

**Charleston County School District
 REQUEST FOR PROPOSAL
 FACILITIES MAINTENANCE AND ASSET MANAGEMENT
DISTRICT WIDE FIRE INSPECTIONS, SERVICE & REPAIR**

Solicitation Number: P2204

Date: July 27, 2021

SUBMIT OFFER BY: AUGUST 19, 2021 NO LATER THAN 2:00PM EST

SUBMIT QUESTIONS BY: AUGUST 6, 2021 NO LATER THAN 2:00PM EST

NUMBER OF COPIES TO BE SUBMITTED: 1 ORIGINAL AND 4 MARKED "COPY" AND ONE FLASH DRIVE

PROCUREMENT OFFICIAL CONTACT:

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

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

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the Opening date.		
Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

Cover Page

AWARDS & AMENDMENTS: Awards will be posted at the Physical Address stated above. The award will be posted by 9/1/21. 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 VII Signing Your Offer & SWMBE Participation.

Small Women Minority Business Enterprise (Please Check appropriate boxes)

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

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

Solicitation Number: P2204 – Fire Inspection Services and Repair

Bids/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 Request for Proposal (RFP)	July 27, 2021
2. Question Submission	August 6, 2021
3. BID SUBMISSION DEADLINE & PUBLIC OPENNING Procurement Services 3999 Bridge View Drive North Charleston, SC 29405	August 19, 2021
4. Contract Award (estimate)	September 1, 2021

2.0 SCOPE OF SOLICITATION

Charleston County School District is seeking qualified vendor(s) to provide District Wide inspections, service, and repairs on Fire Sprinkler Systems, Kitchen Hood Suppression Systems and Fire Extinguishers per the specifications and requirements of this Request for Proposal (RFP). This contract shall also cover the installation and purchase of new fire sprinkler systems as deemed necessary.

This work includes furnishing all labor, materials and equipment necessary to accomplish District Wide inspections, service, and repairs on Fire Sprinkler Systems, Kitchen Hood Suppression Systems and Fire Extinguishers. 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 . Answers to any questions submitted will be sent to all companies via solicitation amendment.

OFFICE CLOSING If an emergency or unanticipated event interrupts normal District processes so that offers cannot be received at the District office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal District's processes resume. In lieu of an automatic extension, an amendment may be issued to reschedule bid opening. If District offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an amendment will be issued to reschedule the conference.

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

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

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

PUBLIC OPENING Offers will be publicly opened at the date / time and identified on the Cover Page, or last Amendment, whichever is applicable.

QUESTIONS FROM OFFERORS (a) Any prospective Offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. The Procurement Official must receive questions no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Oral explanations or instructions will not be binding. Any information given a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective Offerors. (b) The District seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Official, as soon as possible, regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition.

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

RESPONSIVENESS / IMPROPER OFFERS (a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the solicitation.

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all solicitation requirements. While multiple Offers may be submitted as one document, Offeror is responsible for clearly differentiating between each separate Offer. If this solicitation is a Request for Proposals, each separate Offer must include a separate cost proposal.

(c) Responsiveness. Any Offer that fails to conform to the material requirements of the Solicitation may be rejected as non-responsive. Offers that impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the District cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Official.

(d) Unbalanced Bidding. The District may reject an Offer as non-responsive if the prices bid are materially unbalanced between line items or sub-line items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the District even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

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

SIGNING YOUR OFFER Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words “by its Partner,” and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venture involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the joint venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it is and has been signed by an Agent. Upon request, Offeror must provide proof of the agent’s authorization to bind the principal.

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

SUBMITTING CONFIDENTIAL INFORMATION For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word “CONFIDENTIAL” every page, or portion thereof, that Offeror contend contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-

40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words “TRADE SECRET” every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act.

For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word “PROTECTED” every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected! If your response or any part thereof, is improperly marked as confidential or trade secret or protected, the District may, in its sole discretion, determine it non-responsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked “TRADE SECRET” or “CONFIDENTIAL” or “PROTECTED”, (2) agrees that any information not marked, as required by these bidding instructions, as a “Trade Secret” is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the District will detrimentally rely on Offeror’s marking of documents, as required by these bidding instructions, as being either “Confidential” or “Trade Secret” or “PROTECTED”. By submitting a response, Offeror agrees to defend, indemnify and hold harmless the District, its Officials and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney’s fees, arising out of or resulting from the District withholding information that Offeror marked as “confidential” or “trade secret” or “PROTECTED”. (All references to S.C. Code of Laws.)

Do not mark your “Cost Proposal/Bidding Schedule” Confidential.

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

TERM OF CONTRACT – EFFECTIVE DATE/INITIAL CONTRACT PERIOD: The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. It is Charleston County School District’s intent to contract with the successful bidder(s) by entering into a One (1) year agreement from the date of contract execution. An option to renew for four (4) additional one (1) year periods shall be provided if agreeable by both parties.

TERM OF CONTRACT – OPTION TO RENEW At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of one year, unless contractor receives notice that the District elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award.

WITHDRAWAL OR CORRECTION OF OFFER Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

B. Special Instructions

1. **BOARD APPROVAL REQUIRED:** Any award is subject to prior approval by the Charleston County School District Board of Trustees.
2. **DISCUSSION WITH BIDDERS:** After opening, discussions may be conducted with apparent responsive bidders for the purpose of clarification to assure full understanding of the requirements of the invitation for bids. All bids, in the Procurement Official's sole judgment, needing clarification must be accorded that opportunity.
3. **OPENING PROPOSALS – PRICES NOT DIVULGED** In competitive sealed proposals, prices will not be divulged at opening.
4. **SUBCONTRACTOR APPROVAL:** All subcontractors must be pre-approved by CCSD.
5. **NO PRE-BID CONFERENCE/SITE VISIT**
6. **INTERVIEWS/PRESENTATIONS:** Will be held (if necessary) on the week of August 23 – 27, 2021 at 3999 Bridgview Drive, North Charleston, SC 29405

4.0 TERMS AND CONDITIONS

A. General Terms and Conditions

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

AFFIRMATIVE ACTION: The successful bidder will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.

