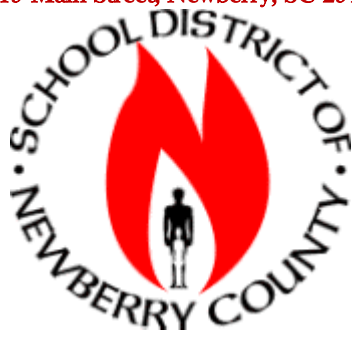


The School District Of Newberry County

Administrative Offices
3419 Main Street, Newberry, SC 29108



Request for Proposal: OPS-2021-001
Date Issued: December 18, 2020
Procurement Director: Bryan Gresham
Phone: (803) 321-2600
Fax: (803) 321-2604
E-Mail Address: bgresham@newberry.k12.sc.us

DESCRIPTION: Master Planning Consulting Service

The Term "Offer" Means Your "Bid" or "Proposal". Must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.

SUBMIT YOUR SEALED OFFER REFERENCING SOLICITATION NUMBER, DATE AND TIME OF OPENING, AND PROCUREMENT OFFICER'S NAME TO THE ADDRESS AT THE RIGHT:

MAILING AND PHYSICAL ADDRESS:
The School District of Newberry County
Attn: Procurement Coordinator Bryan Gresham
PO Box 718 / 3419 Main Street, Newberry, SC 29108

SUBMIT OFFER BY: January 27, 2021 @ 12:00 PM

(See "Deadline For Submission Of Offer" provision Page 3))

NUMBER OF COPIES TO BE SUBMITTED: (1) original , (4) copies marked COPY

QUESTIONS MUST BE RECEIVED BY: January 13, 2021 at 12:00 PM

(See "Questions From Offerors" provision)

ADDENDUM ISSUED:

January 19, 2021 by 5:00 PM

(See "Questions From Offerors" provision)

CONFERENCE TYPE: N/A
DATE & TIME: N/A

CONFERENCE LOCATION:
N/A

INTENT TO AWARD & AWARD BY:

Notice of Award and/or Intent to Award will be posted on the district website www.newberry.k12.sc.us
February 23, 2021 by 5:00 PM

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 one hundred twenty (120) calendar days after the Opening Date.

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

OFFEROR'S TYPE OF ENTITY:
(Check one)

AUTHORIZED SIGNATURE:

Sole Proprietorship

Corporate entity

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

Federal ID # _____

TITLE: (Business title of person signing above)

South Carolina Minority Vendor

Minority Vendor # _____

PRINTED NAME: (Printed name of person signing above)

DATE SIGNED

Other _____

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 division is not a separate legal entity, *i.e.*, a separate corporation, sole proprietorship, etc.

I. GENERAL INSTRUCTIONS TO OFFERORS

AMENDMENTS TO SOLICITATION: (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors (b) shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the offeror received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

AWARD NOTIFICATION: Notice regarding the District's intent to award a contract will be posted on the district's website www.newberry.k12.sc.us by **February 23, 2021 by 5:00 pm** If the contract resulting from this Solicitation has a total or potential value in excess of fifty thousand dollars, but less than \$ 100,000.00 such notice will be sent to all Offerors responding to the Solicitation and any award will be effective the day such notice is given. Should the contract resulting from this Solicitation have a total or potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given

BID / PROPOSAL AS OFFER TO CONTRACT: By submitting Your Bid or Proposal, you are offering to enter into a contract with School District of Newberry County. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

BID ACCEPTANCE PERIOD: In order to withdraw Your Offer after the minimum period specified on the Cover Page, you must notify the Procurement Officer in writing.

BID IN ENGLISH & DOLLARS: Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation.

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION: GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

(1) By submitting an offer, the offeror certifies that:

(A) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to-

- (i) Those prices;
- (ii) The intention to submit an offer; or
- (iii) The methods or factors used to calculate the prices offered.

(B) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(C) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(2) Each signature on the offer is considered to be a certification by the signatory that the signatory:

(A) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or

(B)(i) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal];

(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

(3) If the offeror deletes or modifies paragraph (a)(2) of this certification, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS:

(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that Offeror and/or any of its Principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(D) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(E) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(2) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(3) If Offeror is unable to certify the representations stated in paragraph (1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror non-responsible.

(4) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (1) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(5) The certification in paragraph 1 of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the District, the Procurement Officer may terminate the contract resulting from this solicitation for default.

