

	<b>Lexington County School District One</b>		Solicitation Number: <b>BT2024.6</b> Date Issued: <b>06/03/2024</b> Procurement Officer: <b>Melissa Saul</b> 
	<b>INVITATION FOR BIDS</b>		Phone: <b>(803) 821-1181</b> E-Mail Address: <a href="mailto:msaul@lexington1.net">msaul@lexington1.net</a>
<b>DESCRIPTION: Pest Control Services</b>			
<i>The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number &amp; Opening Date must appear on package exterior. See "Submitting Your Offer" provision.</i>			
<b>SUBMIT YOUR SEALED OFFER TO THE FOLLOWING ADDRESSES BELOW:</b>			
<b>PHYSICAL/MAILING ADDRESS:</b> Lexington School District One Attn: Procurement Services 100 Tarrar Springs Road Lexington, South Carolina 29072			
<b>SUBMIT OFFER BY (Opening Date/Time): 06/24/2024, 3:00 PM</b> (See "Deadline For Submission Of Offer" provision)			
<b>QUESTIONS MUST BE RECEIVED BY: 06/10/2024, 3:00 PM</b> (See "Questions From Offerors" provision)			
<b>NUMBER OF COPIES TO BE SUBMITTED: One Original</b>			
<b>SITE VISIT: Non-mandatory Site Visit By Appointment</b> <b>SCHEDULE AN APPOINTMENT: Contact Alan Williams,</b> <b>803-315-6885</b> (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)		<b>LOCATION:</b> <b>Maintenance Department</b> 946 Pisgah Church Rd Lexington, SC 29072	
<b>AWARD &amp; AMENDMENTS</b>	Award will be posted at the Physical Address above on <b>06/26/2024</b> . The award, notice of this solicitation, any amendments, and any related notices will be posted at the following web address: <a href="http://www.lexington1.net/solicitations-awards">http://www.lexington1.net/solicitations-awards</a> .		
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 thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" provisions.)			
<b>NAME OF OFFEROR:</b>  <small>(full legal name of business submitting the offer)</small>		<b>OFFEROR'S TYPE OF ENTITY:</b> (Check one)	
<b>AUTHORIZED SIGNATURE:</b>  <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>		<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____	
<b>TITLE:</b>  <small>(business title of person signing above)</small>		<input type="checkbox"/> _____ (See "Signing your Offer" provision)	
<b>PRINTED NAME:</b>  <small>(printed name of person signing above)</small>	<b>DATE SIGNED:</b>		
<b>EMAIL ADDRESS:</b>			
<b>INSTRUCTIONS REGARDING OFFEROR'S NAME:</b> 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. 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.			
<b>STATE OF INCORPORATION</b>  <small>(If you are a corporation, identify the state of incorporation.)</small>		<b>TAXPAYER IDENTIFICATION NO.</b>  <small>(See "Taxpayer Identification Number" provision)</small>	

**PAGE TWO**

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
	Area Code:	Number:	Extension:	Facsimile:
E-Mail Address:				

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address ( <b>check only one</b> )	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address ( <b>check only one</b> )

<b>ACKNOWLEDGMENT OF AMENDMENTS</b>							
Offerors acknowledge receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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<b>MINORITY PARTICIPATION</b>
Are you a South Carolina Certified Minority Vendor? <b>Yes</b> _____ <b>No</b> _____
If yes, South Carolina Certification # _____

**PREFERENCES - A NOTICE TO VENDORS:** On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences) www.procurement.sc.gov/preferences. ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4)&(6)]

OFFERORS REQUESTING THIS PREFERENCE MUST INITIAL HERE: _____ <ul style="list-style-type: none"> <li>• ADDRESS AND PHONE OF IN-STATE OFFICE:</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> <input type="checkbox"/> In-State Office Address same as Home Office Address. <input type="checkbox"/> In-State Office Address same as Notice Address. <b>(Check only one)</b>	<b>IF THIS PREFERENCE APPLIES TO THIS PROCUREMENT, PART VII (BIDDING SCHEDULE) WILL INCLUDE A PLACE TO CLAIM THE PREFERENCE. OFFERORS REQUESTING THIS PREFERENCE MUST CHECK THE APPROPRIATE SPACES ON THE BIDDING SCHEDULE.</b>
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## I. SCOPE OF SOLICITATION

**OVERVIEW:** It is the intent of Lexington County School District One to establish a contract for a qualified contractor to provide pest control services.

**ACQUIRE SERVICES & SUPPLIES / EQUIPMENT:** The purpose of this solicitation is to acquire services and supplies or equipment complying with the enclosed description and/or specifications and conditions.

**MAXIMUM CONTRACT PERIOD — ESTIMATED:** July 5, 2024 through June 30, 2029. Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract – Effective Date / Initial Contract Period".

**This is a one-year contract with four one-year renewal options. The maximum contract life is five years.**

## II. INSTRUCTIONS TO OFFERORS - A. GENERAL INSTRUCTIONS

**AMENDMENTS TO SOLICITATION:** (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.lexington1.net/departments/procurement/solicitations-awards> (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

**AWARD NOTIFICATION:** Notice regarding any award, cancellation of award, or extension of award will be posted at the location and on the date specified on the Cover Page or, if applicable, any notice of extension of award. Should the contract resulting from this Solicitation have a total or potential value in excess of fifty thousand dollars, such notice will be sent electronically to all Offerors responding to the Solicitation and any award will not be effective until the calendar day (including weekends and holidays) immediately following the seventh business day after such notice is given.

**BID / PROPOSAL AS OFFER TO CONTRACT:** By submitting Your Bid or Proposal, 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 on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

**BID ACCEPTANCE PERIOD:** In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Officer in writing.

**BID IN ENGLISH & DOLLARS:** Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation.

**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION:**  
**GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.**

(a) By submitting an offer, the offeror certifies that-

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to-

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal,

and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or

(2)(i) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal];

(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

(c) If the offeror deletes or modifies paragraph (a)(2) of this certification, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure. [02-2A032-1]

#### CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS:

(a)(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the District, the Procurement Officer may terminate the contract resulting from this solicitation for default.