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

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

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

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

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

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

CONTRACTOR PERSONNEL The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

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

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

If the Contractor's services provided for hereunder include services, equipment, or materials supplied by a subcontractor, the Contractor must act as the prime Contractor for these items and assume full responsibility for performance hereunder. The Contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

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

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

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

INDEMNIFICATION

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

obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnify which would otherwise exist as to a party or person described herein.

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

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

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

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

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

INSURANCE

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

Type of Insurance

Workers Compensation, Applicable Federal and Employer's Liability

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

Federal Liability Insurance including completed operations and product liability covers:

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

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

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

LICENSES AND PERMITS During the term of the Contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and/or inspections required by CCSD, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

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

MATERIALS REQUIRED Materials required must be in conformity with the specifications and shall be subject to inspection and approval after delivery, and shall comply in quality and type of material and method of manufacture with all applicable local or state laws pertaining thereto. The right is reserved to reject and return at the risk and expense of the vendor such portions of any shipment that may be defective or fail to comply with specifications and without validating the remainder of the order.

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

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

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

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

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

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

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

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

PERFORMANCE AUDITS: The District may conduct, or have conducted, performance audits of the vendor. The District may conduct, or have conducted, audits of specific requirements of this bid as determined necessary by the District.

Pertaining to all audits, vendor shall make available to the District access to its computer files containing the history of contract performance and all other documents related to the audit. Additionally, any software used by the vendor shall be made available for auditing purposes at no cost to the District.

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

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

PRICE ADJUSTMENTS – LIMITED BY CPI "All Items": Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), "all items" for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov.

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

PROHIBITION AGAINST CONFLICTS OF INTERESTS, GRATUITIES AND KICKBACKS: "an employee or any official of the School district, elective or appointive, who shall take, receive or offer to take or receive either directly, any rebate, percentage of contract,

money or other things of value, as an inducement or intended inducement, in the Procurement of business, or the giving of business, for or to, or from any person, partnership, firm or corporation, offering bidding for, or in open market seeking to make sales to the School District shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or fine in accord with state and/or federal laws.

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

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

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

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

QUALITY ASSURANCE:

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

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

QUALIFICATIONS OF WORK PERSONS: The Contractor shall use skilled work persons who are thoroughly trained and experienced in the necessary crafts and trades.

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

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

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

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

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

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

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

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.

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.

The Contractor shall be from an established company providing similar solutions for a minimum of Five (5) years.

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

6.0 BASIS OF AWARD

AWARD CRITERIA: It is the intent of the District to issue one or multiple award(s) to complete the requirements within. The district reserves the right to enter into negotiations and make an award to the next highest rank/score proposer, if the District determines after making an award, that multiple awards are required to complete this project in the required time.

Offerors must meet the minimum qualifications listed in Section 5 in order to receive consideration. The Proposal offered by Contractor must also meet the Scope of Work/Specifications in Section 7. Award will be made to the highest ranked, responsive and responsible Offeror(s) whose offer is determined to be the most advantageous to the Charleston County School District. The District reserves the right to select and award on any individual item basis, group basis, or all or none basis.

NEGOTIATIONS: The Procurement Official may elect to make an award without conducting negotiations. However, after the offers have been ranked, the Procurement Officer may elect to negotiate price or the general scope of work with the highest ranked Offeror(s). If a satisfactory agreement cannot be reached, negotiations may be conducted with the second, and then the third, and so on, ranked Offerors to such level of ranking as determined by the Procurement Officer.

6.1 EVALUATION OF PROPOSALS:

A. COMMITTEE

Officials of the District will conduct an evaluation of proposals submitted in response to this solicitation. In the process of evaluation, the total Contractor's proposal will be considered.

During the evaluation process, the Evaluation Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Evaluation Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

B. FORMAT/CRITERIA

You must format your proposal to follow the outline listed below. Specific criteria, which will be utilized by the committee referenced above, and the relative weight given to each are listed below.

Criteria	Points
1. Introduction	10
a) Executive summary (up to one page)	
2. Qualifications (up to 4 pages)	40
a) Experience	
b) References	
c) Financial stability	
d) Business license	
3. Personnel	25
a) Organization chart	
b) Tech Personnel	
i. Qualifications of Technicians (resume must be submitted)	
ii. Experience of Personnel	
4. Proposal format identical to this outline	5
5. Total pricing (Initial contract)	20
TOTAL AVAILABLE POINTS	100

For example if total pricing (20 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, 20 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 20 points ($\$1,000,000/\$1,000,000=1.00 \times 20 =20$).

The next low offer submitted by bidder “B” is \$1,100,000, then he/she receives 18.2 points ($\$1,000,000/\$1,100,000 = .91 \times 20 = 18.2$), etc.

The District reserves the right to exclude any pricing it deems illogical and impractical in relation to the value of the solicitation.

The maximum score that can be achieved is 100 points. Each evaluator will independently rate the Offerors (excluding cost) submittals and score them accordingly. The scores will be averaged to determine the highest ranked Offeror.

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.

C. AWARD/ACCEPTANCE OR REJECTION OF PROPOSALS

The District reserves the right to reject any or all proposals when such rejection is in the best interest of the District; to reject the proposal of an Offeror who has previously failed to perform properly or complete on time contracts of a similar nature (schools, new school construction); and to reject the proposal of an Offeror who, in the opinion of the District, is not in a position to perform adequately in the requirements stated in this solicitation.

The District reserves the right to reject any or all proposals, any part or parts of a proposal, waive any technicalities, and award any portion of or the entire contract in a manner that is in the best interest of the District.

The District reserves the right to award this bid in total or in part according to the best interests of District. Contractors not willing to accept award of partial bid must so indicate as part of their proposal.

Acceptance of Contractor’s proposal by the District will not constitute an agreement and shall not be binding upon the District unless and until conditions and provisions of work to be performed by successful Contractor have, at time of, or after acceptance of such proposal, been reduced to writing in a formal Agreement and executed by both District and the successful Contractor.

The Procurement Officer may elect to make an award without conducting negotiations. However, after the offers have been ranked, the Procurement Officer may elect to negotiate price or general scope of work with the highest ranked Offeror. If a satisfactory agreement cannot be reached, negotiations may be conducted with the second, and then the third, and so on, ranked Offerors to such a level of ranking as determined by the Procurement Officer.

