Invitation for Bid

Date Issued: 1-24-2018
Coordinator of Procurement: Kate Wilson Phone: 864-397-1035
Solicitation Number: IFB 118-4-2-15 Email: KateWilson@pickens.k12.sc.us
Description: Central Elementary Selective Door/Door Hardware Replacement

The term “Offer” means your “Bid” or “Proposal”. Your offer must be submitted in a sealed package. The solicitation number and opening date must appear on package exterior.

QUESTIONS MUST BE RECEIVED BY: Tuesday, February 6, 2018 before 10:00 AM. All questions should be emailed to Kate Wilson at KateWilson@pickens.k12.sc.us.

SUBMIT OFFER BY: Thursday, February 15, 2018 before 10:00 AM EST.

SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS IN A SEALED ENVELOPE:

The School District of Pickens County
Attn: Kate Wilson
IFB#: 118-4-2-15
Central Elementary Selective Door/Door Hardware Replacement
1348 Griffin Mill Road
Easley, SC 29640

NUMBER OF COPIES TO BE SUBMITTED:
One (1) marked “Original” and one (1) marked “Copy”.

AWARDS & AMENDMENTS: The award, this solicitation, any amendments, and any related notices will be posted at the following web address: www.pickens.k12.sc.us.

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the Offeror must be a single and distinct legal entity.
OFFERORS MUST PROVIDE THE FOLLOWING INFORMATION:

<table>
<thead>
<tr>
<th>NAME OF COMPANY/OFFEROR/TITLE</th>
<th>TAX PAYER IDENTIFICATION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Full Legal Name of business submitting the offer)</td>
<td>(Federal ID or Social Security Number)</td>
</tr>
<tr>
<td>DO NOT use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.</td>
<td></td>
</tr>
</tbody>
</table>

SC CERTIFIED MINORITY VENDOR? YES or NO (circle one) STATE OF INCORPORATION:

If yes, South Carolina Certification Number: (If you are a corporation, identify the state of incorporation)

SC Contractor’s License Number (if applicable)

OFFEROR'S TYPE OF ENTITY: (Check one) ACKNOWLEDGMENT OF AMENDMENTS/ADDENDA:

- □ Sole Proprietorship
- □ Partnership
- □ Corporate entity (not tax-exempt)
- □ Corporation (tax-exempt)
- □ Government entity (federal, state, or local)
- □ Other

Amendment Number: Date Issued:

Amendment Number: Date Issued:

Amendment Number: Date Issued:

Amendment Number: Date Issued:

Amendment Number: Date Issued:

(Officer acknowledges receipt of amendments/addenda by including amendment number and its date of issue)

HOME OFFICE ADDRESS PAYMENT ADDRESS

(Address for Offeror’s home office/principal place of business) (Address to where payments will be sent)

CITY STATE ZIP CODE CITY STATE ZIP CODE

(AREA CODE) TELEPHONE NUMBER Payment address same as Home Office Address

(AREA CODE) FACSIMILE NUMBER Payment address same as Notice of Address (Check only one)

EMAIL ADDRESS:

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 or longer if required by the District.

The School District of Pickens County hereafter referred to as the “District” or “SDPC”, assumes no responsibility for improperly marked or misdirected IFB responses and/or correspondence related to this document.
I/WE THE UNDERSIGNED UNDER PENALTIES OF PERJURY CERTIFY:

1. COMPLIANCE WITH ALL PROVISIONS AND CLAUSES BY REFERENCE IDENTIFIED HEREIN.
2. RECOGNITION THAT THIS SOLICITATION IS GOVERNED BY THE SCHOOL DISTRICT OF PICKENS COUNTY PROCUREMENT CODE.
4. SUBMISSION OF A RESPONSE TO THIS BID/PROPOSAL DOES NOT VIOLATE ANY FEDERAL OR STATE ANTI-TRUST LAWS.
6. TO FURNISH ITEM(S) AND OR SERVICE(S) IDENTIFIED HEREIN, AT THE PRICE(S) QUOTED, PURSUANT TO ALL TERMS, CONDITIONS, PROVISIONS, AND SPECIFICATIONS CONTAINED IN THIS DOCUMENT OR ANY SUBSEQUENT WRITTEN AMENDMENTS, WHICH CLEARLY REFERENCE THIS PROPOSAL NUMBER.
7. IRAN DIVESTMENT ACT: BY SUBMISSION OF THIS BID, EACH BIDDER AND EACH PERSON SIGNING ON BEHALF OF ANY BIDDER CERTIFIES, THAT TO THE BEST OF ITS KNOWLEDGE AND BELIEF THAT EACH BIDDER IS NOT ON THE LIST CREATED PURSUANT TO SECTION 11-57-310.
8. SECTION 11-35-3020(2) (b) (I) OF THE SOUTH CAROLINA CODE OF LAWS, 1976, AS AMENDED PROVIDES: ANY BIDDER IN REPONSE TO AN INVITATION FOR BIDS SHALL SET FORTH IN HIS BID THE NAME OF EACH SUBCONTRACTOR SO IDENTIFIED IN THE INVITATION FOR BIDS. IF THE BIDDER DETERMINES TO USE HIS OWN EMPLOYEES TO PERFORM ANY PORTION OF THE WORK FOR WHICH HE WOULD OTHERWISE BE REQUIRED TO LIST A SUBCONTRACTOR AND IF THE BIDDER IS QUALIFIED TO PERFORM SUCH WORK UNDER THE TERMS OF THE INVITATION FOR BIDS, THE BIDDER SHALL LIST HIMSELF IN THE APPROPRIATE PLACE IN HIS BID AND NOT SUBCONTRACT ANY OF THAT WORK EXCEPT WITH THE APPROVAL OF THE USING AGENCY FOR GOOD CAUSE SHOWN.

AUTHORIZED SIGNATURE
(Person must be authorized to submit binding Offeror to contract on behalf of Offeror)

PRINTED NAME
(Printed name of person signing above)

TITLE
(Business Title of person signing above)

DATE SIGNED

*****BID MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID*****
GENERAL PROVISIONS

1. This solicitation does not commit the District to award a contract, to pay any costs incurred in the preparation of the bids or to procure any goods or services.

