, the office of Internet Technology and custodial staff of all district schools (each hereafter referred to “District”). The offices of The District requiring uniforms are Facilities Management (Maintenance), the IT department, and custodial staff at all district facilities. The District believes that the uniforms that are provided to their staff should always project the positive image of a clean and well-organized operation with a reputation for delivering quality, professional services. As such, The District is desirous of entering into a uniform service agreement with a company who will meet all performance obligations at or above the quality level specified. The following requirements have been established for The District to furnish and maintain new uniforms for approximately 44 employees. Uniforms are to be furnished with required patches affixed to the garments as specified below.

A. Uniform Specifications – General

ALL UNIFORMS FURNISHED AT THE BEGINNING OF THE CONTRACT SHALL BE NEW AND UNUSED.

1. Cost for Agency logo emblems and employee names shall be **included** in the rental price for uniforms. There shall be no additional charges for supplying the emblems or attaching them permanently to the uniforms.
2. Quantities given are subject to change during the course of the contract. Any required minimum quantities for specific pricing ranges should be provided by the bidder.
3. Both men’s and women’s line of pants and shirts are to be available for all teams.
4. All teams require an option to select short or long-sleeved work shirts at no additional cost to District.
5. Pricing for uniforms in both 100% cotton and Polyester/Cotton Blends with detailed fabric specifications included.
6. The contractor shall furnish and affix patches for all garments as determined by District. Details for the patches and their placement on the uniform are specified below.
7. Following each cleaning cycle and before delivery to District, Contractor shall visually inspect each uniform to verify that it is of good general appearance, at a minimum, that there are no broken buttons, zippers, fraying, tears or stains and shall repair, or replace, as necessary, any identified defect prior to delivering cleaned uniforms to District. Uniforms to be replaced shall be replaced in accordance with the terms of this contract and replacement previously approved by District.

B. Uniform Specifications by Item

All items that are of a Navy Blue color, should be the same shade of Navy Blue color.

Industrial Work Shirts

1. Solid color Light Blue
2. Long sleeve and short sleeve
3. Polyester/Cotton blend (65% Polyester minimum) and 100% cotton – two options

Industrial Work Pants

1. Solid color Navy Blue and Black
2. Long industrial pants

3. Polyester/Cotton blend (65% Polyester minimum) and 100% cotton – two options

Industrial Work Skirts

1. Solid color Navy Blue
2. Long industrial skirts
3. Polyester/Cotton blend (65% Polyester minimum) and 100% cotton – two options

Knit Shirts

1. Solid color Black (see uniform requirements by team)
2. Polo style
3. Long sleeve and short sleeve
4. Polyester/Cotton Blend (65% Polyester minimum) and 100% cotton- two options

Executive Pleated Pants

1. Solid color Khaki
2. Pleated front
3. Polyester/Cotton Blend (65% Polyester minimum) and 100% cotton – two options

Executive Shirts

1. Solid color Navy Blue
2. Long sleeve and short sleeve.
3. Polyester/Cotton blend (65% Polyester minimum) and 100% cotton – two options

Uniform Jacket with Zip-Out Liner*

1. Navy blue color (same as industrial work pants)
2. Jacket should have zipper with pockets, button or elastic cuffs and waistbands are acceptable.
3. Polyester/Cotton blend (65% Polyester minimum) and 100% cotton (fire resistant material) option for all jacket materials.

Fire Resistant Coveralls (Minimum ARC Rating of 8) *

1. Navy blue in color
2. Pencil stall, side vent openings, sized to be worn over clothes
3. Material must be fire resistant - **Minimum Arc Rating of 8 is Required**
4. Content - 100% Cotton
5. IF ANY PORTION OF THE GARMENT IS NOT AVAILABLE IN FIRE RESISTANT MATERIAL (EX. COLLAR, CUFFS, POCKETS) - IT IS TO BE REMOVED

**Item(s) will need to be laundered but not every week.*

C. Uniform Specifications by Team

Current average employee counts:

Custodial Services: 25

IT: 2

Facilities Maintenance: 8

Administration: 2

Facilities Maintenance Team and Custodial Services Team:

1. Maintenance/Custodial Employees

The contractor will provide eleven (11) pairs of navy blue industrial work pants or eleven (11) navy blue industrial work skirts, as selected by employee, eleven (11) short or long sleeve light blue industrial work shirts, as selected by employee, and two (2) navy blue jacket with a zip-out liner to each employee (one (1) coverall may be substituted for one (1) jacket).