COMPLETION OF FORMS / CORRECTION OF ERRORS: All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule).

DEADLINE FOR SUBMISSION OF OFFER: Any offer received after the Procurement Officer or his/her designee has declared that the time set for opening has arrived, shall be rejected. Due to the COVID-19 pandemic, any hand delivered proposals must be delivered on January 25th, 26th or 27th between the hours of 9:00 am EST – 12:00 pm EST. No electronic submissions will be allowed.

DEFINITIONS - Except as otherwise provided herein, the following definitions are applicable to all parts of the solicitation:

AMENDMENT means a document issued to supplement the original solicitation document.

BOARD means the School District of Newberry County Board of Trustees.

BUYER means the Procurement Officer.

CHANGE ORDER means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract.

CONTRACT See clause entitled Contract Documents & Order of Precedence.

CONTRACT MODIFICATION means a written order signed by the Procurement Officer, directing the contractor to make changes which the changes clause of the contract authorizes the Procurement Officer to order without the consent of the

contractor.

CONTRACTOR means the Offeror receiving an award as a result of this solicitation.

COVER PAGE means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.

OFFER means the bid or proposal submitted in response to this solicitation. The terms Bid and Proposal are used interchangeably with the term Offer.

OFFEROR means the single legal entity submitting the offer. The term Bidder is used interchangeably with the term Offeror. See bidding provisions entitled Signing Your Offer and Bid/Proposal As Offer To Contract.

PROCUREMENT OFFICER means the person, or his successor, identified as such on the Cover Page.

YOU and YOUR means Offeror.

SOLICITATION means this document, including all its parts, attachments, and any Amendments.

SUBCONTRACTOR means any person having a contract to perform work or render service to Contractor as a part of the Contractor's agreement arising from this solicitation.

WORK means all labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract.

DISTRICT CLOSINGS: If an emergency or unanticipated event interrupts normal District processes so that offers cannot be received at the Procurement Office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which the District processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If District offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference.

DRUG FREE WORK PLACE CERTIFICATION: The State of South Carolina has amended Title 44, code of Laws of South Carolina, 1976, relating to health, by adding Chapter 107, so as to enact the Drug-Free Workplace Act. (See Act No. 593, 1990 Acts and Joint Resolutions). By submission of a signed proposal, you are certifying that you will comply with this Act. (See Section 44-107-30)

DUTY TO INQUIRE: Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the District's attention.

ETHICS ACT (CERTIFICATE): By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed.

INFORMATION FOR OFFERORS TO SUBMIT: Offeror shall submit a signed Cover Page and should submit all other information and documents requested in solicitation.

PROCUREMENT AUTHORITY: (a) All authority regarding the conduct of this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement. (b) Purchasing Liability. The Procurement Officer is an employee of the School District of Newberry County acting on behalf of the District pursuant to their Procurement Code. Any contracts awarded as a result of this procurement are between the Contractor and the School District of Newberry County.

PROCUREMENT CODE AVAILABLE: The School District of Newberry County's Procurement Code, is available at <http://www.newberry.k12.sc.us/>

PROTESTS: (a) Solicitation - Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen (15) days of the date of issuance of the applicable solicitation document at issue. (b) Intent to Award - Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten (10) days of the date notification of award is posted in accordance with this code. A protest shall be in writing, submitted to the appropriate chief Procurement Officer, and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. [§ 11-35-4210]

PROTEST – ADDRESS: Any protest must be submitted in writing to Susan Dowd, Chief Financial Officer, PO Box 718 / 3419 Main Street, Newberry, SC 29108

PUBLIC OPENING: Not applicable for this RFP

QUESTIONS FROM OFFERORS: (a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing, either by mail or electronic communication (e-mail). Questions must be received by the Procurement Officer no later than **January 13, 2021 @ 12:00 pm**. Label any communication regarding your questions with the name of the Procurement Officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. All Questions will be answered via an Addendum, which will be posted on the District's website, www.newberry.k12.sc.us on **January 19, 2021 by 5:00 pm if necessary**

REJECTION/CANCELLATION: The District may cancel this solicitation in whole or in part. The District may reject any or all proposals in whole or in part.

RESPONSIVENESS / IMPROPER OFFERS:

(a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.

