

**BEST VALUE BID**  
**Facilities Maintenance**  
**Solicitation Number: B2213**

**Description: ELEVATORS AND CHAIR LIFTS INSPECTION, MAINTENANCE & REPAIR**  
**For Charleston County School District**

**Date: SEPTEMBER 14, 2021**

**SUBMIT OFFER BY: OCTOBER 14, 2021 @ 2:00 PM**

**SUBMIT QUESTIONS BY: SEPTEMBER 27, 2021 by 2:00 PM**

**NUMBER OF COPIES TO BE SUBMITTED: 1 ORIGINAL AND 4 MARKED "COPY" AND ONE FLASH DRIVE IN A SEALED ENVELOPE OR BOX**

**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](mailto: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 |                             |

Cover Page

**AWARDS & AMENDMENTS:** Awards will be posted at the Physical Address stated above. The award will be posted by 10/29/21. The award, solicitation, and any amendments will be posted at the following website URL: <https://www.ccsdschools.com/Page/432>

**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 9 Signing Your Offer

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: B2213 – ELEVATORS AND CHAIR LIFTS INSPECTION, MAINTENANCE, & REPAIR**

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 Best Value Bid (BVB)   | September 14, 2021      |
| 2. Question Submission  | September 27, 2021      |
| 3. <b>BID SUBMISSION DEADLINE &amp; PUBLIC OPENNING</b><br>Procurement Services<br>3999 Bridge View Drive<br>North Charleston, SC 29405 | <b>October 14, 2021</b> |
| 4. Contract Award (estimate)  | October 29, 2021        |

## 2.0 SCOPE OF SOLICITATION

Charleston County School District is seeking bids from qualified firms to provide Elevators and Chair Lifts, Inspection, Maintenance, & Repair at District locations per the requirements of this Best Value Bid (BVB).

This work includes furnishing all labor, materials and equipment necessary to accomplish Elevators and Chair Lifts, Inspection, Maintenance, & Repair. The intent of this bid is to establish a contract for a period of One (1) base year, with the option to renew for Four (4) additional one year periods.

## 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: <https://www.ccsdschools.com/Page/432> (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 <https://www.ccsdschools.com/Page/257>

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

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](mailto: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 bids will be publicly opened at the date / time above or last Amendment, whichever is applicable. Due to COVID-19 restrictions and this bid being a Best Value Bid, a tally sheet of the companies that submitted a timely bid will be provided to anyone who attends the bid opening.

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.

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 best value bids. All bids, in the Procurement Official's sole judgment, needing clarification must be accorded that opportunity.

3. 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.

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<br>(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](http://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 the District 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 best value 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.



**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 Five (5) years.

**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.

## **6.0 BASIS OF AWARD**

**AWARD CRITERIA:** This is deemed a Best Value Bid.

This contract will be based on a Best Value Award. This process allows the District to use other criteria than cost to determine the best vendor for the project. This contract may be awarded to (1) one responsive and responsible, highest ranked vendor.

The District intends to award a contract to the vendor(s) whose offer, conforming to the solicitation, is the most advantageous on the basis for all products, services and requirements contained herein.

In all cases, the District will be the sole judge as to whether a vendor's bid has or has not satisfactorily met the requirement of this bid.

Award will be made to the highest ranked responsible bidder who submits a responsive bid which is most advantageous to the Charleston County School District. The District reserves the right to negotiate with highest ranked bidder or bidders.

**AWARD:** This contract will be based on a Best Value Award. This process allows the District to use other criteria than cost to determine the best vendor or vendors for the project. Allocated points have been distributed as follows:

1. Price Competitiveness - 60%
2. Company Structure and Resources – 20%
3. Prior Performance on Comparable Work – 10%
4. Conformance of Bid to Bid Request Specifications - 10%

**TOTAL PRICING (60 POINTS)** – The bidder with the lowest price receives the maximum score. The bidder with the next lowest price receives points by dividing the lowest price by the next lowest price and multiplying that percentage by the available points. For example, 60 points are allocated to the price criterion for this procurement and bidder “A” submits the low offer at \$1,000,000, then bidder “A” receives 60 points ( $\$1,000,000/\$1,000,000=1.00 \times 60 =60$ ). The next low offer submitted by bidder “B” is \$1,100,000, then he/she receives 54.6 points ( $\$1,000,000/\$1,100,000 =.91 \times 60= 54.6$ ), etc.

**NEGOTIATIONS:** The Procurement Official may elect to make an award without conducting negotiations.

## 7.0 SCOPE OF WORK / SPECIFICATIONS

Charleston County School District is soliciting bids from contractors to secure firm prices and establish a contract for Elevator and Chair Lift Inspection, Repairs, and Maintenance. This contract is to include a safety inspection, complete with written reports, photographs as required and a plan for preventative maintenance program as well as repairs as needed. A single-fixed percentage discount off manufacturer's list price is required for OEM repair parts.

Attached separately is an Elevator List. CCSD currently has seventy-one (71) elevators and chairlifts. Currently the following schools have Chair Lifts:

- Low Country Tech x2 – 1002 King Street, Charleston, SC 29403
- Baptist Hill – 5117 Baptist Hill Rd, Hollywood, SC
- Burke High School – 244 President St., Charleston, SC 29403
- Belle Hall Elementary – 385 Egypt Road, Mt. Pleasant, SC 29464
- Malcolm C Hursey – 4542 Simms North Charleston, SC 29406
- James Island Charter High School – 1000 Fort Johnson Road, Charleston, SC 29412
- Wando HS – 1000 Warrior Way, Mt. Pleasant, SC 29464
- Ashley River – 1871 Wallace School, Charleston, SC 29407
- Mary Ford Elementary – 3180 Azalea Drive, Charleston, SC 29401

Vendor is required to perform quarterly service and maintenance on all elevators and chair lifts.