7.0 SCOPE OF WORK / SPECIFICATIONS

The Charleston County School District (herein reference as CCSD) is accepting bids from qualified vendors to provide all inspections, service, and repairs on their Fire Sprinkler Systems, Kitchen Hood Suppression Systems, and Fire Extinguishers located throughout the District. This contract shall also cover the installation and purchase of new fire sprinkler systems, kitchen hood suppression systems, and fire extinguishers as deemed necessary, when necessary and includes:

- Annual Inspections and Testing
- Semi-Annual Inspections and Testing
- Quarterly Inspections and Testing
- Repairs/Services
- Purchase/Installation of new Systems and equipment

Prices quoted shall remain firm for the full term of the one-year contract.

Along with fire inspection, vendor to include the cost of inspection per school, fire extinguisher cost, hydro testing, and hood inspection (if applicable). Hood Inspections are to be coordinated with the fire alarm system.

The successful vendor(s) will be issued a separate purchase orders with the District for inspection services and for repairs. As the needs arise, and additional systems are needed for purchasing or servicing above the normal inspection criteria, a separate purchase order will be issued.

CCSD reserves the right to add additional schools and offices.

FIRE SPRINKLER SYSTEMS: GENERAL REQUIREMENTS AND SPECIFICATIONS

1. A schedule for each site will be established indicating annual inspection time for certification and dating (see attached location list).
2. Contractor shall under no circumstances perform install or repairs without prior consent of the CCSD Maintenance Department.
3. Due to limited working space and high volume of traffic (vehicular and pedestrian) and size of campus locations, tests involving water pumps, sprinklers, stand pipes and drains will be carefully conducted to avoid accidents.
4. Contractor is responsible for all clean-up of construction materials, demolition debris, and/or excess material from work sites and their vicinity. Proper disposal of all waste—off of the CCSD campus—is required. **The vendor must keep a clean, safe worksite.**
5. Contractor is solely responsible for the protection of his/her workers from the products and processes used in the performance of this contract.
6. CCSD will not provide any labor, tools, equipment or vehicles to complete work described in this contract.
7. The contractor will fully comply with the latest revisions to any applicable codes and standards, to include, but not limited to: the International Building Code (IBC), NFPA, State Fire Marshal's regulations, OSHA standards, good construction practices, industry standards and a good standard of care in performing the work.
8. All personnel who engage in any work on the Fire Sprinkler System and their components must be properly certified and/or qualified to do so, per the provisions of all applicable codes, standards and regulations.
9. A complete one-year warranty on all new parts and equipment installed and all labor performed is to be provided upon completion of each job.
10. The contractor must provide a minimum of three qualified representatives when conducting this test to coordinate efforts and ensure life safety. Contractor will have: One technician at the pump, one technician at the discharge gauges, and one technician at the alarm panel.
11. CCSD will coordinate with Alarm System Monitoring personnel to by-pass and reset fire alarm panels. This will be conducted by phone with CCSD Security personnel.
12. CCSD reserves the right to inspect the equipment offered. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible therefore. Deviations must be explained in detail on separate attached sheets.
13. Vendor must provide CCSD Maintenance Department with Test Report on appropriate Certified Form.
14. Contractor shall notify CCSD's Maintenance Department representative, in writing, of any material problems discovered during the course of this contract, for any and all emergent conditions warranting work or cost beyond the scope of these specifications.
15. CCSD reserves the right to add coverage and new equipment for any additional buildings at the same rate.
16. All calls made for service, repairs, or installations shall be made by the CCSD Maintenance Department

Materials

1. All materials used shall comply with NFPA and any applicable codes, standards or regulations including, but not limited to the International Building Code.
2. All replacement materials shall be of equal or high quality than the original. In the event that the originally installed part or equipment is not available, CCSD must authorize a substitution prior to installation.
3. All replacement materials used in repairs shall be new and unused, and meet all applicable specifications and/or ratings.
4. The Contractor will provide a complete one-year warranty for materials, parts and labor on all equipment and installation to be reflected in the cost of goods.
5. Unless specifically waived, all repairs undertaken and materials used in the performance of this contract will be submitted for approval in advance and said submittal will; include material lists and shop drawings, as applicable.

Response Time/Workforce/Invoicing

1. Normal response time to service request shall not exceed twenty-four (24) hours.

2. If requested services or work cannot be provided within this time frame, CCSD shall retain the option of contracting that specific work with an alternate bidder.
3. A representative of the Contractor must be able to be contacted at all times during the term of this contract. This contract is in effect (24/7).
4. Contractor may be asked to provide an estimated cost for work, based on a CCSD provided scope of work, prior to proceeding with the repairs, installs or service.
5. CCSD will issue a purchase order for each project based on the Contractor's estimated cost, therefore, all estimates should be given full consideration and provided with due care.
6. Additional damages and/or problems uncovered while performing work that are likely to increase the project cost more than the purchase order (PO) amount must be reported to the designated CCSD representative. All additional costs must be pre-approved.
7. Upon completion of each job, an invoice for that work, including daily time sheets showing man-hours and a list of all material used on the job, must be submitted to the designated CCSD representative for processing of payment.

Scope of Performance Objectives

1. All performance objectives shall be conducted in accordance with all applicable local state edition of NFPA # 25 Standards for the Inspection, Testing and Maintenance of Water Based Systems in compliance with the International Fire Code. Inspection and testing conducted in accordance with this contract shall not be considered an engineering review of the fire protection system.
2. All function tests on water based fire suppression will be supervised by an on-site NICET Level III technician.
3. Automatic Sprinkler system will require annual flow testing by a licensed sprinkler Contractor in compliance with NFPA 25 (current edition).

Wet Pipe Sprinkler Systems

Quarterly

- Inspect and Report on System Valves and Gauges, recording Static Pressure readings.
- Inspect and Report All Fire Department Connections are in compliance with latest NFPA 25 requirements.
- Inspect and Test all applicable water flow alarm devices in accordance with latest NFPA 25 requirements.
- Hydraulic data plate, if provided, will be inspected to insure that it is firmly attached to the sprinkler riser and that it is legible.

Semi-Annually

- Inspect and Report on System Valves and Gauges, recording Static Pressure readings.
- Inspect and Report All Fire Department Connections are in compliance with latest NFPA 25 requirements.
- Inspect and Test all applicable water flow alarm devices in accordance with latest NFPA 25 requirements.
- Hydraulic data plate, if provided, will be inspected to insure that it is firmly attached to the sprinkler riser and that it is legible.

