	Rock Hill Schools Request for Proposal (RFP)	Solicitation Number Date Issued Procurement Officer Phone E-Mail Address	22-2311 April 18, 2023 Lee Faris 803-981-1162 wfaris@rhmail.org

A&E Services for New Sunset Park Elementary

DUE DATE (Opening Date/Time): May 31, 2023, at 10:00 a.m.
LAST DAY FOR QUESTIONS: May 18, 2023, at

22-2311 A&E Services for New Sunset Park Elementary
TITLE

(Business title of person signing above)

7. COMMUNICATION WITH PROSPECTIVE BIDDERS:
   A. All communication concerning this solicitation must be in writing to the Director of Procurement Services. Ema is the preferred method of communication.
   B. Oral explanation or instructions provided prior to the award of a contract shall not be binding.
   C. From the issue date of this Proposal until the completion of the selection process and the award notification is announced, bidders are not allowed to communicate with District employees and/or contracted agents related to this solicitation for any reason except as authorized by the Director of Procurement Services. Violation of this provision may result in rejection of the vendor's response.
   D. It is the vendor's responsibility to check the District's website procurement page for any addenda, responses t vendor questions, or other communications, which may be necessary during the solicitation process.

8. WITHDRAWAL OF PROPOSALS: Any bidder may withdraw his bid prior to the closing time scheduled for the receipt of Proposals. All requests to withdraw Proposals must be submitted in writing and must document the fact that the acceptance of the bid will cause the bidder substantial loss.

9. ASSIGNMENT: No contract may be assigned, sublet, or transferred without the written consent of the Director o Procurement.

10. SUBMISSION OF DATA: Each bidder, upon request, shall submit evidence of liability insurance, Workmen's Compensation, and any other data released to this solicitation, to satisfy the requirements of the solicitation and the execution of a contract.

11. FAILURE TO SUBMIT A BID: Vendors not responding with a bid should not return this solicitation. Instead, they should advise the District by letter or postcard whether they want to receive future consideration for similar requirements. Any vendor failing to respond to three consecutive Proposals for the same items may be removed from the applicable bid lists.

12. EXCEPTIONS: Notwithstanding any prior negotiations, the specifications and terms and conditions provided herein take precedence. Formal objection is hereby made to any or different terms proposed by Proposers unless listed a

2. TERMINATION: Subject to the provisions below, this contract may be terminated by the Director of Purchasing, provided a thirty (30) calendar day advance written notice is given to the Vendor.

Termination for convenience. In the event this contract is terminated or canceled upon request and for the convenience of the District, the District shall negotiate reasonable termination costs, if applicable.

Termination for Cause. Termination by the District for cause, default, or negligence on the part of the contractor

it is understood and inferred that such description is followed by the words "or approved equal". Such method of description is intended merely as a means of establishing a standard of comparison. However, the District reserves the right to select the items which, in the judgment of the District, are best suited to the needs of the District, based on price, quality, service, availability and other relative factors. Vendors must indicate brand name, model, model number, size, type, weight, color, etc. of the item Proposal if not exactly the same as the item specified.

Vendor's stock number or catalog number is not sufficient to meet this requirement. If any Vendor desires to furnish an item different from what is specifically mentioned in the specifications, he/she shall submit with his Proposal the information, data, pictures, cuts, designs, etc., of the material he/she plans to furnish so as to enable the District to compare the material as specified; and, such material will be given due consideration. The District reserves the right to insist upon and receive the items as specified, if submitted items do not meet the District's standards for acceptance.

9. PATENTS: The vendor shall hold the District, its officers, agents, and employees harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or non-copyrighted composition, secret process, article or appliance furnished or used under this Proposal.

10. PROPER INVOICES: Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:
    - x Name of business concern
    - x Contract number or other authorization for delivery of service or property
    - x Complete description
    - x Price and quantity of property or service actually delivered or executed
    - x Payment terms
    - x Name where applicable
    - x Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and other substantiating documentation of information as required by the contract.
    - x All invoices shall be submitted via email to APINVOICES@rhmail.org with the Company name and purchase order # in the Subject line.

