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|---|---|---|---|
| RICHLAND ONE<br>ENGAGE • EDUCATE • EMPOWER | **Richland County School District One**<br>**Invitation to Bid**<br>**AMENDMENT NO. 1** | **Solicitation Number**<br>**Date Issued**<br>**Procurement Officer**<br>**Phone**<br>**E-mail Address** | **ITB 2027-005**<br>**October 13, 2026**<br>**Peyton Flewelling**<br>**803-231-7039**<br>**peyton.flewelling@richlandone.org** |

DESCRIPTION: **"Provide Industrial Material Handling Equipment"**

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

| SCHEDULE OF EVENTS | DATE AND TIME |
|---|---|
| **QUESTIONS MUST BE RECEIVED BY:** | October 13, 2026 @ 12:00 pm EST |
| **POST RESPONSE TO BID QUESTIONS** | October 13, 2026 @ 12:00pm EST |
| **DEADLINE FOR BID:** | October 16, 2026 @ 2:00PM EST |
| **Offer must be submitted in a sealed package. The Solicitation Number, Company Name, and Opening Date must appear on the package.** | |
| **SUBMIT YOUR SEALED OFFER TO THE FOLLOWING ADDRESS:** | Attn: Peyton Flewelling<br>Procurement Services<br>201 Park Street, Room 209<br>Columbia, S.C. 29201 |
| **AWARD & AMENDMENTS** | This solicitation, any amendments and award, will be posted at the following web address: https://www.richlandone.org/departments/procurement-services/home |

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 thirty (30) calendar days after the Opening Date

**NAME OF OFFEROR** **(Full legal name of business submitting the offer)**

**AUTHORIZED SIGNATURE**

(Person signing must be authorized to submit binding offer to enter contract on behalf of offeror named above)

**TITLE** **(Business Title of person signing above)**

**PRINTED NAME** **(Printed name of person signing above)**

**OFFEROR'S TYPE OF ENTITY:**
(Check one)

☐ Small
☐ Women
☐ Minority
☐ Other _____

(See provision entitled "Signing Your Offer")

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. An offer may be submitted by only one legal entity. 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 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.** **(See "Taxpayer Identification Number" provision)**

**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) |
|---|---|
| ☐ Payment Address same as Home Office Address<br>☐ Payment Address same as Notice Address (check only one) | ☐ Order Address same as Home Office Address<br>☐ Order Address same as Notice Address (check only one) |

**ACKNOWLEDGEMENT OF AMENDMENTS**

| ACKNOWLEDGMENT OF AMENDMENTS | Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date |
|---|---|---|---|---|---|---|---|---|
| Offeror acknowledges receipt of amendment(s) by number and its date of issue.<br>See "Amendments to Solicitation" Provision | | | | | | | | |
| | | | | | | | | |

| DISCOUNT FOR PROMPT PAYMENT<br>See "Discount for Prompt Payment" clause | 10 Calendar Days (%) | 20 Calendar Days (%) | 30 Calendar Days (%) | _____Calendar Days (%) |
|---|---|---|---|---|
| | | | | |

PAGE TWO (Revision 2, March 2008) ****End of Page Two****

# NOTICE

## Solicitation No. 2027-005
## Provide Industrial Material Handling Equipment
## Amendment No. 1

**THE FOLLOWING INFORMATION SHALL BE INCORPORATED AS PART OF THE SOLICITATION MENTIONED ABOVE; ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME.**

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**Due to market conditions, the delivery timeframe has been extended to sixty (60) days past award date. Updated bid forms for Lot A and Lot B are on the subsequent pages. Please use these bid forms when submitting your bid.**

**The delivery location has been updated from the District Warehouse (927 Whaley Street, Columbia, SC, 29201) to the Central Kitchen Warehouse (1224 Whitey Street, Columbia, SC, 29201).**

**Q1**: Can bidders submit their offer before an amendment is posted? Do they need to wait until the amendment is posted so they can acknowledge the amendment in their submission?

**A1**: All bidders should acknowledge the amendment in their bid submission, in accordance with Section II: Instructions to Offerors – A. General Instructions "Amendments to Solicitation (Modified)".

**Q2:** The lead time for delivery for a factory new walkie-straddle stacker would not be within 30 days. Is this prohibitive?

**A2**: No, it is not prohibitive. Due to market conditions, the District has extended the delivery timeframe to 60 days post award. Updated bid forms for Lot A and Lot B are on the subsequent pages. Please use these bid forms when submitting your bid.

**Q3:** Can you clarify the exact mast height clearance for the Walkie Stacker?

**A3**: The Walkie Stacker must be able to safely fit under an 80-inch frame. The 76 inches (mast collapsed or not collapsed) specification listed in the solicitation allows for a few extra inches of clearance to fit under this frame.

**Q4**: If my company purchases the equipment from a supplier and the supplier delivers it directly to Richland One, is my company still required to carry insurance for this supply-only bid? If so, could you please confirm the required coverage types and limits, whether the supplier's insurance can satisfy any delivery-related requirements, and whether proof of insurance is due with the bid or only after award?