CODE OF LAWS AVAILABLE: The South Carolina Code of Laws is available at

<https://www.scstatehouse.gov/code/statmast.php>

The District's Procurement Code is available at:

[https://resources.finalseite.net/images/v1706710596/lexington1net/rvcxp96zuojem3ogfv52/Procurement\\_Code.pdf](https://resources.finalseite.net/images/v1706710596/lexington1net/rvcxp96zuojem3ogfv52/Procurement_Code.pdf)

COMPLETION OF FORMS / CORRECTION OF ERRORS: 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. Do not modify the solicitation document itself including the bid schedule.

DEADLINE FOR SUBMISSION OF OFFER: Any offer received after the Procurement Officer or his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated Procurement Office or the District Office's mail room which services that Procurement Office prior to the bid opening which is located at the physical address on the first page of the solicitation.

**DEFINITIONS:** EXCEPT AS OTHERWISE PROVIDED HEREIN, THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION.

**AMENDMENT** – means a document issued to supplement the original solicitation document.

**BOARD** – means the Lexington School District One Board of Trustees.

**BUYER** – means the Procurement Officer.

**CHANGE ORDER** - means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract.

**CONTRACT** - See clause entitled “Contract Documents & Order of Precedence.”

**CONTRACT MODIFICATION** – means a written order signed by the Procurement Officer, directing the contractor to make changes which the changes clause of the contract authorizes the Procurement Officer to order without the consent of the contractor.

**CONTRACTOR** - means the Offeror receiving an award as a result of this solicitation.

**COVER PAGE** – means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.

**DISTRICT** – means Lexington County School District One.

**OFFER** – means the bid or proposal submitted in response this solicitation. The terms “Bid” and “Proposal” are used interchangeably with the term “Offer.”

**OFFEROR** – means the single legal entity submitting the offer. The term “Bidder” is used interchangeably with the term “Offeror.” See bidding provisions entitled “Signing Your Offer” and “Bid/Proposal As Offer To Contract.”

**PAGE TWO** – means the second page of the original solicitation, which is labeled Page Two.

**PROCUREMENT OFFICER** – means the person, or his successor, identified as such on the Cover Page.

**SOLICITATION** – means this document, including all its parts, attachments, and any Amendments.

**SUBCONTRACTOR** – means any person having a contract to perform work or render service to Contractor as a part of the Contractor’s agreement arising from this solicitation.

**WORK** - means all labor, materials, equipment, services, or property of any type, provided or to be provided by the Contractor to fulfill the Contractor’s obligations under the Contract.

**YOU and YOUR** – means Offeror.

**DRUG FREE WORKPLACE CERTIFICATION:** By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

**DUTY TO INQUIRE:** Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror’s risk. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the District’s attention.

**ETHICS ACT:** Ethics Certificate: By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed.

**OMIT TAXES FROM PRICE:** Do not include any sales or use taxes in Your price that the District may be required to pay.

**OPEN TRADE REPRESENTATION:** By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300.

**PROTESTS:** Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with this code. A

protest shall be in writing, submitted to the appropriate Chief Procurement Officer, and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. [Article 17 - 4210 of the District's Procurement Code]

The rights and remedies granted under Article 17 – 4210.1.2 are not available for contracts with an actual or potential value of up to fifty thousand dollars.

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

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

All questions shall be in writing and submitted to, and received no later than the date/time for submission of questions as stated on Cover Page of this document, via e-mail to:

Email: [msaul@lexington1.net](mailto:msaul@lexington1.net) with Subject Line: Solicitation # (as on the Cover Page of this document)

**REJECTION/CANCELLATION:** The District may cancel this solicitation in whole or in part. The District may reject any or all proposals in whole or in part. [Article 5 - 1710 of the District's Procurement Code]

**RESPONSIVENESS / IMPROPER OFFERS:**

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

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple offers may be submitted as one document, provided that you clearly differentiate between each offer and you submit a separate cost proposal for each offer, if applicable.

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

(d) Price Reasonableness: Any offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price.

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

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

**SIGNING YOUR OFFER:** Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words "by its Partner," and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the

corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

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

**SUBMITTING CONFIDENTIAL INFORMATION:** For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected! If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the District may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the District will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless the District, its officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the District withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.)

**SUBMITTING YOUR OFFER OR MODIFICATION:** (a) Offers and offer modifications shall be submitted in sealed envelopes or packages – (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the bidder. (b) If you are responding to more than one solicitation, each offer must be submitted in a different envelope or package. (c) Each Offeror must submit the number of copies indicated on the Cover Page. (d) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper as prescribed in paragraphs (a)(1) and (2) of this provision when delivered to the office specified in the Solicitation. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation.

**TAX CREDIT FOR SUBCONTRACTING WITH MINORITY FIRMS:** Pursuant to Section 12-6-3350, taxpayers, who utilize certified minority subcontractors, may take a tax credit equal to 4% of the payments they make to said subcontractors. The payments claimed must be based on work performed directly for a District contract. The credit is capped at \$25,000 per year or the total tax liability; whichever is lesser. The taxpayer is eligible to claim the credit for 6 consecutive taxable years beginning with the taxable year in which the credit is first claimed. There is no carry forward of unused credits. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Taxpayers must maintain evidence of work performed for a District contract by the minority subcontractor. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. The subcontractor must be certified as to the criteria of a "Minority Firm" by the Governor's Office of Small and Minority Business Assistance (OSMBA). Certificates are issued to subcontractors upon successful completion of the certification process. Questions regarding subcontractor

certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498.

**TAXPAYER IDENTIFICATION NUMBER:** (a) If Offeror is owned or controlled by a common parent as defined in paragraph (b) of this provision, Offeror shall submit with its Offer the name and TIN of common parent. (b) Definitions: "Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member. "Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number. (c) If Offeror does not have a TIN, Offeror shall indicate if either a TIN has been applied for or a TIN is not required. If a TIN is not required, indicate whether (i) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States; (ii) Offeror is an agency or instrumentality of a state or local government; (iii) Offeror is an agency or instrumentality of a foreign government; or (iv) Offeror is an agency or instrumentality of the Federal Government.

**WITHDRAWAL OR CORRECTION OF OFFER:** Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by Article 5 – 1520 of the District's Procurement Code.

**DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE:** You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the District may withhold award. 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.