Annually

- Hydraulic name plate, if provided, will be inspected to insure that it is firmly attached to the sprinkler riser and that it is legible.
- Pressure Reducing Valves, if provided, shall be inspected to insure that they are in the open position, not leaking, maintaining down-stream pressures and are in good condition.
- A flow test will be conducted at each system riser's main drain, if available.
- A visual inspection will be conducted from floor level of all visible system components including pipe, hangers and sprinklers. Components installed in concealed spaces and above hung ceilings are excluded.
- All control valves will be fully exercised through their full range and returned to normal position.
- Antifreeze loops, if provided, will have a sample of the solution taken from the loop and tested using a refractometer to determine the freeze point of the sample. The results will be recorded on the report form.
 - The District may request, at an additional cost, the accurate testing method of draining the entire solution from the loop, mixing and testing the solution using a refractometer, with adjustments made as necessary, and then pumping the entire solution back into the loop.

5 Year Requirements

- As stated per the NFPA current edition requirements.

Fire Pump Systems: Fire Pumps will require an annual flow test by a licensed sprinkler Contractor. Diffusers must be utilized during this test.

Annually

- All system components shall be visually inspected to insure that the pump components appear to be in normal operating condition and free from physical damage.
- Verify that pump controller is in the proper position.
- If appropriate, check the transfer switch position and the reverse phase alarm, and diesel fuel level.
- Perform a no-flow test by starting the pump automatically. Electric pumps will be run for a minimum of 10 minutes. Diesel pumps will be run for a minimum of 30 minutes.
- All local and supervisory alarms will be tested for proper operation.
- Supervisory switch(s) installed on control valves will be tested.
- All control valves will be fully exercised through their full range and returned to their normal position.
- Each fire pump assembly shall be tested under minimum (no flow); rated (100%), peak (150%) flows of the fire pump by controlling the quantity of water discharged through approved test devices. The pertinent visual observations and measurements will be documented. Test results will be compared to past tests and unadjusted field acceptance curve, if available.
 - Exception 1: When weather conditions or other circumstances prohibit discharging of water, this part of the test procedure will be modified or postponed until the next regularly scheduled inspection visit:
 - Exception 2: If available suction supplies do not allow for 150% of the rated flow of the pump capacity, the fire pump shall be operated at the maximum allowable flow.

5 Year Requirements

- As stated per the NFPA current edition requirements.

Private Fire Service Mains: A main drain test will be conducted annually in compliance with NFPA 25 (current edition)

Annually

- Hose houses, if provided, will be visually inspected to insure that they are accessible, free from physical damage and there is no missing equipment.
- Supervisory switch(es) installed on control valves will be tested.
- Monitor nozzles, if provided, will be inspected to insure that they are not leaking; they are free from physical damage and corrosion.
- A flow test will be conducted at each system hydrant and or monitor nozzle, where provided. Drainage from the hydrant barrel will be checked.
- Exposed piping will be visually inspected.
- All control valves will be fully exercised through their full range and returned to normal position.

5 Year Requirements

- A full flow test will be conducted of the underground piping to determine condition. Results will be compared to previous flow test results and acceptance records.

Standpipe and Hose Systems:

1. A standpipe hydrostatic test will be conducted every five years in compliance with NFPA 25 (current edition) on dry systems.
2. Stand pipe water flow test will be conducted annually in compliance with NFPA 25 (current edition) on wet systems.

Annually

- Components of the standpipe and hose system will be visually inspected from floor level to insure that they appear to be in normal operating condition and are free from physical damage. Components include pipe, hangers, hose, valves, nozzles and cabinets that are installed and visible. Piping or components installed in concealed spaces or above ceilings are excluded.
- Alarm devices, if provided, will be tested by flowing water through provided outlets.
- Local supervisory alarms will be tested.
- Pressure Reducing Valves, if provided, shall be inspected to insure that they are in the open position, not leaking, maintaining down-stream pressures and are in good condition.

- The condition of fire department Siamese connection shall be checked including caps, gaskets, clappers and ball drips.
- Supervisory switch(es) installed on control valves will be tested.
- A flow test will be conducted at each system riser's main drain.
- A visual inspection will be conducted from floor level of all visible system components including pipe, hangers and sprinklers. Components installed in concealed spaces and above hung ceilings are excluded.
- All control valves will be fully exercised through their full range and returned to normal position.

5 Year Requirements

- As stated per the NFPA current edition requirements.

Fire Hoses

- Fire hoses will require periodic hydrostatic testing in accordance with NFPA 1962 (current edition). CCSD currently uses 4-6" diameter hoses with aluminum or brass couplings. Due to limited working space and high volume of traffic around the school campus, hose testing must be conducted at an off-campus location. Contractor is responsible for selecting an appropriate site and water supply.
- Most recent hydrostatic test date will be legibly stenciled in black ink at both ends of the hose. The expired hydrostatic date must be obliterated. Price will include all costs for un-racking, re-racking, visual inspection, hydrostatic testing and marking of hose.
- Test results will be provided to the CCSD Maintenance Department within forty-eight (48) hours after completion of the test.

Reports

- A written report will be provided at the completion of each inspection visit and reviewed with the responsible party.

Owners Requirements for all Categories

- Sprinkler system drawings can be provided for sites if required and are available.
- Provide access to all components of the sprinkler system.
- Provide notifications to alarm monitoring company, if installed, local fire department and occupants before and at the completion of the inspection and testing. Owner or Responsible individual should know all pass codes and alarm panel codes, where necessary, to make such notifications.
- Have sufficient knowledge of system to alert inspection technicians of changes and modifications made to building or system(s) since the last inspection visit.
- Have authorized person that can review and sign inspection report on site.
- Owner acknowledges that the maintenance of the system in accordance with NFPA 25 rests solely with the Owner. The provision of adequate heat, to protect the wet system from freezing, the maintenance of the alarm system and its interface with the wet systems, as well as central station monitoring, if installed, is an important part of the maintenance responsibility. Consequently, the failure of the Owner to provide such measures in accordance with his responsibility, and such failure may impact the operation of, or cause damage to the wet system, or fail to annunciate activation of the system prolonging response time and it's resultant damage to property; such failure shall serve to hold the Inspection Provider harmless from liability for these related events.
- The Owner shall be responsible for ensuring that drainage is adequate to handle expected flows from inspectors test connections and main drains.