2. An authorized individual, who may bind the Offeror to provide the services in accordance with the specifications contained in this Invitation for Bid (IFB), must sign your bid response. The bid response must contain a statement to the effect that your bid is firm for a period of ninety (90) days from the bid due date or longer if so required by the District.

3. The School District of Pickens County’s Procurement Code and Regulations govern and supersede any and all documents, proposals and policies, whether stated or implied.

4. The District assumes no responsibility for the delivery of any solicitation, addendum, solicitation response, or any other such correspondence by the US Postal Service, UPS, Fed Ex, electronic transmission, facsimile, or any other method. The District shall not accept responsibility for late or unidentified bids.

5. In the event that a Bid is unintentionally opened prior to the official time set for the bid opening, the employee opening such a bid shall immediately inform the Coordinator of Procurement, or designee, who shall in the presence of another employee re-seal the envelope and note on envelope that it was opened in error.

6. In the event that identical bids are received on like items, the Coordinator of Procurement shall award bids in accordance with the District’s Procurement Code.

7. **Addenda:** Addenda shall be issued prior to the IFB submittal date and time for the purposes of modifying or interpreting the proposal instructions through additions, deletions, clarifications, or corrections. It will be emailed to each known proposer who received an IFB and posted online at [www.pickens.k12.sc.us](http://www.pickens.k12.sc.us). It is your responsibility to check the website for any amendments. *At the discretion of the District, if it becomes necessary to revise or clarify any part of this IFB, addendums will be emailed to each known proposer. Any addenda issued by the District shall become a formal part of this IFB 118-4-2-15.*

Addenda shall be forwarded to all potential Offerors who are known by the District to have received a complete copy of the IFB. No addenda shall be issued later than three (3) days prior to the IFB submittal date except to a) withdraw the IFB solicitation, or b) to postpone the IFB submittal date and time. The Coordinator of Procurement, or other District employee, shall not be legally bound by any amendment or interpretation that is not in writing.

*Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment(s) along with page one (1) of this IFB, with their bid.* If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. All amendments shall be printed online at [www.pickens.k12.sc.us](http://www.pickens.k12.sc.us) departments; procurement; solicitations & awards.
8. **Affirmative Action:** The Contractor shall comply with all federal and state requirements concerning fair employment and employments of the handicapped, and concerning the treatment of all employees, without regard to or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

9. **Ambiguous Bids:** Bids which are uncertain as to terms, delivery, quantity, or compliance with requirements and/or specifications may be rejected or otherwise disregarded.

10. **Approval of Publicity Releases:** The Contractor shall not have the right to include the District’s name in its published list of customers, without prior approval of the District. The Contractor agrees not to publish or cite in any form any comments or quotes from District staff. Contractor further 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 District.

11. **Authorization and Acceptance:** The bid must be signed by an authorized individual who may bind the Offeror to these services in accordance with the requirements contained in this Invitation for Bid (IFB). The bid must contain a statement to the effect that your bid is firm for a period of ninety (90) days from the bid due date or longer if so required by the District.

12. **Bid Constitutes Offer:** By submitting a bid, the Offeror agrees to be governed by the terms and conditions as set forth in this document. Any bid containing variations from the terms and conditions set forth herein may, at the sole discretion of the District, render such bid non-responsive. Any inconsistencies between the IFB and any other contractual instrument shall be governed by the terms and conditions of this IFB, except where subsequent amendments to any contract resulting from this IFB award are specifically agreed to in writing by the parties to supersede any such provisions of this IFB.

13. **Bid/Proposal as Offer to Contract:** By submitting your bid, you are offering to enter into a contract with the District. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. Any offer may be submitted by one legal entity; joint bids are not allowed.

14. **Bidder’s Qualification:** No bid or proposal shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that is deemed irresponsible or unreliable to the District.

15. **Certification Regarding Suspension and Debarment**
   By submitting a proposal (IFB), the applicant certifies, to the best of its knowledge and belief that the applicant and/or any of its principals, subgrantees, or subcontractors are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; have not, within a three year period preceding this application, 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 commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above. Applicant has not, within a three–year period preceding this application, had one or more contracts terminated for default by any public (federal, state, or local) entity.

16. **Clarifications:** The District reserves the right, at any time after opening and prior to award, to request from any Proposer clarification, address technical questions, or to seek or provide other information regarding the Proposer’s bid. Such a process may be used for such purposes as providing an opportunity for the Proposer to clarify his bid in order to assure mutual understanding and/or aid in determinations of responsiveness or responsibility.

17. **Competition:** There are no Federal or State laws that prohibit Proposers from submitting a Proposal lower than a price or Proposal given to the United States Government. Proposers may submit a proposal lower than United States Government Contract price without any liability because the State is exempt from the provisions of the Robinson-Patman Act and other related laws.

18. **Confidentiality:** Ownership of all data, material and documentation originated and prepared pursuant to this IFB shall belong exclusively to the District and be subject to public inspection in accordance with the Freedom of Information Act. However, commercial and/or financial information which is confidential or privileged included in bids will not be disclosed if such information has been identified by the firm as confidential. All firms who wish to have selected information in their bids remain confidential must visibly mark as “Confidential” each part of the bid they consider to contain proprietary information.

19. **Contractor Responsibility:** The Contractor alone will be held solely responsible to the District for performance of all Contractor obligations under any contract resulting from their bid.

20. **Correction of Errors in the Bid/Proposal:** All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Erasures or use of typewriter correction fluid may be cause for rejection. No bid shall be altered or amended after specified time for opening.

21. **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, the School District of Pickens County 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.
22. **District Closings:** If an emergency or unanticipated event interrupts normal District processes so that offers cannot be received at the Central Services Office of the District 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 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. Useful information may be available at [www.pickens.k12.sc.us](http://www.pickens.k12.sc.us).

23. **District Regulations:** The vendor(s) and his representatives shall follow all applicable regulations while on District property, including the NO SMOKING, no weapons, and drug-free policies. No work shall interfere with school activities or environments unless an authorized employee for that location gives permission.