There will be no additional charge for consultation or any other charges not specified on this bid. Additional schools may/will be added.

If repairs are less than the micro-threshold purchase of \$2500.00, the vendor will provide a quote and perform the repairs upon receipt of authorization (via verbal, email, etc.).

If repairs will exceed \$2500.00, a Scope of Work will be provided to the District from the vendor. The vendor will provide a quote for the repairs and perform such work upon receipt of authorization (via verbal, email, etc.).

A mandatory walk-through will be scheduled for vendor(s) quoting the job that requires maintenance or repair. The quote must be itemized and include labor, all materials/parts needed and list any equipment rental used to complete the job. No additional Expenses will be accepted after the quote is received unless agreed upon by the District in writing.

Emergency Repairs and maintenance are defined as those items necessary to continue the instructions process and/or maintain a safe operational environment, the loss of which would create a situation that would adversely and unduly affect the safety, health or comfort of building, occupants or otherwise cause loss to the School District.

The vendor will provide a total of 2 copies of the Inspection Report. One will be given to the Facilities Management Coordinator. One will be given as a copy for vendor file records.

ADDITIONAL ELEVATORS SCOPE OF WORK

A. General Conditions

The preventive maintenance program as specified herein will consist of an all-inclusive service including but not limited to elevator inspections, examinations, lubrication, testing, cleaning, adjusting, and all minor and major repairs of equipment.

All elevators under this contract shall be maintained in first-class operating condition and must comply with all requirements of the current applicable standards in Section II, all other applicable laws, regulations, ordinances, codes, etc., and the American National Standards Institute (ANSI) code shall be used as a guide to establish that the elevators are operating safely. The Contractor shall provide a full maintenance program in accordance with ANSI standards.

Each elevator was installed according to the current Code requirements that were applicable in South Carolina at the time of installation. Any Code requirement subsequent to the installation will not apply.

The Charleston County School District will provide the Contractor with all normal utilities such as electricity, lights, water, etc., necessary for performing this contract.

Contract must maintain good housekeeping practices on all of the elevators. Elevator pits, machine rooms, and penthouse shall be kept clean and free of scrap parts, oily rags, combustible materials and accumulation of debris. The Charleston County School District also agrees not to use any elevator equipment space for storage.

Contractor shall provide 24-hour emergency call number and monitoring services for equipment malfunctions and breakdowns.

B. Ownership

It is understood that the contractor will not assume possession or control of any part of the equipment but that such equipment remain the property of the Charleston County School District.

C. Protection of Persons and Property

The contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. He shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to (1) all employees on the work and other persons who may be affected thereby, (2) all the work and all materials and equipment to be incorporated therein, and (3) other property at the site or adjacent thereto. He shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. All damages or loss to any property caused in whole or in part by the Contractor or anyone directly or indirectly employed by him shall be remedied by the Contractor.

Contractor shall not be liable for injury or damage to persons or property except those directly due to negligent acts of the contractor or his employees. The Contractor shall not be liable for any loss, damage or delay due to cause beyond his reasonable control including, but not limited to, acts of government, strikes, lockouts, fire, explosion, theft, floods, riots, civil commotions, war, malicious mischief, or acts of God. In no event shall any party be held responsible for special, indirect or consequential damages.

D. Acceptance of Elevators – Pre-Maintenance Repair

The contractor agrees that by his own inspection he has found all elevators covered by this contract to be in suitable condition (meeting original manufacturer's standards) for him to accept them under the terms of the maintenance contract. The successful bidder, therefore, will not claim, at any time during the life of the contract, extra charge(s) for any parts or service that may have been needed for maintenance of said elevators prior to award of contract.

E. Work Excluded

The contractor will not be required under the contract to do the following:

1. Car enclosure including removable panels, door panels, car gates, plenum chambers, hung ceilings, light diffusers, light tubes and bulbs, handrails and floor coverings.
2. Replace car guide rails
3. Hoist way enclosure, hoist way gates, doors, frames, and sills.
4. Repair hoist way structure, including landing sills.

5. Make renewals or repairs made necessary by reason of negligence or misuse of the equipment by persons other than the Contractor or his representatives or employees, or by reasons of any other cause beyond the control of the Contractor, except those made necessary by ordinary wear and tear.
6. Install new attachments as may be recommended or directed by insurance companies or by Federal, State, Municipal, or other authorities.
7. Mail line power switches, breakers and feeders to the controller.
8. Underground and/or buried piping and jack casing.
9. Replace outer housing of hydraulic jack.
10. Extend electric power supply to equipment, ahead of main switch which controls that equipment.
11. Replace mainline and auxiliary disconnect switches, fuses, and feeder serving control panels.
12. Emergency power plant and associated contractors.
13. Smoke and fire sensors with related control equipment not specifically of the elevator controls.
14. Emergency lighting batteries and its supply board.

F. Routine Service Calls and Inspection Record

Each time an elevator is serviced, whether emergency or regular, a report of services rendered shall be submitted. This report shall cover all work done at the time of servicing. The report shall include information such as the date, hour, location, nature of the trouble for which a service call was required and must include a brief description of services performed or the contractor must leave with the agency's designated representative a copy of the maintenance work order.

An inspection of all elevators is required annually. A checklist indicating services and items inspected shall be submitted to the Maintenance Office immediately following the inspection for all locations. A copy of the checklist shall be provided with this solicitation for approval.

G. Emergency Call Back Service

The Contractor shall provide at all times on a twenty-four (24) hour, seven (7) days per week basis emergency call back service at no additional cost which consists of responding (responding means being on the job site) within a two (2) hour period to requests by an authorized representative of the Charleston County School District to restore an elevator to service in a case where a shutdown or emergency develops between routine maintenance.

