

**INVITATION FOR BID
Facilities Maintenance and Asset Management**

Solicitation Number: B1912

Description: DISTRICT WIDE BOILER INSPECTIONS

Date: September 26, 2018

SUBMIT OFFER BY: OCTOBER 18, 2018 @ 2:00 PM

SUBMIT QUESTIONS BY: OCTOBER 10, 2018 by 2:00 PM

NUMBER OF COPIES TO BE SUBMITTED: 1 ORIGINAL AND 1 MARKED "COPY" AND ONE FLASH DRIVE

PROCUREMENT OFFICIAL CONTACT: Procurement Services
 Attention: Raymond B. Jenkins
 3999 Bridge View Drive
 North Charleston, SC 29405
 Phone: 843-566-8826
 Email: raymond_jenkins@charleston.k12.sc.us

**ALL REQUESTS FOR QUOTATIONS MUST BE SIGNED BY A COMPANY OFFICIAL
DULY AUTHORIZED TO BIND AN AGREEMENT FOR THAT COMPANY.**

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 ninety (90) calendar days after the Opening date.		
Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

AWARDS & AMENDMENTS: Awards will be posted at the Physical Address stated above. The award will be posted by **10/25/18**. The award, solicitation, and any amendments will be posted at the following website URL: <http://www.ccsdschools.com/cms/One.aspx?portalId=2973364&pageId=27429783>

ACKNOWLEDGEMENT OF AMENDMENTS: Offerors: Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors.

Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.
1	2	3	4	5	6	7
Initial	Initial	Initial	Initial	Initial	Initial	Initial

OFFEROR’S TYPE OF ENTITY: See Section VII Signing Your Offer & SWMBE Participation.

Small Women Minority Business Enterprise (Please Check appropriate boxes)

- | | |
|--|--|
| <input type="checkbox"/> MBE – Native American Owned | <input type="checkbox"/> Minority Owned Small Business Certified |
| <input type="checkbox"/> MBE – African American Owned | <input type="checkbox"/> Minority Owned Small Business Non-Certified |
| <input type="checkbox"/> MBE – Asian American Owned | <input type="checkbox"/> HUB Zone Small Business |
| <input type="checkbox"/> MBE – Hispanic Owned | <input type="checkbox"/> Small Business Certified |
| <input type="checkbox"/> Women Owned Small Business Certified | <input type="checkbox"/> Small Business Non-Certified |
| <input type="checkbox"/> Women Owned Small Business Non-Certified | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Minority Owned Small Business Certified | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Minority Owned Small Business Non-Certified | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Other _____ | |

The District shall receive all bids by **no later than 2:00 P.M. on the date shown on the Cover Page.**
 Important: **Clearly mark the outside of the envelope, box, or package with the following information.**

Solicitation Number: B1912 – DISTRICT WIDE BOILER INSPECTIONS

Proposals should be sent via United States Postal Service/hand delivered or courier service to:

Procurement Services
Attn: Raymond B. Jenkins
3999 Bridge View Drive
North Charleston, SC 29405

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1.0 SCHEDULE OF ACTIVITIES

Event	Date
1. Issuance of Invitation for Bid (IFB)	September 26, 2018
2. Question Submission	October 10, 2018
3. BID SUBMISSION DEADLINE & PUBLIC OPENNING Procurement Services 3999 Bridge View Drive North Charleston, SC 29405	October 18, 2018
4. Contract Award (estimate)	October 25, 2018

2.0 SCOPE OF SOLICITATION

Charleston County School District is seeking proposals from qualified firms to provide inspection and maintenance on boilers at District locations per the requirements of this Invitation for Bid (IFB).

This work includes furnishing all labor, materials and equipment necessary to accomplish internal and external inspections. The intent of this bid is to establish a contract for a period of one (1) year from the date of award, with the option to renew for four (4) additional one year periods. Total of Five (5) years.

3.0 INSTRUCTIONS TO OFFERORS

A. General Instructions

DEFINITIONS Except as otherwise provided herein, the following definitions are applicable to all parts of the solicitation. For additional definitions, see the terms and conditions below.

1. **Amendment** - means a document issued to supplement the original solicitation document.
2. **Board** - means the Charleston County School District Board of Trustees.
3. **Buyer** - means the Procurement Official.
4. **Change Order** - means any written alteration in specification, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties of the contract.
5. **Contract Modification** - means a written order signed by the Procurement Official, directing the contractor to make changes which the changes clause of the contract authorizes the Procurement Official to order without the consent of the contractor.
6. **Contractor** - means the Offeror receiving an award as a result of this solicitation.
7. **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.
8. **District** - means Charleston County School District.
9. **Offer** - means the bid, or proposal submitted in response to this solicitation. The terms "Bid" and "Proposal" are used interchangeably with the term "Offer."
10. **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."
11. **Page two** - means the second page of the original solicitation, which is label Page Two.
12. **Procurement Official** - means the person, or designee, identified as such on the Cover Page.
13. **Solicitation** - means this document, including all its parts, attachments, and any Amendments.
14. **Subcontractor** - means any person having a contract to perform work or render service to Contractor as a part of the Contractor's agreement arising from this solicitation
15. **You And Your** - means Offeror.

AMENDMENTS TO SOLICITATION (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:

http://www.ccsdschools.com/divisions/finance/contracts_and_procurement_office (b) Bidders 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.

AWARD NOTIFICATION Notice regarding the District's intent to award a contract will be posted at the location specified on the Cover Page (page 1) and page 2. The date and location of posting can be found in the Schedule and Activities section of the solicitation. If the contract resulting from this Solicitation has a total or potential value in excess of fifty thousand dollars, such notice will be sent to all Offerors responding to the Solicitation. For contracts with a total or potential value of one hundred thousand dollars or greater, notice of intended award of a contract must be given by posting the notice for ten days before entering into a contract and must be sent to all bidders responding to the solicitation.

BID ACCEPTANCE PERIOD In order to withdraw your Offer after the minimum period specified on the Cover Page, you must notify the Procurement Official in writing.

BID IN ENGLISH & DOLLARS Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the solicitation.

BID FORMS Bid Forms are included for your use. Only these Bid Forms shall be used; no other form is acceptable. Please indicate your firm's name on the Bid Forms and have it signed by a person authorized to do so. A cover letter on your corporate stationery should include any comment and/or information you feel may be pertinent to the evaluation of your bid. The prices specified in your bid must be F.O.B. Destination with all freight charges prepaid and allowed, if applicable. On the Bid Forms, please indicate the delivery time, after receipt of an order, for the service or materials on which you have bid. No hidden or undisclosed prices will be acceptable.

BID / PROPOSAL AS OFFER TO CONTRACT By submitting to the District a signed Bid and/or Proposal, you are offering to enter into a contract with Charleston County School District and agreeing to all terms and conditions provided herein. Your bid and/or proposal as well as the terms and conditions of this solicitation will become part of any contract created as a result of this solicitation. THEREFORE, ANY OBJECTION TO THE TERMS AND CONDITIONS CONTAINED HEREIN MUST BE ADDRESSED WITH THE DISTRICT PRIOR TO SUBMITTAL OF YOUR BID AND/OR PROPOSAL. SUCH OBJECTIONS MUST BE SUBMITTED IN WRITING AS DESCRIBED HEREIN FOR ANY INQUIRIES. 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.

BOARD AS PROCUREMENT AGENT (a) **Authorized Agent.** All authority regarding the conduct of this procurement is vested solely with the responsible Procurement Official. Unless specifically delegated in writing, the Procurement Official is the only District official authorized to bind the District with regard to this procurement. (b) **Purchasing Liability.** The Procurement Official acts on behalf of Charleston County School District pursuant to the Charleston County School District Procurement Code. Any contract awarded as a result of this procurement is between the Vendor and the District. The Board is not a party to such contract, unless and to the extent that the Board is a using District unit, and bears no liability for any party's losses arising out of or relating in any way to the contract.

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 a 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 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 purpose of this certification, means Officials; 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 Official 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), Offeror 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 Official may render the Offeror non-responsible.

(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 the District, the Procurement Official may terminate the contract resulting from this solicitation for default.

CODE OF LAWS AVAILABLE The Charleston County School District Procurement Code is available at http://www.ccsdschools.com/divisions/finance/contracts_and_procurement_office

COVENANT AGAINST CONTINGENT FEES The vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the vendor for the purpose of securing business. For breach or violation of this warranty, CCSD, shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

DEADLINE FOR SUBMISSION OF OFFER Any offer received after the Procurement Official or designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or mail room which services that purchasing office prior to the bid opening.

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.

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. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the District's attention.

ENTERING INTO CONTRACT The District shall not enter into or sign any agreement, contract or other document that conflicts in any way with the District's General Terms and Conditions and the requirements of this solicitation. Proposers should submit for review any agreement, contract or other document that the firm wishes the District to sign, with the proposal. Submittal of such agreement, contract or other document does not constitute an acceptance of any terms and /or conditions contained in such document. Agreements, contracts or other documents that infringe upon the rights of the District or are not in the best interest of the District shall be determined to be non-responsive. The rights and authority of such determination is reserved solely by the staff of the District's Contracts & Procurement Services Department. By Submitting a solicitation response, the proposer acknowledges that it has had the opportunity to inquire about the District's Procurement Code, this solicitation and other District policy.