## **II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCTIONS**

**DISCUSSIONS WITH BIDDERS:** After opening, the Procurement Officer may, in his sole discretion, initiate discussions with you to discuss your bid. Discussions are possible only if your bid is apparently responsive and only for the purpose of clarification to assure your full understanding of the solicitation's requirements. Any discussions will be documented in writing and shall be included with the bid.

**MAIL PICKUP:** The District picks up mail from the US Postal Service once daily around 9 a.m. excluding weekend and holidays. (See deadline for submission of offer above.)

**OFFERING BY ITEM:** Offers must be submitted for all services.

**PROTEST:** Any protest must be addressed to the Chief Procurement Officer, Lexington County School District One, and submitted in writing by e-mail or post delivery as follows:

Mailing Address: Lexington County School District One  
 Procurement Services, Chief Procurement Officer  
 Ref: Protest – Solicitation Number (as on Cover Page of this document)  
 100 Tarrar Springs Road  
 Lexington, South Carolina 29072

Email: [jmiller@lexington1.net](mailto:jmiller@lexington1.net) and [msaul@lexington1.net](mailto:msaul@lexington1.net)

Subject Line: Protest - Ref: Solicitation Number (as on Cover Page of this document)

**UNIT PRICES REQUIRED:** Unit price to be shown for each item.

### **III. SCOPE OF WORK / SPECIFICATIONS**

BIDDING SCHEDULE: See Section VIII, Bidding Schedule

SCOPE OF WORK/SPECIFICATIONS: See Section IX, Attachment A.

DELIVERY DATE: Per the attached Scope of Work, Section IX of the Solicitation.

DELIVERY LOCATION: After award, all deliveries shall be made to the locations provided in the Scope of Work. See Section IX, Attachment B. All deliveries shall be FOB Destination.

All deliveries shall be FOB Destination. All delivery charges are to be paid by the contractor and included in the price of the goods, not invoiced separately. Any claim for loss or damages shall be between the contractor and the carrier.

QUALITY – NEW: All items must be new.

UNIT PRICES REQUIRED: Unit prices shall be shown on each item.

### **IV. INFORMATION FOR OFFERORS TO SUBMIT**

INFORMATION FOR OFFERORS TO SUBMIT – GENERAL: Offeror shall submit a signed Cover Page and Page Two. Offeror should submit all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work; **V. Qualifications**; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in section IX. Attachments to Solicitations.

MINORITY PARTICIPATION: Refer to Page Two of solicitation.

### **V. QUALIFICATIONS**

QUALIFICATION OF OFFEROR: To be eligible for award of a contract, a prospective contractor must be responsible. In evaluating an Offeror's responsibility, the District Standards of Responsibility and information from any other source may be considered. An Offeror must, upon request of the District, furnish satisfactory evidence of its ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award. [Article 5 – 1810 of the District's Procurement Code]

District Standards of Responsibility: Factors to be considered in determining whether the District standards of responsibility have been met include whether a prospective contractor has:

- available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
- a satisfactory record of performance;
- a satisfactory record of integrity;
- qualified legally to contract with the District and State; and
- supplied all necessary information in connection with the inquiry concerning responsibility.

### **QUALIFICATIONS - MANDATORY MINIMUM:**

- (a) In order to be qualified to receive award, you must meet the following mandatory minimum qualifications at the time of bidding:
1. Contractor shall be a full-service commercial pesticide applicator and shall have the capabilities in the handling of large pest control services for school and institutional buildings.
  2. Contractor shall have experience with multi-campus institutions involving a contract of similar size and services as described in this solicitation.

3. Contractor shall have a South Carolina Commercial Pesticide Applicator's Business License for pesticide application services as defined by the South Carolina Department of Pesticide Regulations.
4. Contractor shall be certified as a Category 7A, General/Structural Pesticide Application.
5. Business and employees assigned to the District shall be trained in proper pesticide application servicing for the contracted services.

- (b) The Procurement Officer may, in his discretion, consider (1) the experience of a predecessor firm or of a firm's key personnel which was obtained prior to the date offeror was established, and/or (2) any subcontractor proposed by offeror.
- (c) Provide a detailed, narrative statement providing adequate information to establish that you meet all the requirements stated in subparagraph (a) above. Include all appropriate documentation.

**SUBCONTRACTOR – IDENTIFICATION:** If you intend to subcontract with another business for any portion of the work and that portion exceeds 10% of your price, your offer must identify that business and the portion of work which they are to perform. Identify potential subcontractors by providing the business' name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the District may evaluate your proposed subcontractors.

## **VI. AWARD CRITERIA**

**AWARD BY ITEM:** Award will be made to one bidder for all services/line items.

**AWARD CRITERIA – BIDS:** Award will be made to the lowest responsible and responsive bidder.

**AWARD TO ONE OFFEROR:** Award will be made to one Offeror.

**CALCULATING THE LOW BID:** The Low Bid is that bid with the lowest Total Bid. The Total Bid amount is the sum of the Extended Prices in the Bidding Schedule. Extended Prices are calculated by multiplying the Quantity by the Unit Price.

**UNIT PRICE GOVERNS:** In determining award, unit prices will govern over extended prices unless otherwise stated.

## **VII. TERMS AND CONDITIONS – A. GENERAL**

**ASSIGNMENT, NOVATION, AND CHANGE OF NAME, IDENTITY, OR STRUCTURE (FEB 2015)** (a) Contractor shall not assign this contract, or its rights, obligations, or any other interest arising from this contract, or delegate any of its performance obligations, without the express written consent of the responsible procurement officer. The foregoing restriction does not apply to a transfer that occurs by operation of law (e.g., bankruptcy; corporate reorganizations and consolidations, but not including partial asset sales). Notwithstanding the foregoing, contractor may assign monies receivable under the contract provided that the state shall have no obligation to make payment to an assignee until thirty days after contractor (not the assignee) has provided the responsible procurement officer with (i) proof of the assignment, (ii) the identity (by contract number) of the specific state contract to which the assignment applies, and (iii) the name of the assignee and the exact address or account information to which assigned payments should be made. (b) If contractor amends, modifies, or otherwise changes its name, its identity (including its trade name), or its corporate, partnership or other structure, or its FEIN, contractor shall provide the procurement officer prompt written notice of such change. (c) Any name change, transfer, assignment, or novation is subject to the review and approval of the Procurement Officer.