H. Failure To Perform

The owner reserves the right to engage the services of an elevator consultant at any time during the life of the contract for the purpose of evaluating services received. The Consultant's decision as to contractor's responsibility in fulfilling his contract obligation shall be final, with approval from Charleston County School District. However, the Consultant cannot recommend that anything be added to the elevator that was not present when contract was awarded. If the Contractor fails to make immediate correction to elevators as directed by the Consultant through the Charleston County School District, any or all contracts held by the Contractor will be cancelled.

I. Addition or Deletion from Units to be Maintained

The elevators to be serviced and maintained under this contract are specific herein. Any unit added or deleted by the Charleston County School District from said list will result in an equitable adjustment to the contract price. If added, the price will be negotiated by the parties. If a unit is deleted, the price as then in effect on said individual unit will be prorated over the remainder of the contract period and so subtracted from the contractual amount due under this contract.

J. Qualification of Bidders

The importance of maintaining the elevator equipment for the Charleston County School District with its original design performance and in safe operating condition requires the service to be performed by an experienced and competent elevator contractor who has satisfactorily maintained elevators of this type and to the degree included in these specifications.

Bidder shall therefore furnish the following (complete separate section) for evaluation purposes with his bid:

1. A statement that he is regularly (to include number of years) engaged in the business of installing and/or servicing elevators of the type and character of equipment covered by these specifications.

2. A complete description and location of his nearest service and warehouse facilities available for furnishing maintenance on the elevators covered by these specifications and including the following items:
  - a. An outline of service and warehousing facilities, including the quantity of spare parts, equal to or better than original manufacturer's spare parts, on hand of the same type and specifications as used on the elevators covered in these specifications.
  - b. Contractor agrees to allow the inspection of these facilities by the Charleston County School District personnel.
  - c. List of employees qualified to perform any type of work on elevators equipped with a microprocessor type controllers and their current training certificate. Certificates must be updateable by Certified OME Trainers.
  - d. Qualified engineering staff must be available should any situation arise in which local service people are not able to correct. These engineers must be familiar with the specific manufacturer's equipment which is on our school sites.

K. Contractor Employee Policy

Contractor Employees

1. Shall wear uniforms as provided by the Elevator Service Contractor. Uniforms are to bear the Contractor's emblem and person's name at all times. The technician's uniform shall be the standard color worn by Elevator Service Contractor's employees.
2. Shall be of good character as decided by the Contractor and the Charleston County School District as determined by requested references and work record.
3. Shall be instructed to abide by any and all rules and regulations set forth by the Charleston County School District.
4. Shall report immediately any property damage and/or injuries.

L. Maintenance Specifications

1. Required Maintenance Service:

- a. Contractor under this contract will maintain the entire elevator equipment as hereinafter described, on the terms and conditions subsequently set forth. Contractor will use trained men directly employed and supervised by him. These men will be qualified to keep the equipment properly adjusted, and will use all reasonable care to maintain the elevators in proper and safe operating condition.
- b. Contractor will regularly and systematically examine, adjust, clean, lubricate, furnish lubricants, and when conditions warrant, repair or replace: MOTORS AND CONTROLLER PARTS, including but not limited to Gears, Bearings, Commutators, Rotating Elements, Coils, Contacts, Resistors, Magnet Frames, and other parts.

Note: These replacements parts shall be equal to or better than the parts installed by original manufacturer in terms of both performance and quality. Contractor shall provide a list of all repair parts, repair part numbers and source of manufacturer to the Charleston County School District as repairs is completed.

- c. Contractor will keep the guide rails properly lubricated, secured and aligned at all times except where roller guides are used, and when necessary renew guide shoe gibes or guide rollers in order to assure smooth and quiet operation.
- d. Contractor will periodically examine all safety devices. All safety tests required by ANSI-A17 shall be performed when due.
- e. Contractor will renew all conductor cables as often as necessary to maintain an adequate factor of safety.
- f. All lubricants used by the Contractor will be equal to or better than the quality specified by the manufacturer of the equipment.
- g. Contractor will also examine, lubricate, adjust, repair and/or replace the following equipment: Interlocks, Car and Hatch Door Operators, Car and Hatch Door Hangers, Door Closers, Signal System.

2. Schedule of Maintenance Operations:

The following schedule of inspection and maintenance operations shall be followed in carrying out the performance of this contract. This schedule constitutes the minimum operations to be provided. The successful bidder must recognize that additional service(s) may be required in order to comply with performance evaluation requirements.

The following services are to be performed quarterly or more often as required according to the elevator industry standard maintenance requirements so as to maintain the equipment at proper performance levels.