ETHICS ACT By submitting an Offer, you certify that you are in compliance with South Carolina's Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee-Section 8-13-790, (b) Recovery of Kickbacks-Section 8-13-790m (c) Offering, soliciting, or receiving money for advice or assistance of public official - Section 8-13-720, (d) Use or disclosure of confidential Information-Section 8-1 3-725, and (e) Persons hired to assist in the preparation of specifications or evaluation of bids Section 8-1 3-1 150

IRAN DIVESTMENT ACT - CERTIFICATION: (a) The Iran Divestment Act List is a list published by the Authority pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm> (.) Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the District to award a contract to you. (b) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment

Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List.

NOTICES All contact should be directed to Raymond Jenkins, Facilities Procurement Supervisor. No company should contact District staff directly. All questions should be directed in writing to **Raymond Jenkins**. Email raymond_jenkins@charleston.k12.sc.us. Answers to any questions submitted will be sent to all companies via solicitation amendment.

OFFICE CLOSING If an emergency or unanticipated event interrupts normal District processes so that offers cannot be received at the District office 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 District's processes resume. In lieu of an automatic extension, an amendment may be issued to reschedule bid opening. If 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.

OMIT TAXES FROM PRICE Do not include any sales or use taxes in your price that the District may be required to pay. Any taxes in your bid that the district may be required pay, shall be provided as a separate line item.

PROPOSER'S QUALIFICATIONS Bids shall be considered only from bidders who are regularly established in the business called for and who in the judgment of the District are financially responsible and able to show evidence of their reliability, ability, experience, to render prompt and satisfactory service in the volume called for under this contract

PROTESTS Any prospective bidder, Offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen (15) days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, Offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten (10) days of the date notification of award is posted in accordance with the District's Procurement Code. A protest shall be in writing, submitted to the Director of Contracts and Procurement Services, 3999 Bridge View Dr., North Charleston, SC 29405, and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

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.

QUESTIONS FROM OFFERORS (a) Any prospective Offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. The Procurement Official must receive questions no later than five (5) days prior to opening unless otherwise stated on the Cover Page. 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. (b) The District seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Official, 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.

REJECTION/CANCELLATION The District may cancel this solicitation in whole or in part. The District may reject any or all proposals in whole or in part.

RESPONSIVENESS / IMPROPER OFFERS (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. While multiple Offers may be submitted as one document, Offeror is responsible for clearly differentiating between each separate Offer. If this solicitation is a Request for Proposals, each separate Offer must include a separate cost proposal.

(c) Responsiveness. Any Offer that fails to conform to the material requirements of the Solicitation may be rejected as non-responsive. Offers that 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 Official.

(d) Unbalanced Bidding. The District may reject an Offer as non-responsive if the prices bid are materially unbalanced between line items or sub-line 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.

RESTRICTIONS APPLICABLE TO OFFERORS Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the State Ethics Act. (a) After issuance of the solicitation, **You agree not to discuss this procurement activity in any way with any District employees, its agents or officials.** All communications must be solely with the Procurement Official. This restriction expires once a purchase order has been formed and may be lifted by express written permission from the Procurement Official. (b) **Unless otherwise approved in writing by the Procurement Officer, You agree not to give anything to any District employee, agent or official prior to award.**

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 is and has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

STATEMENT OF COMPLIANCE AND ASSURANCES By submitting a bid and signing the bid schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. It will be assumed that the service or materials you propose to provide conform(s) with all the provisions of the indicated specifications, unless you specifically note otherwise. In addition, this signature certifies that the firm or agency represented in the bid submitted complies with all applicable federal and state laws and regulations.

SUBMITTING CONFIDENTIAL INFORMATION For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contend contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act.

For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by 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. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected! If your response or any part thereof, is improperly marked as confidential or trade secret or protected, the District may, in its sole discretion, determine it non-responsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page 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 is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not 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. In determining whether to release documents, the District will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless the District, its Officials and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the District withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.)

Do not mark your "Cost Proposal/Bidding Schedule" Confidential.

SUBMITTING YOUR OFFER OR MODIFICATION (a) Offers and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by approved electronic means) - (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the bidder. (b) Each Offeror must submit the number of copies indicated on the Cover Page. (c) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper as prescribed in paragraphs (a)(1) and (2) of this provision when delivered to the office specified in the Solicitation. (d) Facsimile Offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. (e) Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

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. It is Charleston County School District's intent to contract with the successful bidder(s) by entering into a One (1) year agreement from the date of contract execution. An option to renew for four (4) additional one (1) year periods shall be provided if agreeable by both parties.

TERM OF CONTRACT – OPTION TO RENEW 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 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.

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.

B. Special Instructions

Bids are to be submitted on the Bid Proposal Form provided; enclosed in a sealed, opaque envelope bearing the name and address of the bidder, CCSD Identification Number of contract being bid and name of project. All bids must comply with the laws of the State of South Carolina.

1. **BOARD APPROVAL REQUIRED:** Any award is subject to prior approval by the Charleston County School District Board of Trustees.

2. **DISCUSSION WITH BIDDERS:** After opening, discussions may be conducted with apparent responsive bidders for the purpose of clarification to assure full understanding of the requirements of the invitation for bids. All bids, in the Procurement Official's sole judgment, needing clarification must be accorded that opportunity.

3. **OPENING PROPOSALS – PRICES NOT DIVULGED** In competitive sealed proposals, prices will not be divulged at opening.

4. **SUBCONTRACTOR APPROVAL:** All subcontractors must be pre-approved by CCSD.

5. NO PRE-BID CONFERENCE

4.0 **TERMS AND CONDITIONS**

A. **General Terms and Conditions**

GOVERNING TERMS AND CONDITIONS: Bids shall be submitted subject to the indicated Terms and Conditions, Bidder's terms and conditions of sale will not be considered. Bidder shall be deemed to have accepted CCSD Terms and Conditions by the submittal of a bid.

AFFIRMATIVE ACTION: The successful bidder 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.

COMPLIANCE WITH LAWS During the term of the Contract, Contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

COMPLIANCE WITH STATUTES: During the term of the contract, it shall be the Contractor's responsibility to ensure compliance with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

CONTRACT ADMINISTRATION: Questions or problems arising after award of this solicitation shall be directed to the Procurement Official at 3999 Bridge View Drive, North Charleston, SC 29405.

CONTRACT AMENDMENTS, MODIFICATIONS AND CHANGE ORDERS Any change orders, alterations, amendments or other modifications hereunder shall not be effective unless in writing and approved by the District and the vendor.

CONTRACT VIOLATION: Vendors who violate this contract will be considered in breach and subject to cancellation for cause. Vendors may be suspended or debarred from doing business with the District. Examples of vendor violations include, but are not limited to:

- Vendor adding items to the contract without approval,
- Vendor increasing contract price without approval,
- Misrepresentation of the contract to any District entity

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.

REQUIREMENTS FOR CRIMINAL BACKGROUND CHECKS: The Contractor must warrant that they will only assign employees who have passed a criminal background check to perform work under this contract. The background checks must demonstrate the worker has no convictions or pending criminal charges that would render the worker unsuitable for regular contact with children. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses.

CONTRACTOR SOLELY RESPONSIBLE FOR PERFORMANCE: The District will rely upon the Contractor for full, complete, and satisfactory performance under the terms and conditions of this agreement.

If the Contractor's services provided for hereunder include services, equipment, or materials supplied by a subcontractor, the Contractor must act as the prime Contractor for these items and assume full responsibility for performance hereunder. 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.

ENTIRE CONTRACT The contract, including the Best Value Bid, the Proposal, and any Purchase Order issued by District pursuant to the contract, shall constitute the entire contract between the parties, and no verbal information shall be a part hereof. Any changes made to the contract shall be in writing and accepted by both parties.

FORCE MAJEURE: The vendor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the vendor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the government in either its sovereign or contract capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather but in every case the failure to perform must be beyond the control and without the fault or negligence of the vendor. If the failure to perform is caused by default of a sub vendor, and if such default arises out of causes beyond the control of both the vendor and sub

vendor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the sub vendor were obtainable from other sources in sufficient time to permit the vendor to meet required delivery schedule.

GUARANTEE The vendor shall supply a guarantee for all workmanship for the equipment he/she is furnishing for a period comparable to the standards in the industry. When defects or faulty materials are discovered during the guarantee period, the vendor shall, immediately, upon notification by the District, process at his./her own expense, to repair or replace the same.

INDEMNIFICATION

1. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Charleston County School District, its agents, Board, officers and/or officials, employees and volunteers (hereinafter, the "Indemnitees") from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnify which would otherwise exist as to a party or person described herein.

2. In claims against any person or entity indemnified herein by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation herein shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. Further, any performance bond or insurance protection required by the contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the Indemnitees as herein provided.

3. The Contractor's indemnity obligations shall also specifically include, without limitation, all fines, penalties, damages, liability, costs, expenses (including, without limitation, reasonable attorneys' fees and court costs), and punitive damages (if any) arising out of, or in connection with, and (1) violation of or failure to comply with any law, statute, ordinance, rule, regulation, code or requirement of a public authority that bears upon the performance of this contract by the Contractor, a Subcontractor, or any person or entity for whom either is responsible, (2) means, methods, procedures, techniques or sequences or execution or performance of the services required, and (3) failure to secure and pay for permits, fees, approvals, and/or licenses related to performance of the contract by the Contractor, a Subcontractor or any person or entity for whom either is responsible.

4. The Contractor shall indemnify and hold harmless all of the Indemnitees from and against any costs and expenses (including reasonable attorneys' fees and court costs) incurred by any of the Indemnitees in enforcing any of the Contractor's defense, indemnity and hold-harmless obligations under this contract.