**BANKRUPTCY:** (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the District. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to the bankruptcy filing. This notification

shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all District contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the District upon the contractor's insolvency, including the filing of proceedings in bankruptcy.

**CHOICE-OF-LAW:** The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

**CONTRACT DOCUMENTS & ORDER OF PRECEDENCE:** (a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Officer, (2) the solicitation, as amended, (3) modifications, if any, to your offer, if accepted by the Procurement Officer, (4) your offer, (5) any statement reflecting the District's final acceptance (a/k/a "award"), and (6) purchase orders. These documents shall be read to be consistent and complementary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above. (b) The terms and conditions of documents (1) through (5) above shall apply notwithstanding any additional or different terms and conditions in either (i) a purchase order or other instrument submitted by the District or (ii) any invoice or other document submitted by Contractor. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect. (c) No contract, license, or other agreement containing contractual terms and conditions will be signed by the District. Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect.

**DISCOUNT FOR PROMPT PAYMENT:**

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the state annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

**DISPUTES:** (1) Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with the District's Procurement Code. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail.

**EQUAL OPPORTUNITY:** Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.

**FALSE CLAIMS:** According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

**FIXED PRICING REQUIRED:** Any pricing provided by contractor shall include all costs for performing the work associated with that price. Contractor's price shall be fixed for the duration of each term. This clause does not prohibit contractor from offering lower pricing after award.

**NON-INDEMNIFICATION:** Any term or condition is void to the extent it requires the District to indemnify anyone.

**NOTICE:** (a) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States

mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used. (b) Notice to contractor shall be to the address identified as the Notice Address on Page Two. Notice to the District shall be to the Procurement Officer's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph.

**OPEN TRADE:** During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300.

**PAYMENT & INTEREST:** (a) Unless otherwise provided in this Solicitation, the District shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the District. (b) Unless otherwise provided herein, including the purchase order, payment will be made by check. (c) Notwithstanding any other provision, payment shall be made in accordance with the District's Procurement Code Section 45, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, the District shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason. (d) Amounts due to the District shall bear interest at the rate of interest established by the South Carolina Comptroller General pursuant to Section 45 ("an amount not to exceed fifteen percent each year"), as amended. (e) Any other basis for interest, including but not limited to general (pre- and post-judgment) or specific interest statutes, including S.C. Code Ann. § 34-31-20, are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied as simple interest without compounding.

**PUBLICITY:** Contractor shall not publish any comments or quotes by District employees, or include the District in either news releases or a published list of customers, without the prior written approval of the Procurement Officer.

**PURCHASE ORDERS:** Contractor shall not perform any work prior to the receipt of a purchase order from the District. The District shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract.

**SURVIVAL OF OBLIGATIONS:** The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit.

**TAXES:** Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by the District, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by the District. It shall be solely the District's obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by the District to contractor, contractor shall be liable to the District for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the contractor.

**TERMINATION DUE TO UNAVAILABILITY OF FUNDS:** Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. Contractor will not be reimbursed any costs amortized beyond the initial contract term.

**THIRD PARTY BENEFICIARY:** This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise.

**WAIVER:** The District does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon

any term of the Contract. Only the Procurement Officer has actual authority to waive any of the District's rights under this Contract. Any waiver must be in writing.

**ILLEGAL IMMIGRATION:** (An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov))

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 State 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 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.

## **VII. TERMS AND CONDITIONS – B. SPECIAL**

### **CHANGES:**

(1) **Contract Modification.** By a written order, at any time, and without notice to any surety, the Procurement Officer may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:

- (a) drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the [District] in accordance therewith;
- (b) method of shipment or packing;
- (c) place of delivery;
- (d) description of services to be performed;
- (e) time of performance (i.e., hours of the day, days of the week, etc.); or,
- (f) place of performance of the services.

Subparagraphs (a) to (c) apply only if supplies are furnished under this contract. Subparagraphs (d) to (f) apply only if services are performed under this contract.

(2) **Adjustments of Price or Time for Performance.** If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the District promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

(3) **Time Period for Claim.** Within 30 days after receipt of a written contract modification under Paragraph (1) of this clause, unless such period is extended by the Procurement Officer in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the District is prejudiced by the delay in notification.

(4) **Claim Barred After Final Payment.** No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

### **CONTRACTOR'S LIABILITY INSURANCE – GENERAL:**

(a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors.

(b) Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy.

(2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

(3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(c) The District and the officers, officials, employees and volunteers of any of them, must be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

(d) For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the District, and the officers, officials, employees and volunteers of any of them. Any insurance or self-insurance maintained by the District or the officers, officials, employees and volunteers of any of them, shall be excess of the Contractor's insurance and shall not contribute with it.

(e) Prior to commencement of the work, the Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. All certificates are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

f) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. In addition, the Contractor shall notify the District immediately upon receiving any information that any of the coverages required by this section are or will be changed, cancelled, or replaced.

(g) Contractor hereby grants to the District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

(h) Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

(i) The District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

**COMPLIANCE WITH LAWS:** During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

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

**CONTRACTOR'S OBLIGATION – GENERAL:** The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

**DEFAULT:**

(a)(1) The District may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to-

- (i) Deliver the supplies or to perform the services within the time specified in this contract or any extension;
- (ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or
- (iii) Perform any of the other material provisions of this contract (but see paragraph (a)(2) of this clause).

(2) The District's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the Procurement Officer) after receipt of the notice from the Procurement Officer specifying the failure.

(b) If the District terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Procurement Officer considers appropriate, supplies or services similar to those terminated, and the Contractor will be

liable to the District for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.

(c) Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the District in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

(d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule.

(e) If this contract is terminated for default, the District may require the Contractor to transfer title and deliver to the District, as directed by the Procurement Officer, any (1) completed supplies, and (2) partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing materials" in this clause) that the Contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Procurement Officer, the Contractor shall also protect and preserve property in its possession in which the District has an interest.

