

**Charleston County School District  
 Fixed Price Bid  
 Contracts and Procurement Services  
 Solicitation Number: B2444  
 Description: Provide Snack Vending Services  
 Date: July 17, 2024**

**SUBMIT OFFER BY: August 9, 2024 by 2:00 PM ET**

**QUESTIONS MUST BE RECEIVED BY: July 22, 2024 by 12:00 PM ET**

**NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Copy, Two (2) Hard Copies and One (1) USB Flash Drive  
 (See page 2 for details)**

**PROCUREMENT OFFICIAL CONTACT:**

**Procurement Services  
 Attention: Debra Coen, NIGP-CPP, CPPO, CPPB  
 3999 Bridge View Drive  
 North Charleston, SC 29405 Phone: 843-566-1982  
 Email: [debra.coen@charleston.k12.sc.us](mailto:debra.coen@charleston.k12.sc.us)**

**The term “Offer” means your “Bid” or “Proposal”.**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

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

Cover Page

**AWARDS & AMENDMENTS:** Awards will be posted at the Physical Address stated above. The award will be posted on or before 9/13/2024. The award, this solicitation, and any amendments will be posted at the following website URL: <https://www.ccsdschools.com/Page/432>

**ACKNOWLEDGEMENT OF AMENDMENTS:** Offerors: Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors:

| Amendment No. | Amendment No. | Amendment No. | Amendment No. | Amendment No. | Amendment No. | Amendment No. |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 1             | 2             | 3             | 4             | 5             | 6             | 7             |
| Initial       | Initial       | Initial       | Initial       | Initial       | Initial       | Initial       |

**OFFEROR’S TYPE OF ENTITY:** See Section VII Signing Your Offer & SWMBE Participation.

Small Women Minority Business Enterprise (Please Check appropriate boxes)

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

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

**Fixed Price Bid #B2444**  
**Provide Snack Vending Services**

Proposals should be sent via United States Postal Service/hand delivered or courier service to:

**Procurement Services**  
**Attn: Debra Coen, NIGP-CPP, CPPO, CPPB**  
**3999 Bridge View Drive**  
**North Charleston, SC 29405**

**NUMBER OF COPIES TO BE SUBMITTED:** When submitting your proposal provide, one (1) Original hard copy, Two (2) hard copies of original, one (1) flash drive electronic copy with original and redacted document. The redacted document will be used for FOIA purposes. The redacted document should not disclose any confidential or company trade secrets & etc.

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1.0 SCHEDULE OF ACTIVITIES

| Event                                    | Date                                |
|--|-------------------------------------|
| 1. Issuance of Fixed Price Bid           | July 17, 2024                       |
| 2. Non-mandatory Pre-proposal conference | None                                |
| 3. Deadline for receiving questions      | June 22, 2024 by 12:00 PM           |
| 5. <b>BID SUBMISSION DEADLINE.</b>       | <b>August 9, 2024 by 2:00 PM ET</b> |
| 6. Contract Award (estimate)             | August 2024                         |

2.0 SCOPE OF SOLICITATION

The District seeks bids from qualified Contractors for snack vending services. The Contractor shall provide the vending machines, related equipment, installation, and maintenance as needed. The District desires bids to include non-financial perks, recycling programs, scoreboard purchases, scholarships, gifts to school athletic programs, and complimentary snacks. The overall objective is to establish a Qualified Provider List (QPL) of vendors who shall provide snack vending services to schools and administrative buildings on an as needed basis.

**The amount of work assigned per vendor is not guaranteed and shall be assigned as and when determined by individual schools.**

Charleston County School District is the second largest school district in South Carolina. It consists of approximately 86 schools, one (1) District office, one (1) Operations and Financial Services center, and multiple support and standalone athletic facilities.

MAXIMUM CONTRACT PERIOD – **Estimated August 23, 2024 through August 22, 2029 (Five years)** (One year with the option to renew annually) 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.”

ACQUIRE SERVICES AND/OR SUPPLIES/EQUIPMENT - The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications and conditions. Through this method, the District has attempted to provide the minimum amount of specifications and requirements in order not to transform this RFP into a Bid. The District does not want to limit your creativeness or ingenuity by over specifying the requirements of this solicitation.

### 3.1 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 website for the issuance of Amendments: [https://www.ccsdschools.com/divisions/finance/contracts\\_and\\_procurement\\_office/supplies\\_and\\_services\\_solicitations](https://www.ccsdschools.com/divisions/finance/contracts_and_procurement_office/supplies_and_services_solicitations) (b) Bidders shall acknowledge receipt of any Amendment to this solicitation (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the Amendment.

AWARD NOTIFICATION Notice regarding the District's intent to award a contract will be posted at the location specified on the Cover Page (page 1) and page 2. The date and location of posting can be found in the Schedule and Activities section of the solicitation. If the contract resulting from this Solicitation has a total or potential value in excess of fifty thousand dollars, such notice will be sent to all Offerors responding to the Solicitation. For contracts with a total or potential value of one hundred thousand dollars or greater, notice of intended award of a contract must be given by posting the notice for ten days before entering into a contract and must be sent to all bidders responding to the solicitation.