- a. Ride each car, check operation of car and hatch doors, acceleration, deceleration, and floor stops and brake action. Make corrections as necessary.
- b. Inspect and wipe clean all motors.
- c. Inspect controllers, selectors, selector drives.
- d. Clean and adjust all controller and selector contacts. Renew worn contacts and/or shunts where necessary. Check sequence of operation.
- e. Clean and lubricate direction and acceleration switches.
- f. Clean hoist way pits and inspect equipment in them.
- g. Inspect all door operating equipment including motor bushes, commutator, belts or chains, contacts, drive vanes and blocks. Clean, lubricate, adjust or replace as necessary.
- h. Check retiring cam operation and make necessary adjustments or corrections.
- i. Examine traveling cables for wear and position.
- j. Lubricate selector drive screws and guides and clean contracts if necessary.
- k. Clean car position indicators, adjust if necessary.
- l. Inspect, clean and lubricate car guides (unless roller guides are used).
- m. Check car fan motors for proper operation.
- n. Check bearings for proper operation and wear.
- o. Examine machine wear for teeth cutting or noise.
- p. While riding on top of cars, physically check condition and operation of door locking equipment.
- q. Perform electrical test of door interlock circuits.
- r. Examine door locks and door closer equipment. Clean door sills.
- s. Renew gibes or rollers when necessary. Lubricate sliding guide shoes.
- t. Remove car station cover, blowout, clean or lubricate switches and buttons.
- u. Examine, clean with proper solution, and repair as necessary commutator, brushes and brush holders of all small control motors and regulators.
- v. Thoroughly examine and clean starter and control panels.
- w. Check, clean and adjust operation of slowdown and limit switches.
- x. Examine and clean the buffers. Oil if necessary.
- y. Blowout and vacuum controller.
- z. Check and clean machine brake. Disassemble and replace worn components, re-assemble and re-adjust as necessary.
- aa. Clean and lubricate hatch door hanger tracks and door arms.
- bb. Perform annual no load safety test. (As Stated)
- cc. Performance of ASA A17.1 five-year safety test (contract speed, full load) is required within the period of the contract by project specifications, and any other test that may be required during the contract period. (As Stated)
- dd. All parts subject to rust will be painted as required to maintain a presentable appearance.
- ee. Check to be sure the car lights and alarm system ,operate when on emergency power as per ANSI A17.1, Rule 211.
- ff. Inspect door monitoring equipment and safety edge units. Clean, lubricate, adjust or repair as necessary.
- gg. Clean and lubricate automatic slow down and stopping switches on top of cars.
- hh. Check emergency phone for operation and connectivity to outbound individual.

3. Performance Requirements:

It is the intention of this specification that elevator equipment be maintained so as to preserve the operating characteristics in line with the original design. Should designated authority find through its own investigation or that of his representative that these standards are not being maintained, the Contractor will be given fourteen (14) days notice to restore the performance to the required level. Failure by the Contractor to restore the performance to the required

level within the fourteen (14) day period shall constitute sufficient cause for termination of the contract by reason of default, at the option of the Charleston County School District.

The following are performance levels which are part of the original design and which shall be maintained at all times.

- a. Current speed of all elevators, (as applicable) shall be maintained, and brake to brake flight times shall also be maintained.
- b. Leveling accuracy of all elevators shall be maintained at all times.
- c. Opening and closing times of all hoist way and car doors shall be maintained within limits of ANSI A17.1 code, yet assuring minimum standing time at each door.
- d. Door reversals on all elevators equipped with mechanical safety shoes shall always be initiated within the stroke of the shoes. Light ray devices shall be operable at all times under normal operation.
- e. Variable car and hall door hold open times shall be maintained or adjusted as may be requested by the State Elevator Inspection Department.
- f. Emergency fire service operation shall be periodically (minimum quarterly) tested to be sure it is functioning properly as required by ANSI A17.1 and South Carolina Building Code.

4. Inventory of Spare Parts

- a. To assure the maximum use of elevators and a minimum shutdown time for emergency repairs, the successful bidder will be required to have a supply of spare parts sufficient for normal maintenance and repair of the elevator. These spare parts and lubricants shall be equal to or better than original manufacturer's parts.
- b. Used parts or parts that are not equal to or better than genuine manufacturer's parts are not acceptable and will not be permitted.
- c. The company which is awarded the service contract must have one (1) complete set of microprocessor boards and related components in their local inventory to minimize downtime. These components must be applicable to all those elevators which are currently installed in the Charleston County School District.
- d. It is our understanding that on some, if not all, of the elevators with microprocessor controls that a special programmer is required to adjust, troubleshoots, and changes various parameters. The service company who is awarded this contract must have at least two (2) of these devices, should (1) fail. This again is to minimize downtime and reduce any negative exposure this could result.

5. Additional Provisions:

- a. Contractor shall not be under any obligation hereunder to make any renewals or repairs except those incidentals to the operation of the machine. Contractor is not required under this contract to make renewals or repairs necessitated by reason of negligence, accident, or misuse of machinery apparatus or car, by persons other than Contractor or his employees. If renewals or repairs are required due to no fault of the Contractor, the Contractor will obtain approval from the Charleston County School District before any repairs are made, giving an estimated cost to complete the renewal or repair.
- b. The price bid herein contemplates routine service work to be done during regular working hours, on regular working days of the trades involved. If overtime work is requested by the designated authority covering routine work (service work examinations or repairs) at times other than regular work hours, 7:00 a.m. – 5:00 p.m., Monday – Friday, the Contractor will absorb the hours worked at single time rates, and the designated authority will compensate the Contractor for overtime bonus hours only at the Contractor's usual overtime rate.

WARRANTY

Contractor shall guarantee all work required during the contract period for the duration of the contract. Should the Charleston County School District determine during the contract period that any required work has been performed improperly or not performed at all;

the Contractor shall, after mailing of written notification by the Charleston County School District, correct said difficulty within fourteen (14) days. Failure to correct the defect within fourteen (14) days will be constructed as default of the contract.

The contractor also warrants to the Charleston County School District that all parts furnished under this specification will be new, of good quality and workmanship, and agrees to replace promptly any part or parts which by reason of defective material or workmanship shall fail under normal use, free of negligence or accident, during the contract period, and any extensions thereof. Such replacement shall be free of any charge to the owner or his representative.

#### SERVICE, PARTS AND MANUALS

The Charleston County School District will furnish the Contractor with a wiring diagram for each location, if needed.

At termination of the contract the Charleston County School District shall retain all blueprints, wiring diagrams and other pertinent data that may have been furnished by the Charleston County School District and updated by the Contractor.

