REQUEST FOR QUOTATIONS

Description:	Removal and Replacement of Building-Mounted Lettering at Crossroads Middle School, Spring Hill Middle School, Chapin Middle School
Quotation #:	2026-051
Issue Date:	June 11, 2026
Questions must be received by:	June 17, 2026 @ 11:00 am via email: d5bids@lexrich5.org
Quotations will be received until:	June 22, 2026 @ 11:00 am
Email Quotes to:	d5bids@lexrich5.org
Phone:	803.476.8151

VENDOR INFORMATION

Vendor Name_____ Fax No._____

E-mail Address_____ Phone #: _____

Mailing Address_____

FEIN #: _____

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 quotes from qualified contractors to remove existing exterior building-mounted lettering (school names) and install new building-mounted lettering at three schools.

GENERAL REQUIREMENTS

1. The contractor shall remove existing building-mounted lettering (school's name) at the currently named: Cross Roads Intermediate School, Chapin Middle School, and Chapin Intermediate School.
2. The contractor shall install new building-mounted lettering (school's name) at the newly named: Crossroads Middle School, Spring Hill Middle School, and Chapin Middle School.
3. The new building-mounted lettering shall match as closely as possible the existing lettering in dimensions, color and material.
4. The contractor shall provide all mounting hardware and structural supports required for installation and shall ensure all lettering is level, aligned, secured, and professionally finished.
5. The contractor shall install the lettering in accordance with the manufacture recommendations.
6. The contractor shall patch and/or repair surfaces impacted by the removal and installation process.
7. All materials furnished shall be new and unused.

CONTRACTOR RESPONSIBILITIES

The Contractor shall:

1. Obtain all permits, licenses, inspections, and approvals required by the State of South Carolina and/or local municipalities for completion of work.
2. Coordinate all work activities with the District's designated representative.
3. Maintain a safe work environment at all times.
4. Comply with all applicable federal, state, and local regulations.

GENERAL REQUIREMENTS

1. Questions pertaining to this quote shall be submitted in writing by 11:00 AM on June 17, 2026. Questions shall be sent electronically to the following email address: d5bids@lexrich5.org
2. Bidders are 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.
3. All price quotations shall be submitted on the enclosed quotation form. Quotations shall be emailed to d5bids@lexrich5.org
4. 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.
5. 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.
6. 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.
7. 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:* _____

TERMS AND CONDITIONS

1. The Contractor shall provide all labor, equipment, transportation, materials and supplies necessary to perform the work.
2. The Contractor shall be responsible for cleaning up all debris, waste materials, and equipment associated with its work on a daily basis and upon project completion. The work area shall be restored to a clean and orderly condition at no additional cost to the District.
3. 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.
4. The Contractor shall repair and return to their original state all areas damaged or disturbed by the contractor.
5. S.C. law requires that contractors awarded contracts in excess of $5,000 be licensed by the S.C. Contractors Licensing Board if required for the project. The contractor's S.C. General Contractor's license number must be clearly indicated on the face of the envelope of bids exceeding this amount. Contractors must include a copy of their license(s) with their bid.
6. Performance Period: Work shall be complete at all locations by July 31, 2026.