5. The Contractor shall further indemnify and hold harmless the Indemnitees from all suits or claims of any character brought by reason of infringing on any patent, trademark or copyright. Contractor shall have no liability to the Indemnitees if such patent, trademark or copyright infringement or claim is based upon the Contractor's use of materials furnished to the Contractor by an Indemnitee.

INSTALLATION Where equipment is called for to be installed under this bid, it shall be placed leveled and accurately fastened into place by the vendor. He/she shall be responsible for obtaining dimensions and other such data which may be required to assure exact fit to work under another contract or as intended by the District. The vendor shall be responsible for providing an appropriate amount of lead-in for equipment requiring electrical, water or other basic service. The District will normally be responsible for bringing the appropriate service to the lead-in. the vendor shall completely remove from the premises all packaging, crating, and other litter due to his/her works. He/she shall also be responsible for the cost of repair of any damage to existing work which is caused by him/her during the installation of his/her equipment.

INSURANCE

1. The Contractor shall provide General Liability and other Insurance as listed herein. The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in South Carolina such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the Contractor's operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a

Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Type of Insurance

Workers Compensation, Applicable Federal and Employer’s Liability

1. State	Statutory
2. Applicable Federal	Statutory
3. Employer’s Liability	\$100,000 per accident
	\$500,000 disease, policy limit
	\$100,000 disease, each employee

Federal Liability Insurance including completed operations and product liability covers:

1. General Aggregate	\$1,000,000
(Except Products – Complete Operations):	
2. Products – Completed Operations Aggregate:	\$1,000,000
3. Personal and Advertising Injury (Per person/organization):	\$1,000,000
4. Each Occurrence (Bodily Injury and Property Damage):	\$1,000,000
5. Fire Damage (Any one fire):	\$1,000,000
6. Medical Expense (Any one person):	\$1,000,000
7. Property Damage Liability Insurance will provide explosion, collapse and underground coverage where applicable.	
8. Excess Liability (Umbrella Form)	
a) General Aggregate:	\$2,000,000
b) Each occurrence (bodily injury and property damage)	\$1,000,000

2. Certificates of insurance which shall be signed by a duly authorized representative of each insurance company, showing compliance with the insurance requirements attached hereto and which shall be acceptable to the Owner shall be submitted to the Owner upon execution of this Agreement. When requested by the Owner, the Contractor shall furnish copies of Certificates of Insurance for each subcontractor as well. All Certificates of Insurance shall include a statement that the Owner will receive written notice 30 days prior to cancellation of any policy. Further, the Charleston County School District will be named as an additional insured on all policies.

LATENT DEFECTS: Contractor warrants that upon notification by the District of a latent defect in design, material or workmanship, or a latent nonconformity of the services, material, or equipment to the specifications, which would have constituted a basis for rejection if discovered prior to acceptance, it will repair or replace or otherwise correct the defect to the level of performance specified in this RFP.

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 CCSD, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

LIENS AND ENCUMBRANCES The Contractor shall satisfy immediately any lien or encumbrance which, because of any act or default of the Contractor, is filed against the District.

MATERIALS REQUIRED Materials required must be in conformity with the specifications and shall be subject to inspection and approval after delivery, and shall comply in quality and type of material and method of manufacture with all applicable local or state laws pertaining thereto. The right is reserved to reject and return at the risk and expense of the

vendor such portions of any shipment that may be defective or fail to comply with specifications and without validating the remainder of the order.

NON INTERFERENCE: In the event Contractor is unable for any reason to provide any material, services, supplies, products or other items of any type or variety to the District under this agreement, including but not limited to any such materials, services, supplies, etc. available from any other party (such as subcontractors) supplying said materials, services, etc. to Contractor, the District will have the right to deal directly with the other supplier without penalty or interference from Contractor.

ORDER OF PRECEDENCE: In the event of inconsistency between provisions of this solicitation, the inconsistency shall be resolved by giving precedence in the following order: (a) bid pricing schedule, (b) bid specifications, (c) standard solicitation provisions/general contract clauses, whether incorporated by reference or otherwise, (d) special solicitation provisions/special purchase order clauses and (e) instructions to bidders.

OTHER WRITTEN BASIS FOR PROPOSAL: If any of the Offeror's proposal has, as its basis, written statements (other than the RFP) provided to him by the District (such as notification of a change in the specifications), the Offeror is to identify and include those statements in his proposal at the place or places applicable.

PACKAGING AND DELIVERY All shipments will be FOB, freight prepaid, to the purchase order "ship to" location. The purchase order number should be clearly stated on freight tickets. The parties agree hereto that delivery by the vendor to the common carrier does not constitute delivery to the district. Any claims for loss or damage should be between the vendor and the carriers.

PAYMENT FOR GOODS AND SERVICES Payment for goods and services received by the District shall be processed in accordance with the Charleston County School District Procurement Code. In consideration of satisfactory performance of the requirements of this contract, the District shall pay the contractor in accordance with the vendors Price Proposal/ Exhibit E, in no event to exceed an amount of authorized by written Purchase Order(s) issued by the District pursuant to this contract.

(a) Payments to the contractor shall be made no later than thirty (30) days after the later of District's receipt of a proper invoice for performance by the contractor, and acceptance by the District of such performance pursuant to the terms of the RFP. Each invoice must include the contractor's Federal Tax Identification Number.

(b) In addition to any other remedies, if in the sole opinion of the District, the contractor fails to perform in a satisfactory and timely manner, the District may refuse or limit approval of any invoice for payment, and may cause payments to the contractor to be reduced or withheld until such time as the contractor meets performance standards as established by the District.

A purchase order will be issued and must be referenced on all invoices presented for payment. See also Universal Service (E-Rate) Requirements in Section 5.

PERFORMANCE AUDITS: 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 contract 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.

PRICES: Prices under this contract are "not to exceed" prices. District is not authorized to pay more than the stated price. Contractors may offer, and District may accept prices below those listed on the contract. Submission of the Price Proposal certifies that the proposal is accurate and binding and that all costs are shown and accurately reflects the total Technical proposal cost. All prices shall be stated in United States currency.

PRICE ADJUSTMENT: Any request for price increase must be submitted in writing to Procurement Services at least ninety (90) days prior to the requested date for the increase. Price increases will only become effective if agreed to, in writing by Procurement Services. The maximum increase will not exceed the unadjusted percent change from the previous year shown in the Consumer Price Index (CPI). All Urban Consumers (CPI-U), "Other Goods and Services" or the current market conditions as determined by the Procurement Officer.

PRICE ADJUSTMENTS – LIMITED BY CPI "All Items": Upon request and adequate justification, the Procurement Officer 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 Consumer Price Index (CPI) for all urban consumers (CPI-U), "all items" for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov.

PRICE CERTIFICATION: I hereby certify that the price included in this proposal is accurate and binding and that all costs are shown and accurately reflect my total proposal cost.

PROHIBITION AGAINST CONFLICTS OF INTERESTS, GRATUITIES AND KICKBACKS: “an employee or any official of the School district, elective or appointive, who shall take, receive or offer to take or receive either directly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the Procurement of business, or the giving of business, for or to, or from any person, partnership, firm or corporation, offering bidding for, or in open market seeking to make sales to the School District shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or fine in accord with state and/or federal laws.

PROTECTION OF HUMAN HEALTH AND THE ENVIRONMENT: The District requires all vendor activities to be in compliance with local, state, and federal mandates concerning “protection of human health and the environment”. Any vendor doing business with the District will be required to document compliance and to specify prudent practices used by the vendor to address applicable mandates including, but not restricted to “the hazard communication standard” OSHA CFR 191 0.1200 (SCRR article 1,71-1910.1200). By submission of this bid, the vendor agrees to take all necessary steps to ensure compliance with these requirements.

PURCHASE ORDER: A purchase order may be enclosed with or issued pursuant to this contract, and will be an integral part of the resulting contract. The purchase order indicates that sufficient funds have been obligated in accordance with the budget of the district and assures distribution of the necessary receiving reports. The purchase order does not supersede any provisions of the resulting contract. Performance time and dates are determined solely by the contract and any modification thereto.

PURCHASING CARD: Contractor agrees to accept payment by the District Purchasing Card for no extra charge. The Purchasing Card is issued by Visa. The purchasing card allows state agencies to make authorized purchases from a vendor without the requirement to issue a purchase order.

PUBLICITY RELEASES: Vendor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user.

QUALITY OF PRODUCT: (This clause does not apply to solicitations for service requirements). Unless otherwise indicated in this bid it is understood and agreed that any item offered or shipped on this bid shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging. For information technology procurements as defined in Provision I., of the Charleston County School District Procurement Code, if items that are other than new (i.e. remanufactured or refurbished) are desired to be bid, the bidder must obtain written permission to bid such items at least 5 days in advance of bid opening from the person to whom inquiries are to be directed as listed on the front page of the invitation for bid.

REJECTION: The District reserves the right to reject any bid that contains prices for individual items or services that are unreasonable when compared to the same or other bids if such action is in the best interest of the District.

RESTRICTIONS/LIMITATIONS: No purchases are to be made from this contract for any item that is not listed or for any item that is currently authorized under any other purchase order awarded prior to this contract.

RISK OF LOSS: The vendor shall assume all risk of loss, and shall maintain insurance coverage on all items installed, up to the time of final acceptance.