#### ACCEPTANCE EVALUATION AND QUALITY ASSURANCE

The importance of the elevators covered by these specifications demands that they may be maintained in a satisfactory and safe operating condition in accordance with the requirements of these specifications, ANSI code and the South Carolina Elevator Code and Regulations and be kept capable of providing their initial maximum capacity, speed and performance.



**8.0 BIDDING SCHEDULE/COST PROPOSAL**

Bids are to be submitted on the Bid 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. Indicate your company name on each page of the Bid Form.

If different rates are to be charged for elevators or chair lifts at schools or district offices, please quote individually using a separate quote document

**BID FORM**

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

**COST TO PROVIDE CCSD FOR ELEVATORS**

| <b>ELEVATORS (Year 1)</b>                                |  |                   |                                 |                            |
|--|--|-------------------|---------------------------------|----------------------------|
|  | <b>Description</b>   | <b>Unit Price</b> | <b>Unit of Measure/Quantity</b> | <b>Extended Total Cost</b> |
| 1  | QUARTERLY INSPECTION CHARGE                                  | \$ _____          | 4 Quarters                      | \$ _____                   |
| 2  | LABOR RATE (NORMAL BUSINESS HOURS)                           | \$ _____          | 500 Hours                       | \$ _____                   |
| 3  | LABOR RATE (NON-NORMAL BUSINESS HOURS)                       | \$ _____          | 500 Hours                       | \$ _____                   |
| 4  | CAT 1 TEST CHARGE  | \$ _____          | 71 Elevators                    | \$ _____                   |
| 5  | CAT 5 TEST CHARGE  | \$ _____          | 15 Elevators                    | \$ _____                   |
| 6  | PERCENT MARKUP ON PARTS/MATERIALS (NOT AN EVALUATION FACTOR) | _____ %           |                                 |                            |
| Unit of Measure/Quantity is for evaluation purposes only |  |                   | Year 1 Total                    | \$ _____                   |

| ELEVATORS (Year 2)                                       |  |            |                          |                     |
|--|--|------------|--------------------------|---------------------|
|  | Description  | Unit Price | Unit of Measure/Quantity | Extended Total Cost |
| 1  | QUARTERLY INSPECTION CHARGE                                  | \$ _____   | 4 Quarters               | \$ _____            |
| 2  | LABOR RATE (NORMAL BUSINESS HOURS)                           | \$ _____   | 500 Hours                | \$ _____            |
| 3  | LABOR RATE (NON-NORMAL BUSINESS HOURS)                       | \$ _____   | 500 Hours                | \$ _____            |
| 4  | CAT 1 TEST CHARGE  | \$ _____   | 71 Elevators             | \$ _____            |
| 5  | CAT 5 TEST CHARGE  | \$ _____   | 15 Elevators             | \$ _____            |
| 6  | PERCENT MARKUP ON PARTS/MATERIALS (NOT AN EVALUATION FACTOR) | _____ %    |                          |                     |
| Unit of Measure/Quantity is for evaluation purposes only |  |            | Year 2 Total             | \$ _____            |

| ELEVATORS (Year 3)                                       |  |            |                          |                     |
|--|--|------------|--------------------------|---------------------|
|  | Description  | Unit Price | Unit of Measure/Quantity | Extended Total Cost |
| 1  | QUARTERLY INSPECTION CHARGE                                  | \$ _____   | 4 Quarters               | \$ _____            |
| 2  | LABOR RATE (NORMAL BUSINESS HOURS)                           | \$ _____   | 500 Hours                | \$ _____            |
| 3  | LABOR RATE (NON-NORMAL BUSINESS HOURS)                       | \$ _____   | 500 Hours                | \$ _____            |
| 4  | CAT 1 TEST CHARGE  | \$ _____   | 71 Elevators             | \$ _____            |
| 5  | CAT 5 TEST CHARGE  | \$ _____   | 15 Elevators             | \$ _____            |
| 6  | PERCENT MARKUP ON PARTS/MATERIALS (NOT AN EVALUATION FACTOR) | _____ %    |                          |                     |
| Unit of Measure/Quantity is for evaluation purposes only |  |            | Year 3 Total             | \$ _____            |

| ELEVATORS (Year 4)                                       |  |            |                          |                     |
|--|--|------------|--------------------------|---------------------|
|  | Description  | Unit Price | Unit of Measure/Quantity | Extended Total Cost |
| 1  | QUARTERLY INSPECTION CHARGE                                  | \$ _____   | 4 Quarters               | \$ _____            |
| 2  | LABOR RATE (NORMAL BUSINESS HOURS)                           | \$ _____   | 500 Hours                | \$ _____            |
| 3  | LABOR RATE (NON-NORMAL BUSINESS HOURS)                       | \$ _____   | 500 Hours                | \$ _____            |
| 4  | CAT 1 TEST CHARGE  | \$ _____   | 71 Elevators             | \$ _____            |
| 5  | CAT 5 TEST CHARGE  | \$ _____   | 15 Elevators             | \$ _____            |
| 6  | PERCENT MARKUP ON PARTS/MATERIALS (NOT AN EVALUATION FACTOR) | _____ %    |                          |                     |
| Unit of Measure/Quantity is for evaluation purposes only |  |            | Year 4 Total             | \$ _____            |

| ELEVATORS (Year 5)                                       |  |            |                          |                     |
|--|--|------------|--------------------------|---------------------|
|  | Description  | Unit Price | Unit of Measure/Quantity | Extended Total Cost |
| 1  | QUARTERLY INSPECTION CHARGE                                  | \$ _____   | 4 Quarters               | \$ _____            |
| 2  | LABOR RATE (NORMAL BUSINESS HOURS)                           | \$ _____   | 500 Hours                | \$ _____            |
| 3  | LABOR RATE (NON-NORMAL BUSINESS HOURS)                       | \$ _____   | 500 Hours                | \$ _____            |
| 4  | CAT 1 TEST CHARGE  | \$ _____   | 71 Elevators             | \$ _____            |
| 5  | CAT 5 TEST CHARGE  | \$ _____   | 15 Elevators             | \$ _____            |
| 6  | PERCENT MARKUP ON PARTS/MATERIALS (NOT AN EVALUATION FACTOR) | _____ %    |                          |                     |
| Unit of Measure/Quantity is for evaluation purposes only |  |            | Year 5 Total             | \$ _____            |