BID ACCEPTANCE PERIOD In order to withdraw your Offer after the minimum period specified on the Cover Page, you must notify the Procurement Official in writing.

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

BID FORMS Bid Forms are included for your use. Only these Bid Forms shall be used; no other form is acceptable. Please indicate your firm's name on the Bid Forms and have it signed by a person authorized to do so. A cover letter on your corporate stationery should include any comment and/or information you feel may be pertinent to the evaluation of your bid. The prices specified in your bid must be F.O.B. Destination with all freight charges prepaid And allowed, if applicable. On the Bid Forms, please indicate the delivery time, after receipt of an order, for the service or materials on which you have bid. No hidden or undisclosed prices will be acceptable.

BID / PROPOSAL AS OFFER TO CONTRACT By submitting to the District a signed Bid and/or Proposal, you are offering to enter into a contract with Charleston County School District and agreeing to all terms and conditions provided herein. Your bid and/or proposal as well as the terms and conditions of this solicitation will become part of any contract created as a result of this solicitation. THEREFORE, ANY OBJECTION TO THE TERMS AND CONDITIONS CONTAINED HEREIN MUST BE ADDRESSED WITH THE DISTRICT PRIOR TO SUBMITTAL OF YOUR BID AND/OR PROPOSAL. SUCH OBJECTIONS MUST BE SUBMITTED IN WRITING AS DESCRIBED HEREIN FOR ANY INQUIRIES. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

BOARD AS PROCUREMENT AGENT (a) **Authorized Agent.** All authority regarding the conduct of this procurement is vested solely with the responsible Procurement Official. Unless specifically delegated in writing, the Procurement Official is the only District official authorized to bind the District with regard to this procurement. (b) **Purchasing Liability.** The Procurement Official acts on behalf of Charleston County School District pursuant to the Charleston County School District Procurement Code. Any contract awarded as a result of this procurement is between the Vendor and the District. The Board is not a party to such contract, unless and to the extent that the Board is using District unit, and bears no liability for any party's losses arising out of or relating in any way to the contract.

#### CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS

(a)

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

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

- (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by a state or federal agency;
- (B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or destruction of records, making false statements, tax evasion, or receiving stolen property; and

- (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (A) (1) (i) (B) of this provision.
- (ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (federal, state, or local) entity.
- (2) ‘Principals.’ For the purpose of this certification, means Officials; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
- (b) Offeror shall provide immediate written notice to the Procurement Official if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (c) If Offeror is unable to certify the representations stated in paragraphs (a) (1), Offeror must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror’s responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Official may render the Offeror non -responsible.
- (d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the District, the Procurement Official may terminate the contract resulting from this solicitation for default.

CODE OF LAWS AVAILABLE: The Charleston County School District Procurement Code is available at <https://www.ccsdschools.com/Page/257>

COVENANT AGAINST CONTINGENT FEES The vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the vendor for the purpose of securing business. For breach or violation of this warranty, CCSD, shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

DEADLINE FOR SUBMISSION OF OFFER Any offer received after the Procurement Official or designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or mail room which services that purchasing office prior to the bid opening.

DEFINITIONS Except as otherwise provided herein, the following definitions are applicable to all parts of the solicitation. For additional definitions, see the terms and conditions below.

1. **Amendment** - means a document issued to supplement the original solicitation document.
2. **Board** - means the Charleston County School District Board of Trustees.
3. **Buyer** - means the Procurement Official.
4. **Change Order** - means any written alteration in specification, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties of the contract.
5. **Contract Modification** - means a written order signed by the Procurement Official, directing the contractor to make changes which the changes clause of the contract authorizes the Procurement Official to order without the consent of the contractor.
6. **Contractor** – means the Offeror receiving an award as a result of this solicitation.
7. **Cover Page** - means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.
8. **District** - means Charleston County School District.
9. **Offer** - means the bid, or proposal submitted in response to this solicitation. The terms “Bid” and “Proposal” are used

interchangeably with the term "Offer."

10. **Offeror** - means the single legal entity submitting the offer. The term "Bidder" is used interchangeably with the term "Offeror." See bidding provisions entitled "Signing Your Offer" and "Bid/Proposal as Offer to Contract."
11. **Page two** – means the second page of the original solicitation, which is label Page Two.
12. **Procurement Official** - means the person, or designee, identified as such on the Cover Page.
13. **Solicitation** - means this document, including all its parts, attachments, and any Amendments.
14. **Subcontractor** - means any person having a contract to perform work or render service to Contractor as a part of the Contractor's agreement arising from this solicitation
15. **You And Your** - means Offeror.

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

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

**ENTERING INTO CONTRACT** the District shall not enter into or sign any agreement, contract or other document that conflicts in any way with the District's General Terms and Conditions and the requirements of this solicitation. Proposers should submit for review any agreement, contract or other document that the firm wishes the District to sign, with the proposal. Submittal of such agreement, contract or other document does not constitute an acceptance of any terms and /or conditions contained in such document. Agreements, contracts or other documents that infringe upon the rights of the District or are not in the best interest of the District shall be determined to be non-responsive. The rights and authority of such determination is reserved solely by the staff of the District's Contracts & Procurement Services Department. By Submitting a solicitation response, the proposer acknowledges that it has had the opportunity to inquire about the District's Procurement Code, this solicitation and other District policy.