24. **Excusable Delay:** The Contractor 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 contractor. 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 contractual 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 contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs or failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.

25. **Explanation to Prospective Proposers:**
   a. Any prospective Proposer desiring an explanation or interpretation of this Solicitation shall request it in writing soon enough to allow a reply to reach all Prospective Proposers before submission of their bids. **DEADLINE FOR SUBMISSION OF QUESTIONS: TUESDAY, FEBRUARY 6, 2018 BEFORE 10:00 AM EST.** Submit questions to: KateWilson@pickens.k12.sc.us.
   b. Oral explanation and/or instructions given before the award of the contract shall not be binding.
   c. Any information given to a prospective Proposer pertaining to this solicitation shall be furnished promptly to other prospective Proposers as an amendment, if that information is necessary in submitting bids or if the lack of it would be prejudicial to other prospective Proposers.
26. **Examination of Records:**
   a. The School District of Pickens County shall have until three (3) years after final payment under this contract access to and the right to examine any of the Contractor’s directly pertinent books, documents, papers or other records involving transactions related to this contract.
   b. The contractor agrees to include in first-tier subcontracts under this contract, a clause to the effect that the Superintendent of the School District of Pickens County, or his/her duly authorized representative(s), shall, until three (3) years after final payment under the subcontract, have access to and the right to examine any of the subcontractor’s directly pertinent books, documents, papers or other records involving transactions related to the subcontract(s).

27. **Experience and Reference Checks:**
   The District reserves the right to consider historic information and fact, whether gained from the Offeror’s proposal, references, or any other source, in the evaluation process. Proposer acknowledges:
   a. That the District will contact various persons who are familiar with proposer’s prior work and related matters, whether such persons are voluntarily disclosed to the District in this proposal or not,
   b. That truthful and complete information is necessary for the District to make an adequate evaluation; and,
   c. That proposer will not take any action against any person who responds truthfully and in good faith to a *bona fide* inquiry by the District for purposes of evaluating the proposals received by the District under this solicitation.

28. **IFB Expenses:** The District or any of its representatives shall not be held responsible for any expenses incurred in the preparation or subsequent presentation of the vendor’s response to this solicitation.

29. **Interpretations:** If any questions arise from this solicitation, respondents must contact the District’s Procurement Department. Any response to the respondent’s request for interpretation of documents will be made by addendum if the Procurement Department believes the interpretation is not clear in the bid document. The District will not be responsible for any other explanation or interpretations.

30. **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 of any such licenses, permits and/or inspections required by the District, county, city or other government entity or unit to accomplish the work specified in this solicitation document and the contract.

31. **Offeror Responsibility:** Each Proposer shall fully acquaint himself/herself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this IFB. It is expected that this will sometimes require on-site observation. The failure or omission of a Proposer to acquaint himself/herself with existing conditions shall in no way relieve the Proposer of any obligations with respect to this bid or contract.
32. **Posting of Award:** Notice of Award or Intent to Award will be posted in the District’s Central Services office located at the 1348 Griffin Mill Road, Easley, SC 29640 and/or online at: [www.pickens.k12.sc.us](http://www.pickens.k12.sc.us).

33. **Proposer’s Qualifications:** Bids shall be considered only from Proposers 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, equipment supervised by them to render prompt and satisfactory service in the volume called for under this contract.

34. **Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements:**
   a. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as grass, trees, and shrubs) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees broken during contract performance, or by any careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with tree pruning compound as directed by the District representative(s).
   b. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are known to or should be known by the Contractor. The Contractor shall repair any damages to those facilities, including those that are the property of a third party resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damaged property, the District Representative(s) may recommend that the necessary work be performed and charge the cost to the Contractor.

35. **Rejection/Cancellation:** The District reserves the right, to accept or reject, in part or in entirety, any or all bids, to negotiate with all qualified proposers and to cancel in part or in entirety this solicitation if it is in the best interest of the District. Further, the District reserves the right to waive any or all informalities or technicalities in order to serve the best interest of the District.

36. **Responses:** All responses to this solicitation must comply completely with the requirements and schedule indicated in this solicitation to be considered for evaluation. All vendor(s) must be able to meet or exceed any and all requirements.

37. **Submission of Data:** Each Proposer, upon request, shall submit evidence of liability insurance, Workmen’s Compensation (if required), and other data regarding experience relating to this RFQ and proposes to satisfy the requirements of this solicitation and fulfillment of a contract. The contractor shall maintain during the entire period of his performance under this contract, the required minimum insurance covering all properties and activities that are encompassed in the performance of the bid/quote requirements. The successful vendor must furnished a statement of Workers’ Compensation as required by law and by entering into contract guarantees that said contractor will not file a claim against the School District of Pickens County.
Upon request and/or prior to the commencement of work hereunder, potential proposers shall furnish to the District, a certificate of the above insurance requirements. The policies evidencing required insurance shall contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interests of the District in such insurance shall not be effective without 15 days advance written notice to the District. Failure to replace any canceled insurance shall be deemed a breach of contract by the contractor.

The insurance coverage listed below must be procured by the vendor(s) at their own expense and a copy should be submitted to The School District of Pickens County; Attn: Kate Wilson.

a) Workers’ Compensation: Coverage of all individuals engaged in any work under this contract, and meeting the requirements of S.C. Law regarding worker’s compensation insurance as statutory required by law, including employee liability coverage up to $1,000,000.

b) Comprehensive General Liability: The contractor shall have in effect at all times under this agreement, comprehensive general liability insurance, including products and completed operations liability, contractual liability, and independent contractors liability coverage and personal injury. Minimum coverage shall be $1,000,000 per occurrence.

c) Comprehensive Automobile Liability: Limits of coverage shall not be less than $1,000,000 combined single limit per accident.

d) Owner’s Protective Liability Insurance: Per injury, including death – limits of $250,000 for each person and $500,000 for each accident.

e) Vendor(s) Public Liability Insurance: Personal injury, including death – limits of $250,000 for each person and $500,000 for each accident.

f) Property Damage: Limits of $50,000 for each accident and $100,000 for the aggregate.

