	District Five of Lexington and Richland Counties **Request For Proposals** **Amendment Two**	Solicitation #	2027-005
		Date Amendment Issued	September 16, 2026
		Procurement Official	Chris Winslow
		Phone	(803) 476-8140
		E-Mail Address	D5bids@lexrich5.org

DESCRIPTION	Facilities Management System

The Term "Offer" Means Your "Bid" or "Proposal"

SUBMIT OFFER BY	~~September 10, 2026 @ 11:00am~~ September 24, 11:00am
QUESTIONS MUST BE RECEIVED BY	~~September , 2026 @12:00pm Electronically to D5bids@lexrich5.org~~ **TIME HAS PASSED**
NUMBER OF COPIES TO BE SUBMITTED	One (1) One (1) Original, and Five (5) Copies Mailed (Marked "Copy") One Electronic (USB)

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	**LOCATIO**N: **N/A**

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

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) ☐ Sole Proprietorship ☐ Partnership ☐ Corporation (tax-exempt) ☐ Corporate entity (not tax-exempt) ☐ Government entity (federal, state, or local) ☐ 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.e.*, 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
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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) ☐ Payment Address same as Home Office Address ☐ Payment Address same as Notice Address **(check only one)**	**ORDER ADDRESS** (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses) Order E-Mail Address: ☐ Order Address same as Home Office Address ☐ 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) Preferences do not apply

AMENDMENT TWO
Facilities Management System
SOLICITATION # 2027-005

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 T E X T IS ADDED TO THE ORIGINAL PROVISION. ~~STRICKEN TEXT~~ IS DELETED.

CLARIFICATIONS/ RESPONSES TO BIDDER QUESTIONS:

1. Question: For Mandatory Minimum Qualifications 1 and 2, will the District count qualifying experience and current implementations associated with the proposed SaaS product when those engagements were delivered or supported by the offeror's corporate affiliate, predecessor, or named subcontractor, or must all such experience be held directly by the legal entity submitting the proposal?

District Response: The District will evaluate Mandatory Minimum Qualifications 1 and 2 in accordance with the solicitation, including the Qualification of Offeror provision. The District may consider qualifying experience of a predecessor business and any identified subcontractor. Experience of a corporate affiliate will not automatically be attributed to the Offeror.

2. Question: Please identify the existing FMS product and version and provide available estimates for the number of work orders, preventive-maintenance records, reservations, assets, inventory records, users, custom fields, attachments, total file storage, and years of history to be migrated. What export formats, database access, APIs, or incumbent-vendor assistance will be available?

District Response: The District's existing system is Follett Software Work Orders and Facilities Schedules. Available estimates regarding the District's existing data are as follows:

a. Work Orders: 35,237
b. Preventative-Maintenance records: 0
c. Reservations: Not available
d. Assets: 11 records currently maintained in the system
e. Inventory Records: 11 records currently maintained in the system
f. Active Users: 215
g. Custom Fields:258
h. Attachments/Total File Storage: Not available
i. Years of history: 6
   Requests: 111,840The District does not currently have information regarding export formats, database access, APIs, or incumbent-vendor assistance

3. Question: Is October 1, 2026 intended solely as the contract commencement date, or does the District expect production go-live by that date? If go-live is later, what target implementation and cutover date should offerors use for planning and pricing?

District Response: October 1, 2026 is the estimated contract commencement date and is not a required production go-live date. The final implementation and cutover schedule will be coordinated with the awarded Offeror following award. Offerors shall provide a proposed implementation plan and project timeline, including key milestones and anticipated completion dates, in

accordance with Section 2, Project Plan, of the solicitation.

4. Question: Please clarify whether every capability listed under the General Functional Requirements and Sections C through M must be operational at proposal submission, must be available by go-live, or will be evaluated as a scored capability. In particular, please clarify the treatment of offline mobile operation, voice-to-text, facility-use invoicing, inventory management, unlimited employee licensing, and both Active Directory/LDAP and Google SSO.