(f) The District shall pay contract price for completed supplies delivered and accepted. The Contractor and Procurement Officer shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property; if the parties fail to agree, the Procurement Officer shall set an amount subject to the Contractor's rights under the Disputes clause. Failure to agree will be a dispute under the Disputes clause. The District may withhold from these amounts any sum the Procurement Officer determines to be necessary to protect the District against loss because of outstanding liens or claims of former lien holders.

(g) If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the District, be the same as if the termination had been issued for the convenience of the District. If, in the foregoing circumstances, this contract does not contain a clause providing for termination for convenience of the District, the contract shall be adjusted to compensate for such termination and the contract modified accordingly subject to the contractor's rights under the Disputes clause.

(h) The rights and remedies of the District in this clause are in addition to any other rights and remedies provided by law or under this contract.

**ESTIMATED SERVICES:** The total amount of services is based on the services described in this solicitation. The exact number of services to be performed is unknown. The District does not guarantee that the District will buy any specified number of services. The omission of an estimated quantity of services does not indicate a lack of need but rather a lack of historical information. The District reserves the right to add site locations or delete site locations to be serviced under this contract.

**INDEMNIFICATION - THIRD PARTY CLAIMS:** Notwithstanding any limitation in this agreement, and to the fullest extent permitted by law, Contractor shall defend and hold harmless Indemnitees for and against any and all suits or claims of any character (and all related damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities) by a third party which are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property arising out of or in connection with the goods or services acquired hereunder or caused in whole or in part by any act or omission of contractor, its subcontractors, their employees, workmen, servants, agents, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by an Indemnitee, and whether or not such claims are made by a third party or an Indemnitee; however, if an Indemnitee's negligent act or omission is subsequently determined to be the sole proximate cause of a suit or claim, the Indemnitee shall not be entitled to indemnification hereunder. Contractor shall be given timely written notice of any suit or claim. Contractor's obligations hereunder are in no way limited by any protection afforded under workers compensation acts, disability benefits acts, or other employee benefit acts. This clause shall not negate, abridge, or reduce any other rights or obligations of indemnity which would otherwise exist. The obligations of this paragraph shall survive termination, cancelation, or expiration of the parties' agreement. This provision shall be construed fairly and reasonably, neither strongly for nor against either party, and without regard to any clause regarding insurance. As used in this clause, Indemnitees means the State of South Carolina, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees.

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

**PRICE ADJUSTMENTS: (1) Method of Adjustment.** Any adjustment in the contract price made pursuant to a clause in this contract shall be consistent with this Contract and shall be arrived at through whichever one of the following ways is the most valid approximation of the actual cost to the Contractor (including profit, if otherwise allowed):

(a) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;

(b) by unit prices specified in the Contract or subsequently agreed upon;

(c) by the costs attributable to the event or situation covered by the relevant clause, including profit if otherwise allowed, all as specified in the Contract; or subsequently agreed upon;

(d) in such other manner as the parties may mutually agree; or,

(e) in the absence of agreement by the parties, through a unilateral initial written determination by the Procurement Officer of the costs attributable to the event or situation covered by the clause, including profit if otherwise allowed, all as computed by the Procurement Officer in accordance with generally accepted accounting principles, subject to the provisions of Article 17 of the District's Procurement Code.

(2) **Submission of Price or Cost Data.** Upon request of the Procurement Officer, the contractor shall provide reasonably available factual information to substantiate that the price or cost offered, for any price adjustments is reasonable, consistent with the provisions of Section 1830 of the District's Procurement Code.

**PRICE ADJUSTMENT - LIMITED - AFTER INITIAL TERM ONLY:** Upon approval of the Procurement Officer, prices may be adjusted for any renewal term. Prices shall not be increased during the initial term. Any request for a price increase must be received by the Procurement Officer at least ninety (90) days prior to the expiration of the applicable term and must be accompanied by sufficient documentation to justify the increase. If approved, a price increase becomes effective starting with the term beginning after approval. A price increase must be executed as a change order. Contractor may terminate this contract at the end of the then current term if a price increase request is denied. Notice of termination pursuant to this paragraph must be received by the Procurement Officer no later than fifteen (15) days after the Procurement Officer sends contractor notice rejecting the requested price increase.

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

**SHIPPING / RISK OF LOSS: F.O.B. Destination.** Destination is the delivery location, or other location, as specified herein. (See Delivery Location provisions)

**WARRANTY – STANDARD:** Contractor must provide the manufacturer's standard written warranty upon delivery of product. Contractor warrants that manufacturer will honor the standard written warranty provided.

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

**TERM OF CONTRACT – TERMINATION BY CONTRACTOR:** Contractor may terminate this contract at the end of the initial term, or any renewal term, by providing the Procurement Officer notice of its election to terminate under this clause at least 90 days prior to the expiration of the then current term.

**TERMINATION FOR CONVENIENCE – INDEFINITE DELIVERY / INDEFINITE QUANTITY CONTRACTS:** Unless the termination so provides, a termination for convenience shall not operate to terminate any purchase orders issued prior to the effective date of termination.

**TERMINATION FOR CONVENIENCE: (1) Termination.** The Procurement Officer may terminate this contract in whole or in part, for the convenience of the District. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.

(2) **Contractor's Obligations.** The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The

Procurement Officer may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the District. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

(3) Right to Supplies. The Procurement Officer may require the contractor to transfer title and deliver to the District in the manner and to the extent directed by the Procurement Officer: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the District has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this Section in no way implies that the District has breached the contract by exercise of the Termination for Convenience Clause.

(4) Compensation. (a) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by 1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph.

(b) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the District, the proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated;

(c) Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph:

(i) contract prices for supplies or services accepted under the contract;

(ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services;

(iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (2) of this clause. These costs must not include costs paid in accordance with Subparagraph (c)(ii) of this paragraph;

(iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph (b) of this Paragraph, and the contract price of work not terminated.

(d) Contractor must demonstrate any costs claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles.

(5) Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not (i) affect the District's right to require the termination of a subcontract, or (ii) increase the obligation of the District beyond what it would have been if the subcontract had contained an appropriate clause.

**DISTRICT SITE ACCESS** – Contractor's personnel must wear an identification badge as approved by the District and shall utilize the procedures authorized by the District to obtain access to District buildings. The District requires Contractor's personnel to enter through the front office.