**ETHICS ACT** By submitting an Offer, you certify that you are in compliance with South Carolina's Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee - Section 8-13-790, (b) Recovery of Kickbacks-Section 8-13-790m (c) Offering, soliciting, or receiving money for advice or assistance of public official - Section 8-13-720, (d) Use or disclosure of confidential Information-Section 8-1 3-725, and (e) Persons hired to assist in the preparation of specifications or evaluation of bids Section 8-1 3-1 150

**NOTICES** All contact should be directed to Debra Cannon, Procurement Officer. No company should contact District staff directly. All questions should be directed in writing to Debra Cannon via Email [debra\\_cannon@charleston.k12.sc.us](mailto:debra_cannon@charleston.k12.sc.us) answers to any questions submitted will be sent to all companies via Solicitation amendment.

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

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

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

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

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

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

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

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

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

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

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

(b) **Unless otherwise approved in writing by the Procurement Officer, You agree not to give anything to any District employee, agent or official prior to award.**

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

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

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

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

SUBMITTING YOUR OFFER OR MODIFICATION (a) Offers and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by approved electronic means) - (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the bidder. (b) Each Offeror must submit the number of copies indicated on the Cover Page.

(c) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper as prescribed in paragraphs (a)(1) and (2) of this provision when delivered to the office specified in the Solicitation.

(d) Facsimile Offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. (e) Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.



**TERM OF CONTRACT** It is Charleston County School District's intent to contract with the successful bidder by entering into a one (1) year agreement with the option to renew annually up to four (4) one year period. The prices submitted in response to this solicitation will be firm and not subject to escalation from the Pricing Agreement's date of execution.

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

## B. Special Instructions

1. **NON-MANDATORY PRE-BID CONFERENCE:** No Pre-Bid Conference or Site Visit is scheduled.
2. **DISCUSSION WITH BIDDERS:** After opening, discussions may be conducted with apparent responsive bidders for the purpose of clarification to assure full understanding of the requirements of the invitation for bids. All bids, in the Procurement Official's sole judgment, needing clarification must be accorded that opportunity.
3. **OPENING PROPOSALS – PRICES NOT DIVULGED:** In competitive sealed proposals, names nor prices will not be divulged at opening.
4. **SUBCONTRACTOR APPROVAL:** All subcontractors must be pre-approved by CCSD.

## 4.0 TERMS AND CONDITIONS

### A. General Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### INDEMNIFICATION

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

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

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

4. The Contractor shall indemnify and hold harmless all of the Indemnitees from and against any costs and expenses (including

reasonable attorneys' fees and court costs) incurred by any of the Indemnitees in enforcing any of the Contractor's defense, indemnity and hold-harmless obligations under this contract.

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

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

**INSURANCE**

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

**Type of Insurance**

**Workers Compensation, Applicable Federal and Employer's Liability**

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

**Federal Liability Insurance including completed operations and product liability covers:**

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

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

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

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

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

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

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

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

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

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

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

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

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

PERFORMANCE AUDITS: The District may conduct, or have conducted, performance audits of the vendor. The District may conduct, or have conducted, audits of specific requirements of this bid as determined necessary by the District. Pertaining to all audits, vendor shall make available to the District access to its computer files containing the history of contract performance and all other documents related to the audit. Additionally, any software used by the vendor shall be made available for auditing purposes at no cost to the District.

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

PROHIBITION AGAINST CONFLICTS OF INTERESTS, GRATUITIES AND KICKBACKS: “an employee or any official of the School district, elective or appointive, who shall take, receive or offer to take or receive either directly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the Procurement of business, or the giving of business, for or to, or from any person, partnership, firm or corporation, offering bidding for, or in open market seeking to make sales to the School District shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or fine in accord with state and/or federal laws.

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

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

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

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

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

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

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

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

SEVERABILITY: In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force.

SOUTH CAROLINA GOVERNING LAW CLAUSE: The agreement and any dispute, claim, or controversy relating to the agreement shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina. All disputes, claims, or controversies relating to the agreement shall be resolved exclusively by the Contracts and Procurement Services Director in accordance with the District Procurement Code, or in the absence of jurisdiction, only in the court of common pleas for, or a federal court located in, Charleston County, State of South Carolina. Vendor agrees that any act by the government regarding the agreement is not a waiver of either the government's sovereign immunity or the government's immunity under the eleventh amendment of the United States Constitution. As used in this paragraph, the term "agreement means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

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

SUBCONTRACTING; ASSIGNMENT: The contractor may not subcontract any portion of the services provided under this contract without obtaining the prior written approval of the District, nor may the contractor assign the contract or any of its rights or obligations hereunder, without prior written approval of the District. Any such subcontract or assignment shall include the Terms and Conditions of this contract and any other terms and conditions that the District deems necessary to protect its interests. The District shall not be responsible for the fulfillment of the contractor's obligations to the subcontractors.

SUBCONTRACTORS: Subcontractors are subject to same terms and conditions of this agreement as the Contractor.