38. **Time of Completion:** Date of delivery shall be a consideration factor in the awarding process. The Proposer shall include with his/her bid delivery dates for each item as requested, and shall furnish all items in accordance with the bid solicitation unless an extension is granted by the District in writing.

39. **Unlawful Acts:** The District interprets a signed bid as signifying that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under the state of South Carolina or United States laws.

40. **Withdrawal of Bid Response:** A bid response cannot be withdrawn after it is filed, unless the respondent makes a written request to the Coordinator of Procurement prior to the last date and time set for receipt of the bid responses. If the District fails to accept the response or award a contract within ninety (90) days after the bid opening date, the respondent must inform the District, in writing, that they do not wish for their response to continue to be considered.
GENERAL TERMS AND CONDITIONS

1. **Assignment:** No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Procurement Officer.

2. **Bid Bond:** Your offer must include either a bid bond issued by a surety or sureties licensed in South Carolina or a certified check. The amount of surety shall be five per cent (5%) of the total bid amount. This bid bond penalty may be expressed in terms of a percentage of the bid price or may be expressed in dollars and cents. If a certified check is submitted in lieu of a bid bond, it must be made payable to the School District of Pickens County. *(Not Applicable)*

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

4. **Drug-free Workplace:** By signing and submitting a bid, a proposer is certifying that it will comply with all requirements of the South Carolina Drug-Free Workplace Act, Section 44-107-10, ET Seq., S.C. Code Ann, (1976).

5. **Equal Opportunity:** The successful firm agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical handicap.

6. **FOIA Requests:** Any vendor or general member of the public requesting information in regards to any bids/proposals received or any award made as a result of this solicitation, will be billed on the amount of information requested (i.e., copies of documentation, etc.) and the amount of time spent by District staff to compile the information. Go to [http://www.pickens.k12.sc.us/departments/communications/submit_a_f_o_i_a_request](http://www.pickens.k12.sc.us/departments/communications/submit_a_f_o_i_a_request) for more information.

7. **Governing Laws:** All bid documents submitted in response to this solicitation are governed under the laws of the State of South Carolina. Contractor must be authorized and/or licensed to do business in the State of South Carolina. Notwithstanding the fact that applicable statues may exempt or exclude the successful Offeror from requirements that it be authorized and/or licensed to do business in said state, by signing of this Agreement, Contractor agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina or federal courts as to all matters and disputes arising or to arise under the Agreement and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.
8. **Illegal Immigration:** (applicable to service contracts only) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of laws and agree to provide to the District, upon request, any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, “A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five (5) years, or both.” You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

9. **Indemnification:** The vendor(s) shall agree to hold the District harmless and to indemnify the District from every expense, liability, or any payment arising out of or through injury (including death) to any person(s) or damage to any property of any location in which work is located arising out of or suffered through any act or omission of the vendor(s).

10. **Installation:** Where equipment is called for to be installed under this IFB/RFP, 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 work. 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.

11. **Item Substitution:** (This clause does not apply to solicitations for service requirements). No substitutions will be allowed on purchases from The School District of Pickens County without permission from the Coordinator of Procurement.

12. **Minority Business:** Specify if your firm is a South Carolina certified minority business. If so, please provide the District with a copy of your certificate.

13. **Non-Appropriations:** Any contract entered into by the District or its departments, employees or agents resulting from this IFB 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.

14. **Packaging & Delivery:** All Shipments shall be FOB to the District locations specified in the purchase order. Purchase order numbers and/or contract number(s) as appropriate, must be clearly stated on each carton or package, shipping ticket, invoice, and any/all other information related to the order.
15. **Patent and Copyright Liability:** If notified promptly in writing by the District of any actions (and all prior claims relating to such action) brought against the District, based on a claim that the District’s use of the services or any products offered, including software, infringes a United States patent or copyright, the proposer will defend such action at its expense and will pay the costs and damages awarded in such action, provided that the proposer shall have sole control of the defense of any such action and all negotiation for its settlement or compromise. The District shall give the proposer prompt written notice of such claim and full right and opportunity to conduct the defense thereof, together with full information and reasonable cooperation. No costs or expenses shall be incurred for the Account of the proposer without it written consent. If principles of government or public law are involved, the District may participate in the defense of any action. If, in the opinion of the proposer, the products furnished thereunder are likely to, or do become, the subject of a claim of infringement of a United States patent or copyright, then, without diminishing its obligation to satisfy a final award, the proposer may, at its option and expense, (a) obtain the right for the District to continue to use such goods; or (b) substitute for the alleged infringing products other equally suitable products that are satisfactory to the District; or (c) take back such products, provided however, that the proposer will not exercise option (c) until the proposer and the District have evaluated options (a) and (b). In such event, proposer will reimburse the District for the purchase price of any goods removed pursuant to option (c).

16. **Proper Invoice:** Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:
   - Name of business
   - Contract number or other authorization for delivery of service or property
   - Complete description
   - Price and quantity of property or service actually delivered or executed
   - Shipping and payment terms.
   - Name where applicable
   - 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.

17. **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 IFB shall be new and of first quality.

18. **Right to Protest:** Any prospective proposer, Offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest to the Coordinator of Procurement within fifteen (15) days of the date of issuance of the IFB or other solicitation documents whichever is applicable or any amendment thereto, if the amendment is at issue.

Any actual proposer, Offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest to the Coordinator of Procurement within ten (10) days of the date the notification of award is posted. This shall not apply to small purchases (under $100,000 in actual or potential value).
19. **Save Harmless:** (This clause does not apply to solicitations for service requirements). The successful proposer shall indemnify and save harmless the District, all officers, agents and employees from all suits or claims of any character brought by reason of infringing on any patent trade mark, or copyright. Proposer shall have no liability to the District if such patent, trademark or copyright infringement or claim is based upon the Proposer’s use of material furnished to the Proposer by the District.

20. **Subcontractors:** Any bidder in response to this IFB/RFP shall set forth in his bid/proposal the name of each subcontractor. If the bidder determines to use his own employees to perform any portion of the work for which he would otherwise be required to list a subcontractor and if the proposer is qualified to perform such work under the terms of the IFB/RFP, the proposer shall list himself in the appropriate place in his bid/proposal and not subcontract any of that work except with the approval of the District for good cause shown.