District sites have a comprehensive visitor check-in and check-out software system located at the front desk. This system runs a background check on each visitor every time he or she visits. Each visitor must check in and out when in a school or on school grounds, regardless of the time of day. Should the system flag an individual for *any* reason, the system will automatically and privately alert the front office staff and the school's administrators. Those administrators will then talk to the individual and work through any issue.

**TOBACCO FREE ENVIRONMENT** – The District provides a smoke and tobacco free environment for its staff, students and the general public. No tobacco products are permitted in any building or on the grounds of any District building.

**CONTRACTOR'S CARE** – Contractor shall exercise due care in protecting all property and surrounding property. Contractor will be responsible for any damage and will be required to restore any damage. If the contractor fails or refuses to repair any damage promptly, the District may have the necessary work performed and charge the pricing thereof to the contractor.

## VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

LINE ITEM	COMMODITY/SERVICE DESC	QTY	U/M	UNIT PRICE	EXTENDED PRICE
0001	<b>Beechwood Middle School</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0002	<b>Carolina Springs Elementary School</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0003	<b>Carolina Springs Middle School</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0004	<b>Centerville Elementary School</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0005	<b>Central Services, Building Two</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0006	<b>Central Services, Building Three</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0007	<b>Central Services Main Office and Annex</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0008	<b>Central Services Operations Building</b>				
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0009	<b>Deerfield Elementary School</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0010	<b>District Maintenance and Facilities</b>				
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0011	<b>Forts Pond Elementary School</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0012	<b>Gilbert Elementary School</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0013	<b>Gilbert High School and Transportation Building</b>	12	Mo.	\$	\$
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
	Monthly Fee – Facilities C				
0014	<b>Gilbert Middle School</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$
0015	<b>Lake Murray Elementary School</b>				
	Monthly Fee – Facilities A	12	Mo.	\$	\$
	Monthly Fee – Facilities B	12	Mo.	\$	\$

0016	<b>Lakeside Middle School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0017	<b>Lexington Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0018	<b>Lexington High School (includes LOPAC)</b> Monthly Fee – Facilities A Monthly Fee – Facilities B Monthly Fee – Facilities C	12 12 12	Mo. Mo. Mo.	\$ \$ \$	\$ \$ \$
0019	<b>Lexington Technology Center</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0020	<b>Meadow Glen Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0021	<b>Meadow Glen Middle School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0022	<b>Midway Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0023	<b>New Providence Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0024	<b>North Lake Community Center</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0025	<b>Oak Grove Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0026	<b>Pelion Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0027	<b>Pelion High School and Transportation Building</b> Monthly Fee – Facilities A Monthly Fee – Facilities B Monthly Fee – Facilities C	12 12 12	Mo. Mo. Mo.	\$ \$ \$	\$ \$ \$
0028	<b>New Pelion Middle School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0029	<b>Old Pelion Middle School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0030	<b>Pleasant Hill Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0031	<b>Pleasant Hill Middle School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$

0032	<b>Red Bank Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0033	<b>River Bluff High School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B Monthly Fee – Facilities C	12 12 12	Mo. Mo. Mo.	\$ \$ \$	\$ \$ \$
0034	<b>Rocky Creek Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0035	<b>Rosenwald Community Learning Center</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0036	<b>Saxe Gotha Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0037	<b>South Lake Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0038	<b>Transportation (Main Building)</b> Monthly Fee – Facilities B	12	Mo.	\$	\$
0039	<b>White Knoll Elementary School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0040	<b>White Knoll High School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B Monthly Fee – Facilities C	12 12 12	Mo. Mo. Mo.	\$ \$ \$	\$ \$ \$
0041	<b>White Knoll Middle School</b> Monthly Fee – Facilities A Monthly Fee – Facilities B	12 12	Mo. Mo.	\$ \$	\$ \$
0042	<b>Emergency Treatment Services:</b> Emergency Treatment Services based on a Unit Price for an area the size of a classroom, approximately 800 sq. ft.	1	Ea.	\$	\$
<b>TOTAL ACCUMULATIVE PRICE</b>					<b>\$</b>

**IX. ATTACHMENTS TO SOLICITATION**

1. Attachment A: Scope of Work/Specifications
2. Attachment B: Lexington School District One Facilities
3. Attachment C: Questionnaire
4. Attachment D: References
5. Attachment E: Lexington School District One Facilities Report

**IX. ATTACHMENTS TO SOLICITATION – Attachment A**

**SCOPE OF WORK/SPECIFICATIONS**

**Introduction**

It is the intent of Lexington County School District One (District) to seek a qualified contractor for pest control services for all District facilities.

**District Background**

The District is currently comprised of one vocational center, five high schools, eight middle schools, eighteen elementary schools, 153 portable classrooms, one maintenance facility, five office facilities, one alternative school/community center, and transportation facility.

**General Scope of Services**

- Contractor shall provide annual, monthly, and emergency services to all Lexington County School District One locations as outlined within the Scope of Work.
- Contractor shall furnish all personnel, parts, materials, equipment, insurance permits, and fees necessary to provide pest control services in all the facilities of Lexington County School District One for control and/or extermination of the pests listed below. Facilities are defined to include portable classroom units.

**Pests List**

Ticks	Waterbugs	Hornets	Silverfish	Spiders
Rats	Mice	Fleas	Roaches	Scorpions
Bees	Lice	Ants	Wasps	

**Treatments**

All treatments shall be provided in the pricing on the Bidding Schedule.

a. **Annual Treatment**

All facilities of the District shall be completely treated on an annual basis. This treatment shall occur during the month of July.

b. **Monthly Treatment**

The following areas shall be treated on a monthly basis:

- **Facility A:** kitchen, serving line area, dining area, garbage storage room, can wash room, food/supply area, dishwashing room, food service wash room
- **Facility B:** office area, restroom, lounge, custodial/supply closet, water fountain area, concession/canteen area, dumpster/surrounding area, bookroom, drink machine area, home economics room, basement, kindergartens
- **Facility C:** Stadiums and athletic facilities, ball field areas w/concessions, restrooms, concessions serving/vending area, food preparation area, food supply area, dumpster/surrounding area

c. **Emergency Treatment**

Contractor shall respond within 24 hours of notice to service requests for emergency treatment for any area which may arise between visits.

d. Emergency Treatment Outside Facility A, B, and C

On occasion it will be necessary to treat classrooms or portables not included in the monthly treatment detailed for Facility A, B, and C. A unit price shall be provided for each of these treatments.