(b) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the District cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer. (Article 5, Section 1520.13)

(c) Price Reasonableness: Any offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. (Article 5, Section 1520.6.5.5).

(d) Unbalanced Bidding. The District may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or sub-line items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the District even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

RESTRICTIONS APPLICABLE TO OFFERORS: Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the state Ethics Act. (a) After issuance of the solicitation, all communications must be solely with the Procurement Officer. You agree not to discuss this procurement activity in any way with any other District employees, agents or officials. This restriction may be lifted by express written permission from the Procurement Officer. This restriction expires once a contract has been formed. (b) Unless otherwise approved in writing by the Procurement Officer, you agree not to give anything to any other District employees, agents or officials prior to award.

SAMPLES-TESTING: Free samples may be required for testing by the District's Facilities staff and/or an independent laboratory. If requested, your failure to provide a sample will result in rejection of your offer. Upon invoice, you agree to pay any reasonable cost incurred for this testing. Unless your sample is accompanied by a request for its return, your sample will not be returned. Your sample may be destroyed during testing.

SIGNING YOUR OFFER: Every Offer must be signed by the individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words "by its Partner," and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venture involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

SUBMITTING CONFIDENTIAL INFORMATION: For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Article 1, Section 410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Article 5, Section 1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark

from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. If your response or any part thereof, is improperly marked as confidential or trade secret or protected, the District may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the District will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless School District of Newberry County, its officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the District withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.)

SUBMITTING YOUR OFFER OR MODIFICATION: (a) Offers and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by electronic means) – (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the offeror. (b) If you are responding to more than one solicitation, each offer must be submitted in a different envelope or package. (c) Each Offeror must submit the number of copies indicated on the Cover Page. (d) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper as prescribed in paragraphs (a)(1) and (2) of this provision when delivered to the office specified in the Solicitation. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. (f) Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation. (g) It is the Offeror's responsibility to ensure that bids submitted by electronic commerce were received by the Procurement Officer.

UNIT PRICE: Unit price must be shown for each item. In determining award, unit prices will govern over extended prices unless otherwise stated.

WITHDRAWAL OR CORRECTION OF OFFER: Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by the District's Procurement Code Article 5 Section 1520.7.1.

ADDENDUM: An addendum shall be issued if necessary prior to the RFP submittal date and time for the purposes of modifying or interpreting the proposal instructions through additions, deletions, clarifications, or corrections. At the discretion of the District, if it becomes necessary to revise or clarify any part of this RFP, addendums will be posted at www.newberry.k12.sc.us. Any addenda issued by the District shall become a formal part of this RFP OPS 2021-001.

No addenda shall be issued later than four (4) days prior to the RFP submittal date except to a) withdraw the RFP solicitation, or b) to postpone the RFP submittal date and time. The School District of Newberry County shall not be legally bound by any amendment for interpretation that is not in writing.

Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment(s) with their proposal. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

APPROVAL OF PUBLICITY RELEASES: The Contractor shall not have the right to include the District's name in its published list of customers, without prior written approval of the District. The Contractor agrees not to publish or cite in any form any comments or quotes from District staff. Contractor further agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the District.

II. SCOPE OF SOLICITATION

2.1 ACQUIRE SERVICES

The School District of Newberry County is initiating a planning process focused on the development of a comprehensive, long-range Master Plan for facilities improvement and infrastructure development for the district. The Facilities Assessment is intended to address existing building infrastructure needs.

2.2 RFP –PROCESS

This RFP process: will contain an evaluation considering the criteria listed in Section VI valuation purposes. Ultimately, the most advantageous offer from among the qualified Offerors will be recommended for consideration of the contract award. The final determination on whether to award a contract resides with the School District of Newberry County Board of Education.

Each proposal set (technical and cost) shall be complete and submitted in the format requested in the Section IV, in order to facilitate timely evaluation of all of the proposals. Each proposer shall submit one (1) original set and four (4) copy sets. Each proposal shall be in a three ring binder, with clearly marked sections coinciding with the requested proposal format in Section VI. Do not include extra marketing and/or advertising materials. Failure to comply with these conditions shall be cause for rejection of the proposal. However, the SDNC reserves the right to waive minor inconsistencies in the proposal format. Any proposed discounts should not be reflected in this pricing. Discounts should be shown separately. By submission of their proposal, each proposer shall agree to hold the prices shown in the proposal for at least (120) days after the submission deadline. The successful proposer shall guarantee the proposed pricing, unconditionally, for the duration of the contract. Any other effort to change prices, before the contract period has expired, shall be considered a default of the contract provisions. If such a default occurs, it shall be in the sole discretion of the District to terminate the contract.