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 which they are to perform. Identify potential subcontractors by providing the business name, address, phone number, taxpayer identification number, and point of contact. In determining your responsibility, the District may evaluate your proposed subcontractors.

21. **Termination:** Subject to the Provisions below, the contract may be terminated for any reason by the District providing a thirty (30) day advance notice in writing is given to the contractor.

   a) **Termination for Convenience:** In the event that this contract is terminated or cancelled 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.

   b) **Termination for Cause:** Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provisions, termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this bid shall apply.

   c) **Termination for Non-appropriations:** Should any contract formed hereunder be funded from District appropriations and, in the event no funds or insufficient funds are appropriated and budgeted in any fiscal year for payments due under a contract made pursuant to this solicitation, the District shall immediately notify proposer of such occurrence, but the District shall have no further obligation as to such current or succeeding fiscal year and the contract shall be null and void, except as to the portions of payments herein agreed upon for funds which shall have been appropriated and budgeted.

The District may, by written notice of default to the contractor, terminate this contract in whole or in part if the contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension.
22. **Unit Price Governing:** Unit prices will govern over extended prices unless otherwise stated in the IFB/RFP.

**GEOGRAPHICAL**

The School District of Pickens County is a political subdivision and body politic of the State of South Carolina, whose boundaries are coextensive with Pickens County, South Carolina, encompassing a land area of 501 square miles bordered on the north by the State of North Carolina, the east by Greenville County, the south by Anderson County, and the west by Oconee County. The District currently consists of fourteen (14) elementary schools, five (5) middle schools, four (4) high schools, one (1) career center, one (1) opportunity school, one (1) adult learning center, (1) district office, one (1) technology/transportation/special services facility, one (1) operations/student nutrition facility, and three (3) bus offices. Additional basic information about the District is posted on the District’s website: [www.pickens.k12.sc.us](http://www.pickens.k12.sc.us).

**SCOPE OF WORK**

The School District of Pickens County, hereafter referred to as the “District” or “SDPC” is accepting sealed bids for the purpose of contracting with a qualified vendor to furnish and install door hardware and related items needed for Central Elementary School (608 Johnson Road, Central SC 29630), as listed in this solicitation.

The specifications included herein are to be considered as providing minimum desirable features. Any limitations, deviations, or broader features quoted should be designated in your bid. Otherwise, companies and agents submitting bids will be held to the specifications.

Due care and diligence have been used in the preparation of this solicitation and the information contained herein is believed to be substantially correct, however, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely upon the bidder.

The district reserves the right to add or delete similar items/services specified in the contract documents as requirements change during the course of the contract.
1. Side Entrance

Supply:
- 3072 Galvanized Steel Door Pair with 6 X 27 Windows (Tempered Glass)
- 2 each Select SL-57HD Full Surface Continuous Hinges AL Finish
- 2 each Dorma 9300 series rim panic device US32D X PTT03 Trim (Active) PTT02 Trim (Inactive) US26D
- Re-Use Existing Cylinder
- 1 each Dorma 1330 Steel Mullion
- 2 each Rockwood K1050 10” X 34” Protection Plates
- 1 each Pemko 297 AV 72” X 86” Weatherstrip
- 2 each Pemko 315 CN 36” Door Bottoms
- 2 each Dorma 8916 DS Closer 689

Labor:
- Remove existing doors, cut off existing pivots and floor closers. Install material listed above in existing frame.

2. Hall Pair One

Supply:
- 3068 90 Minute Steel Door Pair
- 2 each Dorma F9300 series rim panic device US32D X PTT03 Trim (Active) PTT02 Trim (Inactive ) US26D
- 1 each Dorma F1300 Steel Mullion
- 2 each Rockwood K1050 10” X 34” Protection Plates
- 6 each ball bearing 4.5” hinges US26D
- 2 each Dorma 8916 DS Closer 689

Labor:
- Remove existing door pair and replace with material listed above.

3. Hall Pair 2

Supply:
- 3068 90 Minute Steel Door Pair
- 2 each Dorma F9300 series rim panic device US32D X PTT03 Trim (Active) PTT02 Trim (Inactive ) US26D
- 1 each Dorma F1300 Steel Mullion
- 2 each Rockwood K1050 10” X 34” Protection Plates
- 6 each ball bearing 4.5” hinges US26D
- 2 each Dorma 8916 DS Closer 689

Labor:
- Remove existing door pair and replace with material listed above.
4. Main Entrance Pair

Supply:
- 3072 Galvanized Steel Door Pair with 6 X 27 Windows (Tempered Glass)
- 2 each Select SL-57HD Full Surface Continuous Hinges AL Finish
- Re-Use Existing Exit Device/Trim
- Re-Use Existing Cylinder
- Re-Use Existing Mullion
- 2 each Rockwood K1050 10” X 34” Protection Plates
- 1 each Pemko 297 AV 72” X 86” Weatherstrip
- 2 each Pemko 315 CN 36” Door Bottoms
- 2 each Dorma 8916 DS Closer 689

Labor:
- Remove existing doors, cut off existing pivots and floor closers. Install material listed above in existing frame.

5. Kindergarten Entrance #1

Supply:
- 1 each Dorma 9300 series rim panic device US32D X PTT03 Trim (42” door)
- Re-use existing cylinder

Labor:
- Install the above; Might require minor alteration to door prep.

6. Kindergarten Entrance #2

Supply:
- 1 each Dorma 9300 series rim panic device US32D X PTT03 Trim (42” door)
- Re-Use Existing Cylinder

Labor:
- Install the above; Might require minor alteration to door prep.