**COST TO PROVIDE CCSD FOR CHAIR LIFTS**

| CHAIR LIFTS (Year 1)                                     |  |            |                          |                     |
|--|--|------------|--------------------------|---------------------|
|  | Description  | Unit Price | Unit of Measure/Quantity | Extended Total Cost |
| 1  | QUARTERLY INSPECTION CHARGE                                  | \$ _____   | 4 Quarters               | \$ _____            |
| 2  | LABOR RATE (NORMAL BUSINESS HOURS)                           | \$ _____   | 500 Hours                | \$ _____            |
| 3  | LABOR RATE (NON-NORMAL BUSINESS HOURS)                       | \$ _____   | 500 Hours                | \$ _____            |
| 4  | CAT 1 TEST CHARGE  | \$ _____   | 71 Elevators             | \$ _____            |
| 5  | CAT 5 TEST CHARGE  | \$ _____   | 15 Elevators             | \$ _____            |
| 6  | PERCENT MARKUP ON PARTS/MATERIALS (NOT AN EVALUATION FACTOR) | _____ %    |                          |                     |
| Unit of Measure/Quantity is for evaluation purposes only |  |            | Year 1 Total             | \$ _____            |

| CHAIR LIFTS (Year 2)                                     |  |            |                          |                     |
|--|--|------------|--------------------------|---------------------|
|  | Description  | Unit Price | Unit of Measure/Quantity | Extended Total Cost |
| 1  | QUARTERLY INSPECTION CHARGE                                  | \$ _____   | 4 Quarters               | \$ _____            |
| 2  | LABOR RATE (NORMAL BUSINESS HOURS)                           | \$ _____   | 500 Hours                | \$ _____            |
| 3  | LABOR RATE (NON-NORMAL BUSINESS HOURS)                       | \$ _____   | 500 Hours                | \$ _____            |
| 4  | CAT 1 TEST CHARGE  | \$ _____   | 71 Elevators             | \$ _____            |
| 5  | CAT 5 TEST CHARGE  | \$ _____   | 15 Elevators             | \$ _____            |
| 6  | PERCENT MARKUP ON PARTS/MATERIALS (NOT AN EVALUATION FACTOR) | _____ %    |                          |                     |
| Unit of Measure/Quantity is for evaluation purposes only |  |            | Year 2 Total             | \$ _____            |

| CHAIR LIFTS (Year 3)                                     |  |            |                          |                     |
|--|--|------------|--------------------------|---------------------|
|  | Description  | Unit Price | Unit of Measure/Quantity | Extended Total Cost |
| 1  | QUARTERLY INSPECTION CHARGE                                  | \$ _____   | 4 Quarters               | \$ _____            |
| 2  | LABOR RATE (NORMAL BUSINESS HOURS)                           | \$ _____   | 500 Hours                | \$ _____            |
| 3  | LABOR RATE (NON-NORMAL BUSINESS HOURS)                       | \$ _____   | 500 Hours                | \$ _____            |
| 4  | CAT 1 TEST CHARGE  | \$ _____   | 71 Elevators             | \$ _____            |
| 5  | CAT 5 TEST CHARGE  | \$ _____   | 15 Elevators             | \$ _____            |
| 6  | PERCENT MARKUP ON PARTS/MATERIALS (NOT AN EVALUATION FACTOR) | _____ %    |                          |                     |
| Unit of Measure/Quantity is for evaluation purposes only |  |            | Year 3 Total             | \$ _____            |



| CHAIR LIFTS (Year 4)                                     |  |            |                          |                     |
|--|--|------------|--------------------------|---------------------|
|  | Description  | Unit Price | Unit of Measure/Quantity | Extended Total Cost |
| 1  | QUARTERLY INSPECTION CHARGE                                  | \$ _____   | 4 Quarters               | \$ _____            |
| 2  | LABOR RATE (NORMAL BUSINESS HOURS)                           | \$ _____   | 500 Hours                | \$ _____            |
| 3  | LABOR RATE (NON-NORMAL BUSINESS HOURS)                       | \$ _____   | 500 Hours                | \$ _____            |
| 4  | CAT 1 TEST CHARGE  | \$ _____   | 71 Elevators             | \$ _____            |
| 5  | CAT 5 TEST CHARGE  | \$ _____   | 15 Elevators             | \$ _____            |
| 6  | PERCENT MARKUP ON PARTS/MATERIALS (NOT AN EVALUATION FACTOR) | _____ %    |                          |                     |
| Unit of Measure/Quantity is for evaluation purposes only |  |            | Year 4 Total             | \$ _____            |

| CHAIR LIFTS (Year 5)                                     |  |            |                          |                     |
|--|--|------------|--------------------------|---------------------|
|  | Description  | Unit Price | Unit of Measure/Quantity | Extended Total Cost |
| 1  | QUARTERLY INSPECTION CHARGE                                  | \$ _____   | 4 Quarters               | \$ _____            |
| 2  | LABOR RATE (NORMAL BUSINESS HOURS)                           | \$ _____   | 500 Hours                | \$ _____            |
| 3  | LABOR RATE (NON-NORMAL BUSINESS HOURS)                       | \$ _____   | 500 Hours                | \$ _____            |
| 4  | CAT 1 TEST CHARGE  | \$ _____   | 71 Elevators             | \$ _____            |
| 5  | CAT 5 TEST CHARGE  | \$ _____   | 15 Elevators             | \$ _____            |
| 6  | PERCENT MARKUP ON PARTS/MATERIALS (NOT AN EVALUATION FACTOR) | _____ %    |                          |                     |
| Unit of Measure/Quantity is for evaluation purposes only |  |            | Year 5 Total             | \$ _____            |

