

	Fort Mill School District	Solicitation Number:	#19-043
	Request for Quotes	Date Issued:	May 12, 2020
		Procurement Specialist:	Angela Queen
		Phone:	(803) 548-2527
		E-Mail Address:	queena@fortmillschools.org

DESCRIPTION: Countertops, Sinks, Fixtures, & Mirrors at FMHS – IDC Vendors ONLY

Submit your offer on-line at the following web address:
<http://www.fortmillschools.org/departments/procurement/> , under “Current Bids and RFP’s”

SUBMIT YOUR SEALED OFFER ON-LINE or TO EITHER OF THE FOLLOWING ADDRESSES:	
MAILING ADDRESS: Due to the Coronavirus, our entire District is closed. No mail, UPS, or FedEx packages are being delivered on a timely basis. You MUST submit online.	PHYSICAL ADDRESS: Due to the Coronavirus, our entire District is closed. There is no one at the front desk to take packages, mail, or visitors w/ packages. You MUST submit online.

SUBMIT OFFER BY: **Thursday, June 11, 2020 at 10 am – bid opening will be conducted via video recording and posted to**
https://www.fortmillschools.org/departments/procurement/bid_openings

QUESTIONS MUST BE RECEIVED BY: **Wednesday, June 3, 2020 at 5 pm** (See “Questions From Offerors” provision)

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

CONFERENCE TYPE: MANDATORY DATE & TIME: By Appointment ONLY -no later than June 2, 2020 at 3 pm	LOCATION: Please call Jay Taylor, Director of Maintenance, at 803-230-9228.
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AWARD & AMENDMENTS	Award will be posted on or around June 15, 2020 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.fortmillschools.org/departments/procurement/
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" and "Electronic Signature" provisions.)

NAME OF OFFEROR <small>(full legal name of business submitting the offer)</small>	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 <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>	
TITLE <small>(business title of person signing above)</small>		
PRINTED NAME <small>(printed name of person signing above)</small>	DATE SIGNED	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>

OFFEROR'S TYPE OF ENTITY: (Check one) <small>(See "Signing Your Offer" provision.)</small>		
<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)

PAGE TWO

(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) <hr/> Area Code - Number - Extension Facsimile <hr/> E-mail Address
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PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause) ___ Payment Address same as Home Office Address ___ Payment Address same as Notice Address (check only one)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses) ___ Order Address same as Home Office Address ___ Order Address same as Notice Address (check only one)
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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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Minority Participation: Are you a SC Certified Minority Vendor <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, SC Certification # _____ Are you a Non SC Certified Minority Vendor <input type="checkbox"/> Yes <input type="checkbox"/> No	
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End of Page Two

I. SCOPE OF SOLICITATION

ACQUIRE SERVICES & SUPPLIES / EQUIPMENT (JAN 2006): The purpose of this solicitation is to acquire services and supplies or equipment complying with the enclosed description and/or specifications and conditions.

III. SCOPE OF WORK / SPECIFICATIONS

Fort Mill School District is in need of a contractor to remove and replace existing countertops, sinks, faucet fixtures, and mirrors in the following locations of Fort Mill High School:

- Sports and Physical Education locker rooms.
- Auditorium Basement Boys' and Girls' Changing Rooms
- Baseball Field Concession Stand – Countertops **ONLY**

For the Sports and Physical Education locker rooms and Auditorium Basement Boys' and Girls' Changing Rooms:

- Require countertops in locker rooms and changing rooms be a commercial grade material with back splashes and have multi basin options for 2 or 3 sinks. Size, style, color, and number of sinks will be discussed at the site visit appointments. Please see examples below of the types of counters and sinks we are requiring.



- Countertops will need to be capable of holding weight of student or students if they should sit on the countertop, countertops **will not** have cabinets under them.
- Faucets are to be Delta Commercial Chrome 1-handle Single Hole and can be found at Lowe's Model #87T105.
- Contractor will caulk, putty, and seal around all sink basin mating surfaces, drain mating surfaces, and all backsplash, countertop, and wall mating surfaces.
- Require contractor to remove any existing mirrors over the sinks/countertops in the athletic locker rooms, PE Locker Rooms, and the Auditorium Changing Rooms, and replace with durable commercial grade, size appropriate mirrors.