RECORDS RETENTION AND RIGHT TO AUDIT: Charleston County School District has the right to audit the books and records of the vendor as they pertain to this solicitation/contract, both independent of, and pursuant to, the District Procurement Code. Such books and records shall be maintained for a period of three (3) years from the date of final payment under the purchase order.

SEVERABILITY: In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force.

SOUTH CAROLINA GOVERNING LAW CLAUSE: The agreement and any dispute, claim, or controversy relating to the agreement shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina. All disputes, claims, or controversies relating to the agreement shall be resolved exclusively by the Contracts and Procurement Services Director in accordance with the District Procurement Code, or in the absence of jurisdiction, only in the court of common pleas for, or a federal court located in, Charleston County, State of South Carolina. Vendor 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.

SUBCONTRACTOR IDENTIFICATION: If you intend to subcontract with another business for any portion of the work and that portion exceeds 10% of your price, your offer must identify that business and the portion of work that 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, CCSD may evaluate your proposed Subcontractors.

SUBCONTRACTING; ASSIGNMENT: The contractor may not subcontract any portion of the services provided under this contract without obtaining the prior written approval of the District, nor may the contractor assign the contract or any of its rights or obligations hereunder, without prior written approval of the District. Any such subcontract or assignment shall include the Terms and Conditions of this contract and any other terms and conditions that the District deems necessary to protect its interests. The District shall not be responsible for the fulfillment of the contractor’s obligations to the subcontractors.

SUBCONTRACTORS: Subcontractors are subject to same terms and conditions of this agreement as the Contractor.

SWMBE PARTICIPATION: Charleston County School District encourages SWMBE (Small, Women, & Minority Owned Business Enterprise) businesses to participate in the Solicitation process. All business conducted with SWMBE businesses certified by the South Carolina Governor’s Office of Small and Minority Business Assistance is recorded in a yearly report submitted to the Charleston County School District Board of Trustees. In order to be included in this report you must submit a copy of your certificate with your proposal. All qualified Small, Women, & Minority Owned Business Enterprise not registered or not certified, are encouraged to submit an offer. CCSD highly desires the opportunity of promoting SWMBE.

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 CCSD, and such sums shall be due and payable to the Contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by CCSD. It shall be solely CCSD’s 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 CCSD to Contractor, Contractor shall be liable to CCSD 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.

TERMINATION: Subject to the conditions below, the District providing a (30) thirty-day advance notice in writing is given to the vendor may terminate the contract for any reason.

NON-APPROPRIATIONS: Any contract entered into by the District resulting from this bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

FOR CONVENIENCE: In the event that this contract is terminated or canceled upon request and for the convenience of the District without the required thirty (30) days advance written notice, then the District may negotiate reasonable termination costs, if applicable.

FOR CAUSE: Termination by the District for cause, default or negligence on the part of the vendor shall be excluded from the foregoing conditions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default clause in this bid shall apply.

DEFAULT: In case of default by the vendor, the District reserves the right to purchase any or all items in default in the open market, charging the vendor with any additional costs. The defaulting vendor shall not be considered a responsible bidder until the assessed charge has been satisfied.

NON-COMPLIANCE WITH THE DRUG FREE WORK PLACE ACT: In accordance with S. C. Code Workplace Act, Sections 44-107-10, et seq., SC Code, (1976) this contract is subject to immediate termination, suspension of payment, or both if the CONTRACTOR fails to comply with the terms of the Drug Free Workplace Act. The District will not be liable for any termination costs; the thirty (30) days advance notice requirement is waived.

DUE TO MALICIOUS ACTS: In the event termination is due to malicious acts by the Contractor, subcontractor or representative(s) of same that may endanger the property, employees, or reputation and/or financial status of the District, termination of the contract shall be effective immediately upon verbal notification by any District representative. The Provider shall cease all services within twenty-four (24) hours of the verbal notice of

termination. In the event of termination the vendor shall be paid for services performed up to the termination date.

INSOLVENCY: This contract is voidable and subject to immediate termination by the District upon the contractor's insolvency, including the filing of proceedings in bankruptcy.

TERMINATION BY CONTRACTOR: Requests for termination of this contract by the contractor must be received in writing by Procurement Services at least ninety (90) days before the requested contract termination date.

WARRANTY Upon final acceptance, the products and or services provided by the contractor under this contract shall be warranted by the contractor to perform in compliance with the specifications and terms and conditions of this contract for a period of one year. When notified by the District of defects requiring correction under the contractor's warranty, the contractor shall diligently provide the required corrections. Manufacturer warranties for third party products supplied by the contractor shall be provided to the District

WAIVERS The waiver of any part of this contract shall not be construed to be a waiver of the whole and the remaining terms and conditions shall remain in full force and effect. No waiver of right, obligation, or default shall be implied, but must be in writing, signed by the party against whom the waiver is sought to be enforced. One or more waivers of any right, obligation, or default shall not be construed to waive any subsequent right, obligation, or default.

COOPERATIVE PURCHASING

Charleston County School District Procurement Code and Regulations authorizes the use of cooperative purchasing practices with regard to other public procurement units. Accordingly, any South Carolina school district, state, city or county agency or other public procurement unit may participate in any resulting award if agreeable to the District, the successful bidder/proposer and the other public procurement unit. No other public procurement unit is required to make use of this capability as participation is at the discretion of the other public procurement unit. The District shall not guarantee the participation of another public procurement unit nor be responsible for any resulting business or non-business with any other entity. Purchase Orders, delivery arrangements, payments and any other type of contractual documentation or performance shall be the responsibility of the actual participating public procurement unit, not Charleston County School District. The successful bidder/proposer shall hold harmless Charleston County School District, its employees, Administration, Board of Trustees and its representatives for any loss or damage as the result of the action or inaction of another public procurement unit.

ORDERLY TRANSFER OF MATERIALS

Upon termination of the contract for any reason, the District shall have the right, upon demand, to obtain access to, and possession of, all District properties, including, but not limited to, current copies of all District application programs and necessary documentation, all files, intermediate materials and supplies held by the contractor.

5.0 QUALIFICATIONS

Bids for each purchase order will be accepted from bidders who are regularly established in the business called for, and who, in the judgment of the district, are financially responsible and able to show evidence of their reliability (to render prompt and satisfactory service in the volume required by this solicitation), experience, equipment, facilities and personnel directly employed or supervised.

Successful bidder or bidders is expected to self-perform all work. If subcontractors are necessary, they must be pre-approved by Charleston County School District.

6.0 BASIS OF AWARD

AWARD CRITERIA:

Award will be made to the lowest responsible and responsive bidder who submits a responsive bid which is most advantageous to the Charleston County School District. The District reserves the right to select and award on any individual item basis, group basis, or all or none basis.

The award shall be made to the lowest responsible and responsive bidder(s) whose bid meets the requirements and criteria set forth in the invitation for bid.

QUALIFICATION OF OFFEROR:

To be eligible for award of a contract, a prospective contractor must be responsible. In evaluating an Offeror's responsibility, the State Standards of Responsibility [R.19-445.2125] and information from any other source may be considered. An Offeror must, upon request of CCSD, furnish satisfactory evidence of its ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award. S.C. Code Section 11-35-1810.

The Contractor shall be from an established company providing similar solutions for a minimum of One (1) year.

QUALIFICATIONS -- REQUIRED INFORMATION:

In order to evaluate your responsibility, offeror shall submit the following information or documentation for the offeror and any subcontractor, if the value of subcontractor's portion of the work exceeds 10% of your price (if in doubt, provide the information) with bid or within 2 days of request by CCSD:

- (a) Include a brief history of the offeror's experience in providing work of similar size and scope.
- (b) List of failed projects, suspensions, debarments, and significant litigation.
- (c) Completion of Questionnaire attachment.

7.0 SCOPE OF PROJECT / SPECIFICATIONS

HOT WATER HEATER AND HOT WATER AND LOW PRESSURE STEAM BOILER

SCOPE OF WORK

Charleston County School District is seeking to enter into a contract with a vendor/(s) who provides Water Heater and Hot Water and Low Pressure Boiler inspections and services as specified in the bid specifications. This work includes furnishing all labor, materials and equipment necessary to accomplish internal and external inspections for each of the boilers identified•.

Prices quoted are to remain in effect for a period of one (1) year from the awarded date of this contract. Any questions concerning this bid should be submitted in writing to Raymond Jenkins, Procurement Supervisor, at 3999 Bridge View Drive, N. Charleston, SC 29405 or at Raymond_jenkins@charleston.k12.sc.us telephone# (843) 566-8826.

<h2>Hot Water Heaters</h2>
<p>Annual Preseason Major Maintenance</p> <ul style="list-style-type: none">• Open fireside for cleaning and inspection• Inspect insulation material• Clean and inspect gauge glass• Clean fire inspection glass.• Inspect and check low water cutoff control(s),check operation.• Clean fuel nozzles or gas burner tubes.• Clean burner, blower and dampers.

- Clean and adjust igniter.
- Check setting and operation of limit controls.
- Check operation of low water cutoff and feed control(s).
- Check temperature and pressure relief valve.
- Conduct combustion test and adjust burner control.
- Check all other safety controls.

Seasonal Startup

- Review manufacturer's recommendations for water heater startup.
- Check auxiliary equipment operation.
- Inspect burner and controls prior to startup.
- Start burner. Check operations and safety devices.
- Perform combustion tests and adjust burner for maximum efficiency.
- Log all operating conditions.