22-2311 A&E Services for New Sunset Park Elementary

effective if approved in writing by the Purchasing Director). 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. A justification of the increase shall be submitted

22-2311	A&E	Services	for New	Sunset	Park	Elementary	
	$	5,000	Medical	Payments			

II. GLOSSARY OF TERMS .7 (ted)5.3 (c)]TJ -0.011 Tc 0. 0 Td ( ) c

Actual Cost: All direct and indirect costs incurred for services, supplies, or construction, as distinguished from estimated or forecasted costs.

Amendment: An agreed addition to, deletion from, correction or modification of a document or contract. To revise or change an existing document at, formal revision, improvement or correction.

Assignment: Legal transfer of a claim, right, interest or

22-2311 A&E Services for New Sunset Park Elementary

Request for Proposals (RFP): The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of Best and Final Offers. May be a single step or multi-step process. Introduced in the Armed Services Procurement Act of 1962 as well as by the Competition in Contracting Act of 1984.

Responsible Bidder/Offeror: Also referred to as Responsible Proposer or Respondent. A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

V. BACKGROUND

Rock Hill School District Three of York County serves nearly 18,000 students ranging from pre-school to adult education. The District operates 28 schools/ campuses (1 early childhood center, 14 elementary schools,

If you do not ask questions or clarify any assumptions, the District will assume that you agree with and understand the requirements in the RFP. If, after examination of the various terms and conditions and requirements of this RFP, the Respondent believes there are any terms and conditions or requirements which remain unclear or which restrict competition, the Respondent must request, in writing, that District clarify the terms(s) and condition(s) and requirement(s) specified by the Respondent. The Respondent must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the conditions or requirements questioned by the Respondent by 12:00PM on which is the last day for questions.

The District may ask any or all respondents to elaborate or clarify specific points or portions of their response. Clarification may take the form of written responses to questions or meetings to discuss the RFP and/or the participant's response.

All proposals shall be submitted to Rock Hill School District no later than May 31, 2023, at 10:00 AM. Consultants shall deliver one (1) original copy, five (5) hard copies and one (1) USB drive of the information requested above. Proposals should be prepared simply and economically, providing a straightforward and concise response to satisfy the requirement of this Request for Proposal. All submittals must be clearly labeled on the outside of the envelope with the following wording: All late proposals will be rejected. The District is not responsible for late RFP's caused by delays in mail delivery or a delay in any other method of delivery.

All Responses shall be on 8 1/2" x 11" paper with all standard text no smaller than twelve (12) points. The total page count shall not exceed twenty- five (25). Response shall be double-sided copying and be bound with tab dividers corresponding to the format requirements specified below.

The Consultant, however, may reduce the repetition of identical information within several sections of the RFP by making the appropriate cross-references to other sections of the response. Submittals shall include the following information divided by :

The following information shall be listed in this section:

- Name of primary contact, address, phone number, and email.
- State the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
- Disclosure of any involvement by the organization or any officer of principal in any material business litigation, judgments, and/or list of bankruptcy or organization proceedings within the last five (5) years. Include the current status and/or disposition.

1. Describe the general approach, tools, and strategies that you would propose in carrying out Describe

evaluated.

3. Describe your firm's prior experience with K-12, higher education institutions, non-profit, local government, or government agencies, if any.
4. Describe your experience with large "#À* 'Ă -a(e)3n r ex iy ê@À8 ê¤Ê escri3 Tc -0.[µI5t((0 Tw 18.52 0

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IX. EVALUATION CRITERIA

The committee, comprised of District employees and representatives, will review each submittal based upon the criteria listed below.

RFP Evaluation Criteria	Maximum Points
1. Proposed Scope of Work, Approach	

*** Note - The highest ranked offeror will be contacted to discuss contract terms. If agreement can't be made between that offeror and the District, the second highest ranked offered will be invited in to discuss contract terms. If agreement still can't be made, the District will then contact the third highest ranked offeror.