**A4:** In accordance with Section VII, Terms and Conditions B. Special: Contractor's Liability Insurance, the Contractor's company shall comply with the insurance requirements specified in the contract. The manufacturer's insurance for direct delivery does not satisfy the Contractor's (your) insurance

obligations. Any contract is explicitly executed with the Contractor's company, therefore, the liability obligations and mandatory insurance registrations remain your direct responsibility. The required coverage includes Commercial General Liability with limits of at least $1,000,000 per occurrence and a $2,000,000 general aggregate, if applicable; Automobile Liability with limits of at least $1,000,000 per accident; Workers' Compensation as required by South Carolina law; and Employer's Liability with limits of at least $1,000,000. The District must be included as an insured on the Contractor's Commercial General Liability policy.

In accordance with Section IV Information for Offerors to Submit, contractors should submit a summary of all insurance policies they have or plan to acquire to comply with the insurance requirements stated herein, if any, including policy types; coverage types; limits, sub-limits, and deductibles for each policy and coverage type; the carrier's A.M. Best rating; and whether the policy is written on an occurrence or claims-made basis. This should be submitted with your offer.

## UPDATED BID FORM FOR LOT A: ELECTRIC WALKIE STACKER (PEDESTRIAN-CONTROLLED)

**(Complete and Return Page with Offer)**

| Item | Description | Line Item Amount |
|---|---|---|
| 1 | **Total Cost for (1) Electric Walkie Stacker (Pedestrian Controlled)**<br>****Total cost should include warranty, battery and/or charger, set-up, configuration, assembly, testing, off-site disposal of packaging or shipping materials, and any other parts or items necessary to ensure fully operational equipment** | |
| 2 | **Delivery/Freight/Shipping** | |
| | **Bid Grand Total (exclude tax)** | **$** |

**Estimated Delivery Timeframe*:_____**

***All deliverables specified within the bid must be delivered within sixty (60) calendar days following the final contract award. The District reserves the right to deem any bid non-responsive if the proposed delivery timeframe exceeds this requirement.**

**COMPANY INFORMATION (Complete and Return Page with your Offer & Bid form)**

Name of Company: _____

Address: _____

Phone Number: _____

Name of Assigned Contact*: _____

Direct Phone Number: _____

Other Phone Number: _____

Email: _____

* If awarded the contract, this individual cannot be switched for the duration of the contract unless permitted by Richland County School District One.

**SIGNATURE**

_____
Printed Name of Firm Representative

_____
Signature of Firm Representative Date

_____
Date

## UPDATED BID FORM FOR LOT B: TWO ELECTRIC PALLET JACKS

**(Complete and Return Page with Offer)**

| Item | Description | Line Item Amount |
|---|---|---|
| 1 | **Total Cost for (2) Electric Pallet Jacks**<br>****Total cost should include warranty, battery and/or charger, set-up, configuration, assembly, testing, off-site disposal of packaging or shipping materials, and any other parts or items necessary to ensure fully operational equipment** | |
| 2 | **Delivery/Freight/Shipping** | |
| | **Bid Grand Total (exclude tax)** | **$** |

**Estimated Delivery Timeframe*:_____**

***All deliverables specified within the bid must be delivered within sixty (60) calendar days following the final contract award. The District reserves the right to deem any bid non-responsive if the proposed delivery timeframe exceeds this requirement.**

**COMPANY INFORMATION (Complete and Return Page with your Offer & Bid form)**

Name of Company: _____

Address: _____

Phone Number: _____

Name of Assigned Contact*: _____

Direct Phone Number: _____

Other Phone Number: _____

Email: _____

* If awarded the contract, this individual cannot be switched for the duration of the contract unless permitted by Richland County School District One.

**SIGNATURE**

_____
Printed Name of Firm Representative

_____
Signature of Firm Representative Date

_____
Date

**********  END OF AMENDMENT NO. 1**********

OFFEROR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT BEFORE THE DATE AND TIME SPECIFIED IN THE SOLICITATION, OR AS AMENDED, BY ONE OF THE FOLLOWING METHODS: (A) BY SIGNING AND RETURNING ONE COPY OF THIS AMENDMENT WITH YUR BID; (B) BY ACKNOWLEDGING RECEIPT OF THIS AMENDMENT ON EACH COPY OF THE OFFER SUBMITTED; OR (C) BY SEPARATE LETTER OR TELEGRAM WHICH INCLUDES A REFERENCE TO THE SOLICITATION AND AMENDMENT NUMBER(S). FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE ISSUING OFFICE BEFORE THE DATE AND TIME SPECIFIED MAY RESULT IN THE REJECTION OF YOUR OFFER. IF BY THIS AMENDMENT YOU DESIRE TO CHANGE AN OFFER ALREADY SUBMITTED, SUCH CHANGE MAY BE MADE BY LETTER OR TELEGRAM, PROVIDED SUCH LETTER OR TELEGRAM MAKES REFERENCE TO THE SOLICITATION AND THIS AMENDMENT AND IS RECEIVED BEFORE THE DATE AND TIME SPECIFIED.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**