



REQUEST FOR QUOTATIONS

Description: Install Prefabricated Aluminum Stairs at Loading Dock – Oak Pointe Elementary School

Quotation #: 2025-023

Issue Date: February 26, 2025

Quotations will be received until: March 7th, 2025 at 11:00AM

Questions will be received until: March 3rd, 2025

Quotations may be returned to: D5bids@lexrich5.org

Telephone No. (803) 476-8136

Quotations may also be delivered to: Purchasing Department
School District 5 of Lexington & Richland Counties
1020 Dutch Fork Road
Irmo, SC 29063

Vendor Name _____ Fax No. _____

Mailing Address _____ Email Address _____

City-State-Zip Code _____

Telephone Number _____

Federal I.D. or Social Security No. _____

ACKNOWLEDGEMENT OF AMENDMENTS:					
Offerors acknowledge receipt of amendments by indicating amendment number and its date of issue					
Amendment #	Amendment Issue Date	Amendment #	Amendment Issue Date	Amendment #	Amendment Issue date

I certify that this quotation is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a quotation for the same services, materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this quotation and certify that I am authorized to sign this quotation for the bidder.

Authorized Signature: _____

Name (typed or printed): _____

REQUEST FOR QUOTATIONS
SCOPE OF WORK/GENERAL CONDITIONS

SCOPE OF WORK: School District Five of Lexington and Richland Counties is seeking quotations from qualified sources to procure and install a set of aluminum stairs at the loading dock of Oak Pointe Elementary School.

GENERAL REQUIREMENTS

- All materials furnished shall be new and unused.
- Bidders are strongly encouraged to visit each site before submitting a quote. Visitors are required to check in at the main office of each location immediately upon arrival.
- All price quotations shall be submitted on the enclosed quotation form. Quotations shall be emailed to d5bids@lexrich5.org.
- The District reserves the right to accept or reject any or all quotations and waive any formalities if it is in the best interest of the District.
- A current Certificate of Insurance is required of the successful bidder. The Certificate of Insurance shall name School District Five of Lexington and Richland Counties as the certificate holder.
- Offerors who have not provided products/services to the District within the past two years should complete a W-9 and submit it with their offer.
- Contractors/Subcontractors must stipulate that they are responsible for running a National Sex Offender Registry check on their employees who work in schools.

By signing below, the bidder agrees to prohibit any employees or sub-contractor employees from performing work or services at School District Five of Lexington and Richland Counties if they are deemed to be Registered Sex Offenders, or pose a known criminal danger to children or staff. The vendor hereby agrees to run a National Sex Offender Registry check (<http://www.nsopr.gov/>) or equivalent on all employees or sub-contractor employees who may be in the proximity of school children or staff. This check must be done by the vendor prior to performing any work or services at School District Five of Lexington and Richland County.

Authorized Signature: _____

Date: _____

SPECIFICATIONS

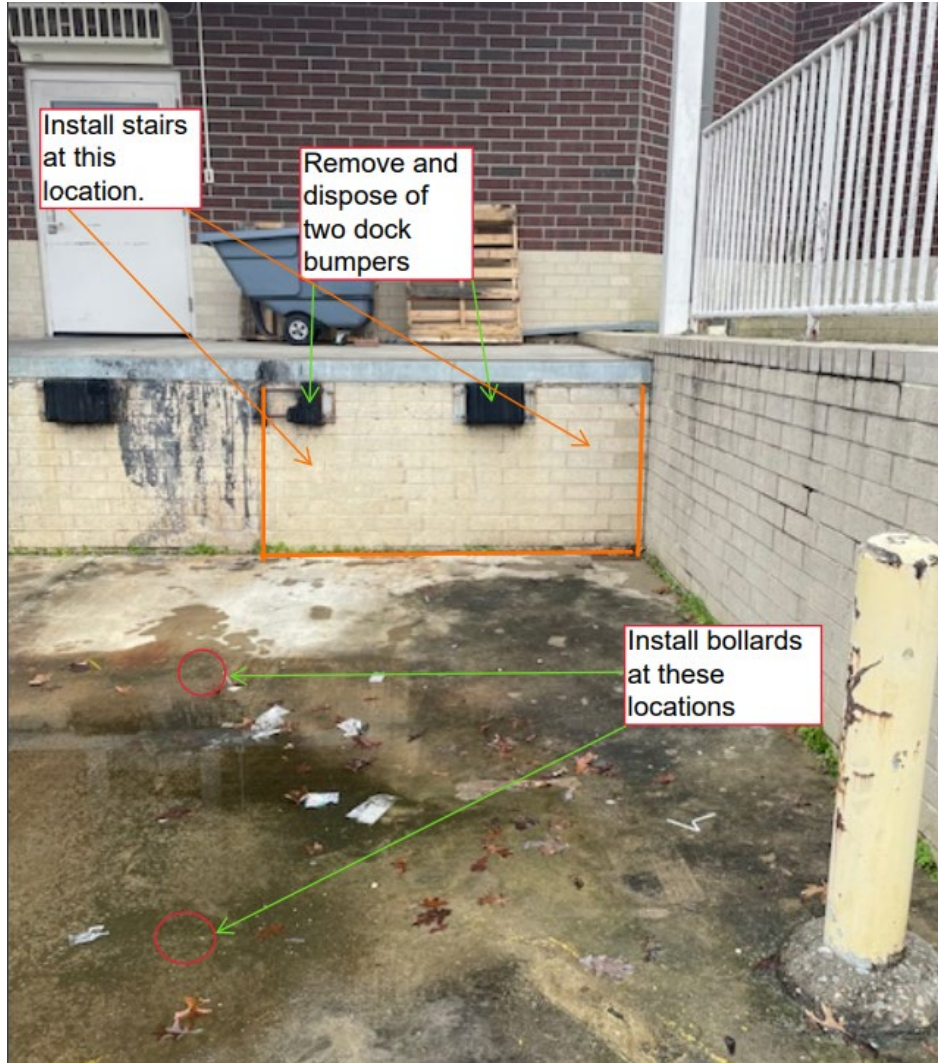
The contractor shall provide all labor, equipment, materials and supplies necessary to perform the following work at Oak Point Elementary School:

- Purchase and install prefabricated heavy duty, industrial grade aluminum stairs. System will be constructed with ten inch (10") structured channel stringers and platform.
- Steps and landing will have non-slip diamond serrated walking surface.
- Legs will have three inch (3") square tubing and be adjustable with nine inches (9") of travel.
- Risers will have closed backs.
- Tread width will be fifty-eight inches (58").
- Stair system shall be OSHA compliant.
- Guardrail/handrail system will be a two-line system with handrail height of thirty-six inches (36"), and forty-two inches (42"), respectively.
- The loading dock height is approximately forty-seven inches (47"). The contractor shall field verify the loading dock height.
- Install two each, surface mounted steel bollards. Bollard height shall be forty-eight inches (48") high.

TERMS AND CONDITIONS

1. The contractor shall provide all labor, equipment, transportation, materials and supplies necessary to perform the work.
2. Measurements referenced in the Scope of Work are approximate.
3. The contractor shall be responsible for contacting a utility locating company and having utilities located and marked prior to beginning any work. The contractor shall also coordinate with the Districts' Facilities Department to locate district owned utilities within the work area.
4. The contractor shall repair and return to their original state all areas damaged or disturbed by the contractor.
5. The contractor shall exercise precautions at all times for the protection and safety of their employees, school staff, students, and the general public. Barricades will be provided at the contractor's expense when work is performed in areas traversed by persons or vehicles or when deemed necessary by District Five.
6. The Contractor shall be responsible for the removal and disposal of all debris created from the installation, including excess soil. The contractor shall not dispose of any material in district owned trash containers or on district property. Small amounts of earth resulting from boring and/or minor grading may be wasted on site provided the contractor receives prior approval from a district representative.
7. Performance Period. Work shall be substantially complete within four weeks after issuances of a purchase order.
8. S.C. law requires that contractors awarded contracts in excess of \$5,000 be licensed by the Contractors Licensing Board if required for the project. The contractor's S.C. General Contractor's license number must be clearly indicated in the face of the envelope of bids exceeding this amount. Contractors must include a copy of their license(s) with their bid.
9. Insurance: Contractor shall provide and maintain during the entire performance period minimum insurance limits of **Low Risk** as shown in the Minimum Insurance Limits Guideline. Include a copy of your insurance certificate with your bid.

Minimum Insurance Limits Guidelines				
FORM	BASIS	HIGH RISK	MEDIUM RISK	LOW RISK
CGL	Occurrence	\$5 Million	\$2 Million	\$1 Million
	Aggregate	\$10 Million	\$5 Million	\$2 Million
	Products-Completed Operation Aggregate	\$10 Million	\$5 Million	\$2 Million
	Personal/Advertising Injury	\$5 Million	\$2 Million	\$1 Million
Employees Liability	BI - Occurrence	\$1 Million	\$500,000	\$250,000
	Disease - Occurrence	\$1 Million	\$500,000	\$250,000
	Disease - Aggregate	\$2 Million	\$1 Million	\$500,000
Business Automobile Liability	Occurrence	\$2 Million	\$2 Million	\$1 Million
Workers Comp		Statutory	Statutory	Statutory



All measurements referenced in the bid are approximate. The contractor is responsible for verifying field measurements prior to submitting their bid. Perspective bidders are encouraged to inspect the site prior to submitting bids. Bidders are required to check in at the main office of each location before inspecting the site.

QUOTE SCHEDULE

Vendor Name: _____

Provide all labor, materials, supplies and transportation in accordance with the Specifications.

Oak Pointe Elementary School
Furnish and Install Aluminum Stairs

\$ _____

Signature of Authorized Official: _____

Print name and Title: _____

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
- DOT referral (Traditional minority) DOT referral (Caucasian female) Temporary certification
- SBA 8 (a) certification referral
- Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

The Department of Administration, Division of Small and Minority Business Contracting and Certification, publishes a list of certified minority firms. The Minority Business Directory is available at the following URL: <http://osmba.sc.gov/directory.html>