Scheduled Maintenance-to be performed during Operation:

- Test low water cut-off and temperature and pressure valve.
- Check for water steam or fuel leaks.
- Check setting and test operating and limit control.
- Clean water level sight glass and confirm water level

Written Reports

Provide to the customer representative following each regular inspection or emergency call and report any uncorrected deficiencies noted.

Hot Water Boilers

Annual Preseason Major Maintenance

- Open fireside for cleaning and inspection
- Inspect refractory
- Clean and inspect gauge glass
- Clean fire inspection glass.
- Inspect low water cutoff control(s), check operation.
- Clean fuel nozzles or gas burner tubes.
- Clean burner fan wheel and air dampers.
- Clean and adjust ignition electrodes.
- Tighten all linkage set screws.
- Check operation of low water cutoff and feed control(s).
- Check setting, test all operating and limit controls and safety relief values.
- Combustion testing:
 - Test the following (where applicable): proper fuel pressure, fuel/air ratio, CO_2 and CO .
 - Adjust burner controls as required to obtain proper combustion.
- Check all safety controls.

Seasonal Startup

- Review manufacturer's recommendations for the boiler and burner startup.
- Check auxiliary equipment operation.
- Inspect burner boiler and controls prior to startup.
- Start burner. Check operating controls. Test safety controls and pressure relief valve.
- Perform combustion tests and adjust burner for maximum efficiency.
- Log all operating conditions.

Scheduled Maintenance- to be performed during the operating season and include the following inspections and adjustments:

- Test low water cutoff and exercise pressure relief valve.
- Blow down, test low water cutoff and feed control(s).
- Check for water, steam and fuel leaks.
- Check setting and test operating and limit control.
- Blow down water level sight glass and confirm water level

Written Reports

Provide to the customer representative following each regular inspection or emergency call and report any uncorrected deficiencies noted.

Low Pressure Steam Boilers (15 psi or less)

Annual Preseason Major Maintenance

- Secure and drain boiler every two years.
- Open fireside for cleaning and inspection
- Inspect refractory
- Inspect Gauge Glass
- Clean fire inspection glass.
- Disassemble, clean and inspect low water cut-off control(s) every two years. Check annually.
- Reassemble boiler and low water cutoff control(s) with new gaskets.
- Clean fuel nozzles or gas burner tubes.
- Clean burner fan wheel and air dampers.
- Clean and adjust ignition electrodes.
- Tighten all linkage set screws.
- Check operation of low water cut-off and feed control(s).
- Check setting, test all operating and limit controls and safety relief values.
- Combustion testing:
 - Test the following (where applicable): proper fuel pressure, fuel/air ratio, CO_2 and CO .
 - Adjust burner controls as required to obtain proper combustion.
- Check all safety controls.

Seasonal Startup

- Review manufacturer's recommendations for the boiler and burner startup.
- Check auxiliary equipment operation.
- Inspect burner boiler and controls prior to startup.
- Start burner. Check operating controls. Test safety controls and pressure relief valve.
- Perform combustion tests and adjust burner for maximum efficiency.
- Log all operating conditions.

Scheduled Maintenance-to be performed during the operating season and include the following inspections and adjustments:

- Test low water cut-off and exercise pressure relief valve.
- Blow down, test low water cut-off and feed control(s).
- Check for water, steam and fuel leaks.
- Check setting and test operating and limit control.
- Blow down water level sight glass and confirm water level

Written Reports

Provide to the customer representative following each regular inspection or emergency call and report any uncorrected deficiencies noted.

BASIS OF CONTRACT

Contract shall be on a stipulated sum basis with unit costs for additional work.

SITE INSPECTION

Bidders are encouraged to visit the schools, acquaint themselves with conditions of the work and the extent of required preparation prior to submitting a Bid. Contact Mr. James Worsham in Facilities Maintenance at 843-296-0223 to arrange an appointment.

ADDENDA

Interpretations and substitutions shall only be issued by addendum to the documents. All addenda shall become part of the documents. Receipt of addenda shall be acknowledged on bid form.

UNIT PRICES

Unit prices may be requested. These prices are for information and shall not be used as a basis of award or modification to base bid amount. Unit prices may become basis for partial project payments.

CODES AND LAWS

The Contractor's work shall be in conformance with Southern Standard Building Code as modified by State Department of Education, Life Safety Codes NFPA 101, National Electrical Code, OSHA Standards, rules and regulations of the SC Department of Labor, and other applicable codes and laws as stated in the specifications.

PROTECTION OF DISTRICT PROPERTY

The Contractor shall protect from damage due to his work, methods, procedures and workmen, the District's property including building surfaces, finishes, systems, equipment, furniture, supplies, and other components. The Contractor shall repair or cause to be repaired damage to District property.

PRODUCTS AND MATERIALS

The Contractor shall use products and materials in the work which are new and of top quality. The Contractor shall assume full responsibility for protection, storage, safety and damage to stored and installed materials.

QUALIFICATIONS OF WORK PERSONS

The Contractor shall use skilled work persons who are thoroughly trained and experienced in the necessary crafts, trades and procedures. Contractor technicians shall possess Lochinvar training certification to be presented prior to commencement of contract. Contractor shall have personnel within 1 Hr. driving radius of CCSD plumbing shop located at 3999 Bridgeview Drive, N.

Charleston, SC 29405. Contractor will have minimum of (3) qualified technicians available to service this contract. All inspections and tests shall be in full compliance with applicable ASME, ANSI, ASNT, NFPA and OSHA standards, rules and regulations. Contractor will supply a detailed electronic video of inspection(s)/ service confirming that service meets NFPA 86 requirements and justify all reports of defects found during the inspection/ service. Contractor will provide CCSD with electronic copies of test procedures and results within 10 business days after completion.

All employees performing under this Contract while working at CCSD facilities will go through a background check against a national database for clearance prior to beginning work.

WORKMANSHIP

The Contractor shall cause the parts to be securely anchored, bonded, joined and secured together, the installation to be done in a workmanlike manner in accordance with best-recognized practices, and the working parts to be adjusted and left in perfect working order.

CORRECTIONS IN THE WORK

The Contractor shall replace work rejected by the District as defective or as nonconforming within 10 days from written notice of rejection at no cost to the District.

PROJECT COORDINATION

The Contractor shall verify field measurements before ordering materials and prefabricated items. The Contractor shall coordinate the work of all trades and schedule the timing so as not to cause delays to any phase of construction. The Contractor shall plan the work to minimize the disruption of District operations. The Contractor shall cooperate with reasonable scheduling requirements of the District.

ADDITIONAL REPAIR/MAINTENANCE

During the performance of the inspection/service, if the contractor discovers additional maintenance, labor or repair is required on the identified equipment that was outside of the original scope of work, the contractor will prepare a written detailed cost proposal itemizing materials and labor for CCSD designee. All proposals for additional repairs must be received by CCSD within 10 business days of notification.

SAFETY

The Contractor shall provide safety barricades, fences, temporary walks, and signals in compliance with legal requirements, police regulations, and/or as requested by Charleston County School District at no additional cost.

CLEANING

The Contractor shall remove debris from the job site daily and upon completion of work. The Contractor shall remove and legally dispose of all debris.

COMPLETION OF WORK

The District may cause to be completed, defective and/or uncompleted work which the Contractor has not completed as specified or results from Contract termination in a manner beneficial to the District. The cost for such work shall be deducted from amounts due the Contractor.

TERM/OPTION TO EXTEND

The intent of this bid is to establish a contract for a period of one (1) year from the date of award, with the option to renew for four (4) additional one year periods. The contract will renew on its anniversary date unless either party elects otherwise. If contractor elects not to extend the contract, the contractor must notify CCSD Procurement Services of his/her intentions at least ninety (90) days prior to the anniversary.

SPECIFICATIONS

The following heating boilers located in the Charleston County School District will be inspected internally and externally. Each boiler will be inspected every year externally and every two years internally. The year that the internal inspection is due the external inspection will be done concurrently. Corrective action required outside of the contract will be at the option of the School District as to if it is performed and by whom.

ANNUAL EXTERNAL INSPECTION

1. Check safety relief valves for proper size and proper installation.
2. Check boiler controls and fuel trains. Make notations and any recommendations for safety upgrades. **Provide cost quotes for repairs.**
3. Make recommendations as to potential fuel savings and any repairs needed.
4. Be present for test run of boiler.
5. Perform lock out/tag out for object equipment.
6. Open and clean fire sides of boiler by removing normal soot deposits.
7. Open and clean the water sides of boiler by flushing out any normal loose scale.
8. Visually check water sides and fire sides of the boiler for any deficiencies.
9. Remove water column heads from boiler and visually inspect unit.
10. Visually inspect refractory materials in door and burner throat of the boiler.
11. Close the water side and fire side of the boiler using new gaskets.
12. Set combustion for optimum performance and provide detailed analysis.
13. Submit reports detailing the results of this inspection.

BI-ANNUAL INTERNAL INSPECTION

1. Annual external inspection.
2. Drain boilers. On hot water boilers close inlet and outlet valves so as not to drain the whole system.
3. Remove all hand hole and manhole plates. Visually inspect internals of the boiler. Make notations as to condition of the internals and recommendations with price quotes.
4. Replace all hand hole and manhole gaskets. Reinstall hand hole and manhole plates. Fill boiler back up to normal operating levels. Reopen valves on hot water boilers.
5. Open fireside doors on applicable boilers. Brush tubes and fireside surfaces if necessary. Replace door gaskets if needed. Make notations as to condition of fireside and any recommendations with price quotes.