SWMBE PARTICIPATION: Charleston County School District encourages SWMBE (Small, Women, & Minority Owned Business Enterprise) businesses to participate in the Solicitation process. All business conducted with SWMBE businesses certified by the South Carolina Governor's Office of Small and Minority Business Assistance is recorded in a yearly report submitted to the Charleston County School District Board of Trustees. In order to be included in this report you must submit a copy of your certificate with your proposal. All qualified Small, Women, & Minority Owned Business Enterprise not registered or not certified, are encouraged to submit an offer. CCSD highly desires the opportunity of promoting SWMBE

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

TERM OF CONTRACT – EFFECTIVE DATE/INITIAL CONTRACT PERIOD: The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is one year from the effective date. Regardless, this contract expires no later than the last date stated on the final statement of award.

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

TERMINATION: Subject to the conditions below, the District providing a (30) thirty-day advance notice in writing is given to the vendor may terminate the contract for any reason.

NON-APPROPRIATIONS: Any contract entered into by the District resulting from this bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

FOR CONVENIENCE: In the event that this contract is terminated or canceled upon request and for the convenience of the District without the required thirty (30) days advance written notice, then the District may negotiate reasonable termination costs, if applicable.

FOR CAUSE: Termination by the District for cause, default or negligence on the part of the vendor shall be excluded from the foregoing conditions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default Clause in this bid shall apply.

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

NON-COMPLIANCE WITH THE DRUG FREE WORK PLACE ACT: In accordance with S. C. Code Workplace Act, Sections 44-107-10, et seq., SC Code, (1976) this contract is subject to immediate termination, suspension of payment, or both if the CONTRACTOR fails to comply with the terms of the Drug Free Workplace Act. The District will not be liable for any termination costs; the thirty (30) days advance notice requirement is waived.

DUE TO MALICIOUS ACTS: In the event termination is due to malicious acts by the Contractor, Subcontractor or representative(s) of same that may endanger the property, employees, or reputation and/or financial status of the District, termination of the contract shall be effective immediately upon verbal notification by any District representative. The Provider shall cease all services within twenty-four (24) hours of the verbal notice of termination. In the event of termination the vendor shall be paid for services performed up to the termination date.

INSOLVENCY: This contract is voidable and subject to immediate termination by the District upon the contractor's insolvency, including the filing of proceedings in bankruptcy.

TERMINATION BY CONTRACTOR: Requests for termination of this contract by the contractor must be received in writing by Procurement Services at least ninety (90) days before the requested contract termination date.

WARRANTY Upon final acceptance, the products and or services provided by the contractor under this contract shall be warranted by the contractor to perform in compliance with the specifications and terms and conditions of this contract for a period of one year. When notified by the District of defects requiring correction under the contractor's warranty, the contractor shall diligently provide the required corrections. Manufacturer warranties for third party products supplied by the contractor shall be provided to the District

WAIVERS The waiver of any part of this contract shall not be construed to be a waiver of the whole and the Remaining terms and conditions shall remain in full force and effect. No waiver of right, obligation, or default shall be implied, but must be in writing, signed by the party against whom the waiver is sought to be enforced. One or more waivers of any right, obligation, or default shall not be construed to waive any subsequent right, obligation, or default.

## 5.0 QUALIFICATIONS

To be eligible for award of a contract, a prospective contractor must be responsible. In evaluating an Offeror's Responsibility, CCSD Standards of Responsibility [R.19-445.2125] and information from any other source may be considered. An Offeror must, upon request of CCSD, furnish satisfactory evidence of its ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award. S.C. Code Section 11 -35-1810.

**QUALIFICATIONS -- REQUIRED INFORMATION:** In order to evaluate your responsibility, offeror shall submit the following information or documentation for the offeror and any subcontractor, if the value of subcontractor's portion of the work exceeds 10% of your price (if in doubt, provide the information) with proposal or within two (2) days of request by CCSD:

- (a) Include a brief history of the offeror's experience in providing work of similar size and scope.
- (b) List of failed projects, suspensions, debarments, and significant litigation.
- (c) Disclosure of any credit holds during the past 24 months.

The Offeror shall be from an established company providing similar solutions for a minimum of three (3) years.

## 6.0 BASIS OF AWARD – FIXED PRICE BIDDING

**AWARD CRITERIA:** Award will be made to all responsive and responsible Offerors.

### **BIDS RECEIVED AFTER AWARD - FIXED PRICE BIDDING**

Offerors not responding to the initial solicitation may be added to the awarded vendors list provided the bidder furnishes evidence of responsibility and responsiveness to CCSD's original fixed price bid as authorized by the solicitation.

**NEGOTIATIONS:** The Procurement Official may elect to make an award without conducting negotiations. However, after the offers have been ranked, the Procurement Officer may elect to negotiate price or the general scope of work with Offerors.