2.3 CONTRACTOR QUALIFICATIONS

To be eligible for award of a contract, a prospective contractor must be responsible. An offeror must, upon request of the SDNC, furnish satisfactory evidence of the ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award.

2.4 CONTRACTOR REQUIREMENTS

2.4.1 Contractor must presently or in the past 24 months provided services for a K-12 school district(s) with similar specifications.

2.4.2 Contractor shall be licensed and permitted to perform all work included in this RFP, including any special licenses and/or permits. Copies of all licenses and/or permits must be submitted with this RFP.

III. SCOPE OF WORK

The overall purpose of the successful firm is to assist the District with conducting a facility condition assessment and collecting district-wide data. The Facilities Assessment will be conducted on the below listed School/District buildings in compliance with facility assessment standards established by the SC Department of Education (SCDE) Office of School Facilities. Buildings will be assessed and evaluated per SCDE standards. All work and reports must comply with these requirements.

The RFP will be awarded to the Proposer most advantageous to the District to conduct a comprehensive assessment of the educational facilities in the SDNC and provide capital planning services including, but not limited to, the following tasks.

1. ASSESSMENT STANDARDS AND PROTOCOL

- a. The SDNC has developed an initial list of building elements to be included in the Facilities Condition Assessment FCA, included but not limited to all educational facilities owned or leased by the School District of Newberry County (SDNC) serving grades PK-12 and large athletic field complexes. The District reserves the right to add and delete facilities as needed.
- b. Prior to the start of on-site assessments, the Consultant shall work with the SDNC in developing assessment standards to ensure consistency and completeness of data gathered at different facilities.
- c. It is anticipated that the selected Consultant will have separate teams to perform on-site assessments. The School District expects the assessment work to be completed within 10 months upon initiation of the contract.
- d. The Consultant shall develop a priority rating system and its criteria with input from the SDNC.
- e. The Consultant shall provide an assessment schedule with planned survey dates for specific facilities.
- f. The Consultant shall adhere to the SDNC protocol when visiting a school. The SDNC protocol for on-site assessments will be established prior to the start of school visits.
- g. Background checks are required for all assessment team members visiting schools.

2. DATA COLLECTION METHODOLOGY

- a. The assessment shall be performed by individuals trained and licensed in construction, engineering or architecture for the specific building systems they are assessing.
- b. The assessment shall be conducted in accordance with well-established industry standards.
- c. Assessment data shall be organized and presented to the SDNC..
- d. The Consultant shall obtain from the SDNC and review existing drawings for a school prior to its on-site assessment to the extent available, but complete records for any school or building may not be available.
- e. Information on past, current and/or planned Capital projects, maintenance records and any prior condition assessment data will be made available for the Consultant to the extent it exists, but such information may not be complete.
- f. Interviews with the District and/or School Level Administration shall be conducted for each facility to record current deficiencies already identified. The interview protocol will be developed by the SDNC with input from the Consultant.
- g. The Consultant shall perform a non-destructive visual inspection of each facility to identify systems-level deficiencies and life-cycle conditions.
- h. A narrative summary of each facility and building systems shall be documented in addition to the standard quantitative information.
- i. Digital photographs shall be taken to document existing field conditions.

3. ASSESSMENT DATA ANALYSIS

- a. Prioritize or rate building systems according to the assessment standards developed prior to on-site assessments.
- b. Calculate repair costs and replacement values in order to calculate a system-level Facility Condition Index (FCI) for each building system for each facility.
- c. Calculate life cycle costs for building systems.
- d. Cost estimating shall be performed using the latest construction cost data and include factors for Newberry County.
- e. The Consultant is responsible for providing a FCA database containing all assessment data, cost estimates and other applicable information as a single repository for all FCA-related information.

4. CAPITAL PLANNING SERVICES

- a. The Consultant shall assist the SDNC in developing 3, 5 and 10-year Capital budget plans based on the assessment data.
- b. Develop reports prioritizing future Capital projects for each building system.
- c. The Consultant shall include recommendations to the SDNC on how future capital projects would be prioritized in their final report.