District Response: Offerors shall address the capabilities identified in the General Functional Requirements and Sections C through M as part of their proposal and identify how each requirement will be met by the proposed solution. Where the solicitation states that the proposed system "shall" include a capability, including voice-to-text, offline capability, and inventory management, the proposed system shall support that capability. Facility-use invoicing shall be addressed in accordance with Section E, which states that the proposed system "should support" the listed facility-use capabilities. Configuration, implementation, and activation of system capabilities may be phased following contract award, with the implementation and go-live schedule to be coordinated with the awarded Offeror in accordance with Section M. Single Sign-On (SSO) is the District's preferred authentication method.

5. Question: Please provide the required support coverage hours and severity-based response and restoration targets for standard, emergency, phone, email, and live-chat support, and confirm whether the required cyber/privacy limits may be satisfied through a combination of primary cyber insurance and umbrella or excess coverage.

District Response: Required standard support coverage hours are Monday through Friday, 6:00 am-6:00 pm EST. Emergency support shall be available outside of standard support hours. The solicitation does not establish specific severity-based response or restoration targets; Offerors should identify their proposed service levels, including response and restoration times for standard and emergency support, in their proposal. The required information security and privacy insurance limits may be satisfied through a combination of primary and umbrella or excess coverage, provided the combined coverage satisfies all coverage requirements, terms, and limits specified in the solicitation.

6. Question: We are a privately held company and consider our financial information to be confidential. Would your District sign the attached Mutual Non-Disclosure Agreement, which would allow us to share this information with you as part of our RFP response submission?

District Response: No, the District will not execute the proposed Mutual Non-Disclosure Agreement. Please see INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS– "DISCLOSURE OF YOUR BID / PROPOSAL & SUBMITTING CONFIDENTIAL DATA" (pages 8-9 of the solicitation document).

7. Question: Would your district consider extending the RFP deadline to allow respondents adequate time to gather all of the required documentation (such as letters of reference and financial statements), and submit a quality, comprehensive proposal?

District Response: Yes, the submission date has changed to September 24, 11:00am per Amendment One**.**

8. Question: What is your anticipated award date or timeframe?

District Response: The District anticipates issuing an Intent to Award approximately two to four weeks after the deadline for submission of offers. This timeframe is an estimate and may vary based on the evaluation process, clarifications, negotiations, and required approvals.

9. Question: For each record type to be migrated (e.g., assets, work orders, PM schedules, inventory, attachments, facility reservations), please provide estimated record counts and/or data volumes. This information will assist vendors in accurately scoping migration efforts.

District Response: Please refer to the District's response to Question 2 for available estimated record counts and data

information. Additional record counts and data volumes are not currently available. Offerors shall base their proposals on migrating all existing District data identified in the solicitation.

10. Question: What software solutions is the District currently using for Facilities Management, Maintenance Management, Asset Management, Event/Facility Scheduling, Energy Management, and related operations?

District Response: Please see the District's Response to Question 2.

11. Question: Please describe the District's current Building Automation System (BAS) environment, including manufacturers, platforms, and the number of buildings connected.

District Response: The Building Automation System consists of Novar, Trend-IQ-2, Trend IQ-3 and Siemens Talon hardware integrated with the the Desigo platform across approximately 25 buildings.

12. Question: Can the District provide additional details regarding its desired use of QR codes, including anticipated use cases for work request or other workflows?

District Response: The District does not currently utilize QR codes for work request workflows; however, the proposed system shall include the QR code capabilities specified in the solicitation. Offerors should describe the QR code capabilities and available use cases of their proposed solution for potential future implementation by the District.

13. Question: How does the District envision managing furniture and furnishings within the system, and what functionality is most important to support those processes?

District Response: The District does not currently intend to manage furniture or furnishings within the proposed system; therefore, no specific functionality related to furniture or furnishings has been identified at this time.

14. Question: What payment processor or online payment solution is currently used for Facility Use or Community Use reservations?

District Response: The District does not use a payment processor or online payment solution for Facility Use or Community Use reservations. All payments are currently made directly to the District by check.

15. **Question**: When was the District's most recent Facility Condition Assessment (FCA) completed?

District Response: Information regarding the District's most recent Facility Condition Assessment is not currently available.

16. **Question**: Does the District anticipate using the selected solution to support future FCA activities, capital planning, and lifecycle management?

District Response: The District does not currently anticipate using the proposed solution for Facility Condition Assessment (FCA) activities, capital planning or lifecycle management.