## 7.0 SCOPE OF PROJECT

The District seeks proposals from qualified Contractors for snack vending services. The Contractor shall provide the vending machines, related equipment, installation, and maintenance on an as needed basis. The vending machines shall be installed and maintained at eighty-six schools and administrative buildings listed herein as requested. The District desires proposals to include non-financial perks, recycling programs, scoreboard purchases, scholarships, gifts to school athletic programs, and complimentary snacks. The Contractor must adhere to the SCHOOL WELLNESS POLICY (Policy ADF: School Wellness). CCSD has established nutrition standards for all snacks sold in school by any entity, including parent/student organizations, boosters, fundraisers, or nutrition services department. The Administration has adopted a healthy snack policy governing the types of snacks sold on District properties. All product offerings must comply with district policy, and all applicable current national and state regulations, and are subject to the approval of the Executive Director of Nutritional Services. *Reference: Board Policy, ADF: School Wellness Policy.*

The District will prohibit the sale of snacks of minimum nutritional value in vending machines and a la' carte offering in the food service program which students will have access to during the school day. Additional information regarding Charleston County School District's School Wellness Policy may be found on the District's website at <https://www.ccsdschoolmeals.com/index.php?sid=1564518747425&page=wellnesspolicy>. The daily cafeteria operations, procedures, and support are provided by the district's Director of Nutrition Services and his/her staff. During the operational of Monday through Friday from 7:30 am until 6:00 pm, in the vending machines and anywhere else snacks are served/sold to students/staff must meet Dietary Guidelines for Americans (DGA) and protect the health and safety of students. These standards for snack sales are in effect from any time before school through 1/2 hour after school, in accordance with the Healthy Hunger-Free Kids Act, the USDA and our district Wellness Policy. The District may conduct policy assessment during the contract, and the Administrative Rule amended if deemed necessary. The District reserves the right to request alternate products, quantity, and delivery times if necessary. Any changes must be mutually agreed upon before the effective date with CCSD Office of Procurement Services and the Contractor only.



Snack vending machines are only allowed in the teacher lounges at the Elementary School level. Quantity and locations for snack vending will need to be coordinated with each Middle and High School Principal or their designee.

Snack machines in restricted areas (teacher lounges) are not required to follow the healthy snack guidelines.

**Individual Schools will determine which company they will use from the list of approved vendors on contract. If the current vendor is not chosen the school will coordinate with the current vendor for the removal of their machines.**

Vendors will issue commission payments to each individual school.

This is the first year of a District wide snack vending program. CCSD does not have historical data available.

A listing of proposed products and the nutrition guides with your proposal are subject to approval by Charleston County School District One. Interested Contractors must adhere to the nutrition standards for proposed snacks; however, product availability may differ, i.e., fruit snacks.

#### **Snack Nutrition Standards**

- Be a “whole grain-rich” grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber)

Snacks must also meet several nutrient requirements:

- Calorie Limits Snack items: ≤ 200 calories
- Sodium Limits Snack items: ≤ 200 mg
- Fat Limits Total fat: ≤ 35% of calories
- Fat Limits Saturated fat: ≤ 10% of calories
- Trans-fat: zero grams
- Sugar limit ≤ 35% of weight from total sugars in snack

#### **Snack Vending Machines**

##### Delivery / Performance Locations

The District intends to allow deliveries to schools from 7:00 a.m. to 3:00 p.m., Monday through Friday, and administrative sites from 7:00 a.m. to 4:00 p.m., Monday through Friday. The Procurement Officer and or designee must coordinate and approve alternate delivery times.

The Contractor shall deliver products weekly or as deemed necessary by mutual agreement with the assigned District employee site coordinator to all sites to maintain 98% fill rates on all products. If the awarded Contractor allows filling rates below the mandatory 98% for 3 consecutive weeks, the District retains the right to obtain product from another source.

The District reserves the right to request alternate or additional delivery times if deemed necessary. Any changes must be mutually agreed upon before effective date with CCSD Office of Procurement Services and the Contractor.

(Equipment +/- based on school need/volumes of sales)

During the term of the Contract, the Contractor shall fully supply all products promptly to keep all vending machines and concessions operating fully supplied with snacks and all other necessary supplies to allow the District and the Contractor to maximize sales.

##### Contractor Responsibilities Procedures and Staffing

1. Contractor understands and agrees that vending machine services shall, at a minimum, include regular stocking, maintaining, servicing, repairing, and/or replacing the required vending machines. Such services shall also include maintaining sanitation and cleanliness in the vending area related to the vending machine. The Contractor shall perform all services to the sole satisfaction of Charleston County School District.
2. Contractor provides a comprehensive customer service operation, including a telephone center and support, to promptly address all customer concerns.
3. Contractor employees assigned to the District shall be attired in the contractor’s uniforms and have prominently displayed contractor identification badges. All Contractor employees must be courteous to all persons encountered on District property. All contractor employees working on campus premises must meet the standards of conduct, appearance, service, and integrity established by Charleston County School District.

4. Personnel or agents of the Contractor shall observe all traffic and parking regulations of Charleston County School District.
5. Drinking of alcoholic beverages or the use of illegal drugs on the job by the Contractor's employees will not be permitted. Smoking is prohibited on all properties owned, leased, or operated by Charleston County School District, including, but not limited to such space as classrooms, halls, studios, open and private offices, corridors, dining areas, restrooms, lawns, and common areas.
6. Contractor must have trained and competent repair persons available within twenty-four (24) hours to make repairs to the vending machines as needed. The Contractor must provide a name and telephone number to serve as the District's central point of contact in reporting service problems.
7. Contractor must provide trained, experienced route service/sales personnel to service the vending machines. Such personnel must have relevant knowledge, skills, and abilities to provide effective and efficient vending machine service.
8. The District may at its discretion meet with the Contractor during recording of machine profits.
9. The Contractor must provide, implement, and manage a refund program defined and approved by the District.
10. Contractor shall furnish representation at meetings when scheduled.