XI. AWARD CRITERIA

XII. APPENDICES

Appendix I - References

Appendix II - Non-Collusion Affidavit

Appendix III - Conflict of Interest

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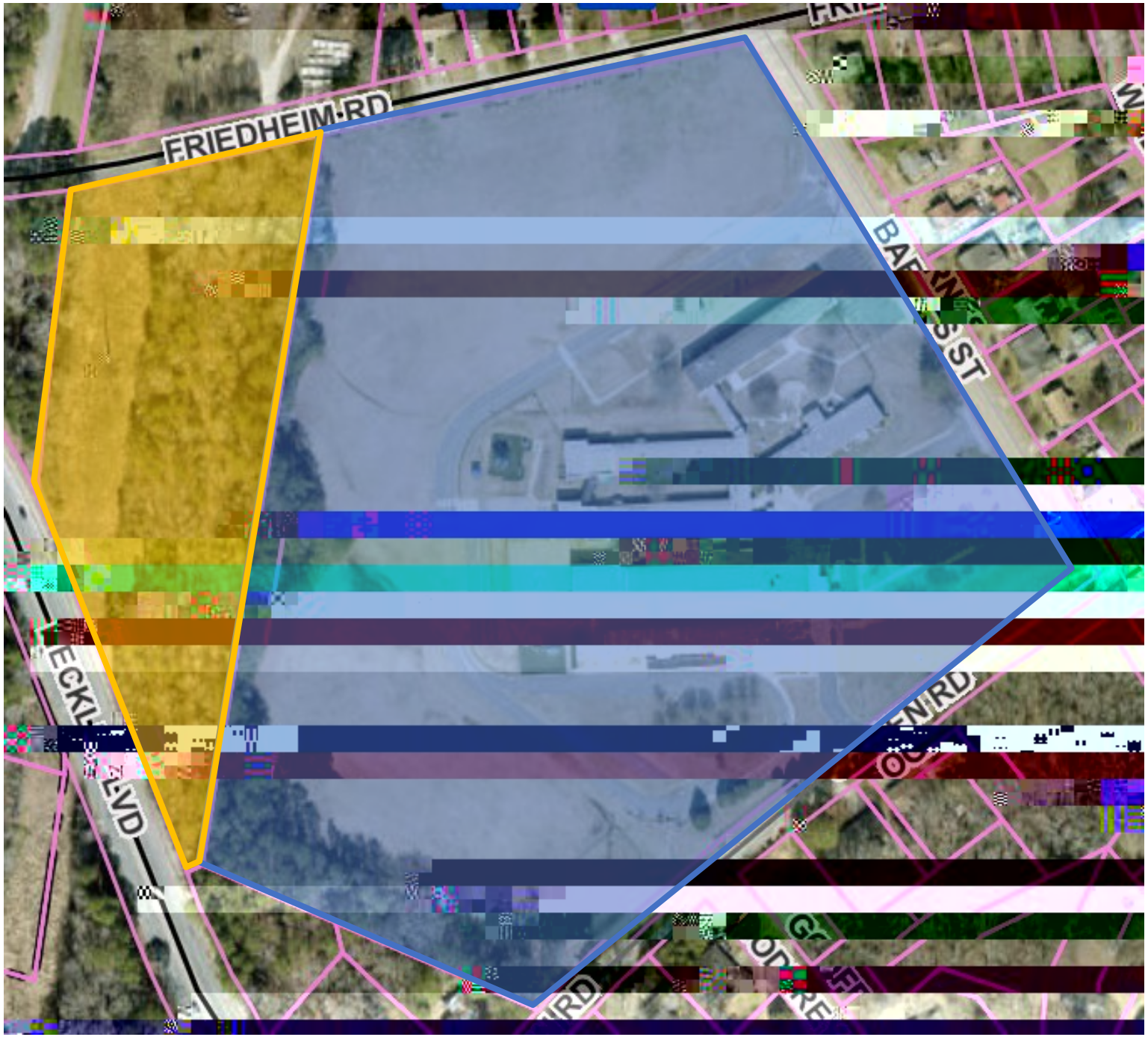
The District, in its sole discretion, has the authority and responsibility to determine whether or not a conflict of interest or unfair competitive advantage exists, after a review of the relevant facts. I acknowledge and understand that if I or my company

22-2311 A&E Services for New Sunset Park Elementary

APPENDIX V - SITE PLAT



Sunset Park Elementary School
1036 Ogden Road

4.627 Acres
Board Approved for Purchase

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ACRES PARCEL	DISTRICT	BUILDING DESIGNATION	SECTION ADDITION OR ANNEX	PORTABLE UNIT SINGLE OR DOUBLE	YEAR	TOTAL SQUARE FOOTAGE
19	A, B, C, E		Original			