

March 4, 2025

**Request for Quote Hampton County School District, Hampton County High School, FF&E, Hampton, SC.**

To Whom It May Concern:

LS3P is excited to invite you to provide a proposal for FF&E for the new Hampton County High School for the Hampton County School District in South Carolina. The physical address for the project is **1682 Savannah HWY, Hampton, SC 29924**.

Please note the following important timelines/dates:

- Please provide your response and electronic big package, inclusive all items by **5:00 p.m. on Friday April 4th, 2025**.
- The Hampton County High School building is scheduled for substantial completion in April of 2026 (exact date TBD).

We are asking you to provide pricing for FF&E in order to provide a Best Value Determination for the project.

Attached are the drawings in PDF format for your use. If you would like to request the CAD drawings, please return an executed copy of the attached DDLA (Digital Data License Agreement) to Charlotte Phillips. Quantities listed are based on the anticipated final design and are provided to aid in assessing the project for discount structure. It is the responsibility of the dealer to confirm quantities provided.

Should a Vendor find discrepancies or ambiguities in or omissions from the proposal documents or should he/she be in doubt as to their meaning, he/she shall at once, and in any event not later than three (3) days prior to the proposal due date, notify LS3P who will send written addenda to all Vendors.

Please submit any questions in writing to:  
Charlotte Phillips, Interior Designer  
LS3P  
[charlottephillips@ls3p.com](mailto:charlottephillips@ls3p.com)

Any change in interpretation made will be in the form of written addendum to specifications and will be furnished to all Vendors, and its receipt by the Vendor shall be acknowledged on the proposal. It shall be the Vendors responsibility to make inquiry as to the addenda issued. All addenda shall become a part of the proposal document, and all Offerors shall be bound by such addenda whether or not received by the Vendor.

**Proposal Requirements:**

Please provide the following information in your proposal:

1. Bid the requested items and answer questions in the format provided.
2. Specification information for items listed.
3. All warranty information (both for basis of design and any proposed alternates).
4. Please include delivery and installation as a separate (cumulative) line-item cost at the end of the proposal. Do not include delivery and installation within the price of each furniture piece.
5. Please submit an electronic copy (hard copy not required) to Charlotte Phillips of LS3P by the deadline listed above. Include a cover letter signed by the representative managing the account, plus your company's terms & conditions.

**Evaluation factors:**

1. Product Performance
2. Special features of the supply of service required for effective program performance; perceived appropriateness of offered product compared to RFQ requirements
3. Price
4. Warranty Considerations & Maintenance Availability

## 5. Lead Time / Product Availability

### Alternates:

1. If an alternate proposal is submitted other than the specified make and model, please enter the manufacturer/brand, catalog number and warranty information of item(s) proposed, and prices quoted for each item on the proposal.
2. If specific make and model not listed, please provide product recommendation as acceptable solution with all information, price, warranty, and other miscellaneous information in order for the client to make informed decision.
3. Attach complete information, price, warranty, and other miscellaneous information for the client to make an informed decision.
4. Bidders are permitted to submit pricing for basis of design product as well as propose an alternate product recommendation if comparable and wish to provide additional options.
5. If a specific make/model is not available within the anticipated lead time, please provide an alternate that is available to be installed within the anticipated deadline.
6. Dealerships are permitted to substitute equal "quickship" models as a way to meet the anticipated installation dates. Dealers are required to note if a specific specified finish is not available on a quickship model, or if quickship is the only available means of delivery.

### Scope of Work:

Vendors are to provide quotations with an anticipated **May 1<sup>st</sup>, 2026, installation start time. All furniture must be installed no later than June 5<sup>th</sup>, 2026.** Upon contract award the vendor is to coordinate with LS3P ASSOCIATES LTD. for final install schedule.