#### Contractor Equipment Requirements

1. Contractor, shall, at its own expense, furnish, install, operate and maintain automatic vending equipment for the dispensing and display of snack vendible products in areas located on District premises. All dispensing and display equipment requested by the District for all retail operations must be supplied, installed and maintained by the contractor at no cost to Charleston County School District. The District shall cooperate with, and accommodate, reasonable requests from the Contractor in this regard.
2. The proposed solution must include descriptive literature/brochures for equipment models to include the design, and capabilities.
3. Provide all machines onboard electronic, cumulative, non-re-settable counters that will show both the amount of product vended and the total amount of revenue received by the machine. The building Principal, or designee, shall be allowed to observe and record the reading of these counters whenever the contractor services the machine.
4. Contractor will be required to furnish, as soon as possible based on its submitted plan, but not less than within two (2) months from the date of contract award, owned and manufactured vending machines at all agreed upon locations. Vending machines shall be **brand new or "like new"** machines equipped with current, best available machine technology in the vending machine industry. Acceptable "like new" machines will be less than five (5) years old.
5. Contractor proposing the use of "like new" versus "brand new" machines must specify in their proposal the type and number of the "like new" machines. Approval of the proposed use of "like new" machines must be made in advance by Charleston County School District. Brand new and "like new" shall be listed as certified by the Automatic Merchandising Industry Health Code.
6. Ensures that vending machine panels do not feature commercial messages.
7. All vending machines must comply with the provisions of the Americans with Disabilities Act (ADA) Requirements.
8. Any machines deemed by the District to be inadequate or unacceptable must be replaced by the Contractor immediately upon request.
9. It is the goal of CCSD to have no barriers in the purchasing of snack items, and as such, all vending machines should accept all forms of payment at each machine, including cash/coin, debit/credit, and relevant branded mobile payment platforms including, but not limited to: Apple Pay, Google Pay, PayPal, etc. These machines must remain in top condition throughout the term of the contract.
10. Vending machines shall consume a minimal amount of energy based on industry standards and preferably be "Energy Star" compliant. The District will furnish, at no cost to the Contractor, the necessary electricity for the operation of the vending machines. The District shall take reasonable measures, consistent with the District mission, to avoid power loss and to restore power if, and when, a power outage occurs. To conserve electricity, the District also requests that the Contractor remove lights from machines with the exception of lights that allow for purchase and selection of a product.
11. Machine face panels shall represent healthier alternative snacks. Machine face panels that can be customized should be considered.
12. All selection buttons shall clearly display the product, package size and price for each item. No changes in package size, product selection, or vend price shall occur without approval from the Procurement Officer.
13. Contractor will maintain the specific numbers and types of machines to be installed in the respective locations requested by the District.
14. Legal title and ownership of any and all equipment and/or parts furnished by Contractor shall at all times be vested in the Contractor or its assignees.
15. All equipment shall be maintained in a condition satisfactory to Charleston County School District and in compliance with Federal, State and local health codes.
16. Selection of equipment will be agreed upon between the Contractor and Charleston County School District.
17. Vending machines shall be quiet and not disruptive to on-going District activities.
18. The installation and expense of vending machines shall be the Contractor's sole responsibility. The District may reject machine signage or logo if deemed objectionable or a distraction to the activities in any District facility or on District property.
19. Security enclosures may be required for equipment placed in a vulnerable area. Enclosures must be aesthetically acceptable.
20. The Contractor shall be responsible for the maintenance and repair of vending equipment and any other equipment it provides for

use on District property, which is Contractor owned during the term of this contract. The District will exercise prudent care in the handling and operation of any such equipment. The Contractor must ensure that each vending machine is not out of service for more than 24 hours from the time of notification by any District employee of a malfunction. The Contractor shall replace machines that are chronically out of service or malfunctioning.

21. The proposed solution must outline an equipment maintenance, service, and repair plan.
22. Contractor shall agree to either replace faulty equipment where such is found to have a history of poor service. Contractor shall agree to provide and install additional pieces of equipment upon request from Charleston County School District. New equipment shall be installed within fourteen (14) working days of a request from the District.
23. The Contractor shall not undertake any addition or substitution and removal or relocation of any equipment without prior written approval by Charleston County School District. The Contractor shall comply with the District's requests to remove, relocate or add any equipment, in existing or future locations as business increases or decreases with written approval by the District's Office of Procurement Services. These additions, removals and/or changes will not in any way affect the other terms and provisions of the contract.
24. Location, equipment serial number, manufacturer, and proper meter reading shall identify initial and subsequent equipment installations.
25. The Contractor must report any request to deviate terms of this contract to the Director of Procurement Services or assigned designee.
26. The Contractor shall be solely responsible for prompt maintenance and repair of its vending equipment, including, but not limited to, card readers, bill validators, and coin mechanisms. Service calls shall be attended to within Charleston County School District's normal business hours.
27. Should a piece of equipment remain out of service beyond forty-eight (48) hours, the Contractor shall remit to the Charleston County School District \$25.00 per machine per day for the period the equipment is out of service.
28. The Contractor will be responsible for maintaining adequate stock levels to ensure product availability at all times. "Out of stocks" exceeding thirty percent (30%) of vendible columns are not acceptable, and machines deemed as such shall be considered out of service. The Contractor must be sensitive to heavy day, evening and weekend traffic and stock accordingly.