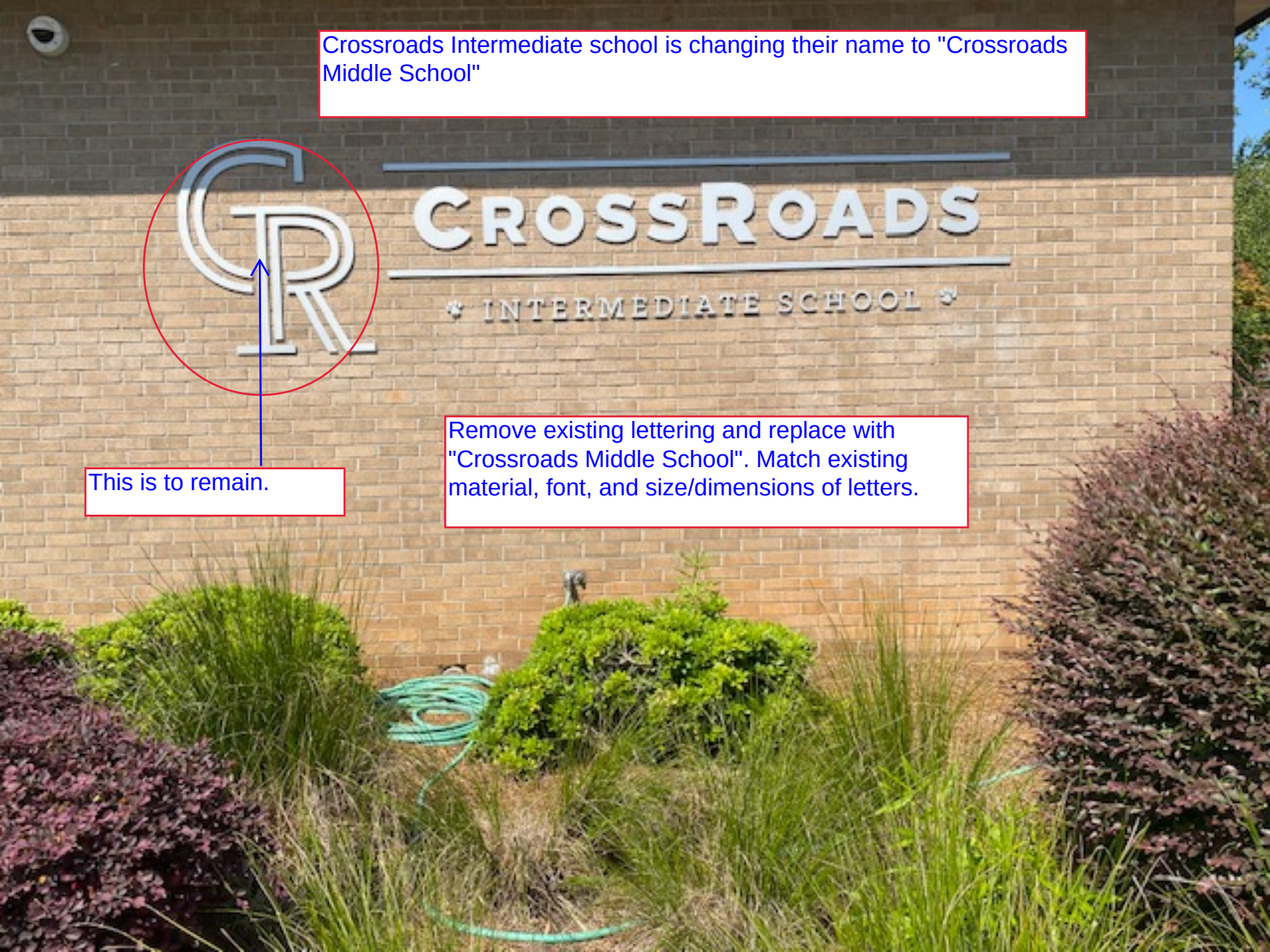
QUOTE SCHEDULE

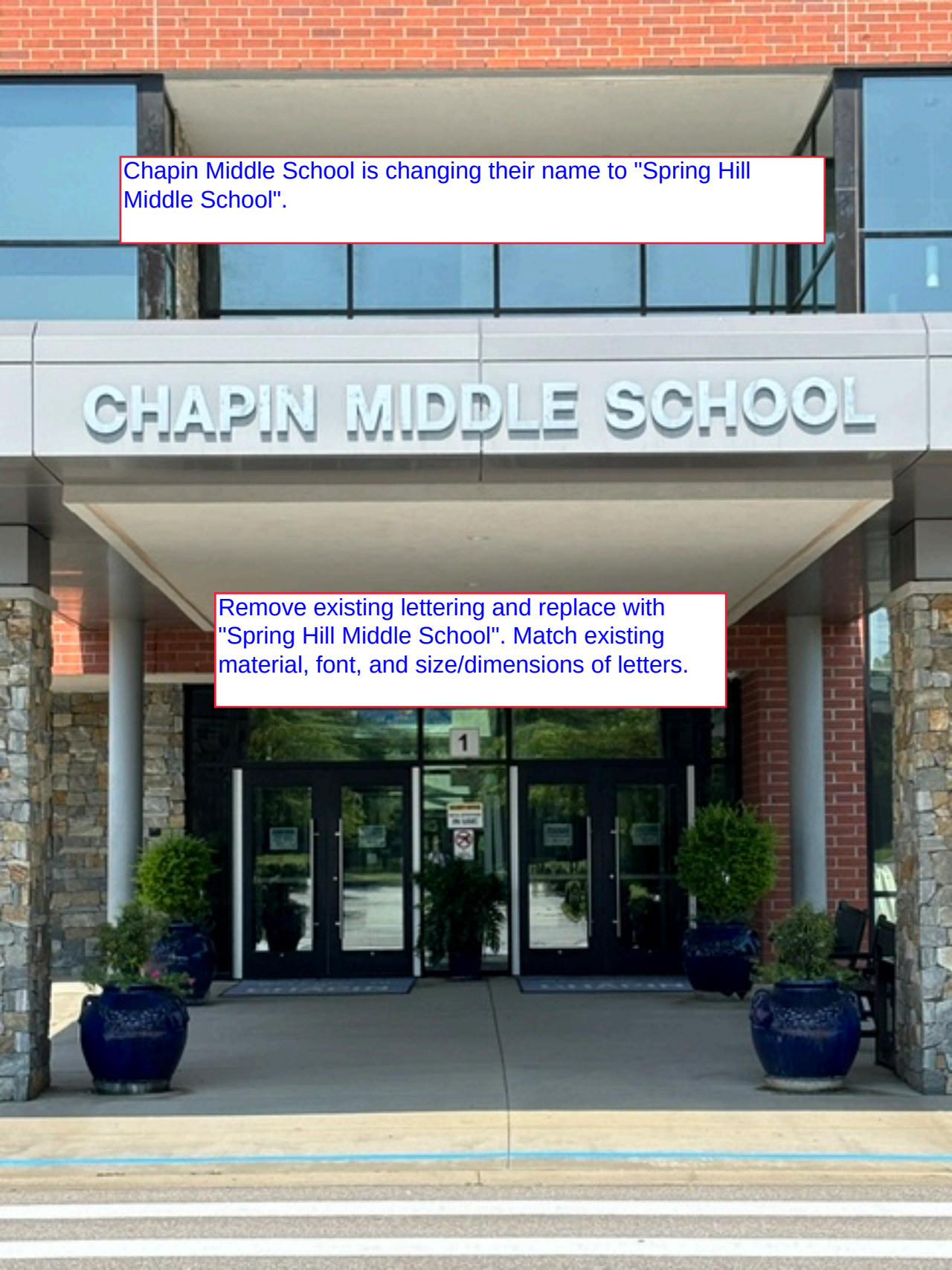
Building-Mounted Lettering at Crossroads Middle School, Spring Hill Middle School and Chapin Middle School

