

	District Five of Lexington and Richland Counties Invitation for Bid Amendment One	Solicitation #	2025-033
		Date Amendment Issued	May 07, 2025
		Procurement Official	Lauren Bové, CPPO, CPPB
		Phone	(803) 476-8182
		E-Mail Address	D5bids@lexrich5.org

DESCRIPTION	Janitorial Equipment Repair
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The Term "Offer" Means Your "Bid" or "Proposal"

SUBMIT OFFER BY	May 13, 2025 @ 11:00 am May 15, 2025 @ 11:00 am
QUESTIONS & SUBSTITUTION REQUESTS MUST BE RECEIVED BY	May 06, 2025 @ 12:00 pm Electronically to D5bids@lexrich5.org TIME HAS PASSED
NUMBER OF COPIES TO BE SUBMITTED	One (1)

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

SUBMIT YOUR SEALED OFFER TO:

District Five of Lexington and Richland Counties Purchasing Office 1020 Dutch Fork Road Irmo, SC 29063

CONFERENCE TYPE: N/A DATE & TIME: As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: N/A
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AWARD & AMENDMENTS	The award, this solicitation, and any amendments will be posted at the following web address: https://www.lexrich5.org/departments/office-of-finance/procurement/solicitations-and-awards
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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 sixty (60) calendar days after the Opening Date.		
NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ (See "Signing Your Offer" provision.)	
AUTHORIZED SIGNATURE (Person signing must be authorized to submit a binding offer to enter into a contract on behalf of Offeror named above.)		
TITLE (Business title of person signing above)		
PRINTED NAME (Printed name of person signing above)		DATE SIGNED
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
STATE OF INCORPORATION (If Offeror is a corporation, identify the state of Incorporation.)	TAXPAYER IDENTIFICATION NO.	

COVER PAGE

PAGE TWO
(Return Page Two with Your Offer)

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

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

ACKNOWLEDGMENT OF AMENDMENTS:
Offerors acknowledge receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
_____	_____	_____	_____	_____

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

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

In-State Office Address same as Home Office Address
 In-State Office Address same as Notice Address (check only one)

AMENDMENT #1

Janitorial Equipment Repair

SOLICITATION # 2025-033

The Solicitation may be amended at any time prior to opening. Submitters 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.

THE SOLICITATION IS AMENDED AS PROVIDED HEREIN. INFORMATION OR CHANGES RESULTING FROM QUESTIONS WILL BE SHOWN IN A QUESTION-AND-ANSWER FORMAT. ALL QUESTIONS RECEIVED HAVE BEEN REPRINTED BELOW. THE QUESTIONS ARE INCLUDED SOLELY TO PROVIDE A CROSS-REFERENCE TO THE POTENTIAL OFFEROR THAT SUBMITTED THE QUESTION. QUESTIONS DO NOT FORM A PART OF THE CONTRACT; THE "DISTRICT'S RESPONSE" DOES. ANY RESTATEMENT OF PART OR ALL OF AN EXISTING PROVISION OF THE SOLICITATION IN AN ANSWER DOES NOT MODIFY THE ORIGINAL PROVISION EXCEPT AS FOLLOWS: UNDERLINED TEXT IS ADDED TO THE ORIGINAL PROVISION. ~~STRICKEN~~ TEXT IS DELETED.

OVERVIEW OF CHANGES TO THE SOLICITATION:

1. The Deadline for Submission of Offers has been extended to May 15, 2025 @ 11:00 am.
2. The Bid Tabulation Sheet has been amended for bid evaluation purposes. A copy of the updated bid tabulation sheet is attached herein and must be submitted with your offer.
3. District responses to questions received are included below.

CLARIFICATIONS / RESPONSES TO BIDDER QUESTIONS:

1. Do you currently have a service provider in place? If so, how were they selected?

District Response 1: The District does not have an existing contract/service provider. This solicitation is for a new service.

2. Have you bid out this service before? If so, could you share the bid tabulations?

District Response 1: No, this service has not been bid out before.

3. What is prompting the potential change in service provider?

District Response 1: This solicitation is for a new service.

4. Regarding trip charges, do you anticipate one trip per machine, or multiple visits?

District Response 1: It is anticipated that the District would be charged one trip charge per repair.

5. What is expected to be included at each school—inspection only, or repair as well while on initial visit?

District Response 1: Contractor's personnel must arrive at the site, with all necessary tools, materials and equipment required to commence repair within seventy-two (72) hours of notification or sooner. If repairs cannot be made onsite, the Contractor must notify the Operations Supervisor to obtain approval for offsite repair and schedule the pickup and return of equipment. (Ref. Specifications: Item 1: Response Time, page 13 of the solicitation)

6. Are return trips with parts included in the initial trip charge?

District Response 1: Return trips with parts needed for repairs shall be included with the initial trip charge.

7. Is there a central location where damaged or repair-needed equipment is stored?

District Response 1: No, there is not a central location where damaged or repair-needed equipment is stored. The location of the equipment needing repairs will be provided with the request for repairs.

VIII. BIDDING SCHEDULE - Amended

Vendor Name: _____

The hours and quantities listed in the bidding schedule are estimates provided solely for evaluation purposes. They are intended to assist in the fair comparison of bids and do not represent a commitment by the District to purchase a specific number of service hours. The actual volume of janitorial equipment repair services required may vary depending on operational needs.

Item No.	Description	Hourly Rate	Estimated Quantity (for bid evaluation purposes only)	Extended Total (Hourly Rate x Hours)
1	Hourly labor rate for repairing janitorial equipment	\$	200 hours	
2	Pickup and delivery charge for offsite repair	\$	25 each	
3	Service Call Charge	\$	50 each	

Extended Total (Item 1, 2, & 3):
(Basis of Award)

\$ _____

*Percentage Mark-up from the Manufacturer's price on repair parts _____ %

*Manufacturer's Price Lists: Please note the District may require the successful vendor to provide manufacturer's price lists for a comparison to determine the best "net cost" to the District on repair parts. The District, at its' discretion, may randomly choose part numbers for comparisons.

Signature of Authorized Official: _____

Print name and Title: _____