Backflow Certification: Backflow test will be conducted annually and certified in compliance with latest NFPA 25 requirements. Copies of each report will be forwarded to local municipalities having jurisdiction at that location.

CURRENT LIST OF SCHOOLS WITH FIRE SPRINKLER SYSTEMS

Administrative Bldg.	75 Calhoun St, Charleston, SC 29401
Academic Magnet	1425 Avenue B South, N. Charleston,, SC 29405
Ashley River Creative Arts	1871 Wallace School Rd, Charleston, SC 29407
Brentwood Elementary	2685 Leeds Avenue, N Charleston, SC 29045

Burke High	244 President St, Charleston, SC 29403
Burns Elementary	3750 Dorchester Rd, N. Charleston, SC 29405
Buist Academy	103 Calhoun St, Charleston, SC 29401
Camp Road Middle	1825 Camp Rd, Charleston, SC 29412
Cario Middle	3500 Thomas Cario Blvd, Mt. Pleasant, SC 29466
Carolina Park Elementary	3650 Park Avenue Blvd, Mt Pleasant, SC 29466
C.E. Williams (South)	3090 Sanders Rd, Charleston, SC 29414
Charleston Math and Science	1002 King St, Charleston, SC 29403
Charleston Progressive Academy	382 Meeting St., Charleston, SC 29403
Chicora Elementary	3100 Carner Ave, North Charleston, SC 29405
Corcoran Elementary	8585 Vistavia Rd., N. Charleston, SC 29406
Cooper River CAS	1088 E. Montague Ave, N. Charleston, SC 29405
D-4 Consolidated Stadium	3659 West Montague Ave, N Charleston, SC 29405
Daniel Jenkins, Creative Learn.	2670 Bonds Ave, North Charleston, SC 29405
East Cooper CAS	900 Warrior Way, Mt Pleasant, SC 29466
Ellington Elementary	5540 Old Jacksonboro Rd, Ravenel, SC 29470
Garrett Academy	2731 Gordon St, N. Charleston, SC 29405
Harbor View Elementary	891 Mikell Dr, Charleston, SC 29412
Haut Gap Middle	1861 Bohicket Road, Johns Island 29455
James B Edwards Elementary	855 Von Kolnitz Rd, Mt Pleasant, SC 29464
James Island Elementary	1872 Grimball Rd, Charleston, SC 29412
Jennie Moore Elementary	2725 Bulrush Basket Lane, Mt. Pleasant, SC 29466
Laing Middle School	2705 Bulrush Basket Lane, Mt. Pleasant, SC 29466
Laurel Hill	3100 Thomas Cario Blvd, Mt. Pleasant, SC 29466
Liberty Hill Academy	5025 West Enterprise Street, N Charleston, SC 29405
Lucy Beckham High School	1560 Mathis Ferry Rd, Mt Pleasant, SC 29464
Memminger Elementary	20 Beaufain St., Charleston, SC 29401
Midland Park Primary	2415 Midland Park Rd, N Charleston, SC 29406

Montessori Community School	2122 Wood Ave, Charleston, SC 29413
Moultrie Middle	645 Coleman Blvd, Mt. Pleasant, SC 29464
Mt. Pleasant Academy	605 Center Street, Mt Pleasant, SC 29464
Murray La Saine Elementary	691 Riverland Dr, Charleston, SC 29412
North Charleston Elementary	4921 Durant Ave, N Charleston, SC 29405
North Charleston High	1087 E Montague Ave, N Charleston, 29405
Northwoods Middle	7763 Northside Dr, N Charleston, SC 29420
Oakland Elem (New)	505-A Arlington Dr., Charleston, SC 29414
Orange Grove Elementary	1225 Orange Branch Rd, Charleston, SC 29407
Orange Grove Middle	505 B Arlington Drive, Charleston, SC 29414
Pinckney Elementary	3300 Thomas Cario Blvd., Mt. Pleasant, SC 29466
Pinehurst Elementary	7753 Northside Drive, N. Charleston, SC 29420
Sanders Clyde	805 Morrison Dr, Charleston, SC 29403
School of the Arts	5109 B W Enterprise St, N Charleston, SC 29405
Simons, James Elementary	741 King St, Charleston, SC 29403
Springfield Elementary	2130 Pinehurst Ave, Charleston SC 29414
St Andrews Math and Science	30 Chadwick Drive, Charleston, SC 29407
Stall High (New)	7749 Pinehurst St, N. Charleston, SC 29420
Stiles Point Elementary (New)	883 A Mikell Drive, Charleston, SC 29412
Sullivan's Is. Elementary	2015 Ion Ave, Sullivan's Island, SC 29482
Toole Military Magnet	2950 Carner, N Charleston, SC 29405
Wando High	1000 Warrior Way, Mt. Pleasant, SC 29466
West Ashley High	4060 W. Wildcat Blvd, Charleston, SC 29414
Whitesides Elementary	1565 Rifle Range Rd, Mt. Pleasant, SC 29464
Zucker Middle	6401 Dorchester Road, N Charleston, SC 29418

FIRE EXTINGUISHERS AND HOOD FIRE SUPPRESSION SYSTEMS: GENERAL REQUIREMENTS AND SPECIFICATIONS

PLACE OF INSPECTION AND REPAIRS: All inspections and repairs will be made at all eighty (80) Charleston County Schools, all maintenance shops and all Business Office locations within Charleston County School District. A list of all locations will be given to the successful bidder. CCSD reserves the right to add or delete schools due to closures or new construction.

In months where both products are due for inspection every effort should be made to complete both inspections at the same time. CCSD shall not be responsible for additional costs should this not occur.

Fire Extinguishers shall be inspected annually and Hood Suppression Systems semi-annually. An inspection schedule shall be developed by the Successful Offeror and distributed to the Maintenance Office for approval. This schedule must be followed.

Twelve year regulator test, three and six year maintenance inspections will also be included for all portable fire extinguishers and kitchen hood suppression systems.

All work shall be done to meet or exceed the standards of all applicable Federal, State and local laws, codes, regulations, and standards set forth in the current NFPA and OSHA regulations.