17. **Question**: Should vendors include pricing and information for functionality that may be considered by the District in future phases, even if it is not required as part of the initial implementation?

District Response: Please reference **Section** IV. INFORMATION FOR OFFERORS TO SUBMIT- EVALUATION- Section 4- Price/Business Proposal, on pages 17-18 of the solicitation.

18. **Question**: Has the District established a budget range for this project that can be shared with vendors?

District Response: The District will not provide a budget range for this project. Offerors should submit their most competitive

pricing for a complete solution that meets the requirements of the solicitation.

19. Question: Are there any cost parameters or budget considerations vendors should be aware of when preparing responses?

District Response: Please see the District's Response to question 18.

20. **Question**: Has the District evaluated or participated in demonstrations of CMMS, EAM, Facility Scheduling, or related solutions within the last 12 months? If so, which vendors were evaluated?

District Response: The District conducted market research prior to issuing the solicitation but will not provide a list of vendors considered as part of that research.

21. Question: Will the District provide internal IT resources to assist with the development, testing, deployment, and ongoing maintenance of required integrations, or is the vendor expected to provide all integration services and middleware? Please clarify vendor expectations for integration responsibilities.

District Response: The District will provide reasonable support for system deployment, integration testing, and end-user setup. The awarded Offeror will be responsible for providing the integration services and any middleware necessary for the proposed solution to meet the requirements of the solicitation.

22. **Question**: Does the District anticipate issuing any additional addenda prior to proposal submission?

District Response: Additional amendments may be issued at any time prior to opening if necessary. Offerors should refer to AMENDMENTS TO THE SOLICITATION (page 4 of the solicitation document) and monitor the District's website for the issuance of any amendments, available at: www.lexrich5.org/departments/office-of-finance/procurement/solicitations-and-awards.

23. Question: Would the District consider extending the proposal due date by two weeks to allow vendors sufficient time to review and incorporate information released through future addenda?

District Response: Please **see** the District Response to question 7.

24. **Question**: Did the District engage a consultant to assist with the development of this solicitation? If so, what role, if any, will the consultant play in the evaluation and selection process?

District Response: No, the District did not engage with a consultant for this solicitation

25. Question: Is there an incumbent vendor currently providing any of the requested services or software? If so, please identify the vendor(s) and indicate whether the incumbent is eligible to compete for this opportunity.

District Response: The District currently utilizes Follett Software for its existing Facilities Management System, as identified in the District's response to Question 2. The incumbent vendor is eligible to submit a proposal in response to this solicitation, subject to all requirements, terms, and conditions of the solicitation.

26. Question: Does the District anticipate completing the evaluation process and selecting an apparent successful vendor prior to October 1?

District Response: Please see the District's Response to question 8.

27. Question: Can the District clarify whether formal reference letters are required, or if a list of customer references will satisfy this requirement?

District Response: Formal reference letters are required. Offerors shall provide at least three (3) letters of commendation and/or letters of reference in accordance with Section 3, Response to Proposal, 1.c, and a separate list of customer references containing the information required under Section 3, References (page 17 of the solicitation).

28. Question: How many schools, administrative buildings, and support facilities will be included in the implementation?

District Response: There is a total of 25 sites to be included in this implementation.

29. **Question**: Approximately how many maintenance technicians, facility staff, and requesters will require system access?

District Response: There are approximately 21 maintenance technicians and, 30 facility staff that will require system access at this time.

30. **Question**: Does the District require a phased implementation or a single go-live across all facilities?

District Response: The District has not prescribed a phased implementation or single go-live approach. Offerors should propose the implementation and go-live approach they recommend for the proposed solution and describe the approach in their implementation plan and project timeline.

31. **Question**: Are there any mandatory integrations that the District considers critical to project success?

District Response: The proposed solution shall support integration with the District's existing Active Directory/LDAP infrastructure and Google Workspace Single Sign-On (SSO) environment, as specified in the solicitation.

32. **Question**: What are the District's primary objectives for replacing or procuring a new solution (e.g., improved reporting, mobile access, asset management, facility scheduling, capital planning, energy management)?

District Response: The District's primary objectives include improved reporting, mobile access, and facility scheduling, along with improved efficiency and centralization of facilities management operations as described in the Scope of Work.