

**INVITATION FOR BID  
 Facilities Maintenance**

**Solicitation Number: B2420 - Addendum 1**

**Description: EVENT RENTALS AND SUPPLIES**

**Date: February 6, 2024**

**SUBMIT OFFER BY: February 15, 2024 @ 1:00 PM**

**SUBMIT QUESTIONS BY: February 2, 2024 by 1:00 PM**

**NUMBER OF COPIES TO BE SUBMITTED: 1 ORIGINAL AND 1 MARK "COPY" AND ONE REDACTED FLASH DRIVE**

**PROCUREMENT OFFICIAL CONTACT:** Procurement Services  
 Attention: Raymond B. Jenkins  
 3999 Bridge View Drive  
 North Charleston, SC 29405  
 Phone: 843-566-8826  
 Email: [raymond\\_jenkins@charleston.k12.sc.us](mailto:raymond_jenkins@charleston.k12.sc.us)

**ALL REQUESTS FOR QUOTATIONS MUST BE SIGNED BY A COMPANY OFFICIAL DULY AUTHORIZED TO BIND AN AGREEMENT FOR THAT COMPANY.**

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 submit binding offer 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	

The above numbered Invitation for Bid is amended as set forth below. The Hour and Date specified for receipt of bids has not been extended. Questions to be answered below.

**Reference and acknowledge this Addendum on the offer submitted.** Failure to acknowledge addendum may result in rejection of your offer. If by virtue of this addendum you desire to change an offer already submitted, such change may be made by submitting an amended bid prior to the closing date and hour specified.

#### **AMENDMENTS TO SOLICITATION**

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.ccsdschools.com/Page/432> (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

**This addendum was issued to answer questions.**

**1. Do CCSD have a current or previous contract with vendors for “Event Rentals and Supplies”? If so, please provide the solicitation or contract number?**

We have a contract with Event Works currently, CCSD contract number B1917

**2. The scope mentions for “rental of chairs, tables, and tent” but on the bidding schedule/cost proposal mentioned “Linen setup/breakdown”. Would you need for vendors to provide linens or just breakdown of the linens? If vendors are providing linen what is the preferred color?**

Vendors would need to provide linen, the school is normally specific in the linen color (s) that they would like. The colors of linen requested by the schools could range from white to all of the colors in the rainbow. The linen that they usually request are table cloths and chair covers.

**3. What are the specifications sizes of tents and tables? What style tents? Ex. canopy, sidewalls What type of chair: Ex. Resin white folding chairs, standard folding chairs. Please provide preference**

Usually schools are specific in the size tables that they would like, the most common table requests that we receive are for 6 foot rectangular tables and 60in round tables. Tents are not normally ordered, but when we do get tent orders, the tent size requests that we receive range from sizes 10 X 10 to 40 X 85. The standard white folding chairs are the chair style we get sent out to schools.

**4. The scope of the solicitation mentions rental of tables, chairs, and tents. However, the bidding schedule does not mention tents in the cost proposal. Will the cost of tent rental, setup, and breakdown be determined by the awarded contractor after the award?**

The cost of the tent rental, event set up and event breakdown should be determined by the awarded contractor after the award. The cost for all of these items should be itemized on the invoice.

**5. Does the bid ask for the cost of Delivery per item, or cost for delivery for an entire order?**

The bid is asking for the cost of delivery and pick up for the entire order.

**6. Does the “standard fees” section of the bidding schedule refer to the cost of rental, setup and/or breakdown, or does it only ask for the cost of setup/breakdown?**

The standard fees section of the bidding schedule refers to only the cost of setup/breakdown.