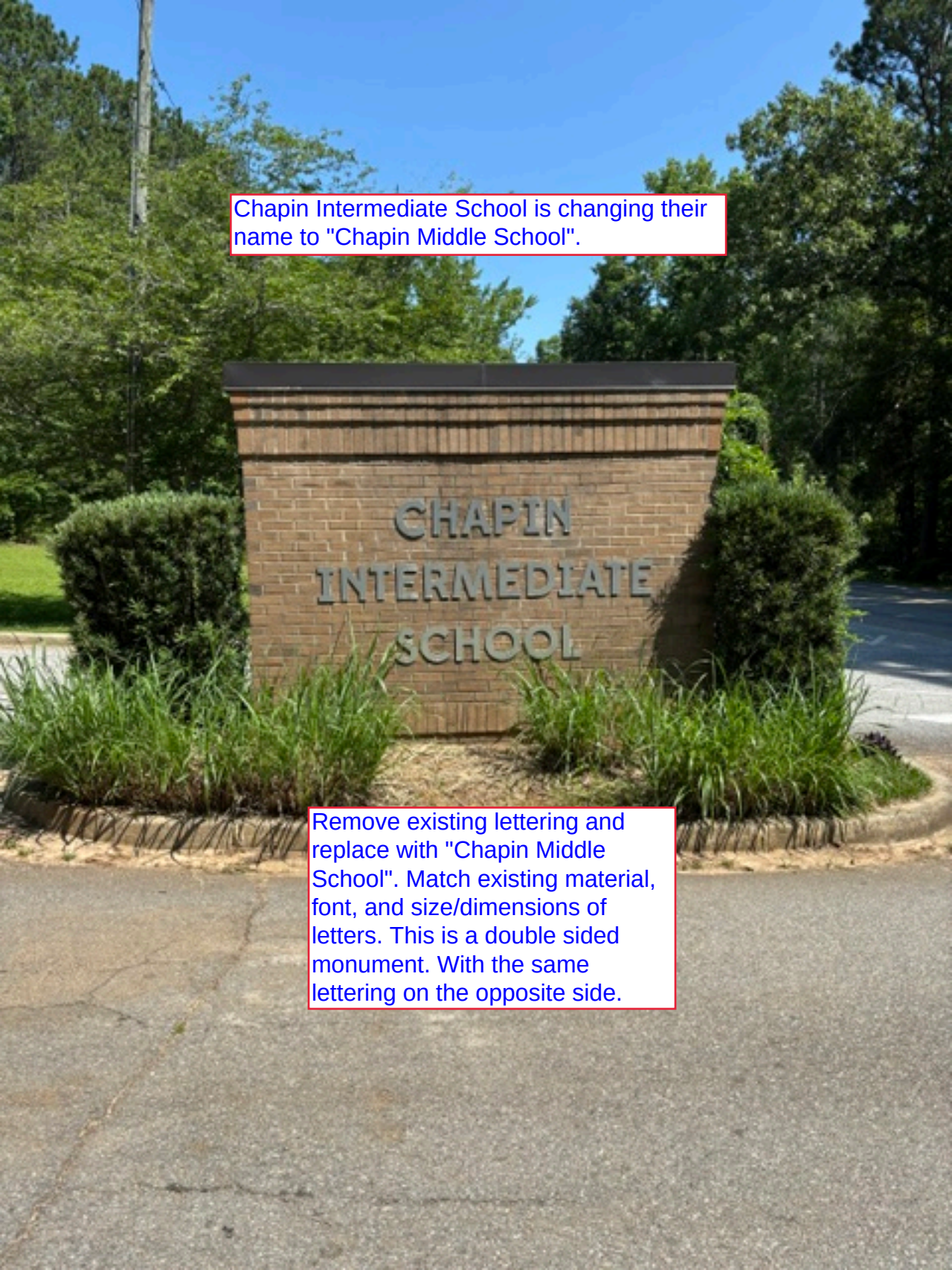
QUOTE SCHEDULE

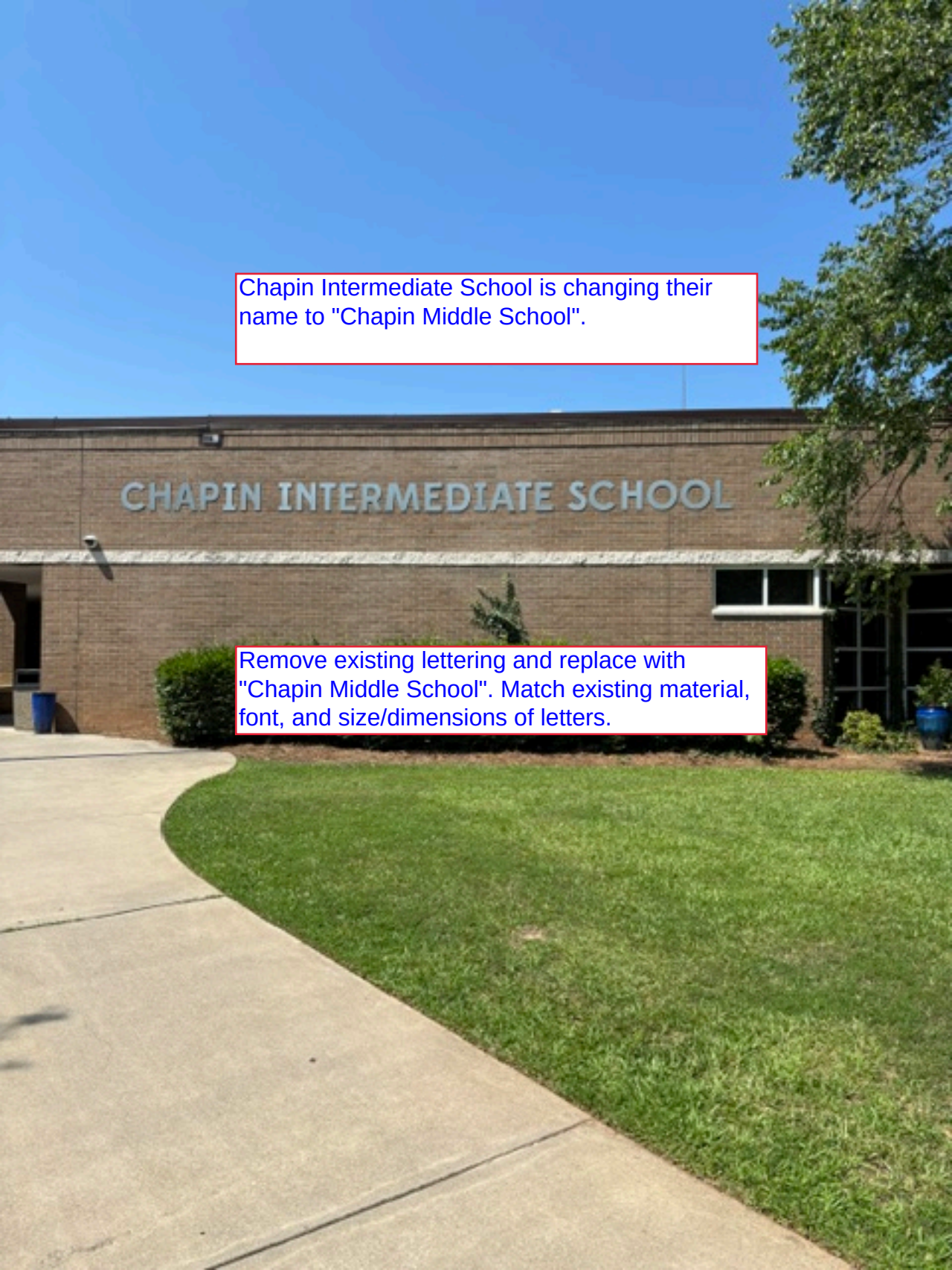
Remove Existing Building Mounted Lettering and Install New Building Mounted Lettering.

Crossroads Middle School	$_____
Spring Hill Middle School	$_____
Chapin Middle School	$_____
Total for all three locations (Basis of Award)	$_____


Crossroads Intermediate school is changing their name to "Crossroads Middle School"
CROSSROADS
INTERMEDIATE SCHOOL
This is to remain.
Remove existing lettering and replace with "Crossroads Middle School". Match existing material, font, and size/dimensions of letters.


Chapin Middle School is changing their name to "Spring Hill Middle School".
CHAPIN MIDDLE SCHOOL
Remove existing lettering and replace with "Spring Hill Middle School". Match existing material, font, and size/dimensions of letters.
1


Chapin Intermediate School is changing their name to "Chapin Middle School".
CHAPIN
INTERMEDIATE
SCHOOL
Remove existing lettering and replace with "Chapin Middle School". Match existing material, font, and size/dimensions of letters. This is a double sided monument. With the same lettering on the opposite side.


Chapin Intermediate School is changing their name to "Chapin Middle School".
CHAPIN INTERMEDIATE SCHOOL
Remove existing lettering and replace with "Chapin Middle School". Match existing material, font, and size/dimensions of letters.