PRICING: Quoted prices shall include all inspections, repairs, replacements, disposals, and transportation charges. In the designated column on the Bid Schedule Sheet enter the price per unit for each item shown. Quoted price will not include State Tax or Federal Excise Tax. All work shall be done to meet or exceed the standards of all applicable Federal, State and local laws, codes, regulations, and standards set forth in the current NFPA and OSHA regulations.

Pricing indicated must be all-inclusive, with no hidden or undisclosed charges. The District will not honor any hidden charges. Pricing must include any and all applicable taxes, permits or licenses required to fully perform this contract. All tax and permit or licensing fees must be listed as separate line items. Only pricing for items listed as “approved” manufacturers/code numbers may be submitted as part of the proposal.

It is the responsibility of the Successful Offeror to ensure they have completed inspection on all units. Reports of units missed or not inspected will be at vendor’s expense.

Labor hours shall not be charged separately on routine inspections. This shall be included in the inspection cost rate.

Invoicing: The successful Contractor must provide separate invoices for each location for all services, both inspections and refills. Awarded bidder must obtain an authorized signature on a CCSD Work Order or Inspection Report on site to acknowledge work performed. This shall include all inspections as well as any repairs to equipment. Service Representative must also sign CCSD Work Order or Inspection Report. Failure to provide these signatures will result in invoice not being paid.

Successful Contractor must operate under the District’s Centralized Computerized Maintenance System—School Dude. Successful Contractor must receive, process, post and close work orders assigned to them.

COMPLIANCE WITH LAWS:

All property or services furnished must comply with all applicable Federal, State and local laws, codes and regulations. NFPA-10, NFPA-96, 17 & 17A and C-D classification with State Fire Marshall office is required.

HOOD SUPPRESSION SYSTEMS

Semi-annual inspection of the Kitchen Hood Fire Suppression System in school kitchens and culinary arts classrooms shall be conducted in accordance with NFPA 17 and NFPA 96, by a service person with a CLASS “D” LICENSE and will include the following steps:

- Check for visible signs that the system has fired, been tampered with or leaked.
- Disconnect the system for inspection.
- Check cylinder condition and hydrostatic test and six-year maintenance dates on cylinder.
- Check all piping and conduit for rigidity.
- Check regulator test date, if applicable.

- Check and verify nozzles are free of blockage and properly aimed.
- If system is electrical, check detectors and control panel.
- Dry test the system for automatic operation.
- Dry test the system with manual release at cylinder and / or remote location.
- Check the operation of gas shut off and / or electrical shutoff with manual reset relay.
- Confirm fuel shut off is in the “on” position.
- Weigh or replace fire system cartridges as required.
- Relight all pilot lights on gas appliances after all test are complete.
- Check all nozzles for proper type of caps or covers and clean cap covers where they will function properly if needed.
- Check chemical type and quantity if applicable.
- Verify the filter type in the kitchen hood.
- Verify the proper decals are installed at the remote pull station and on the hood.
- Reconnect the system and remove locking tools.
- **FILL OUT SERVICE INSPECTION REPORT AND ATTACH INSPECTION TAGS.**
- Check for proper type of portable extinguishers in kitchen area {K-type} and verify that they have been properly inspected.
- Replace K-type Fire Extinguishers in the kitchen if missing.
- Return all reports to the Maintenance Office, with school location indicated within 48 hours. A fax copy with a hardcopy to follow will be acceptable.

All hood suppression systems located within CCSD shall fall under this contract, to include culinary arts programs, kitchens, etc. Service and Inspections will not be made during serving hours. Our facilities have one of the following fire suppression systems: Kiddie, Ansul, Pyro-chem or Range Guard. We currently have Culinary Arts classrooms at the following locations:

New Burke High School –	1 Culinary Arts classroom.
Garrett Academy -	4 Culinary Arts classroom.
West Ashley High School -	4 Culinary Arts classrooms
Baptist Hill High School -	2 Culinary Arts classrooms
North Charleston High School	
Stall High School	
St. John’s High School	
James Island Charter High School	
Wando High School	

Hydrostatic testing is to be performed as required by Federal, State and Local regulations. Record of the testing is to be indicated on the body of the extinguisher to meet the requirements of the inspectors from the State Fire Marshall’s office and local fire inspectors.

- Relight all pilot lights on gas appliances after all test are complete.
- Check all nozzles for proper type of caps or covers and clean cap covers where they will function properly if needed.

Note: New schools may be added to this contract will have Culinary Arts classrooms. All provisions of the contract resulting from this solicitation will apply to those and any CCSD schools and locations.

FIRE EXTINGUISHERS

Service will take place on site at each location throughout the District. This will include the annual inspection and servicing of portable extinguishers conducted in accordance with NFPA 10 by a service person with a CLASS “C-D” LICENSE and will include the following steps:

- Visual inspection of the Fire Extinguishers
- Check the test and maintenance dates.
- Weigh Extinguishers.
- Visually inspect the pressure gauge.
- Remove / reinstall safety pull pin.
- Install new tamper seal.
- Remove discharge hose and check continuity on any CO2 Fire Extinguishers.

Service may include replacement of pull pins, nozzles, handles, collar gaskets, pressure gages, hoses, valve systems, and where necessary, “O” rings.

CCSD currently has an inventory of approximately 3,000 portable fire extinguishers. Sizes range from 5lb. to 20 lbs. The majority of our portable fire extinguishers are either “ABC” or “BC” dry powder extinguishers.

In the event of discharge the original bottle must be returned to the original location after recharging. Any accidental discharge during service by service personnel, the service company will recharge at no cost, pay for any contaminated products, pay for any down time lost and reimburse CCSD for labor cost for any clean-up required by the discharge.

The successful Contractor must provide the proper agent in each extinguisher and fire suppression system. Dry chemical powder for “ABC” and “BC” fire extinguishers and the proper type wet chemical for wet chemical fire extinguishers and fire suppression systems. Failure to provide the correct extinguishing agent for each type of application will result in liability to the contractor. Improper or incomplete service will result in the termination of this contract.

Maintenance shall be performed in accordance with NFPA 10, Standard for Portable Fire Extinguishers, NFPA 17, Standard for Dry Chemical Extinguishing systems and NFPA 17A, Standard for Wet Chemical Extinguishing Systems. If there is conflict in a standard between references, the most stringent standard shall prevail.