IT Team:

1. IT Employees

The contractor will provide eleven (11) pairs of black industrial work pants eleven (11) black long or short sleeve knit shirts, as selected by employee, and two (2) black jacket with a zip-out liner to each employee.

Administration Team:

The contractor will provide eleven (11) pairs of khaki executive wear pants, eleven (11) long or short sleeve navy blue executive shirts, as selected by employee and two (2) jackets with a zip-out liner to each employee

Additional Specifications

1. Initially, measuring for new uniforms shall be done by the Contractor at the designated delivery locations of the employee(s). The Contractor shall visit each location to individually measure all personnel for whom garments will be ordered. Measuring will include physical measurements taken by the Contractor and “trying on” of sample garments of the exact type and size that the employee will be ordering. It is the responsibility of the Contractor to provide a sufficient number of sample uniforms whenever measurements are taken. Every employee must be measured by Contractor and/or try on garments. All employees must be measured; it is not acceptable for employees to write down or state their current size.
2. The District will publish a schedule for all employee participants to be measured to prevent multiple trips by the Contractor.
3. Measuring of new employees hired following the first delivery of uniforms will be performed by District. Accordingly, the awarded Contractor will provide samples in all sizes and types for District to have on hand to use for the measuring.
4. Measurements for the initial rental must be completed within four (4) weeks of award going final. Scheduling for measurements will be arranged by District authorized personnel and the Contractor. Delivery of all new uniforms to the employee’s location shall not be later than July 1, 2021.
5. Service for new employees hired following the first delivery of uniforms under this contract can be either new or gently used uniforms with no visible stains, rips, fraying or tears. Delivery for subsequent orders after the initial order will be 2 weeks for standard garments and 4 weeks for oversized garments. Oversized garments are defined as sizes exceeding XXXL in shirts and waist sizes of 50” & up in pants. Admin reserves the sole right to accept or reject the used uniforms, based upon condition, and require new uniforms. Any charges for replacement uniforms must be approved in advance by the Admin Contract Administrator.

Pick-Up and Delivery

*****CONTRACTOR SHALL EXPLAIN AS PART OF THEIR RESPONSE THE METHOD TO BE USED TO DOCUMENT AND ACCOUNT FOR UNIFORM QUANTITIES DELIVERED AND PICKED-UP.**

1. The pick-up and delivery schedule will be established as mutually agreed by contractor and each facility. All pick-ups and deliveries should be made between 8 am and 4 pm, Tuesday through Thursday. At a minimum, uniforms to be laundered are to be picked up from facilities once per week. Normally, uniforms picked up one week shall be cleaned and returned to the facility the following week. The particular pick-up and delivery dates will be coordinated with the designee for each facility. The pick-up day and the delivery day will be the same every week. The facility designee should be notified of any change to the pick-up or delivery schedule in writing two weeks prior to the change.
2. All uniforms shall be delivered **wrinkle-free** on hangers.
3. At the time of pick-up and delivery, the Contractor is to perform an individual count of garments collected and provide documentation to the facility designee of that count. A copy of the documentation will be matched with the delivery count the following week. Any garments lost by the Contractor will be replaced at the following delivery by the Contractor at no cost. The Contractor will be responsible for identifying each garment and ensuring that it is returned to the same user.
4. The Contractor may choose to use a bar coding system to identify to whom uniforms are assigned. All employees should also be able to identify their own garments, including zip-out liners. The original service date of the garment should be identifiable. At a minimum the Contractor shall be able to provide a listing of all uniforms issued and the original service date at no charge to the District as requested. Facility designees will notify the Contractor of employees that no longer work for District and will be responsible for unreturned uniforms from employees.
5. If items are picked up by the Contractor for cleaning, but not returned, there will be no charge for the items not returned on the following delivery.

Variation in Pick-Up

Should a pick-up be missed by the Contractor, for whatever reason, a credit in the amount of the bid price for garments included in the missed pick-up shall be applied to the next invoice. Additional delivery and pick-ups not necessitated by Contractor's missed pick-up, may be arranged at the District request and billed at the specified bid prices.