CCSD is requiring that the Contractor provide a monthly & annual maintenance/inspection service schedule:

- 10 business days upon award the Contractor must provide a written (Excel Spreadsheet) 12 month schedule with a version number and date that specifies which CCSD campus/school/facility that your company will be providing services.
- Provide the name of the individual(s) and a fax copy of valid ID or driver's license who will be accomplishing the maintenance/inspection service to Mr. Mike Stone 843.746.1373. This is information is required so that the individual(s) may come to 3999 Bridgeview Drive, North Charleston, SC 29405 and receive a (one time) CCSD contractor's badge to enter our facilities. All individual(s) with a badge must check-in at the front desk of all CCSD facilities with valid ID, and the CCSD contractor's badge before performing any services to execute the contract. If an individual with a CCSD badge is no longer employed with your company, the CCSD badge must be returned to Mr. Mike Stone at 3999 Bridgeview Drive, North Charleston, SC 29405.
- Do not schedule any maintenance/inspection services in the month of June. This action must be reflected in your 12 month schedule for all calendar years for the entire life of the contract. Provide annually all invoices to CCSD no later than June 20th of that calendar year.

CCSD understand that schedules and individual(s) may change throughout the year. If any of these changes occur, CCSD requires that an updated written schedule must be provided within 10 days of any changes.

Failure to adhere to the above will result in the termination of your contract.

Please note the following information about inspections: Charleston County School District wishes to perform an external inspection of the object boilers during the first year of the contract. Year one, year three (optional) and year five (optional) would include only external inspections. Year two (optional) and year four (optional) would include both internal and external inspections.

8.0 BIDDING SCHEDULE/COST PROPOSAL

B1912 DISTRICT WIDE BOILER INSPECTIONS IFB

Location	Type	Make	Model	BTU Rating	Gas	LP	Elec	Unit Cost Annual Service
AC Corcoran Elementary	Boiler	A.O Smith	932HW420	420,000	x			\$
Academic Magnet High	Water Heater	PVI Maxum	750 N 400 A TP	600,000	x			\$
Angel Oak Elementary	Water Heater	A.O Smith	BTR 197 118	199,000	x			\$
	Water Heater	Rheem	E47 52 RH 958	105,000			x	\$
Ashley River Elementary	Water Heater	State Sandblaster	CSBB212IFEB	199,000			x	\$
	Water Heater	A.O Smith	BTR 197 118	199,000	x			\$
Baptist Hill High	Boiler #1	Camus	THPW-0502-MSI-HLB	500,000		x		\$
	Boiler #2	Camus	THPW-0502-MSI-HLB	500,000		x		\$
	Water Heater	Precision	HWS2480V40A	280,000			x	\$
Belle Hall Elementary	Boiler	A.O Smith	420903HW	420,000		x		\$
Buist Academy	Water Heater	PVI Turbo Power	1000 L 400A-TP	800,000	x			\$
	Boiler #1	PVI Centauri Plus	2000 WBX 250A-AFC	2,000,000	x			\$
	Boiler #2	PVI Centauri Plus	2000 WBX 250A-AFC	2,000,000	x			\$
Bridgeview Compound	Boiler	Lochinvar Knight	KBM700	700,000				\$

Location	Type	Make	Model	BTU Rating	Gas	LP	Elec	Unit Cost Annual Service
Burke High	Water Heater	A.O Smith	520HW972	520,000	x			\$
	Boiler	RayPak	RSS175A	580,000	x			\$
CE Williams Middle	Boiler	State	S8F100400NEA SME	399,990	x			\$
Carolina Park Elementary	Boiler #1	PVI Centuri	2000 WBLX	2,000,000	x			\$
	Boiler #2	PVI Centuri	2000 WBLX	2,000,000	x			\$
	Water Heater	PVI Conquest	1000L-400ATP	800,000	x			\$
Cario Middle	Water Heater	PVI Durawatt	1010 L 400 A- VE	675,000			x	\$
Charleston Progressive	Boiler#1	Aerco	INN800	800,000	x			\$
	Boiler#2	Aerco	INN800	800,000	x			\$
Charleston Math & Science	Boiler	Lochinvar	SBN1300	1,300,000	x			\$
	Water Heater	State Premier	SUF130400NE A 104	399,000	x			\$
Chicora Elementary	Boiler #1	Lochinvar Crest	FBN2001	1,999,999	x			\$
	Boiler#2	Lochinvar Crest	FBN2001	1,999,999	x			\$
	Water Heater #1	State Ultra Force	UF100199NE 200	199,900	x			\$
	Water Heater #2	State Ultra Force	UF100199NE 200	199,900	x			\$
Daniel Jenkins Academy	Water Heater	PVI	750 N 225A-TP	600,000	x			\$
Dunston Elementary	Boiler	A.O Smith	420903HW	420,000	x			\$

Location	Type	Make	Model	BTU Rating	Gas	LP	Elec	Unit Cost Annual Service
Ellington Elementary	Water Heater	PVI Durawatt	460 N 400AE	310,000			x	\$
Frierson Elementary	Water Heater	PVI Turbo Power	1000A400-TD	800,000		x		\$
Garrett Academy	Water Heater#1	A.O Smith	BTR 200-110	205,000	x			\$
	Water Heater#2	A.O Smith	BTR-197-118-118	199,000	x			\$
	Water Heater#3	A.O Smith	BTR-197-118-118	199,000	x			\$
Goodwin Elementary	Water Heater	A.O Smith	BTC 197 920	197,000	x			\$
Harbor View Elementary	Boiler #1	Aero Benchmark	1NN1350	1,350,000	x			\$
	Boiler #2	Aero Benchmark	1NN1060	1,060,000	x			\$
	Boiler#3	Aero Benchmark	BM-15/1500	1,395,000	x			\$
	Boiler #4	Aero Benchmark	BM-15/1500	1,395,000	x			\$
Haut Gap Middle	Water Heater#1	PVI Maxim	40 P250A MXS	399,000	x			\$
	Water Heater#2	PVI Maxim	40 P250A MXS	399,000	x			\$
Hunley Park Elementary	Water Heater	A.O Smith	HW 420 932	420,000	x			\$
J.B Edwards Elementary	Water Heater	A.O Smith	DRE 120 920	199,000				\$
James Is. Charter High								\$
James Is. Elementary	Water Heater	PVI Nickelshield	650 M 250A-E	440,000			x	\$
James Is. Middle	Water Heater	Rheem	G100-200	199,000	x			\$
	Water Heater	Rheem	E385-18-6	199,000			x	\$

Location	Type	Make	Model	BTU Rating	Gas	LP	Elec	Unit Cost Annual Service
James Simons Elementary	Boiler#1	Lochinvar	AWN60IPM	600,000	x			\$
	Boiler#2	Lochinvar	AWN60IPM	600,000	x			\$
	Boiler#3	Lochinvar Knight	KBN501	500,000	x			\$
	Boiler#4	Lochinvar Knight	KBN501	500,000	x			\$
Jane Edwards Elementary	Water Heater	Lochinvar Shield	SNR151-100	150,000		x		\$
Jennie Moore Elementary	Boiler #1	Lochinvar Crest	FBN2001	1,999,999	x			\$
	Boiler #2	Lochinvar Crest	FBN2001	1,999,999	x			\$
	Water Heater	Sellars	TP-8-290	800,000	x			\$
Ladson Elementary								\$
Laing Middle	Boiler #1	Lochinvar Crest	FBN2001	1,999,999	x			\$
	Boiler #2	Lochinvar Crest	FBN2001	1,999,999	x			\$
	Water Heater #1	PVI Turbo Power	1000L 400 A-TP	800,000	x			\$
	Water Heater#2	PVI Turbo Power	500L 175 A-TP	399,000	x			\$
Lambs Elementary	Tankless							\$
Laurel Hill Primary	Water Heater	PVI Maxim	40P 250A-MX	399,000	x			\$
	Water Heater	PVI Maxim	40P 250A-MX	399,000	x			\$
Lincoln High	Boiler	Beckett	CF2300A	420,000				\$
Malcolm Hursey Elem.	Water Heater	A.O Smith	BTR 275 110	275,000	x			\$
Mary Ford Elementary	Water Heater	Ruud Universal	G100-270	270,000	x			\$

Location	Type	Make	Model	BTU Rating	Gas	LP	Elec	Unit Cost Annual Service
McClellenville Middle	Boiler	Lochinvar Copper Fin	CHL 1262	1,200,000		x		\$
	Water Heater	PVI Nickelshield	63N300A-E				x	\$
Memminger Elementary	Boiler #1	Lochinvar Knight	KBM700	700,000	x			\$
	Boiler #2	Lochinvar Knight	KBM700	700,000	x			\$
	Water Heater#1	State	SUF100199NE 100	199,900	x			\$
	Water Heater #2	State	SUF100199NE 100	199,900	x			\$
	Water Heater #3	State	SUF100199NE 100	199,900	x			\$
Midland Park Elementary								\$
Military Magnet High	Water Heater	PVI Ventura	27V250	270,000	x			\$
	Water Heater	PVI Ventura	27V250	270,000	x			\$
Minnie Hughes Elementary	Boiler	A.O Smith	HW 399 933	399,000		x		\$
Mitchell Elementary	Boiler	Raypak	H4-0824A	825,000	x			\$
	Water Heater	A.O Smith	BTR 197 118	199,000	x			\$
Montessori Community Elem.	Boiler #1	Lochinvar Knight	KBM700	700,000	x			\$
	Boiler #2	Lochinvar Knight	KBM700	700,000	x			\$
	Water Heater							\$
Moultrie Middle	Boiler #1	Lochinvar Crest	FBN2001	1,999,999	x			\$