Recharging:

Recharging shall mean the replacement of the extinguishing agent and also includes the expellant for certain types of extinguishers. If during inspection/test or maintenance any extinguishers are determined to require recharging or hydrostatic testing, this service will be performed at rates established by the contract. Routine extinguisher repairs at the time of inspection do not require the prior approval of CCSD Maintenance Office. Charleston County School District reserves the right under this contract to add new facilities due to new construction being completed or delete facilities from this contract, due to older facilities being closed and replace with new construction.

SPECIAL CONDITIONS:

MAINTENANCE OF PORTABLE FIRE EXTINGUISHERS AND KITCHEN HOOD FIRE SUPPRESSION SYSTEMS

Repairs:

Repairs other than those specified above will be invoiced separately including parts, mark up and labor. Extinguishers taken out of service for repair or recharging by the Successful Offeror shall be replaced by the Successful Bidder on site or loaners must be provided. Loaner extinguishers must be of the same type and at least equal rating, and remain until existing extinguishers are returned to service. All cost related to this interim replacement shall be included as part of the inspection, test or repair, as bid. Each extinguisher shall be tagged securely and indicate the month and year the inspection, maintenance, and recharging were performed, and shall identify the person performing the service.

The Successful Offeror shall provide for the repairs, refilling/recharging of expended extinguishers. This shall be done on a call basis from the Maintenance Office or other authorized personnel. The Successful Offeror shall respond within twenty-four (24) hours of maintenance call, emergency calls must be responded to within six (6) hours. This entire process shall take no longer than forty-eight

(48) hours. The Successful Offeror shall also correct any deficiencies that would prevent the extinguisher from being certified by applicable laws and regulations. Loaner extinguishers must be of the same type and at least an equal rating, and remain until existing extinguishers are returned to service. All cost related to this interim replacement shall be included as part of the inspection, test or repair, as bid.

IV. Information for Offerors to Submit

Bids are to be submitted on the Bid Form provided; enclosed in a sealed 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. Indicate your company name on each page of the Bid Form.

All bids should be complete and carefully worded and must convey all of the information requested in order to be considered responsive.

Offerors shall provide copies of any warranty registration for the equipment.

Offerors shall provide all information requested in the Qualifications section of this solicitation.

To be considered for award, all bids must include, as a minimum, the following information. All information should be presented in the listed order below. **In addition, offerors must submit a detailed written plan as to how they will perform the following tasks.**

1. The Contractor will designate a local representative to coordinate all matters, including a 24-hour contact for emergencies. The representative must maintain regular contact with personnel in the CCSD Maintenance Department Plumbing Shop, as deemed necessary.
2. Representatives conducting work at CCSD will respond with all necessary resources, to include, but not limit to, tools, equipment and personnel. CCSD personnel **will not** be available to assist with tasks under contract. CCSD Plumbing Shop Foreman will coordinate with Fire Alarm Monitoring personnel for alarm by-pass and reset when required.
3. Contractor's representatives must dress in appropriate professional attire while performing services on CCSD's properties and display courtesy to faculty, staff and students.
4. Prior to any work on campus, the representative will report to the site office for authorization to proceed.
5. Contractor will provide copies of all licenses and certificates pertaining to work performed at CCSD. Current licenses will include, at a minimum, Classes A, B, C, D and DOT Hydro-test Certifications by the South Carolina State Fire Marshall.
6. Contractor will provide a legible written report of all activities performed on any equipment within five (5) days after work is completed. CCSD Maintenance Office will have an owner's representative available to witness and sign off on reports. We will also show the locations of devices to be inspected, if needed. It is recommended that reports be prepared on-site, the same day of the test to avoid cost for the contractor to re-do the test if data is not available. The report must include all data required by local, state and federal regulatory agencies. The report must be signed by the licensed or certified technician and include a statement of the final PASS/FAIL status of the equipment.
7. Contractor must comply with all local, state and federal safety and health regulations.
8. Contractor is responsible for the actions and discipline of any sub-Contractors under their control. Designate how this will be accomplished.
9. Contractor will be responsible for all injuries or property damage incurred by their representatives. All precautions will be taken to avoid damage to property. Special care will be considered to protect workers, employees and the public. Should damage to property or an accident occur, the Contractor will notify CCSD Maintenance Office Plumbing staff immediately.
10. Contractor's representatives must be able to pass a background check as required by CCSD. Contractors are expected to be punctual and must report and sign in at the school's office with proper identification (i.e. driver's license). On-site service must be scheduled at least two weeks in advance to allow sufficient notification of CCSD staff. Emergencies will take priority over scheduled inspections. Conflicts in scheduling with inspections will always yield to school operations. Any cancellation or delays will be communicated to CCSD Maintenance Department Plumbing staff prior to the event. **Only in special circumstances will CCSD Plumbing Representatives be made available for escorting of the contractor.**

Information provided will be the basis for determining vendor's responsibility and responsiveness to this Invitation for Bid.

V. Qualifications

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.

To be eligible for award of a contract, a prospective contractor must be responsible. In evaluating an Offeror's responsibility, CCSD Standards of Responsibility 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.

Contractor must demonstrate that they possess the following qualifications:

1. Submit three (3) references as follows that can attest to contractor stability.
 - a. Contact name must be client name and not a contact from bidder's company.
 - b. References should demonstrate past and current work experience.
 - c. References should include name and address; type and size of business; contact person, including name and title, telephone number and position.
2. Submit the number of employees at your facility, listed and sorted by job title, number of years of experience and function. From this list, indicate the employees who will be assigned to this contract. Also list any certifications held by the employee. Provide a list of any subcontractors who might work on this contract.
3. Have you defaulted on any contract in the last three years? If yes, please explain.
4. Demonstrate expertise and experience in facilities of like size and setting to CCSD.
5. CCSD requires at least three (3) years of experience. List the number of continuous years of experience and the number of current contracts in place. Bidder should comment on which of these sites are most comparable to service being offered.

Describe any changes involving your company that have occurred over the past two (2) years or are anticipated over the next two (2) years and how they will offset your business.

Before a submittal is considered for award, the bidder will be requested by the Procurement Official to submit completed form SE-350 as to his/her previous experience in performing similar or comparable work and of his/her business and technical organization and financial resources.