#### Contractor Installation of Equipment and Recycling

1. The Contractor shall provide the District with a pre and post implementation with one (1) calendar week of the initial contract commencement.
2. The District, if necessary, shall coordinate with the Contractor of any existing equipment requiring removal.
3. The Contractor shall agree to furnish and install, at its own expense, decorative panels, enclosures, etc., where applicable or deemed necessary by the District. There are to be neither alterations nor additions to the premises without prior written consent of the Procurement Officer. Ownership of any such additions or alterations shall be vested in the District.
4. The Contractor shall be responsible for the sanitary condition of its equipment as well as the areas immediately adjacent to the equipment. The contractor shall be required to furnish, at no cost to Charleston County School District, protective floor coverings at all vending locations in sufficient quantity as determined and mutually agreed upon by the District and the Contractor. In the event the District personnel are utilized to maintain acceptable sanitation standards due to the negligence of the Contractor; the Contractor shall agree to accept resultant labor and material charges as determined by the District.
5. The Contractor shall be solely responsible for the immediate removal from the District's premises of any debris, packaging cartons, etc., resulting from the initial installation process as well as from subsequent re-stocking of installed equipment. Where the Contractor fails to comply with this provision and the District personnel are utilized to effect such removal, the Contractor shall agree to accept resultant labor charges as determined by the District.
6. The contractor understands and agrees that any and all assembly and installation processes required shall be carried out by appropriate, experienced professional labor, under experienced supervision.
7. Contractor shall agree to bear any and all losses sustained due to theft of monies, vendible contents, and/or damage to its equipment while housed within Charleston County School District facilities.
8. Contractor shall be totally responsible for any damages done to any part of the District property resulting from the delivery, installation and/or servicing of equipment and shall repair or cause to be repaired at its expense such damages in a manner satisfactory to Charleston County School District.
9. The District shall take such action as may be reasonably required to protect said vending equipment but shall not be liable to the Contractor for any pilferage, loss, damage, or destruction of said machines.

Contractor Marketing Requirements

The sale and marketing tobacco or alcohol products of any kind is strictly prohibited. **A schedule for replenishment of vending equipment stock in order to maintain highest vending efficiency and to ensure against the possibility of equipment dispensing other than fresh merchandise shall be implemented and maintained. Products vended in the machines shall conform to a specifications list as presented by the Contractor, and approved by the District. All products are to be served in disposable containers.**

1. The contractor must always maintain an ample and fresh stock of all products dispensed and sold in the vending machines.
2. If required by Charleston County School District, the contractor must remove products which do not, in the opinion of the District, meet the required criteria.
3. The Contractor shall deliver products as needed to meet customer retail demands. The contractor must provide the most advantageous delivery hours without affecting flow of business.
4. The contractor must mark and visibly display all perishable food products with an expiration date and immediately replace all expired products.

Vending and Non-Vending Accounting, Reports and Audit Requirements

The Contractor shall audit the awarded snack and beverage contract and provide a monthly statement to the Director of Procurement or assigned designee in excel format. The Contractor shall provide a sample monthly statement with their proposal. The Contractor shall furnish a quarterly detailed report, via email in presentation format, for each district school and facility by the 15th of January, April, July, and October.

The report shall include but is not limited to:

- Sales by vending machine and by location
- Number of products sold.
- Dates covered by the report
- Negotiated commission revenue generated in the report period.
- Schedule with exact dates that each building location will receive their monthly report and when commission check will be issued.
- The report should indicate monthly sales, corresponding to the District's accounting schedule cumulative year- to-date figures and a year-by-year monthly periodic comparison.

The reports shall be provided by e-mail to the designated Procurement Officer. The contractor shall also submit a paper copy of the quarterly report and to the following:

Charleston County School District Nutrition Services  
3999 Bridge View Drive  
North Charleston, SC 29405

The District fiscal reporting period is **July 1 through June 30**. The Contractor's year-to-date reports shall correspond with this period.

1. All records pertaining to the vending sales shall be available for inspection and/or audit by Charleston County School District.
2. The Contractor must supply the District with a pro-forma statement of revenues and expenses for the vending operation. The pro-forma statement shall serve as the basis of the Contractor's five years of operation.
3. Charleston County School District requires that Contractor respond to all raised discrepancies with commission statements and/or commission checks by the District in writing within fourteen (14) calendar days of receipt.
4. Contractor shall conduct not less than two (2) customer satisfaction surveys per year with Principals, Executive Director of Nutrition Services, and/or designee.

8.0 BIDDING SCHEDULE/COST PROPOSAL

The undersigned, as bidder, proposes and agrees, if this bid is accepted to contract with the Charleston County School District, in the form of contract specified, to pay required fees, taxes, and permits, and to furnish any necessary materials, tools, equipment, apparatus, transportation and labor to complete the project, bid in full and complete accordance with shown, noted, described and reasonably intended requirements of the contract documents.

