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I. GENERAL OF

I. GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS

GENERAL INSTRUCTIONS

1. INSTRUCTIONS TO BIDDERS

A. Proposals shall be publicly opened at 10:00 AM on, November 30, 2023. Bid openings shall be conducted in Procurement Services, which is located at 386 East Black Street, Rock Hill, SC 29730. Sealed Proposals sh mailed to the Procurement Services Attention: RFP-2306 located at 386 East Black Street Rock Hill, SC 29730. The district encourages vendors who wish to attend the closing to do so by conference call.

Vendors may take part by dialing:
Phone Number: 803-985-3599
Conference ID: 1440403

B. Proposals shall be submitted NO LATER THAN 10:00 AM in the place and manner as described in paragraph 1A above. Proposals received after 10:00 AM shall be late Proposals. Late Proposals shall not be considered award and will be returned to the vendor unopened.

C. The District shall not accept responsibility for unidentified Proposals.

D. If [(the e)Tj [(bea)6.7 (r)] TJ 0 Tc 0 Tw ( )Tj -0.017 Tc 1.466 (0 0 12 -2.9 cm)-2.09 Td[(X)0.1 (H1)q9acce h-3.d

7. COMMUNICATION WITH PROSPECTIVE BIDDERS

15. SERVICE DATA MANUALS. The Contractor agrees to furnish two (2) copies of a manual, handbook, or brochure containing operation and maintenance instructions (to include pictures, illustrations, schematics and complete repair/test guides as necessary).

    Where applicable, it shall include electrical data and connection diagrams for the units. The instructions shall also contain a complete list of all replaceable parts showing part numbers, nomenclature and quantity required.

16. BIDDER'S RESPONSIBILITY. Each bidder shall fully acquaint himself with the scope of work required for the execution of the work specified by this bid. This will sometimes require on-site observations. The failure of a bidder to acquaint himself with existing conditions shall in no way relieve the bidder of any obligations with respect to this bid or any resulting contract.

17.

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.

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

B. To provide Rock Hill School District with any documents required to establish such compliance upon request; and

C. To register and participate and require agreement from subcontractors and sub-subcontractors to register and participate in the federal work authorization program to verify the employment authorization of all new employees, or to employ only workers who supply the documents required pursuant to S.C. Code 8-14-20(B)(2).

25. CONTRACT DOCUMENT: This solicitation document, any addendum(s), and record of negotiation(s) will become a part of the contract when awarded.

26. STUDENT AND STAFF SAFETY: The successful bidder shall be required to verify that criminal conviction inquiries/checks and pertinent criminal background inquires/checks have been conducted on all of its employees and the subcontractors who may interact with staff and/or students during the performance of the awarded scope of work or who may have a need to enter District property related to the performance of the contract. T

Request for Proposals (RFP): The document used to solicit proposals from potential providers for goods and services (Offerors).

Work persons in violation of the above, upon notification to the contractor, shall be immediately and permanently removed from RHSD property and replaced with acceptable personnel.

2.

- Delivery must be FOB destination freight prepaid unless otherwise specified herein. Cost of delivery must be included in the unit prices. Contractor will be required to provide base delivery to each school and/or facility. All product delivery and “emergency” orders will not reflect any additional cost to the RHSD. Additional market trending cost for fuel surcharges are not allowed and must be considered when providing bid price.

- It is understood and agreed that any item offered or shipped on this bid shall be new and in first class condition. All containers shall be new and suitable for storage and/or shipment. Prices shall include standard commercial packaging.

Training

The contractor is required to conduct annual product and safety training. In addition, the vendor is responsible for conducting ongoing on site product training for cleaning personnel. In addition, the vendor is to provide on line training modules for site and product specific applications.

Ordering System

Contractor shall provide a web-based ordering syste[illegible]

assurance of the custodial program. The software must be web based and be accessible

- Continuous improvement of quality

- Planned sampling
- Validated customer complaints
-

VIII. MANDATORY

and/or at trial.

g) Provide a minimum of three (3) reference projects of clients of similar size and nature that the Proposer has done within the last five (5) years. A brief description of the services provided shall accompany each reference. Reference forms attached.

h) A copy of company's W-9.

Supplies Programs such as but not limited to cleaning process procedures expectations and any other areas you would like to show the RHSD. How would your company setup the RHSD

then the third, and so on, ranked offerors to such level of ranking as determined by the Procurement Officer. After all proposals are received, RHSD may invite one or more vendors to make a presentation and to be interviewed and must e available on short notice. RHSD reserves the right to make independent investigations as to the qualification of vendor(s). Investigations may include contacting former and/or existing customer or site visits to existing operations. Proposer will be responsible for all travel expenses.

XI. APPENDICES

Appendix I - References

Appendix II - Bid Forms

Appendix III - Non-Collusion Affidavit

Appendix IV - Conflict of Interest

Appendix V - Exhibit A-D

APPENDIX - REFERENCES

References are to be comparable to services described in the RFP

Reference 1

Name	Address	City/ State Zip	Contract Dates

Reference 5

Name	Address	City/ StateZip	ContractDates
Contact	Title	PhoneNo.	Email

APPENDIX - Bid Forms

QUALIFICATION ASSESSMENT CHECKLIST

Part 1 of Supply Contract

The factors listed below will be taken into consideration when reviewing the proposal. Please use this checklist as guide to help provide information for the scope of services.