| ELEVATORS TOTALS |          | CHAIR LIFTS TOTALS |          |
|------------------|----------|--------------------|----------|
| YEAR 1           | \$ _____ | YEAR 1             | \$ _____ |
| YEAR 2           | \$ _____ | YEAR 2             | \$ _____ |
| YEAR 3           | \$ _____ | YEAR 3             | \$ _____ |
| YEAR 4           | \$ _____ | YEAR 4             | \$ _____ |
| YEAR 5           | \$ _____ | YEAR 5             | \$ _____ |
| TOTAL            | \$ _____ | TOTAL              | \$ _____ |

|   |          |
|---|----------|
| GRAND TOTAL ELEVATORS & CHAIR LIFTS (ALL YEARS) | \$ _____ |
|---|----------|

**B2213 ELEVATORS AND CHAIR LIFTS INSPECTION, MAINTENANCE, & REPAIR**

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 BVB 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.**

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**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.

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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

NO BID REPLY FORM

**BID TITLE: B2213 ELEVATORS AND CHAIR LIFTS INSPECTION, MAINTENANCE, & REPAIR**

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:** \_\_\_\_\_

| School                                   | Elevator # | Address  | Type of Elevator       |
|--|------------|--|------------------------|
| 75 Calhoun Admin Building 1              | 1000802    | 75 Calhoun Street, Charleston, SC 29401            | Schindler Hydro        |
| 75 Calhoun Admin Building 2              | 1000803    | 75 Calhoun Street, Charleston, SC 29401            | Schindler Hydro        |
| Ashley River Creative Arts Elementary    | 1001925    | 1871 Wallace School Road, Charleston, SC 29407     | Schindler Hydro        |
| Bridgeview Operations Building           | 1000607    | 3999 Bridgeview Drive, North Charleston, SC 29405  | MEI Hydro              |
| Buist Academy                            | 1002116    | 103 Calhoun Street, Charleston, SC 29401           | Schindler MRL Traction |
| Burke High                               | 1001359    | 244 President Street, Charleston, SC 29403         | Schindler Hydro        |
| Camp Road Middle                         |            | 1825 Camp Road, Charleston, SC 29412               |                        |
| Carolina Park                            | 1002399    | 3650 Park Ave Blvd, Mt. Pleasant, SC 29466         | TAC32                  |
| CAS @ Wando (Back)                       | 1002154    | 1000 Warrior Way, Mt. Pleasant, SC 29464           | TAC32                  |
| CAS @ Wando (Lobby)                      | 1002155    | 1000 Warrior Way, Mt. Pleasant, SC 29464           | TAC32                  |
| CE Williams(NEW)                         |            | 3090 Sanders Rd, Charleston, SC 29414              |                        |
| CE Williams(OLD)                         | 1001325    | 640 Butte Street, Charleston, SC 29414             | TAC20                  |
| Center of Arts - Theater                 | 1001846    | 5109 Enterprise Street, North Charleston, SC 29406 | TAC20                  |
| Center of Arts & Academics - Bldg 1      | 1001842    | 5109 Enterprise Street, North Charleston, SC 29406 | TAC20                  |
| Center of Arts & Academics - Bldg 2      | 1001843    | 5109 Enterprise Street, North Charleston, SC 29406 | TAC20                  |
| Center of Arts & Academics - Bldg 7 AMHS | 1001845    | 5109 Enterprise Street, North Charleston, SC 29406 | TAC20                  |
| Center of Arts & Academics - Bldg 8      | 1001844    | 5109 Enterprise Street, North Charleston, SC 29406 | TAC20                  |
| Charleston Charter of Math and Science   | 1002019    | 1002 King Street, Charleston, SC 29403             | TK Hydro Twin Holeless |
| Charleston Progressive Academy           | 1002087    | 382 Meeting Street, Charleston, SC 29403           | Otis Hydro             |
| Chicora School of Communication          | 1002278    | 3100 Carner Avenue, North Charleston, SC 29405     | TAC32                  |
| Cooper River CAS                         |            | 1088 East Montague, North Charleston, SC 29405     |                        |
| District 4 Stadium                       |            |  |                        |
| Edmund A Burns                           | 1002699    | 3750 Dorchester Rd, North Charleston, SC 29405     | Canton                 |
| Garrett Institute                        | 1000675    | 31 Gordon Street, North Charleston, SC 29405       | Dover DMC              |
| Harborview Elementary                    | 1002184    | 1576 Harbor View Road, Charleston, SC 29412        | Schindler 330A         |
| Haut Gap Middle                          | 1001895    | 1861 Bohicket Road, Johns Island, SC 29455         | TAC20                  |
| James Island High - Charter              | 1000610    | 1000 Ft. Johnson Road, Charleston, SC 29412        | Dover Solid State      |
| James Simmons Elementary                 | 1002089    | 741 King Street, Charleston, SC 29401              | TAC32                  |
| Jennie Moore Elementary                  | 1002289    | 2725 Bulrush Basket Lane, Mt. Pleasant, SC 29466   | Otis Hydro             |
| Laing Middle School                      | 1002287    | 2705 Bulrush Basket Lane, Mt. Pleasant, SC 29466   | Otis Hydro             |