**Cost must be submitted in a separate, sealed envelope.** Responding vendors must provide pricing on the form below for solution proposed. Line items listed below must correspond to information provided in response to the specifications and requirements of the Fixed Price Bid.

**COMMISSION OFFERED SHALL NOT BE LESS THAN 15% OF NET INCOME.**

**SNACK  
VENDING  
PRICING**

| PUBLIC ACCESS VENDING PRODUCTS<br>(INCLUDE DESCRIPTION AND SIZE) | VENDING<br>CHARGES \$ | COMMISSION % | COMMISSION PER<br>CASE |
|--|-----------------------|--------------|------------------------|
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**OPTIONAL:**

| <b>Additional Annual Payments/Contributions-Optional Minimum</b> |          |              |  |
|--|----------|--------------|--|
| Year 1   | \$ _____ | Year 5       | \$ _____                                       |
| Year 2   | \$ _____ |              |  |
| Year 3   | \$ _____ |              |  |
| Year 4   | \$ _____ | <b>Total</b> | <b>\$ _____ 5 Years Annual Payment Revenue</b> |

Provide details regarding any additional payments and contributions on a separate sheet of paper.

**OFFEROR NAME:** \_\_\_\_\_

**\*PLEASE NOTE CCSD RESERVES THE RIGHT TO AWARD TO MORE THAN ONE BIDDER.**

9.0 ATTACHMENTS TO SOLICITATION

Attachment A

**Minority Participation Affidavit**

- Is the bidder a South Carolina Certified Minority Business? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_
- Is the bidder a Minority Business certified by another governmental entity?  
 (Yes) \_\_\_\_\_ (No) \_\_\_\_\_
- If so, please list the certifying governmental entity: \_\_\_\_\_  
 \_\_\_\_\_
- Will any of the work under this contract be performed by a SC certified Minority Business  
 as a subcontractor? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_
- If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a  
 subcontractor? \_\_\_\_\_%
- Will any of the work under this contract be performed by a minority business certified by another governmental entity as a  
 subcontractor? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_
- If so, what percentage of the total value of the contract will be performed by a minority business certified by another  
 governmental entity as a subcontractor? \_\_\_\_\_%

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- \_\_\_\_\_ Traditional minority
- \_\_\_\_\_ Traditional minority, but female
- \_\_\_\_\_ Women (Caucasian females)
- \_\_\_\_\_ Hispanic minorities
- \_\_\_\_\_ Temporary certification
- \_\_\_\_\_ Other minorities (Native American, Asian, etc.)

**Note:** *If more than one minority Contractor will be utilized in the performance of this contract, please provide the information above for each minority business.*

**OFFEROR'S CHECKLIST**  
*AVOID COMMON MISTAKES*

Review this checklist prior to submitting your bid/proposal

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

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

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

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

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

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QUESTIONNAIRE

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

**1. SAFETY:**

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

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

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

**2. EXPERIENCE:**

Years in business under present name: \_\_\_\_\_

Licenses currently valid in force: \_\_\_\_\_

Provide three references from agencies you have performed similar services for in the past one (1) year.

*Reference #1*

Industry: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Telephone #/email: \_\_\_\_\_

*Reference #2*

Industry: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Telephone #/email: \_\_\_\_\_

*Reference #3*

Industry: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Telephone #/email \_\_\_\_\_

CHARLESTON COUNTY SCHOOL DISTRICT  
NO BID REPLY FORM

**BID TITLE: B2444 SNACK VENDING SERVICES**

**IF YOU INTEND TO ENTER A “NO BID” RESPONSE TO OUR REQUEST FOR BIDS, PLEASE INDICATE YOUR REASONS BELOW. WE WILL USE THIS INFORMATION TO BETTER IDENTIFY BIDDERS FOR PARTICULAR COMMODITIES, UPDATE OUR RECORDS AND IMPROVE THE QUALITY AND CONTENT OF OUR REQUESTS FOR BIDS. THIS INFORMATION WILL NOT PRECLUDE YOUR RECEIPT OF FUTURE INVITATIONS UNLESS YOU REQUEST REMOVAL FROM THE BIDDERS LIST OR FROM A PARTICULAR PRODUCT CATEGORY. WE TREAT THIS “NO BID” RESPONSE AS A PROPER REPLY TO AN INVITATION. FAILURE TO RETURN THIS FORM FOR A “NO BID” COULD RESULT IN YOUR BEING REMOVED FROM THE BIDDERS LIST AS “NOT INTERESTED”.**

- 1. We do not wish to participate in the bid process.
- 2. We do not wish to bid under the terms and conditions of the request for bid document. Our objections are.....  
\_\_\_\_\_
- 3. We do not feel we can be competitive.
- 4. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
- 5. We do not wish to sell to Charleston County School District. Our objections are.....  
\_\_\_\_\_
- 6. We do not sell the items/service on which bids are requested.
- 7. Other  
\_\_\_\_\_
- 8. We wish to remain on the bidders' list.
- 9. We wish to be deleted from the bidders' list.
- 10. Remove us from this item(s)/service only.

**COMPANY NAME** \_\_\_\_\_

**SIGNED** \_\_\_\_\_

**Date:** \_\_\_\_\_