For the Baseball Field Concession Stand:

- Baseball Field Concession Stand **Counter ONLY** – Require existing roll-up window counter be replaced with a stainless steel countertop.
- Contractor will caulk and seal around all countertop and wall mating surfaces.

For ALL work required at Fort Mill High School:

- Contractor to remove and dispose of all old countertops, sinks, fixtures and debris generated by project off site.
- Contractor will remove and dispose of, off site, all trash and debris created by project, and ensure that surrounding work areas are safe at all times.
- Contractor will ensure that school building can be secured at all times when workers or school employees are not present so as to provide for the utmost safety and security of our building and its staff and students.
- Exact work hours and times will be discussed once contract is awarded.
- Contractor is responsible for replacing or repairing any damage to Fort Mill School District Property caused by contractor's employees at no additional cost to the District.

IV. INFORMATION FOR OFFERORS TO SUBMIT

INFORMATION FOR OFFERORS TO SUBMIT – GENERAL (MODIFIED - MAR 2015): You shall submit a signed Cover Page and Page Two. Your offer should include 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 Part IX. Attachments to Solicitations. You should submit a summary of all insurance policies you have or plan to acquire to comply with the insurance requirements stated herein, if any, including policy types; coverage types; limits, sub-limits, and deductibles for each policy and coverage type; the carrier's A.M. Best rating; and whether the policy is written on an occurrence or claims-made basis.

- Signed Cover Page and Page Two of the Solicitation
- Bid Schedule, page 23
- Copy of your GC or GC-Specialty license, as required by SC LLR
- Certificate of Insurance (COI)
- Copy of Warranty to be provided
- Questionnaire
- List of Subcontractors
- Drug-Free Workplace Certification
- FMSD Substitute W-9

V. Bidding Schedule/Price-Business Proposal

Bidder Name: _____

School	Bid Price
Fort Mill High School	\$

Signature

Date

Print Name

Title

Fort Mill School District Four
Administrative Offices
2233 Deerfield Drive, Fort Mill, SC 29715



Solicitation #: 19-043

Date Issued: May 8, 2020

Procurement Specialist: Angela L Queen

Phone: (803) 548-8430

Fax: (803) 547-4696

E-Mail Address: queena@fortmillschools.org

This certification is required by the Drug-free Workplace Act, Section 44-107-10 et seq South Carolina Code of Laws (1976, as amended). The regulations require certification by Contractors/Vendors prior to award, that they will maintain a drug-free workplace as defined below. The certification set out below is a material representation of fact upon which reliance will be placed when determining the award of a contract. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of contract, or suspension or debarment from the right to submit bids or proposals for Fort Mill Schools.

For purposes of this Certification, “Drug-free Workplace” is defined as set forth in Section 44-107019 (1), South Carolina Code of Laws (1976, as amended). The aforesaid Section defines workplace to include any site where work is performed to carry out the Contractor’s/ Vendor’s duties under the contract. Contractor’s/Vendor’s employees shall be prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Drug-free Workplace Act.

By signing this document, the Contractor/Vendor hereby certifies that it will provide a drug-free workplace by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor’s/Vendor’s workplace and specifying the actions that will be taken against employees for violation of the prohibition;
- (2) Establishing a drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The Contractor’s/Vendor’s policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug violations;
- (3) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (1) above
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the contract, the employee will:
 - (a) Abide by the terms of the statement: and
 - (b) Notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than Five (5) Days after the conviction;

- (5) Notifying the using agency within Ten (10) Days after receiving notice under subparagraph (4) (b) from an employee or otherwise receiving actual notice of the conviction;
- (6) Taking one of the following actions, within Thirty (30) Days of receiving notice under subparagraph (4) (b) with respect to any employee who is convicted:
 - (a) Taking appropriate personnel action against the employee, up to and including termination; and
 - (b) Requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6) above.

Solicitation Number: 19-043

Project Name: Countertops, Sinks, Fixtures, & Mirrors at FMHS

Contractor/Vendor Name:

Address:

Authorized Representative Name/Title:

Signature: _____

Date: _____

Witness:

Note: This certification form is required for all contracts for a stated or estimated value of \$50,000 or more.

OFFEROR'S CHECKLIST – Avoid Common 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!
- 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.