5. MEETINGS, REPORTS AND PRESENTATIONS

- a. Participate in meetings with SDNC project managers.
- b. Submit monthly progress reports detailing progress on completion of the assessment work, any issues or barriers the Consultant has encountered requiring resolution by the SDNC, budget to actuals, and completion of project milestones.
- c. Participate in monthly progress meetings, if required by SDNC
- d. Participate in periodic briefings with the senior leadership of the SDNC throughout and/or at the conclusion of the project, if required.
- e. Submit a comprehensive report summarizing the FCA and its findings at the end of the project.
- f. Participate in meetings with the Superintendent, Administration and Board of Education, to present the findings of the FCA.

6. EXCLUSIONS

- a. Educational adequacy assessment
- b. Environmental assessment

IV. INSTRUCTIONS FOR TECHNICAL PROPOSAL

FORM OF TECHNICAL PROPOSAL

The Technical Proposal shall provide the following required information. The Technical Proposal shall provide a comprehensive, but concise summary of qualifications and capabilities to satisfy the requirements of the RFP. Adhere to the following organization in the Proposal by providing tabs for sections listed below as noted.

No tab required for introduction section.

Cover Letter: Provide a cover letter that references the RFP and confirms that all elements of the RFP have been read and understood. The cover letter shall be signed by an individual authorized to contractually bind the Proposer.

Table of Contents

Tab 1 - Project Experience

Provide information for no more than five (5) projects of similar size and scope performed for the SDNC, other educational or governmental institutions, or related experience that have been completed within the last five (5) years.

For each project include:

A. Project description in summary form showing key data for the project submitted, including:

- The time frame of the project
- The number and types of buildings and square footage
- Composition of assessment teams and the number of teams
- Result or outcome of the assessment

B. Description of the processes that were used to:

- Collect data
- Analyze and compile data
- Software programs used

C. Description of the work products produced and delivered to the Owner.

D. Provide reference(s) and contact information for the Project Owner's Representative(s) and their roles, responsibilities and everyday interaction with your Project team.

E. Any other relevant information that demonstrates the firm's ability to effectively deliver projects on time and in budget.

Tab 2 - Project Organization, Personnel Experience and Qualifications

Provide information for the organization of the Project staff that will be used to successfully deliver this Project. Define the key personnel of each team component and how the team will be managed, the decision-making ability in the process, and the qualifications of the key personnel. At minimum, include the following:

A. *Project Organization* – Provide an organization chart that defines the Project management and key personnel staffing plan for the Project. The Consultant shall show how the staffing plan aligns with evidence based best practices or other evidence on how the methodology supports the approach. The organization chart shall also include:

- A narrative of how the staff will function during each phase or stage of the project.
- Each position within the Project Organization and the role and responsibilities of the individual(s) in that position.
- Number of teams and number of personnel to serve on each team (if more than one team is required to meet the project schedule).
- Composition of each typical team; typical teams are expected to include an architect, mechanical engineer, and electrical engineer as a minimum.
- Composition of special teams or positions, which may be used on an as needed basis.
- The role of the Consultant's sub-consultant(s)

B. *Personnel Experience* – Each Proposer shall submit résumés demonstrating the qualifications of the key personnel defined on the organization chart for this Project. Key personnel are defined as, but not limited to the following:

Required by SDNC: Project Manager, Architect, Mechanical Engineer, Electrical Engineer, Cost Estimator. If Proposed by Responder: Deputy Project Manager, Assessment Team Leader, Structural Engineer, Roofing Consultant, IT/Program/Software Specialist, Scheduler.

Résumés shall include but not be limited to:

- Experience on Projects of similar size, scope, complexity and budget.
- Professional certifications and technical expertise.
- Indicate whether the key personnel have worked together on previous projects and list that project information, including owner contact information.
- Minimum of one (1), but no more than three (3), references for all key personnel, including current telephone numbers for persons with whom they have had professional dealings within the last three years.
- Identify whether person is an employee of the firm and length of employment; or an outside employee and the name of the employer.

Tab 3 - Staffing Levels

Indicate proposed staffing levels for the initial assessment. Levels maybe adjusted with the approval of the District.

Tab 4 - Project Approach

Provide your approach and work plan for the Project. Indicate a clear understanding of the objectives of the services to be provided.