Nature of Work and Materials Utilized

- a. All work shall be performed in a safe manner and in accordance with the most modern and effective scientific pest control procedures.
- b. In view of the inherently dangerous character of rodenticides and insecticides, the contractor shall make certain the methods used in the control work shall not constitute a fire hazard nor violate any Federal, State, or Local applicable laws.
  1. In the control operations, only those insecticides and rodenticides recommended or suggested by the US Public Health Services and/or US Food and Drug Administration and/or the US Bureau of Entomology and Plant Quarantine and/or SC Department of Pesticide Regulation for places of the same status as District's premises shall be used.
  2. Each such insecticide and rodenticide shall be used in conformity with the recommendations of said Agencies and the precautions recommended will be strictly observed and adhered to by the contractor.
  3. If any insecticides or rodenticides does not meet with the entire satisfaction of any one of these Agencies, the use in place of the same status as District's premises (even though it may have been recommended by one or both of the other agencies) such insecticide shall not be used on District's premises.
  4. All services shall comply with all South Carolina pesticide application by-laws, etc.

Additional Fees

Additional fees will not be charged by the contractor for treatment of the pests listed above under Contractor's Responsibility regardless of the type of service. Special treatments for pests which are not listed above under Contractor's Requirements will be obtained by Lexington County School District One in accordance with the District's Procurement Code.

Service Schedule

- a. All kitchen and serving areas will be serviced after normal working hours (usually after 2:00 p.m.). All other areas will be serviced during normal working hours (8:00 a.m. to 4:30 p.m., Monday through Friday).
- b. The Custodial Manager shall be furnished a schedule of servicing for each school or facility. These facilities are included in attachments B and E.

Precautionary Measures

The contractor shall take all necessary precautionary measures during the course of his work to not adversely affect human health and to prevent injury to personnel, property, equipment, or pets in all locations. Contractor shall exercise due precautions to avoid damage to plant life (shrubs, vegetation, etc.) which are in the treatment area and shall replace any damaged as a result of pest control treatment.

Pest Control Service Reports

At the time of service, the contractor shall provide a pest control service report for each location serviced and the report must be signed by the contractor's service technician and a representative of the school. These reports will be forwarded at the end of each month to the Custodial Manager together with the necessary claim form for payment. No payment will be made without the previously mentioned reports.

### Service Technician Sign-in

Service technicians must sign-in and sign-out (written signature) at all schools/facilities in the main office when they arrive at site. If they arrive when the receptionist is not there, the service technician must sign-in and sign-out (written signature) with the head custodian of all schools/facilities.

### Annual Treatment

Annual treatments must be scheduled in advance with the building administrator/principal.

### Additions/Deletions to Contract

Additions and/or deletions to this contract for additional services needed or services no longer required may be made by negotiation with the contractor.

### Accidents

The contractor will take all precautions necessary to protect the public against injury from providing these services.

### Materials Required

Materials required must be in conformity with the specifications and will be subject to inspection and approval, and must comply in quality and type of material and method of manufacture with all applicable local or state laws pertaining thereto. The right is reserved to reject at the risk and expense of the contractor such portion of supplies which may be defective or fail to comply with specifications, and without validating the remainder of the order.

### Invoicing

Invoices submitted for payment for services provided under this contract must contain, as a minimum, the following information:

- Name of the business concerned
- Contract number or other authorization for delivery of services or property
- Complete description
- Price and quantity of property or services actually delivered or executed
- Title, telephone number and complete mailing address or responsible official to who payment is to be sent; and
- Other substantiating documentation of information as required by the contract.

**IX. ATTACHMENTS TO SOLICITATION - Attachment B****LEXINGTON SCHOOL DISTRICT ONE FACILITIES**

- 1) Beechwood Middle School, 1340 Highway #378, Lexington, SC 29072
- 2) Carolina Springs Elementary School, 6340 Platt Springs Road, Lexington, SC 29073
- 3) Carolina Springs Middle School, 6180 Platt Springs Road, Lexington, SC 29073
- 4) Centerville Elementary School, 4147 Augusta Hwy, Gilbert, SC 29054
- 5) Central Services, Building Two, 111 Tarrar Spring Road, Lexington, SC 29072
- 6) Central Services, Building Three, 105 Tarrar Springs Road, Lexington, SC 29072
- 7) Central Services Main Office and Annex, 100 Tarrar Springs Road, Lexington, SC 29072
- 8) Central Services Operations, 948 Pisgah Church Road, Lexington, SC 29072
- 9) Deerfield Elementary School, 638 Longs Pond Road, Lexington, SC 29073
- 10) District Maintenance and Facilities (includes multi-media services), 946 Pisgah Church Road, Lexington, SC 29072
- 11) Forts Pond Elementary School, 7350 Fish Hatchery Road, Pelion, SC 29123
- 12) Gilbert Elementary School, 520 Main Street, Gilbert, SC 29054
- 13) Gilbert High School and Transportation Building, 840 Main Street, Gilbert, SC 29054
- 14) Gilbert Middle School, 120 Rikard Circle, Gilbert, SC 29054
- 15) Lake Murray Elementary School, 205 Wise Ferry Road, Lexington, SC 29072
- 16) Lakeside Middle School, 455 Old Cherokee Road, Lexington, SC 29072
- 17) Lexington Elementary School, 116 Azalea Drive, Lexington, SC 29072
- 18) Lexington High School (includes LOPAC), 2463 Augusta Highway, Lexington, SC 29072
- 19) Lexington Technology Center, 2421 Augusta Highway, Lexington, SC 29072
- 20) Meadow Glen Elementary School, 510 Ginny Lane, Lexington, SC 29072
- 21) Meadow Glen Middle School, 440 Ginny Lane, Lexington, SC 29072
- 22) Midway Elementary School, 180 Midway Road, Lexington, SC 29072
- 23) New Providence Elementary School, 1118 Old Cherokee Road, Lexington, SC 29072