7. Art Room

Supply:
- 1 each Dorma 9300 series rim panic device US32D X PTT03 Trim (42” door)
- Re-use existing cylinder

Labor:
- Install the above; Might require minor alteration to door prep.
8. Boys Locker Room

Supply:
- 3072 Galvanized Welded Frame 8 ¾” Jamb Depth; Dimpled; Include sleeve anchors
- 3072 Galvanized Steel Door prepped for Rim Exit Device plus trim
- 1 each Dorma 9300 series rim panic device US32D X PTT03 Trim
- 1 each Select SL-57HD Full Surface Continuous Hinges AL Finish
- Re-Use Existing Cylinder
- Re-Use Closer
- 1 each Rockwood K1050 10” X 34” Protection Plates
- 1 each Pemko 297 AV 36” X 86” Weatherstrip
- 1 each Pemko 315 CN 36” Door Bottoms

Labor:
- Remove existing frame and door from masonry wall and install material listed above.

9. Girls Locker Room

Supply:
- 3072 Galvanized Steel Door prepped for Rim Exit Device plus trim
- 1 each Dorma 9300 series rim panic device US32D X PTT03 Trim
- 1 each Select SL-57HD Full Surface Continuous Hinges AL Finish
- Re-Use Existing Cylinder
- 1 each Rockwood K1050 10” X 34” Protection Plates
- 1 each Pemko 297 AV 36” X 86” Weatherstrip
- 1 each Pemko 315 CN 36” Door Bottoms
- 1 each Dorma 8916 DS Closer 689

Labor:
- Cut out existing pivots; cut floor closer. Remove door. Install material listed above.

10. Exterior Gym Pair

Supply:
- 3072 Galvanized Steel Door Pair
- 2 each Select SL-57HD Full Surface Continuous Hinges AL Finish
- 2 each Dorma 9300 series rim panic device US32D X PTT03 Trim (Active) PTT02 Trim (Inactive )US26D
- Re-Use Existing Cylinder
- 1 each Dorma 1330 Steel Mullion
- 2 each Rockwood K1050 10” X 34” Protection Plates
- 1 each Pemko 297 AV 72” X 86” Weatherstrip
- 2 each Pemko 315 CN 36” Door Bottoms
- 2 each Dorma 8916 DS Closer 689

Labor: Remove existing doors, cut off existing pivots and floor closers. Install material listed above in existing frame.
11. Music Room

Supply:
- 1 each Dorma 9300 series rim panic device US32D X PTT03 Trim (42” door)
- Re-use existing cylinder

Labor:
- Install the above; Might require minor alteration to door prep.

*Note:* Awarded bidder to field verify dimensions and hardware locations. All painting by others. All old doors/door hardware shall be properly disposed of offsite by the contractor. There shall be no substitutions.

**PROJECT & INSTALLATION REQUIREMENTS:**

1. Vendor will be responsible for delivery, uncrating, trash disposal, and installation of all hardware and related items.
2. Hardware must be delivered and installed at: Central Elementary School, 608 Johnson Road, Central, SC 29630.
3. Hardware availability and proposed project completion will be considered in the awarding of a contract resulting from this solicitation. Equipment availability and proposed completion dates must be provided on the attached Bid Form.

**SPECIAL CONDITIONS:**

1. Bid prices shall include all materials and delivery costs. Installation costs shall be provided as a separate line item on the bid form if not already included in the unit price. The successful contractor must be able to provide turn-key installation.
2. Bidders must be located within a 150 miles of Central Elementary School.
3. Awarded bidder to field verify dimensions, hardware locations, and all openings.
4. All door hardware must be coordinated with JJ Brock, District Representative.
5. One (1) contract will be awarded on the basis of lowest total costs for all items listed.
6. Delivery and Installation must be completed within sixty (60) days of project award following award of a contract and receipt of Purchase Order.
7. The project should be completed by the end of Spring Break, which ends on April 6, 2018.
8. Contractor(s) are required to check-in and use the ID verification system at the front office (when it opens, typically 7 AM- 4 PM) each day they are onsite.
9. Awarded bidder to field verify dimensions and hardware locations.
10. All painting will be taken care of by the district.
11. All old doors/door hardware shall be properly disposed of offsite by the contractor.
12. There shall be no substitutions.
AWARD

The initial term of the contract resulting from this IFB shall cover the Notice of Award and issuance of purchase order. The requested delivery must be within sixty (60) days of project award.

The project should be completed by the end of Spring Break, which ends on April 6, 2018.

This solicitation does not commit the District to award a contract, to pay any costs incurred in the preparation of the bid/proposal or to procure any good or services.

The School District of Pickens County reserves the right to reject any and all bids/proposals and to award the contract on the basis of benefits other than price alone. It further reserves the right to purchase based upon price and/or benefits, which best meet the needs of the district.

All respondents must be able to meet and/or exceed all of the qualifications listed in this solicitation. Any respondent, who does not meet the qualifications and/or fails to include any of the information requested in the SEALED bid package, may be determined non-responsive.

INSTRUCTIONS TO BIDDERS/PROPOSERS

1. The District requires one (1) marked “Original” and one (1) marked “Copy”, to be submitted to the Procurement Office no later than the deadline specified to receive bids. Any bids received after the scheduled deadline will be disqualified immediately in accordance with the District’s policy.

2. The attached Bid Form, Bid Certification, Signature Page, Copy of Insurance Coverage, References, and pages 1-3 must be submitted when responding to this IFB. All bids should be complete and must convey all of the information requested by the District. If significant errors are found in an Offeror’s bid, or if an Offeror’s bid fails to conform to the requirements of this solicitation, the District may elect to reject the bid.

3. When specifications or descriptive literature are submitted with the bid, enter the proposer’s name and address thereon. A detailed description of equipment that will be used is required.

4. Do Not include any taxes or permit fees in the bid price that the District may be required to pay. Taxes and permit fees are not included in the tabulation of bids.

5. All bids shall comply with the requirements and specifications as set forth by The School District of Pickens County, including shipping costs. Shipping must be FOB destination freight prepaid. Please include all shipping/delivery charges in your unit price. All items are to be shipped to according to purchase order.