A narrative for the approach to be used shall include:

- The Proposer's overall approach to the project to maximize the cost effectiveness of the Project budget.
- The specific approach to collaboration with the SDNC and its project management staff.
- A Quality Control plan that will be used during the project, to include but not be limited to:
 1. The process or procedures to identify and resolve data collection issues.
 2. The process or procedures for reviewing monthly data input and adjusting or correcting it, if needed.
- Software program(s) to be used to collect, analyze and compile data.
- The Consultant's requirements and support necessary from the SDNC to complete assessment work

Tab 5 - Project Schedule

The Project Schedule is intended to show the Proposer understands the overall process and sequencing of activities through the end of the project. Please see Attachment A for the summary project schedule developed initially by the SDNC. The School District has established a 10-month timeframe for the assessment work to be completed. The project will commence upon approval by the Board of Education

Tab 6 - MBE/WBE Participation

The MBE/WBE Participation Goal for this project is 10% - Anti-Discrimination Policy for exact requirements. Proposer must be registered with the SC OSMBA. Proposer shall identify the specific firms that make up its commitment to the percentage goals stated.

Tab 7 - Proof of Current Insurance Coverage

The Firm shall provide a Certificate(s) of Insurance reflecting current insurance coverage of the Firm for the following:

- Workers' Compensation and Employers' Liability Insurance
- Commercial General Liability Insurance
- Automobile Liability Insurance
- Professional Liability Insurance
- Excess Umbrella Insurance

Successful Proposer must provide evidence of current insurance coverage prior to the execution of the Contract. The amounts and types of such insurance coverage are indicated in the proposed Contract.

Tab 8 – License and Certifications

Proposer must submit a copy of their firm's certifications.

Tab 9 - Completed Executed Attachments

The proposing Firm shall include the following completed and executed

Attachments in this section: Page 1 of Solicitation & Attachments 1-3, including all addenda if applicable.

V. INSTRUCTIONS FOR FEE PROPOSAL

Firms responding to the RFP shall complete and submit a Fee Proposal in a separate, sealed envelope at the same time as their Technical Proposal. However, the Proposer's Fee Proposal will not be opened unless and until that firm has been selected for fee negotiation.

The Fee Proposal shall meet the following requirements:

1. BASE SERVICES

a. Staffing

The SDNC has identified the following positions/functions it believes are needed to provide all the required services over the course of the project, but it is the responsibility of the Proposer to determine the staffing requirements and distribution of responsibilities among project personnel to provide all the required services over the duration of the project. Required by SDNC : Project Manager, Architect, Mechanical Engineer, Electrical Engineer, Cost Estimator. If Proposed by Responder: Deputy Project Manager, Assessment Team Leader, Structural Engineer, Roofing Consultant, IT/Program/Software Specialist, Scheduler. Proposer shall submit a Table of Hourly Rates for each position or function it proposes to utilize in the performance of this project.

The hourly rates must be fully-loaded (including benefits, overhead and profit), all inclusive wage rates for all positions included in The Table of Hourly Rates. These hourly rates will also be used for all additional services. Only one hourly rate for the duration of the contract for each position will be accepted.

The SDNC expects that at least the Project Manager will be available for consultation and meetings on a full time basis throughout the Project.

b. Staffing Levels

Submit as a part of the fee proposal, a time-scaled manpower schedule included in the Technical Proposal extended to include the hourly rates for the staffing levels indicated, the total cost for each staff member, the monthly and/or weekly totals and bottom line total cost for all staff identified in that schedule. The sum of all the hourly costs included in the above schedule will be the total proposed fee.

c. Support Services

Home office management and support services are deemed to be overhead costs and will not be separately compensated.

d. Reimbursable Expenses

The only reimbursements that will be paid to Consultants shall be for actual cost of incidental materials and services authorized by the School District. This would include preparation and reproduction of special presentation documents required for public meetings. Normal printing of documents for SDNC approvals or Consultant's use, travel expenses and meals shall not be reimbursable.

2. ADDITIONAL SERVICES

The hourly rates included in The Table of Hourly Rates will also be used for all Additional Services. Only one hourly rate for each position for the duration of the contract will be accepted.