Complete and Submit attachment C with the bid

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.

BID FORM FIRE SPRINKLER

- 1. Annual Inspection for fire sprinkler and backflow \$ _____
 - a. Cost for testing each one \$ _____
 - b. Cost for flow switch \$ _____
 - c. Cost for tamper switch \$ _____
 - d. Cost for eschions \$ _____
 - e. Draining line Cost \$ _____
 - f. Retest after repair per location \$ _____

- 2. Cost for testing backflows/Certification \$ _____
 - a. Cost for kits \$ _____
 - i. Zurn/Wilkens 8" \$ _____
 - ii. Zurn/Wilkens 3/4" \$ _____
 - iii. Watts 8" \$ _____
 - iv. Watts 6" \$ _____
 - v. Conbraco 8" \$ _____
 - vi. Conbraco 6" \$ _____
 - b. Cost for retesting after repair per location \$ _____

- 3. Annual Inspection of Fire Pump System \$ _____

4. Annual Inspection of Private Fire Service Mains	\$ _____
5. Annual Inspection of Standpipe and Hose Systems	\$ _____
6. Cost for Hydrostatic test on Hose (per 100 ft.)	\$ _____
7. Optional: Complete loop drain, mix & test solution, reinsert solution into loop Test.	\$ _____
8. 5-Year Inspection of Fire Pump System	\$ _____
9. 5-Year Inspection of Private Fire Service Mains	\$ _____
10. 5-Year Inspection of Standpipe and Hose Systems	\$ _____
11. Labor Cost for Repairs, per hour	\$ _____
TOTAL	\$ _____

Note: All prices quoted must be all inclusive (ex: travel)

Exception: Tax

BID FORM FIRE EXTINGUISHERS AND KITCHEN HOOD FIRE SUPPRESSION SYSTEMS

MAINTENANCE OF PORTABLE FIRE EXTINGUISHERS AND HOOD FIRE SUPPRESSION SYSTEMS

Annual Maintenance Cost for: Cost shall include required updated labels.

- 1. 10 lb. Dry Powder Extinguisher “BC” \$ _____
- 2. 20 lb. Dry Powder Extinguisher “BC” \$ _____
- 3. 50 lb. Dry Powder Extinguisher “BC” \$ _____
- 4. 5 lb. Dry Powder Extinguisher “ABC” \$ _____
- 5. 10 lb. Dry Powder Extinguisher “ABC” \$ _____
- 6. 20 lb. Dry Powder Extinguisher “ABC” \$ _____

Replacement Cost for:

- 1. 5 lb. Dry Powder Extinguisher “BC” \$ _____
- 2. 10 lb. Dry Powder Extinguisher “BC” \$ _____
- 3. 20 lb. Dry Powder Extinguisher “BC” \$ _____
- 4. 5 lb. Dry Powder Extinguisher “ABC” \$ _____
- 5. 10 lb. Dry Powder Extinguisher “ABC” \$ _____
- 6. 20 lb. Dry Powder Extinguisher “ABC” \$ _____

Annual Maintenance Cost for: Cost shall include required updated labels.

Kitchen Hood Fire Suppression (“Wet Chemical”) \$ _____

System to include Kidde, Ansul, Pyro-Chem or
 Range Control

Hydro-static Testing – Small, when necessary \$ _____

Hydro-static Testing – Large, when necessary \$ _____

Fire System Wet Chemical per gal, when necessary \$ _____

Replacement Cost for:

Kitchen Hood Fire Suppression (“Wet Chemical”) \$ _____

System to include Kidde, Ansul, Pyro-Chem or Range Control

Hourly Labor Cost for Repairs \$ _____

Discount Percentage for Parts _____

Above unit prices shall include all other charges not listed except for sales tax.

Attach a fee schedule for anything not listed above.

Fire Sprinkler System Bid Sheet – See Attachment E

P2204 FIRE INSPECTION SERVICES AND 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 RFP 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 bid/proposal

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

- COMPLETED AND SIGNED ALL REQUIRED DOCUMENTS.
- DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES.
- REREAD YOUR ENTIRE PROPOSAL TO MAKE SURE YOUR PROPOSAL DOES NOT TAKE EXCEPTION TO ANY OF THE DISTRICTS MANDATORY REQUIREMENTS.
- MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL, OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE HEADING ENTITLED: FOIA BIDDING INSTRUCTIONS, SUBMITTING CONFIDENTIAL INFORMATION. ***DO NOT MARK YOUR ENTIRE BID AS CONFIDENTIAL, TRADE SECRET, OR PROTECTED! Do NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!***
- HAVE YOU PROPERLY ACKNOWLEDGED ALL AMENDMENTS? INSTRUCTIONS REGARDING HOW TO ACKNOWLEDGE AN AMENDMENT SHOULD APPEAR IN ALL AMENDMENTS ISSUED.
- MAKE SURE YOUR PROPOSAL INCLUDES A COPY OF THE SOLICITATION COVER PAGE.
- MAKE SURE A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS SIGNS THE COVER PAGE.
- MAKE SURE YOUR PROPOSAL INCLUDES THE NUMBER OF COPIES REQUESTED.
- CHECK TO ENSURE YOUR PROPOSAL INCLUDES EVERYTHING REQUESTED!
- IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! **AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A PRE-PROPOSAL CONFERENCE OR A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS! PLEASE SEE BIDDING INSTRUCTIONS AND ANY PROVISIONS REGARDING PRE-BID CONFERENCES.**

NOTE: This checklist is included only as a reminder to help Offerors avoid common mistakes

Responsiveness will be evaluated against the solicitation **not** against this checklist.

You do not need to return this checklist with your response.

**Attachment C
QUESTIONNAIRE**

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

1. SAFETY:

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

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

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

2. EXPERIENCE:

Years in business under present name: _____

Licenses currently valid in force: _____

3. REFERENCES

Provide three references from agencies you have performed similar services for in the past three (3) years.

Reference #1

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone #: _____

Reference #2

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone #: _____

Reference #3

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone # _____

Attachment D

CHARLESTON COUNTY SCHOOL DISTRICT
NO BID REPLY FORM

BID TITLE: P2204 – Fire Inspection Services and 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: _____