Location	Type	Make	Model	BTU Rating	Gas	LP	Elec	Unit Cost Annual Service
	Boiler#2	Lochinvar Crest	FBN2001	1,999,999	x			\$
	Water Heater	PVI						\$
Mt. Pleasant Academy	Water Heater	A.O Smith	DVE 120A 920	199,000				\$
	Water Heater	A.O Smith	DVE 120A 920	199,000				\$
Mt. Zion Elementary	Water Heater	A.O Smith	BTR 197 119	199,000		x		\$
Murray LaSaine Elementary	Water Heater	A.O Smith	BTH 300A 220	300,000	x			\$
	Water Heater	A.O Smith	BTH 150 220	150,000	x			\$
N. Charleston Creative Arts Elem	Boiler #1	PVI Centauri Plus	2000 WBX 250A-IFC	2,000,000	x			\$
	Boiler #2	PVI Centauri Plus	2000 WBX 250A-IFC	2,000,000	x			\$
	Water Heater	Sellers	TP-8-460	800,000	x			\$
N. Charleston Elementary	Boiler #1	Aerco KC	GF-109LN	1,000,000	x			\$
	Boiler #2	Aerco KC	GF-109LN	1,000,000	x			\$
	Boiler#3	Aerco KC	GF-109LN	1,000,000	x			\$
N. Charleston High	Water Heater #1	PVI Turbopower	750 N 250-A-TP	600,000	x			\$
	Water Heater #2	PVI Turbopower	750 N 400-A-TP	600,000	x			\$
	Boiler #1	Camus Micro Flame	MFNH-2500-4GI	2,500,000	x			\$
	Boiler #2	Camus Micro Flame	MFNH-2500-4GI	2,500,000	x			\$

Location	Type	Make	Model	BTU Rating	Gas	LP	Elec	Unit Cost Annual Service
Northwoods Middle	Water Heater	PVI Turbopower	1250 N 250A-TP	1,000,000	x			\$
Oakland Elementary	Water Heater	Lochinvar	SNR 150-100	150,000	x			\$
	Water Heater	Lochinvar	SNR 150-100	150,000	x			\$
Orange Grove Elementary	Water Heater	RUUD Universal	E120A-15-G	199,000	x			\$
	Water Heater	PVI Turbopower	BG400	800,000	x			\$
Orange Grove Middle	Boiler#1	Kewanee	KW 40-118-G	1,329,000	x			\$
	Boiler#2	Kewanee	KW 40-118-G	1,063,000	x			\$
Pepperhill Elementary	Water Heater	Ruud Universal	G100-200	190,000	x			\$
Pinckney Elementary	Water Heater	PVI	1010L 400 A-VE	675,000	x			\$
Pinehurst Elementary	Tankless							\$
Ron McNair Elementary								\$
Sanders Clyde Elementary	Boiler #1	Lochinvar Knight	KBM700	700,000	x			\$
	Water Heater	A.O Smith	BTP300	300,000	x			\$
School of the Arts	Water Heater	PVI	270-N-175-AE				x	\$
	Water Heater	PVI	1000N400A-TP	800,000	x			\$
Springfield Elementary	Boiler #1	Lochinvar Crest	FBN2001	1,999,999	x			\$
	Boiler #2	Lochinvar Crest	FBN2001	1,999,999	x			\$
	Boiler #3	Aero Modulex	MLX EX7 962	962,000	x			\$

Location	Type	Make	Model	BTU Rating	Gas	LP	Elec	Unit Cost Annual Service
	Boiler #4	Aero Modulex	MLX EX7 962	962,000	x			\$
	Water Heater #1	State Ultra Force						\$
	Water Heater #2	State Ultra Force						\$
St Andrews Math & Science	Boiler #1	Aero Modulex	MLX EX7 962	962,000	x			\$
	Boiler #2	Aero Modulex	MLX EX7 962	962,000	x			\$
	Water Heater	PVI Conquest	50 L 130A GLML	500,000	x			\$
	Water Heater	PVI Tricon	90 L 125A-PVIF	900,000	x			\$
St. Andrews Middle								\$
St. James Santee Elem.	Water Heater	A.O Smith	DVE200-90	199,000			x	\$
St. Johns High	Water Heater	PVI	750 N 125A-TP	600,000	x			\$
	Water Heater	PVI	750 N 250A-TP	600,000	x			\$
	Water Heater	A.O Smith	BTR 275 118	275,000	x			\$
	Water Heater	A.O Smith	BTR 275 118	275,000	x			\$
Stall High								\$
Stiles Point Elementary	Water Heater	PVI Maxim	27N 125A MXS	270,000	x			\$
	Water Heater	PVI Maxim	27N 125A MXS	270,000	x			\$
Sullivan's Is. Elementary	Boiler	Fulton						\$
	Water Heater	PVI	230L 250-A-VE	160,000			x	\$
Wando High	Water Heater #1	PVI Maxim	40 P 250A-MX	399,000	x			\$

Location	Type	Make	Model	BTU Rating	Gas	LP	Elec	Unit Cost Annual Service
	Water Heater #2	PVI Maxim	40 P 250A-MX	399,000	x			\$
	Boiler #1	Lochinvar Link	SBN1000	1,500,000	x			\$
	Boiler #2	Lochinvar Link	SBN1000	1,500,000	x			\$
West Ashley High	Boiler#1	Raypak	H3-2500	2,499,000	x			\$
	Boiler#2	Raypak	H3-2500	2,499,000	x			\$
	Boiler#3	Power Flame	J15A-10	780,000	x			\$
	Water Heater	A.O Smith	BTP200-600000	600,000	x			\$
West Ashley Middle	Water Heater#1	PVI Nickelshield	40 N 250A-G	399,000	x			\$
	Water Heater#2	PVI Nickelshield	54-N-125A-G	540,000	x			\$
	Boiler	Burnhan	4FW-127-40-0-PF	1,063,000	x			\$
Whitesides Elementary	Boiler	Lattner	510LW				x	\$
Zucker Middle	Boiler #1	Lochinvar Knight	KBM700	700,000	x			\$
	Water Heater #1	PVI Maxim	72 P 125A-MXG	720,000	x			\$
	Water Heater #2	PVI Maxim	72 P 125A-MXG	720,000	x			\$
75 Calhoun	Boiler #1	Peerless	714-FDA	1,749,000	x			\$
	Boiler#2	Peerless	714-FDA	1,749,000	x			\$
				Grand Total				\$

Any additional cost beyond the terms of this bid shall be billed at the rate of cost plus _____%.

All work must be approved through the Maintenance Office before the work is started.

The undersigned, as bidder, proposes and agrees, if this bid is accepted, to contract with Charleston County School District, in the form of contract specified, to pay all required fees and permits, and to furnish any necessary materials, tools, equipment, apparatus, transportation, and labor to complete the projects, and has bid in full and complete accordance with the shown, noted, described and reasonably intended requirements of the contract documents.

1. The bidder further declares that he/she has examined the site of work and has become thoroughly familiar with all conditions pertaining to the work to be performed. The bidder also has examined the plans and specifications for the work and contractual documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he/she has been satisfied relative to the work to be performed.
2. The bidder agrees that this Bid Proposal is valid from bid date to 90 days hence.
3. **The bidder finally agrees that this IFB supersedes any and all previous agreements, both written and oral, and that the terms and conditions of this Agreement shall exclusively govern the agreement between the parties.**

Company Name

Name of Authorized Rep. – Typed or Printed

Street Address/P.O. Box

Signature of Authorized Representative

City/State/Zip

Date

9.0 ATTACHMENTS TO SOLICITATION

Attachment A

Minority Participation Affidavit

- 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 will be performed by a SC 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
- _____ Temporary certification
- _____ Other minorities (Native American, Asian, etc.)

Note: *If more than one minority Contractor will be utilized in the performance of this contract, please provide the information above for each minority business.*

Attachment B

OFFEROR'S CHECKLIST
AVOID COMMON MISTAKES

Review this checklist prior to submitting your proposal

If you fail to follow this checklist, you risk having your proposal rejected.

- COMPLETED AND SIGNED ALL REQUIRED DOCUMENTS.
- DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES.
- REREAD YOUR ENTIRE PROPOSAL TO MAKE SURE YOUR PROPOSAL DOES NOT TAKE EXCEPTION TO ANY OF THE DISTRICTS MANDATORY REQUIREMENTS.
- MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL, OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE HEADING ENTITLED: FOIA BIDDING INSTRUCTIONS, SUBMITTING CONFIDENTIAL INFORMATION. ***DO NOT MARK YOUR ENTIRE BID 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 PROPOSAL INCLUDES A COPY OF THE SOLICITATION COVER PAGE.
- MAKE SURE A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS SIGNS THE COVER PAGE.
- MAKE SURE YOUR PROPOSAL INCLUDES THE NUMBER OF COPIES REQUESTED.
- CHECK TO ENSURE YOUR 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-PROPOSAL CONFERENCE OR A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS! PLEASE SEE BIDDING INSTRUCTIONS AND ANY PROVISIONS REGARDING PRE-BID CONFERENCES.**

NOTE: 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.

**Attachment C
QUESTIONNAIRE**

The Bidder shall answer the following questionnaire which shall be used in the bid evaluation process in order to determine the responsible bidder.