Agency Logo/Team Name and Employee Name

Industrial Shirts/Jackets/Coveralls:

1. Department/Facility Name, over left breast - 2" (H) x 4" (L): A white patch with the navy embroidered shall be affixed over the left breast pocket. The patch with the District/Facility name shall be affixed on the left front side of the jackets. The patch must be embroidered in navy and consistent for all employees. Placement must be consistent for all uniforms. The patch size should be the standard size for uniform rentals, but no larger than 4 1/2" wide and 2 1/2" in height.
2. Persons name, over right breast - 1 3/8" (H) x 2 3/8" (L): A white patch with the employee's name embroidered with navy blue thread shall be affixed on the right front side of the following garments: industrial work shirts, coveralls, and jackets. Placement must be consistent for all uniforms. The name patch size should be the standard size for uniform rentals, but no larger than 4 1/2" wide and 2 1/2" in height. All name variations shall be approved by the designee of the applicable Division designee.

Administration/Knit Shirts:

1. For administration and knit style shirts, the logo is required to be embroidered with gold or white thread directly on the knit shirt. The design dimensions for the embroidered logos on the knit shirts should be 1 1/4“(H) x 2 3/4” (W). No employee name is required for knit shirts.
2. Shrinkage must be minimal and materials must be certified washable and dry cleanable.

Uniform Maintenance

1. **All garments will remain the property of the contractor at all times.** As such, the contractor is responsible for any minor repairs (i.e. tears, holes, fraying, discoloration, missing buttons, etc.) and replacement of worn uniforms, at no cost to District.
2. All garments shall be kept in a good and serviceable condition. At such time that the Agency declares a garment(s) unusable, the Contractor shall replace the garment(s) with acceptable used or new. Any fees associated with replacement of uniforms must comply with this contract. For fire retardant coveralls, the Contractor must inspect each coverall for fire retardant effectiveness when they are turned in for cleaning. **If a coverall loses its fire retardant effectiveness is must be replaced immediately.**
3. Missing buttons, rips, tears, and other damage that can be repaired shall be accomplished on a weekly basis prior to delivery. Uniforms shall be inspected by the Contractor prior to being returned to employees to ensure that the garments are fit for use. Employees should not be required to call to the Contractor’s attention the need to repair. However, “hard to find” and “over-looked” repairs shall be identified by District using a Contractor’s identification method such as a repair tag supplied by the Contractor placed on the garment. All repaired or replacement uniforms shall be delivered to Facility designee separately from laundered uniforms. If the employee does notify the Contractor of the need for repair and the Contractor does not return the garment(s) repaired, District shall withhold payment for said garments until such time as the repair(s) are accomplished. There shall be no additional charge for normal repairs (such as zippers, buttons, seam tears, loose patches, worn collars etc.) which repairs shall be included in the monthly fee. The successful Contractor will make all repairs in a good workmanship manner, to the satisfaction of Facility designee.

Repairs shall be made in accordance with the following instructions:

1. Tears and rips may be repaired without cloth backing if completed closure can be made.
2. If fabric is missing, a patch, which matches the garment in color, shall be used to replace missing material and/or reinforcement material.
3. Repairs will be made to the crotch area.
4. Broken zippers will be repaired or replaced with equivalent quality.
5. Broken, bent, or missing buttons will be replaced with equivalent quality.

Uniform Replacement

1. Replacements of uniforms that are worn out or that are not presentable to the public will be replaced at the Facility designee’s request. District has sole discretion to determine if a uniform is worn and needs to be replaced.
2. The Contractor should also replace garments that do not pass their inspection and that cannot be repaired. Any charges for these replacement uniforms must be in accordance with the lost/replacement charge policy outlined below.