- 24) North Lake Community Learning Center, 702 North Lake Drive, Lexington, SC 29072
- 25) Oak Grove Elementary School, 479 Oak Drive, Lexington, SC 29073
- 26) Pelion Elementary School, 1202 Pine Street, SC 29123
- 27) Pelion High School and Transportation Building, 600 Lydia Drive, Pelion, SC 29123
- 28) New Pelion Middle School, 325 Main Street, Pelion, SC 29123
- 29) Old Pelion Middle School, 758 Magnolia Street, Pelion, SC 29123
- 30) Pleasant Hill Elementary School, 664 Rawl Road, Lexington, SC 29072
- 31) Pleasant Hill Middle School, 660 Rawl Road, Lexington, SC 29072
- 32) Red Bank Elementary School, 246 Community Drive, Lexington, SC 29073
- 33) River Bluff High School, 320 Corley Mill Road, Lexington, SC 29072
- 34) Rocky Creek Elementary School, 430 Calks Ferry Road, Lexington, SC 29072
- 35) Rosenwald Community Learning Center, 420 Hendrix Street, Lexington, SC 29072
- 36) Saxe Gotha Elementary School, 100 Bill Williamson Court, Lexington, SC 29073
- 37) South Lake Elementary School, 274 Bluefield Road, Lexington, SC 29072
- 38) Transportation Main Building, 1674 Two Notch Road, Lexington, SC 29073
- 39) White Knoll Elementary School, 132 White Knoll Way, West Columbia, SC 29170
- 40) White Knoll High School, 5643 Platt Springs Road, Lexington, SC 29073
- 41) White Knoll Middle School, 116 White Knoll Way, West Columbia, SC 2917

**NOTE:** This list of facilities is intended as a guideline for locations for services. The contract for pest control services shall cover all areas within each facility whether listed or not. Pest control for portable classrooms is a portion of this contract. There are 153 portable classrooms in District use at this time. They are distributed as shown on Attachment E. The contract covers these units, even if their location may change over the course of the contract.

**IX. ATTACHMENTS TO SOLICITATION - Attachment C**

**QUESTIONNAIRE**

Instructions: The Questionnaire is to be fully completed and submitted with bid response.

- 1. Outline your ability to adequately and satisfactorily perform the services as requested in this solicitation. Include documentation of strategies you will use in daily tasks.

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- 2. List other projects which you have completed similar to the Lexington School District One in which similar pest control services were performed on an annual, monthly, and emergency basis.

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- 3. List the licensing classifications held by your firm in the State of South Carolina.

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- 4. Who will be the superintendent on this job? If you are not certain, name three possible superintendents.

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- 5. Provide the name and full mailing address of your certified public accountant.

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- 6. Provide the information required in the Solicitation under section V. QUALIFICATIONS, Qualifications – Mandatory Minimum.

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**IX. ATTACHMENTS TO SOLICITATION - Attachment D**

**REFERENCES**

**Instructions:** Provide five references of multi-campus institutions that you have provided pest control services for similar services described in this Solicitation. The list of References is to be fully completed and submitted with the bid response.

Company/School Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Type of Service: \_\_\_\_\_

Company/School Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Type of Service: \_\_\_\_\_

Company/School Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Type of Service: \_\_\_\_\_

Company/School Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Type of Service: \_\_\_\_\_

Company/School Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Type of Service: \_\_\_\_\_

	Location	Bldg SF	Portable SF	Perm. Classrooms	Portable Classrooms	TOTAL SF
1	Beechwood Middle	204,704	0	71	0	204,704
2	Carolina Springs Elementary	88,767	15,264	41	20	104,031
3	Carolina Springs Middle	150,763	3,072	64	4	153,835
4	Centerville Elementary	127,771	0	61	0	127,771
5	Central Services Building Two	7,518	0	0	0	7,518
6	Central Services Building Three	5,600	0	0	0	5,600
7	Central Services Main Office	32,832	0	0	0	32,832
8	Central Services Operations	24,382	0	1	0	24,382
9	Deerfield Elementary	132,611	3,848	48	5	136,459
10	District Maintenance and Facilities	28,719	0	1	0	28,719
11	Forts Pond Elementary	84,651	3,948	39	5	88,599
12	Gilbert Elementary	116,320	748	57	1	117,068
13	Gilbert High and Transportation Building	292,976	0	77	0	292,976
14	Gilbert Middle	126,118	0	57	0	126,118
15	Lake Murray Elementary	114,613	2,928	64	4	117,541
16	Lakeside Middle	213,573	0	71	0	213,573
17	Lexington Elementary	93,432	0	50	0	93,432
18	Lexington High (includes LOPAC building)	475,533	0	138	0	475,533
19	Lexington Technology Center	153,976	0	39	0	153,976
20	Meadow Glen Elementary	124,829	9,504	48	12	134,333
21	Meadow Glen Middle	185,957	5,664	65	7	191,621
22	Midway Elementary	105,666	3,840	61	5	109,506
23	New Providence Elementary	88,766	5,321	41	7	94,087
24	North Lake Community Learning Center	189,668	0	89	0	189,668
25	Oak Grove Elementary	98,321	4,464	41	6	102,785
26	Pelion Elementary	123,859	5,232	64	7	129,091
27	Pelion High and Transportation Building	271,680	0	68	0	271,680
28	New Pelion Middle	209,612	0	70	0	209,612
29	Old Pelion Middle	146,196	768	40	1	146,964
30	Pleasant Hill Elementary	86,008	18,384	41	24	104,392
31	Pleasant Hill Middle	147,629	5,219	64	7	152,848
32	Red Bank Elementary	98,877	11,904	51	13	110,781
33	River Bluff High	560,041	1,590	94	4	561,631
34	Rocky Creek Elementary	116,905	2,112	48	3	119,017
35	Rosenwald Community Learning Center	48,056	10,448	22	14	58,504
36	Saxe Gotha Elementary	102,428	0	57	0	102,428
37	South Lake Elementary	127,711	0	61	0	127,711
38	Transportation	18,427	0	2	0	18,427
39	White Knoll Elementary	109,029	2,592	59	3	111,621
40	White Knoll High	522,096	0	147	0	522,096
41	White Knoll Middle	160,294	720	73	1	161,014
<b>DISTRICT TOTALS</b>		<b>6,116,914</b>	<b>117,570</b>	<b>2,185</b>	<b>153</b>	<b>6,234,911</b>