3. COMPENSATION AND PAYMENT

The SDNC intends to enter into a lump sum contract for all required services with the selected firm. That lump sum will not be adjusted for delays to the Completion of the Final Report and Data Submission of ninety (120) days or less. Delays to that Completion date will not increase the compensation for Post-Completion Services. The percentage of the total fee to be paid for completion of each phase shall be based on the percentage of agreed-upon estimated man-hours to be expended during that phase. Monthly payments will be based on a pro rata portion of the approved Project Schedule, but not to exceed the overall percentage of completion for the project

VI. EVALUATION CRITERIA

Each Technical Proposal will be reviewed by a Selection Committee to determine responsiveness. Proposals deemed non-responsive will be rejected without evaluation. The SDNC reserves the right to reject any or all Proposals when such rejection is in the best interest

of the SDNC. A responsible proposal is complete and addresses all requirements of the RFP. The SDNC reserves the right to waive any informalities and technicalities in the RFP process or any non-material defects in Proposals. During the technical evaluation, the team members shall consider and score the proposals based upon the following criteria:

| | |
|---|-----------|
| Project Approach | 25 Points |
| Personnel Experience and Qualifications | 25 Points |
| Quality of Proposal | 15 Points |
| Project Experience | 15 Points |
| Project Schedule | 10 Points |
| Project Organization | 5 Points |
| Staffing Levels | 5 Points |

1. Failure to follow the format requested or to address any area adequately may cause the proposal to be deemed non-responsive and, thereby, cause it to be excluded from consideration or may result in a lower technical score.

2. After completion of the individual technical evaluations, the highest ranked Offerors shall be contacted for a personal presentation/interview. The District has designated February 18, 2021 as the date that interviews will be conducted. These Offerors will be contacted on or before February 12, 2021, to schedule an interview time. The number of Offerors selected for interviews is at the discretion of the District. The Offerors shall make a 30 minute presentation to the District's evaluation team to be followed by a 10-15 minute question and answer period to receive clarification of any information in the offer, the presentation/interview or as may be needed to complete the evaluation.

3. During the presentation/interview evaluation, the evaluation team shall score each firm based on the following criteria and interviewees shall structure their presentation to address:

- a) Demonstrated qualifications - 35 points.
- b) Demonstrated ability to coordinate all facets of planning, design and construction -30 points.
- c) Outline of known and unknown opportunities, threats, weaknesses and obstacles for both the District and the presenting firm. Essentially the District wants a short SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis of your firm and of the District from your perspective. Note – No questions will be accepted or answered on this item because of the very nature of what the District is seeking here. – 25 points
- d) Quality of Presentation – 10 points- The ability to clearly and concisely present information to District Administration.

The average point scores of the personal presentations/ interviews shall be added to the average point scores for the technical evaluation to determine the total point score for each Offeror. Offerors shall be ranked from highest to lowest, and the District shall begin contract negotiations in the order of rankings. One or more firms maybe be selected by the District to provide the services requested in this solicitation.

VII. SELECTIONS PROCEDURES

STAGE I

- Step 1: Technical Proposals of qualified firms will be evaluated by the Selection Committee and ranked on the basis of their technical qualifications and suitability for this assignment.
- Step 2: A limited number of the firms (to be determined by the SDNC) with the highest rated Technical Proposals will be on the Short List and will be required to make site visits to a small sample of representative buildings.
- Step 3: The firms on the Short List will be required to make presentations and be interviewed by the Selection Committee.
- Step 4: After the presentations and interviews, the Selection Committee will determine the final ranking of the firms on the Short List.

STAGE II

The Fee Proposal of the highest rated firm will be opened, and the SDNC will enter into fee negotiations. Fee Proposals for the other firms will not be opened until such time as the firm in question has been selected for fee negotiation.

If the SDNC cannot reach agreement on a reasonable fee with that firm, negotiations with that firm shall be terminated. The fee proposal of the next highest rated firm will be opened and fee negotiations commenced with that firm. The process will be repeated as necessary until agreement is reached, or the SDNC elects to terminate this solicitation. The award of any contract pursuant to this solicitation requires the approval of the Board of Education. If and when the selected firm is approved by the School Reform Commission, the SDNC will promptly notify the successful Proposer of the award and prepare and distribute the necessary documents for execution. The unsuccessful Proposers will be notified by letter after the awarding