3. All garments considered unsightly due to mending, stains, rips or excess wear shall be replaced with garments of the appropriate size that are free of visible stains, tears, rips or excess wear. These alterations and/or replacements should be completed and returned within a two (2) week period and should be returned clean and with appropriate patches in place. Failure of the Contractor to repair or replace garments to a satisfactory condition shall be cause to withhold payment of the next invoice until repair is accomplished.
4. There shall be no charge for the replacement of garments that have become threadbare or worn out from normal usage.
5. There shall be no charge for the replacement of garments that have been in rotation for more than two (2) years.
6. If the Contractor delivers an item to the wrong location and the garment is not recovered at its original location, the Contractor is responsible for its replacement

Lost or Damaged Garments:

1. The Contractor shall be required to provide a count on all garments picked up on site which must be verified by a Facility designee. This summary shall be provided for all garments whether picked up or delivered. Soiled and cleaned garments are to be delivered and picked up at a designated common area only within each of the designated pick-up and delivery locations. **Contractors are to provide a sample of count sheets with initial response to this solicitation.**
2. Garments supplied by the Contractor under this contract are the property of the Contractor. The Contractor will notify District of any proposed lost or missing items by the next business day, close of business. If Contractor claims garment losses by a Facility, the Contractor will notify the Facility designee within 5 business days. Facility designee will assist with the recovery and there will be no charges for proposed lost garments until facility has been given 5 additional business days to recover uniforms. Any uniforms recovered after District has been charged for a loss will be subject to a full credit from the contractor. **At no time will charges for lost or missing garments prohibit, delay or suspend regularly scheduled services.**
3. District will assume responsibility for any documented losses where the loss has been proven to occur while the garment was in the custody of a Facility employee. Payment for said garments shall be based on the loss/replacement fee schedule agreed upon.
4. Invoices for damaged uniforms will only be paid when it is proven that the uniform was damaged through negligence of the Facility employee. The nature of a “work” uniform suggests hard use and accelerated wear of the garments. Therefore, it is the position of District that staining will occur in the normal wearing of a work uniform and replacement with a new uniform is a normal consequence. For instance, mechanics will have oil stains on their uniforms. District will not pay for this “damage” because it occurred in the normal wearing of the work uniform.

Lost/Replacement Charges

Invoicing for lost or damaged garments shall be itemized or on a separate invoice submitted to the applicable Division designee. All fees for lost, damaged or replacement garments must be charged at rate quoted in your bid response and approved in advance by an District designee. Approval will be indicated by initials or signature on delivery receipt that clearly states all charges to be incurred for lost/replacement fees. The receipt must be specific and detailed. General statements that charge for loss or damaged garments without details of garment type, quantity, and personnel involved, shall not be considered and will not be paid. Authorization by a District designee on an electronic device is also acceptable.

Cleaning Requirements

1. Garments submitted for cleaning shall be laundered to the highest industry standards with detergents, hung on hangers and returned to each employee wrinkle-free. **No starch or similar product is to be used.**
2. Workmanship shall be of first class commercial quality to produce clean, dry, uniforms of good general appearance. Servicing shall be performed with handiwork, cleaning substances, and heat conditioning determined to promote extended serviceability of the uniforms.
3. All wastewater treatment and disposal shall be made in compliance with all applicable laws and regulations. There shall be no additional surcharges for wastewater treatment.
4. Not all employees will turn in their uniforms for cleaning but instead prefer to launder themselves. Vendor will still be responsible for repairs needed to those uniforms and replacement when needed.

Adjustment of Services

The District reserves the right to adjust the size, number of uniforms, frequency of delivery and pick-ups or number of locations as may be deemed necessary during the contract period. The unit price from the bid schedule shall be utilized to determine the change in contract price resulting from adjustments in service.

Acceptance Evaluation

The services provided will be subject to inspection by District. All work not in accordance with the specifications will be corrected within 24 hours after notification of a deficiency. It is understood that additional time may be required for providing new garments or unusual sizes but in no event will this time exceed 1 week for standard garments and 4 weeks for oversized garments.

Vacations, Extended Sick Leave or Other Absences:

No charge shall be made for an employee on extended sick, vacation or other leave of more than three (3) weeks. If an employee is to be gone for an extended leave, facility designee will notify the Contractor's representative of such extended leave and no charges shall be incurred during the time of such employee's absence. Facility designee will thereafter notify Contractor's representative when such employee has returned to work and charges shall resume.