1. SAFETY:

Have you had any OSHA fines within the last three (3) years? YES NO

Have you had jobsite fatalities within the last five (5) years? YES NO

If you have answered **YES** to either of the above questions, you **MUST** submit on a separate sheet the details describing the circumstances surrounding each incident.

2. EXPERIENCE:

Years in business under present name: _____

Licenses currently valid in force: _____

3. REFERENCES

Provide three references from agencies you have performed similar services for in the past two (2) years.

Reference #1

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone #: _____

Reference #2

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone #: _____

Reference #3

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone # _____

Attachment D

CHARLESTON COUNTY SCHOOL DISTRICT
NO BID REPLY FORM

BID TITLE: B1912 DISTRICT WIDE BOILER INSPECTION

IF YOU INTEND TO ENTER A “NO BID” RESPONSE TO OUR REQUEST FOR BIDS, PLEASE INDICATE YOUR REASONS BELOW. WE WILL USE THIS INFORMATION TO BETTER IDENTIFY BIDDERS FOR PARTICULAR COMMODITIES, UPDATE OUR RECORDS AND IMPROVE THE QUALITY AND CONTENT OF OUR REQUESTS FOR BIDS. THIS INFORMATION WILL NOT PRECLUDE YOUR RECEIPT OF FUTURE INVITATIONS UNLESS YOU REQUEST REMOVAL FROM THE BIDDERS LIST OR FROM A PARTICULAR PRODUCT CATEGORY. WE TREAT THIS “NO BID” RESPONSE AS A PROPER REPLY TO AN INVITATION. FAILURE TO RETURN THIS FORM FOR A “NO BID” COULD RESULT IN YOUR BEING REMOVED FROM THE BIDDERS LIST AS “NOT INTERESTED”.

- 1. We do not wish to participate in the bid process.
- 2. We do not wish to bid under the terms and conditions of the request for bid document. Our objections are.....

- 3. We do not feel we can be competitive.
- 4. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
- 5. We do not wish to sell to Charleston County School District. Our objections are.....

- 6. We do not sell the items/service on which bids are requested.
- 7. Other

- 8. We wish to remain on the bidders’ list.
- 9. We wish to be deleted from the bidders’ list.
- 10. Remove us from this item(s)/service only.

COMPANY NAME _____

SIGNED _____

Date: _____

CCSD SCHOOL DIRECTORY

2018 - CCSD Directory	Address	City, State, Zip	Phone#	Fax#
Ashley River Elementary		Charleston, SC 29407	843-763-1555	843-763-1567
Baptist Hill High	5117 Baptist Hill Road	Hollywood, SC 29449	843-889-2277	843-889-2101
Belle Hall Elementary	385 Egypt Road	Mt. Pleasant, SC 29464	843-849-2841	843-849-2893
Burke High	244 President Street	Charleston, SC 29403	843 579-4815	843-722-3651
C. E. Williams Middle	640 Butte Street	Charleston, SC 29414	843-763-1529	843-763-5955
Cario Middle	3500 Thomas Cario Blvd	Mt. Pleasant, SC 29466	843-856-4595	843-856-4599
CCSD Maintenance Office	3999 Bridge View Drive	N. Charleston, SC 29405	843-556-7781	843-529-3916
Academic Magnet High	5109 W Enterprise St	N. Charleston, SC 29405	843-746-1300	843-746-1310
Charleston County School (Headquarters)	75 Calhoun Street	Charleston, SC 29401	843-937-6300	843-937-6307
Charleston Progressive (Berry Campus)	382 Meeting Street	N. Charleston, SC 29403	843-720-2967	843-577-1680
A C Corcoran Elementary	8585 Vistavia Road	N. Charleston, SC 29406	843-764-2218	843-764-2234
Daniel Jenkins Academy (Murray Hill)	2670 Bonds Ave	N. Charleston, SC 29405	843 747-6609	843-746-7438
Drayton Hall Elementary	3183 Ashley River Road	Charleston, SC 29414	843-852-0678	843-852-2069
Matilda Dunston Elementary	1825 Remount Road	N. Charleston, SC 29406	843-745-7109	843-529-3905
Ellington Elementary	5540 Old Jacksonboro Rd.	Ravenel, SC 29470	843-889-9411	843-889-2205
Frierson Elementary	6133 Maybank Highway	Wadmalaw, SC 29487	843-559-1182	843-559-6438
Ft. Johnson Middle	1825 Camp Road	Charleston, SC 29412	843-762-2740	843-762-6212
Garrett Academy of Technology	2731 Gordon Street	N. Charleston, SC 29405	843-745-7126	843-529-3914
Harbor View Elementary	891 Mikell Drive	Charleston, SC 29412	843-762-2749	843-762-6207
Haut Gap Middle	1861 Bohicket Road	Johns Island, SC 29455	843-559-6418	843-559-6439
Hunley Park Elementary	1000 Michigan Avenue	N. Charleston, SC 29404	843-767-5914	843-767-5932
Hursey Elementary	4542 Simms Street	N. Charleston, SC 29406	843-745-7105	843-529-3903
James B. Edwards School of Global Leadership	855 Von Kolnitz Rd.	Mt. Pleasant, SC 29464	843-849-2805	843-849-2892
James Island Elementary	1872 Grimball Road	Charleston, SC 29412	843-762-8240	843-762-8250

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Jane Edwards Elementary	1960 Jane Edwards Rd.	Edisto Island, SC 29438	843-559-4171/843-869-2124	843-869-0627
Jennie Moore Elementary	942 Whipple Road	Mt. Pleasant, SC 29464	843-849-2815	843-849-2891
Laing Middle (Inactive)	1500 Mathis Ferry Rd	Mt. Pleasant, SC 29464	843-849-2809	843-849-2895
Lambs Elementary	6800 Dorchester Road	N. Charleston, SC 29418	843-767-5900	843-767-5928
Laurel Hill Primary	3100 Thomas Carlo Blvd.	Mt. Pleasant, SC 29466	843-849-2200	843-849-3377
Lincoln High	714 Lincoln Road	McClellanville, SC 29458	843-577-0970/843-887-3244	843-887-3116
Mary Ford Elementary	3180 Thomasina McPherson Blvd	N Charleston, SC 29405	843-745-7131	843-529-3927
McClellanville Middle (Inactive)	711 Pinckney Street	McClellanville, SC 29458	843-577-0325	
Midland Park Elementary	2415 Midland Park Road	N. Charleston, SC 29406	843-574-2183	843-569-5476
Military Magnet Academy	2950 Carner Avenue	N Charleston, SC 29405	843-745-7102	843-566-7791
Minnie Hughes Elementary	8548 Willtown Rd.	Hollywood, SC 29449-5501	843-889-2976	843-889-6758
Mitchell Elementary	2 Perry Street	Charleston, SC 29403	843-724-7261	843-720-3128
Moultrie Middle	645 Coleman Blvd	Mt. Pleasant, SC 29464	843 849-2819	843-849-2899
Mt. Pleasant Academy	605 Center Street	Mt. Pleasant, SC 29464	843-849-2826	843-849-2897
Murray-LaSaine Elementary	691 Riverland Drive	Charleston, SC 29412	843-762-2765	843-762-6203
North Charleston Elementary	4921 Durant Avenue	N. Charleston, SC 29405	843-745-7107	843-554-5716
North Charleston High	1087 East Montague Ave	N. Charleston, SC 29406	843-745-7140	843-566-1954
Northwoods Academy (Old Stall)	7763 Northside Dr.	N. Charleston, SC 29420	843-764-2212	843-569-5466
Oakland (New)	505-A Arlington Drive	Charleston, SC 29414	843-763-1510	843-769-2598
Charles Pinckney Elementary	3300 Thomas Cario Blvd	Mt. Pleasant, SC 29466	843-856-4585	843-856-4594
Sanders-Clyde Elementary	805 Morrison Drive	Charleston, SC 29403	843-724-7783	843-720-3138
Schroder Middle	7224 Hwy 162	Hollywood, SC 29449	843-889-2391	
Springfield Elementary	2741 Clover Street	Charleston, SC 29414	843-763-1538	843-769-2236
St. Andrews Elementary	505-B Arlington Drive	Charleston, SC 29414	843-763-1503	843-769-2594
St. Andrews Middle	721 Wappoo Road	Charleston, SC 29407	843-763-1533	843-763-1599
St. James-Santee Elementary	8900 N Hwy 17	McClellanville, SC 29458	843-723-0863	843-887-3357
St. John's High	1518 Main Road	Johns Island, SC 29455	843-559-6400	843-559-6409
Stall High (New)	3625 Ashley Phosphate Rd	N. Charleston, SC 29418	843-207-3700	843-764-2240
Stiles Point	883-A Mikell Drive	Charleston, SC 29412	843-762-2767	843-762-2773

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Stono Park Elementary	1699 Garden Street	Charleston, SC 29407	843-763-1507	843-769-2248
Wando High	1000 Warrior Way	Mt. Pleasant, SC 29466	843-849-2830	843-849-2890
West Ashley High	4060 West Wildcat Blvd	Charleston, SC 29414	843-573-1201	843-573-1223
West Ashley Middle	1776 Kennerty Drive	Charleston, SC 29407	843-763-1546	843-852-6557
Whiteside Elementary (New)	1565 Rifle Range Road	Mt. Pleasant, SC 29464	843 849-2838	843-849-2884
Jerry Zucker Middle	6401 Dorchester Road	N. Charleston, SC 29418	843-767-8383	843-207-3073