6. Bid must be in a sealed envelope and have clearly marked on the envelope:
   Contractor/Vendor Name
   Address
   IFB # 118-4-2-15
   Central Elementary Selective Door/Door Hardware Replacement
7. **PROPOSED PROCUREMENT SCHEDULE**

The *anticipated procurement* schedule is listed below:

<table>
<thead>
<tr>
<th>Task</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Request for Bids</td>
<td>1/24/18</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>2/6/18 at 10:00 a.m. EST</td>
</tr>
<tr>
<td>Bid Due Date/Time</td>
<td>2/15/18 at 10:00 a.m. EST</td>
</tr>
<tr>
<td>Notice Award Posted/ <em>(anticipated)</em></td>
<td>2/22/18</td>
</tr>
<tr>
<td>Execute Contract(s) <em>(anticipated)</em></td>
<td>2/22/18</td>
</tr>
<tr>
<td>Project Completion Date</td>
<td>4/6/18</td>
</tr>
</tbody>
</table>

**NOTIFICATION**

The contract resulting from this request shall be awarded to the most responsive and responsible Offeror whose bid is determined to be the most advantageous to the District. However, the right is reserved to reject any and all, or portions of bids received, and in all cases, the District will be the sole judge as to whether an Offeror's bid has or has not satisfactorily met the requirements of the IFB. The District is not required to furnish a statement of the reason(s) why a bid was not deemed to be the most advantageous nor will it be required to furnish any information regarding the IFB. The award to the successful proposer regarding this solicitation will be posted at 1348 Griffin Mill Road, Easley, SC 29640 and/or at [www.pickens.k12.sc.us](http://www.pickens.k12.sc.us).

Thank you for your interest in meeting our district's needs. We look forward to receiving your bid.

*Kate Wilson*
Coordinator of Procurement

Attachments
Central Elementary Selective Door/Door Hardware Replacement  
Bid Form  
Solicitation # 118-4-2-15

**BID OF:**

(Vendor/Contractor)

**BID TO:** The School District of Pickens County  
Attn: Kate Wilson  
IFB# 118-4-2-15  
1348 Griffin Mill Road  
Easley SC 29640

**1. Side Entrance**

<table>
<thead>
<tr>
<th>Supply:</th>
<th>Unit Price</th>
<th>Bid Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3072 Galvanized Steel Door Pair with 6 X 27 Windows (Tempered Glass)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Select SL-57HD Full Surface Continuous Hinges AL Finish</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Dorma 9300 series rim panic device US32D X PTT03 Trim (Active) PTT02 Trim (Inactive ) US26D</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Re-Use Existing Cylinder</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1 each Dorma 1330 Steel Mullion</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Rockwood K1050 10” X 34” Protection Plates</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1 each Pemko 297 AV 72” X 86” Weatherstrip</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Pemko 315 CN 36” Door Bottoms</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Dorma 8916 DS Closer 689</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Labor: Remove existing doors, cut off existing pivots and floor closers. Install material listed above in existing frame</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**2. Hall Pair One**

<table>
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<tr>
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<td>2 each Rockwood K1050 10” X 34” Protection Plates</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>6 each ball bearing 4.5” hinges US26D</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Dorma 8916 DS Closer 689</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Labor: Remove existing door pair and replace with material listed above</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
Central Elementary Selective Door/Door Hardware Replacement
Bid Form
Solicitation # 118-4-2-15

### 3. Hall Pair 2

<table>
<thead>
<tr>
<th>Supply</th>
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<tr>
<td>3068 90 Minute Steel Door Pair</td>
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<tr>
<td>Labor: Remove existing door pair and replace with material listed above.</td>
<td>$</td>
<td>$</td>
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</tbody>
</table>

### 4. Main Entrance Pair

<table>
<thead>
<tr>
<th>Supply</th>
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</tr>
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<tbody>
<tr>
<td>3072 Galvanized Steel Door Pair with 6 X 27 Windows (Tempered Glass)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Select SL-57HD Full Surface Continuous Hinges AL Finish</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Re-Use Existing Exit Device/Trim</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Re-Use Existing Cylinder</td>
<td>$</td>
<td>$</td>
</tr>
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<td>$</td>
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<td>Labor: Remove existing doors, cut off existing pivots and floor closers. Install material listed above in existing frame.</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
5. Kindergarten Entrance #1

<table>
<thead>
<tr>
<th>Supply:</th>
<th>Unit Price</th>
<th>Bid Total</th>
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</thead>
<tbody>
<tr>
<td>1 each Dorma 9300 series rim panic device US32D X PTT03 Trim (42” door)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Re-use existing cylinder</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Labor: Install the above; Might require minor alteration to door prep.</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

6. Kindergarten Entrance #2

<table>
<thead>
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<td>Labor: Install the above; Might require minor alteration to door prep.</td>
<td>$</td>
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</tbody>
</table>

7. Art Room

<table>
<thead>
<tr>
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<td>$</td>
</tr>
<tr>
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</tbody>
</table>
# Central Elementary Selective Door/Door Hardware Replacement

## Bid Form

**Solicitation # 118-4-2-15**

## 8. Boys Locker Room

<table>
<thead>
<tr>
<th>Supply:</th>
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<td>3072 Galvanized Welded Frame 8 ¾” Jamb Depth; Dimpled; Include sleeve anchors</td>
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<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Re-Use Existing Cylinder</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Re-Use Closer</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1 each Rockwood K1050 10” X 34” Protection Plates</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1 each Pemko 297 AV 36” X 86” Weatherstrip</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1 each Pemko 315 CN 36” Door Bottoms</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Labor: Remove existing frame and door from masonry wall and install material listed above</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

## 9. Girls Locker Room

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>3072 Galvanized Steel Door prepped for Rim Exit Device plus trim</td>
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<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1 each Pemko 297 AV 36” X 86” Weatherstrip</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1 each Pemko 315 CN 36” Door Bottoms</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Labor: Cut out existing pivots; cut floor closer. Remove door. Install material listed above</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
Central Elementary Selective Door/Door Hardware Replacement
Bid Form
Solicitation # 118-4-2-15

### 10. Exterior Gym Pair

<table>
<thead>
<tr>
<th>Supply</th>
<th>Unit Price</th>
<th>Bid Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3072 Galvanized Steel Door Pair</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Select SL-57HD Full Surface Continuous Hinges AL Finish</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Dorma 9300 series rim panic device US32D X PTT03 Trim (Active)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Dorma 9300 series rim panic device US32D X PTT03 Trim (Inactive)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Re-Use Existing Cylinder</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1 each Dorma 1330 Steel Mullion</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Rockwood K1050 10” X 34” Protection Plates</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1 each Pemko 297 AV 72” X 86” Weatherstrip</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Pemko 315 CN 36” Door Bottoms</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 each Dorma 8916 DS Closer 689</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Labor: Remove existing doors, cut off existing pivots and floor closers. Install material listed above in existing frame.</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