Holidays:

If a location's normal pick up/delivery day falls on a District holiday, pick up/delivery will fall to the previous or next business day. It is the Contractor's responsibility to know and plan for district holidays. Contractor shall notify Admin designee two weeks in advance as to the revised pick-up/delivery date. See appendix for a list of District holidays

Natural Disasters/Emergency:

In the event a natural disaster or other emergency prevents regular delivery of uniforms. Contractor will coordinate with the Division designees to deliver uniforms as soon as possible. District will not be charged until delivery is resumed.

Bid Prices:

Prices are to be quoted as a total cost per employee, per week and are to include all applicable costs such as: rental, creation of identification emblems, attachment of identification emblems to uniforms, embroidery, cleaning, repair, alterations, measuring, packaging, hangers, wastewater treatment, and weekly deliveries. No preparation or other charges or fees shall be assessed to the agency for new employee uniforms. No fuel surcharges shall be assessed.

Invoicing and Payments

Contractor shall submit one invoice per delivery location which itemizes the number and cost of each garment by employee and is subtotaled by week.

The District shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the District. (b) Unless otherwise provided herein, including the purchase order, payment will be made by check mailed to the payment address on "Page Two."

Invoices should include the following information:

1. a unique invoice number
2. the contract and purchase order number
3. company name, address and contact information
4. name and address of the division to whom the invoice belongs
5. a clear description of what you are charging for
6. the date the goods or service were provided (supply date)
7. the date of the invoice
8. the amount(s) being charged
9. tax amount if applicable
10. the total amount owed
11. Contractor's route number for each delivery location

Payment for services will be authorized by the appropriate division at least monthly after receipt of invoice.

DELIVERY/PERFORMANCE LOCATION

After award, all pick-up and deliveries shall be made and all services provided to the following addresses, unless otherwise specified:

<p>C. E. MURRAY HIGH SCHOOL 222 C. E. Murray Blvd., Greeleyville, SC 29056</p>	<p>DISTRICT OFFICE ANNEX 500 North Academy St., Kingstree, SC 29556</p>
<p>GREELEYVILLE ELEMENTARY SCHOOL 7 Varner Avenue, Greeleyville, SC 29056</p>	<p>HEMINGWAY CAREER AND TECHNOLOGY 1593 Hemingway Highway, Hemingway, SC 29554</p>
<p>HEMINGWAY ELEMENTARY SCHOOL 160 Baxley Road, Hemingway, SC 29554</p>	<p>HEMINGWAY MIDDLE/HIGH SCHOOL 402 S. Main St., Hemingway, SC 29554</p>
<p>KENNETH GARDNER ELEMENTARY SCHOOL 1503 Woodland Drive, Kingstree, SC 29556</p>	<p>KINGSTREE MIDDLE MAGNET SCHOOL 710 THIRD Avenue, Kingstree, SC 29556</p>
<p>KINGSTREE SENIOR HIGH SCHOOL-EAST 615 Martin Luther King Avenue, Kingstree, SC 29556</p>	<p>KINGSTREE SENIOR HIGH SCHOOL-WEST 616 Martin Luther King Avenue, Kingstree, SC 29556</p>
<p>W.M. ANDERSON PRIMARY SCHOOL 500 Lexington Avenue, Kingstree, SC 29556</p>	

Bids will be received by the Williamsburg County School District herein called the Owner, at Williamsburg County School District, 500 N. Academy Street, Kingstree, South Carolina until 10:00 am, May 12, 2021 then and there at said office to be publicly opened and read aloud at 12:00 noon. Each Bid must be submitted in a sealed envelope, addressed to:

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

Each sealed envelope containing a BID must be plainly marked on the outside as BID for **Williamsburg County School District Uniform Rental and Service - WCSD202021-8**, and also bear on the outside, the name of the BIDDER, his/her address, and the name (**Bid No. WCSD202021-8**) of the project for which the BID is submitted. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the **OWNER at same address as above marked as indicated.**

ATTACHMENTS TO SOLICITATION –

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

SEALED BID – DO NOT OPEN
Solicitation No: WCSD202021-8
WCSD DISTRICT Uniform Rental and Service



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

SUBMITTED BY: _____

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



WCSD VENDOR INFORMATION

VENDOR NAME: _____

PROJECTED DELIVERY DATE: _____

BID NO: _____

Authorized Name: (Print) _____

Authorized Signature: _____

Email: _____

Title _____

Date Signed: _____