|   |         |  |                   |
|---|---------|--|-------------------|
| Lucy Beckham                              |         | 1560 Mathis Ferry Road, Mt. Pleasant, SC 29464         |                   |
| Mamie Whitesides Elementary               | 1001922 | 1120 Rifle Range Road, Mt. Pleasant, SC 29464          | TK Hydro          |
| Mary Ford Elementary                      | 1001273 | 3180 Azalea Drive, North Charleston, SC 29405          | Dover Hydro       |
| Matilda Dunston                           | 1002643 | 1825 Remount Rd, North Charleston, SC 29406            | TAC 20            |
| McClellanville Middle                     | 1000674 | 711 Pinckney Street, McClellanville, SC 29458          | Dover Hydro       |
| Memminger Elementary                      | 1002096 | 20 Beaufain Street, Charleston, SC 29401               | TAC32             |
| Mitchell Elementary                       | 1000631 | 2 Perry Street, Charleston, SC 29403                   | Dover DMC         |
| Mitchell Elementary #2                    |         | 2 Perry Street, Charleston, SC 29403                   |                   |
| Moultrie Middle                           | 1001856 | 645 Coleman Street, Mt. Pleasant, SC 29464             | TK Hydro          |
| Mt Pleasant Academy                       | 1001866 | 605 Center Street, Mt. Pleasant, SC 29464              | Schindler Hydro   |
| North Charleston Creative Arts Elementary | 1800093 | 5200 Lackawanna Blvd., North Charleston, SC 29405      | TAC32             |
| North Charleston Elementary               | 1001465 | 4921 Durant Avenue, North Charleston, SC 29405         | Schindler Hydro   |
| North Charleston High                     | 1001920 | 1807 East Montague Avenue, North Charleston, SC 29405  | General Hydro     |
| Northwoods Middle School - B Wing         | 1001413 | 7750 Pinehurst Street, North Charleston, SC 29420      | Schindler Hydro   |
| Northwoods Middle School - Lobby          | 1001414 | 7750 Pinehurst Street, North Charleston, SC 29420      | Schindler Hydro   |
| RB Stall High                             | 1001955 | 3625 Ashley Phosphate Road, North Charleston, SC 29418 | Schindler Hydro   |
| Sanders Clyde                             | 1001935 | 805 Morrison Drive, Charleston, SC 29403               | Schindler 330A    |
| Springfield Elementary                    | 1002341 | 2130 Pinehurst Avenue, Charleston, SC 29414            | TAC32             |
| St Andrews Math and Science               | 1002175 | 30 Chadwick Drive, Charleston, SC 29407                | TAC32             |
| St Andrews Middle                         | 1000606 | 721 Wappoo Road, Charleston, SC 29407                  | Dover Solid State |
| St Johns High                             | 1001317 | 1516 Main Road, Johns Island, SC 29455                 | Schindler Hydro   |
| Stiles Point Elementary                   | 1001904 | 883 Mikell Drive, Charleston, SC 29412                 | TAC20             |
| Stono Park                                | 1002672 | 1699 Garden St, Charleston, SC 29407                   | MEI Hydro         |
| Sullivans Island Elementary               | 1002150 | 2015 I'on Avenue, Sullivans Island, SC 29482           | TAC32             |
| Toole Military Magnet                     | 1001554 | 2950 Carner Avenue, North Charleston, SC 29405         | Dover Hydro       |
| Wando High - Back                         | 1001320 | 1000 Warrior Way, Mt. Pleasant, SC 29464               | Schindler Hydro   |
| Wando High - Lobby                        | 1001319 | 1000 Warrior Way, Mt. Pleasant, SC 29464               | Schindler Hydro   |
| Wando Stadium                             | 1002582 | 1000 Warrior Way, Mt. Pleasant, SC 29464               | MEI Hydro         |
| West Ashley CAS                           |         |  |                   |
| West Ashley High                          | 1001080 | 4060 West Wildcat Blvd., Charleston, SC 29414          | Otis Hydro        |
| West Ashley Middle                        | 1001279 | 1776 William Kennerty Drive, Charleston, SC 29407      | Schindler 330A    |
| Zucker Middle                             | 1001881 | 6401 Dorchester Road, North Charleston, SC 29418       | Schindler Hydro   |

| School                                 | Chairlift # | Address  | Type of Chairlift       |
|--|-------------|--|-------------------------|
| Ashley River Creative Elementary       | 1001990     | 1871 Wallace School Road, Charleston, SC 29407     | Garaventa Genesis       |
| Baptist Hill High                      | 1000851     | 5117 Baptist Hill Rd, Yorges Island, SC 29449      | Chairlift               |
| Belle Hall Elementary                  | 1000920     | 385 Egypt Rd, Mt Pleasant, SC 29464                | Cnational Wheel-o-vator |
| Burke High                             | 1001387     | 244 President Street, Charleston, SC 29403         | Garaventa Genesis       |
| Center of Arts & Academics             | 1001930     | 5109 Enterprise Street, North Charleston, SC 29406 | Chairlift               |
| Charleston Charter of Math and Science | 1002060     | 1002 King Street, Charleston, SC 29403             | Vertical Platform Lift  |
| Charleston Charter of Math and Science | 1002067     | 1002 King Street, Charleston, SC 29403             | Savaria Delta           |
| Hursey Elementary                      | 1001352     | 4542 Simms St, North Charleston, SC 29405          | Savaria VPL             |
| Mary Ford Elementary                   | 1001274     | 3180 Azalea Drive, North Charleston, SC 29405      | Savaria V1504           |
| James Island High - Charter            | 1002263     | 1000 Ft. Johnson Road, Charleston, SC 29412        | Garaventa Genesis       |
| Wando High                             | 1001329     | 1000 Warrior Way, Mt. Pleasant, SC 29464           | Chairlift               |