Category	Scope of Services

Karcher	Pressure Washer	GE Teton 4.0/40 Gas	
Karcher	Sweeper	KM 75/40 W BP 30" Sweeper	
Mosquito	Wet/Dry Vac	16 Gal Wet/Dry Vac	
Mosquito	Extractor	12 Gal Heated 500psi Extractor	
Mosquito	Extractor	3 Gal Carpet Spotter	
Pioneer	Low Speed	20" 1.5HP	

Tomcat	Oscillation Scrubber	Nano EDGE	
Windsor	Vacuum	Sensor SRS12	
Windsor	Vacuum	Sensor S2	

Percentage % markup for cost plus items	

EquipmentMaintenanceLaborrates

On-Going Service for repairs

TITLE	STRAIGHT TIME ($/HR)	OVERTIME ($/HR)*	HOLIDAY ($/HR)
TechnicianAssistant			
TechnicianI			

MaterialsDiscount(to includeall repairparts and accessories)Please provide discount % off current published manufacturers

"PartsListPrice"

BIDDER'S STATEMENT OF ASSURANCES AND COMPLIANCES

The Undersigned, as a responsive bidder, certifies that the General and Special Conditions of this bid have been read and understood.

The bidder hereby provides assurance that the firm represented in this bid as indicated below:

1. Will comply with all requirements, stipulations, terms, and conditions as stated in the bid document; and
2. Currently complies with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices; and
3. Is not guilty of collusion with, other vendors possibly interested in this bid, in arriving at or determining prices to be submitted; and
4. That such agent, as indicated below, is officially authorized to represent the firm in whose name the bid is submitted.

FIRM REPRESENTED	**AGENT**
Name of Firm	**Signature of Agent**
Street Address	**Printed Name**
City & Sta3tT9(0)MCID 45 BET/P 40 Tc3Tw 12 0 2Tc3	

APPENDIX XI - NON-COLLUSION AFFIDAVIT

State of

_____ _____

_____

_____

APPENDIX V - CONFLICT OF INTEREST

I, _____ (Offeror), on behalf of myself and my company, and my sub-Contractors, if applicable, certify the following, under penalty of perjury, that to the best of my knowledge and belief:

1. No circumstances currently exist that create a Conflict of Interest in my performing the services required by the Solicitation to which I am responding or the Agreement to be signed if I am the successful Offeror in response to this Solicitation, and

2.

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 has an unfair competitive advantage or a conflict of interest; the District may withhold the award of this Agreement. Before withholding award on these grounds, an Offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

List any Actual or Potential Conflicts of Interest below or check the box below to certify that none exists. Failure to fully disclose information may result in penalties and/or sanctions as outlined in #2 above.

Please check only one box below.

☐ No known actual or potential Conflicts of Interest are subject to disclosure.

☐ All identified actual or potential Conflicts of Interest and/or Unfair Competitive advantage(s) are stated below and submitted for further review by Rock Hill School District.

6. I warrant that should I become aware of an actual or potential conflict of interest involving my company or sub-Contractor(s), if any, in performing the services under the Agreement or responding to this Solicitation, I will notify the District immediately. I also warrant that should I become aware of any competitive advantage that my company or sub-Contractor(s) have in responding to this Solicitation or providing services under an Agreement related to this Solicitation, I will immediately notify the District of the discovery of a possible competitive advantage. I understand and acknowledge that this obligation to inform the District of the discovery of a conflict of interest or competitive advantage is a continuing obligation and extends throughout the Term of the Agreement for this procurement.

7. By signing this statement, I certify for myself and on behalf of my company and any of my sub-Contractor(s) that I have and will comply with, and have not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (Ethics Act). I acknowledge and understand that the District may rescind any Agreement and recover all amounts expended as a result of any action taken in violation of this provision. If I or my company or sub-Contractor(s) participate, directly or indirectly, in the evaluation or award of public Agreements, including without limitation, change orders, or task orders regarding a public Agreement, I shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Purchasing Agent at the same time the law required the statement to be filed.

Company Name: _____

By: _____

Print Name: _____

Title: _____

Date: _____

EXHIBIT A

EQUIPMENT MAINTENANCE SPECIFICATIONS

5. **Propane Buffing Equipment**
   Contractor shall test emissions quarterly on all propane powered equipment. All data shall be documented and recorded in the Equipment Maintenance Service Log. Oil shall be changed per manufacturer's recommendation or at a maximum of 20 hours.

6. **Miscellaneous Equipment**

EXHIBIT B

SCHOOL/FACILITY/SITE	TOTAL SQUARE FOOTAG	TOTAL CLASSROOM
Aquatics Center	39,804	
ATC	111,915	45
Belleview	74,311	40
C4 (previously ITV)	-	
Carroll School	3,072	3
Castle Heights	176,678	58
Central CDC	24,032	11
Central Office	28,959	
Cherry Park	97,493	36
District Three Stadium	11,754	
Dutchman Creek	171,544	58
Ebenezer	73,083	25
Ebinport		

EXHIBIT

Heery International Inc.
434 Fayetteville Street,
Suite 2010
Raleigh,

A128

except with the express written agreement of, and compensation to, Heery International Inc.