### 11. Music Room

<table>
<thead>
<tr>
<th>Supply</th>
<th>Unit Price</th>
<th>Bid Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 each Dorma 9300 series rim panic device US32D X PTT03 Trim (42” door)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Re-use existing cylinder</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Labor: Install the above; Might require minor alteration to door prep.</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL INSTALLATION** (if not already included in unit price)  

**TOTAL BASE BID**  

---

**Equipment Availability Date:**

**Proposed Installation Completion Date:**

**WARRANTIES:**

Please list any extended warranties available, including pricing and contract terms:

---

**Note:** Awarded bidder to field verify dimensions and hardware locations. Painting to be done by the district. All old doors/door hardware shall be properly disposed of offsite by the contractor. There shall be no substitutions.
The Contractor shall not incur any expenses until the contract has been awarded and a District Purchase Order has been issued. An award requires that either the Contractor be signed by both the awarding authority and the Contractor, or a Purchase Order has been issued.

LISTING OF SUBCONTRACTORS:
Section 11-35-3020(2)(b)(I) of the South Carolina Code of Laws, 1976, as amended provides: Any bidder in response to an invitation for bids shall set forth in his bid the name of each subcontractor so identified in the invitation for bids. If the bidder determines to use his own employees to perform any portion of the work for which he would otherwise be required to list a subcontractor and if the bidder is qualified to perform such work under the terms of the invitation for bids, the bidder shall list himself in the appropriate place in his bid and not subcontract any of that work except with the approval of the using agency for good cause shown.

All subcontractor listings shall be based only on specified items or substitutions approved at the time of bidding.

Failure to list subcontractors in accordance with the code shall render the prime contractor’s bid unresponsive.

No prime contractor whose bid is accepted shall substitute any person as subcontractor listed in the original bid, except for one or more of the reasons listed in Section 11-35-3020(2)(b)(iii).

<table>
<thead>
<tr>
<th>Description of Work</th>
<th>Subcontractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS NAME:</td>
<td></td>
</tr>
<tr>
<td>ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>PHONE #:</td>
<td></td>
</tr>
<tr>
<td>TAXPAYER ID #:</td>
<td></td>
</tr>
<tr>
<td>CONTACT NAME:</td>
<td></td>
</tr>
</tbody>
</table>
Central Elementary Selective Door/Door Hardware Replacement
Bid Form
Solicitation # 118-4-2-15

BID CERTIFICATION

As an authorized representative of the Bidder, I hereby certify that the costs and services stated in this proposal are accurate and binding for not less than ninety (90) calendar days from the solicitation due date. All costs and charges are accurate and complete as stated in the proposal and are inclusive of all costs the District is expected to pay. If an award is not made within ninety (90) calendar days, it shall be incumbent upon the Bidder to notify the District, in writing, if it does not want its proposal further considered. Failure to notify the District shall mean that the bid remains valid until an award is made or the solicitation is cancelled.

I further certify that the Bidder will deliver the service(s) and/or material(s) as required by the Invitation for Bid. No additional costs or payments to any entity, including the Bidder, shall be requested of the District due to any miscalculation, deficiency or other cause later discovered.

I certify that the Bidder has availed itself of every opportunity to understand the Invitation for Bid, the District’s Procurement Code and Regulations and other pertinent District policy.

By submission of a bid/proposal, I certify that the Bidder has read and understands all of the requirements and conditions of the Invitation for Bid and shall be bound by such without exception. Therefore, the undersigned respectfully submits the bid.

________________________________________
Name of Business

________________________________________
Name of Authorized Representative/Agent

________________________________________
Title

________________________________________
Signature

Date: __________ Telephone/Fax Number ________________________________

________________________________________
Email Address

Note: It is required that this Bid Certification form be completed and returned unaltered.
SIGNATURE PAGE

THIS PAGE MUST BE COMPLETED IN ORDER FOR BID TO BE CONSIDERED. FAILURE TO COMPLETE AND RETURN THIS FORM WITH BID SHALL RESULT IN DISQUALIFICATION OF OFFER. OFFEROR IS CERTIFYING THAT THEY ARE A CERTIFIED PARTNER FOR THE PRODUCTS PROPOSED, AS WELL AS, AND AN AUTHORIZED INSTALLER.

__________________________________________  ____________________________________________
Firm/Business Represented  Agent

__________________________________________  ____________________________________________
Name of Firm/Business  Signature of Agent

__________________________________________  ____________________________________________
Address  Name of Agent

__________________________________________  ____________________________________________
City, State, & Zip code  Title

__________________________________________
Email Address

__________________________________________  ____________________________________________
Telephone Number  Date

__________________________________________
Fax Number

__________________________________________
Federal ID#
**REFERENCES:**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Address:</th>
<th>Contact Person:</th>
<th>Phone Number:</th>
<th>E-Mail Address:</th>
<th>Number of Years:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference One</td>
<td>---------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Two</td>
<td>---------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Three</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OFFEROR’S CHECKLIST
AVOID COMMON MISTAKES

Review this checklist prior to submitting your bid. If you fail to follow this checklist, you risk having your bid 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 BID TO MAKE SURE YOUR BID 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?

☐ MAKE SURE YOUR BID INCLUDES A COPY OF THE SOLICITATION COVER PAGES (1-3).

☐ MAKE SURE A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS SIGNS THE COVER PAGE.

☐ MAKE SURE YOUR BID 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 QUESTION & ANSWER PERIOD, SUBMIT YOUR QUESTIONS AS A PART OF THAT PROCESS AND EMAIL THEM BEFORE THE DEADLINE STATED IN SOLICITATION TO KATEWILSON@PICKENS.K12.SC.US. ALL QUESTIONS MUST BE EMAILED BY DEADLINE.

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.