For your consideration in preparing pricing for the project, the selected Vendor's Responsibilities/ Scope of Work will include the following:

1. Produce complete furniture specifications and pricing based on space plan and typicals provided by LS3P. All specifications will be coordinated with LS3P for design intent, but quantities will be the responsibility of the Dealer.
2. LS3P has coordinated furniture finish selections with building finishes and specified the intent. After the project is awarded the vendor will provide any outstanding samples from which representatives from Hampton County School District will confirm.
3. Coordinate order entry, production schedule, and shipping with Manufacturers.
4. Attend a coordination meeting at the start up of the contract.
5. Conduct site visit(s) to become familiar with the site and to check for potential installation problems.
6. Coordinate installation dates and logistics with General Contractor, Hampton County School District, and LS3P.
7. Prior to furniture installation the general contractor will perform a 'Clean and QC Inspection', after which the floors and walls must be protected by the furniture installer with Kraft corrugated paper and Masonite protection board and/or other accepted methods as might be necessary to protect adjacent wall, floor, ceiling and other building finishes.
8. Sign off on the condition of the space at the start of the installation and be responsible for any damages incurred during installation.
9. Provide all labor, materials and equipment needed to receive, unload, stage and install furniture in accordance with approved plan.
10. The gymnasium is NOT to be used for staging purposes. LS3P is in the process of coordinating a staging location with the general contractor and will follow up with all dealerships later. If the general contractor should decide there is no place on site available for staging, all furniture must be assembled prior to delivery and installation to the job site.
11. Remove debris and packing materials from the site daily. Designated storage areas will not be provided at the project site.
12. Coordinate connection of electrical system with General Contractor.
13. Coordinate with IT personnel for running of data cabling.
14. Upon completion of installation the installer will remove all protective material/items and re-clean the installed areas and Hampton County School District and LS3P will QC re-inspect.
15. The furniture installer must repair, or have repaired, any/all damages in order for each sub to warrant their respective work. Such repairs will be paid for by the furniture installer. Then the inspection would take place.

16. Conduct walk-throughs with Hampton County School District and LS3P to address any discrepancies or damages. Have any replacements parts ready to be ordered with lead-time report.
17. After occupancy, instruct Hampton County School District representatives in proper use and adjustment of product, correct deficiencies in installation and coordinate replacement of defective product with Manufacturers.
18. Vendor representatives and installers must comply with Hampton County School District and General Contractor security, safety, and health requirements while on the grounds and jobsite. Site and building will be available during weekdays starting at 8am and ending at 5:30pm. If there is a change in hours available, LS3P will coordinate with the dealerships.
19. Furniture vendor to coordinate with LS3P, Hampton County School District and General Contractor for all deliveries and dock scheduling. Note loading dock is not adjacent to area of work and cannot be used during school hours.  
**Furniture vendors are not allowed to have items dropped off without representative on site to receive deliveries. LS3P/GC/Owner are not responsible for meeting or receiving deliveries.**
20. The building does have an elevator and is anticipated to be operational by the furniture installation deadline.

#### Procurement

Procurement will be handled by LS3P; Charlotte Phillips: Phone: 843-577-4444 Email: [charlottephillips@ls3p.com](mailto:charlottephillips@ls3p.com)

#### Sales Tax

Sales taxes are to be included on purchase order, quotes, and invoices.

#### Delivery/Installation

Delivery/Installation are to be included on purchase order, quotes, and invoices if not included in pricing provided.

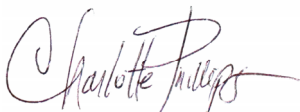
The school district reserves the right to reject any proposal that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices in the same or other proposals if such action would be in the best interest of the school district. Ambiguous proposals which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded. The right is reserved to reject any proposal in which the delivery time indicated is considered sufficient to delay the operation for which the project or service is intended.

The successful Vendor(s) shall indemnify and save harmless LS3P and Hampton County School District and all its agents and employees, from all suits or claims of any character brought by reason of infringing on any patent, trademark, or copyright.

Please see all attached documents and drawings in reference to this proposal.

Thank you for your time and effort. Please do not hesitate to contact me with any questions.

Very Respectfully,



Charlotte Phillips, IIDA, NCIDQ, WELL AP, LEED Green Assoc.  
Interior Designer  
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