of the contract. If for any reason whatsoever, the SDNC rejects the Proposer's Proposal, the Proposer agrees that it will not seek to recover lost profits on work not performed nor will it seek to recover its Proposal preparation costs. By submitting its Proposal, the Proposer expressly states that it intends to be legally bound and accepts the limitation of remedies set forth in this Paragraph. By submitting its Proposal, the Proposer further expressly states that should it file, initiate, or persuade another to file, initiate or in any other manner pursue or encourage any lawsuit or other proceeding to recover lost profits on work not performed or Proposal preparation cost, that such filing, initiating, or other pursuit constitutes a breach of its agreement with the SDNC and that it will be liable for damages incurred by the SDNC arising from the breach of this agreement including, but not limited to, the SDNC's attorneys' fees and costs of defending such action. The School District may at any time terminate the RFP process provided for herein for any reason or no reason in the sole discretion of the School District. The receipt of proposals or other documents by Proposers during any stage of the RFP process will in no way obligate the School District to enter into any agreement with any Proposer or make the School District

liable for any Proposer costs. The School District may alter these and any other procedures as it deems necessary and appropriate. The School District will evaluate all Proposals based on a number of factors to determine what is in the best interests of the School District.

VIII. AWARD / CONTRACT TERM

Term of Contract/Option to Renew: Any contract resulting from this RFP shall have an initial contract period of one (1) year beginning March 1, 2021 through February 28, 2022. The District, at its discretion, may extend the contract for four (4) additional periods of one (1) year each, with an option of an additional two (2) periods of one (1) year each with Superintendent's approval. Contracts exceeding seven (7) years must be approved by the school board. Renewal on the part of the District will be based upon satisfactory contractor performance. Should either party wish not to renew the contract at the end of a contract period, notification shall be submitted in writing to the other party no less than ninety (90) calendar days prior to the contract renewal date.

The District's rights to terminate the contract during the contract period will be governed by Item 16 of the Terms and Conditions. All purchases are subject to the School District of Newberry County's Procurement Code and can be viewed at the Procurement Office upon request. The District reserves the right to accept or reject any or all bids and to waive any guidelines set forth if deemed to be beneficial to the District.

IX. TERMS AND CONDITIONS

1. **ASSIGNMENT**: No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Procurement Officer.
2. **BANKRUPTCY**: (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to School District of Newberry County. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all District contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the District upon the contractor's insolvency, including the filing of proceedings in bankruptcy.
3. **CHOICE-OF-LAW**: The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.
4. **CONTRACT DOCUMENTS & ORDER OF PRECEDENCE**: (a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Officer, (2) documentation regarding the clarification of an offer [Article 5, Section 1530. 8], if applicable, (3) the solicitation, as amended, (4) modifications, if any, to your offer, if accepted by the Procurement Officer, (5) your offer, (6) any statement reflecting the District's final acceptance (a/k/a "award"), and (7) purchase orders. These documents shall be read to be consistent and complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above. (b) The terms and conditions of documents (1) through (6) above shall apply notwithstanding any additional or different terms and conditions in either (i) a purchase order or other instrument submitted by the District or (ii) any invoice or other document submitted by Contractor. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect. (c) Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect.
5. **DISCUSSIONS WITH BIDDERS**: After opening, the Procurement Officer may, in his sole discretion, initiate discussions with you to discuss your bid. Discussions are possible only if your bid is apparently responsive and only for the purpose of clarification to assure your full understanding of the solicitation's requirements. Any discussions will be documented in writing and shall be included with the bid.
6. **DISPUTES**: (1) Choice-of-Forum. All disputes, claims, or controversies relating to an Agreement shall be resolved exclusively by the Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court in the State of South Carolina. Contractor agrees that any act by School District of Newberry County regarding an Agreement is not a waiver of either the District's sovereign immunity or immunity under the Eleventh Amendment of the United State's Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by this solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to an Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided, or by personal service, or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail.
7. **EQUAL OPPORTUNITY**: Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.
8. **FALSE CLAIMS**: According to the S.C. Code of Laws Section 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

9. **FORCE MAJURE:** The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
10. **NON-INDEMNIFICATION:** Any term or condition is void to the extent it requires the District to indemnify anyone.
11. **NOTICE:** (A) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used.
12. **PUBLICITY:** Contractor shall not publish any comments or quotes by School District of Newberry County employees, or include the District in either news releases or a published list of customers, without the prior written approval of the Procurement Officer.
13. **PURCHASE ORDERS:** Contractor shall not perform any work prior to the receipt of a purchase order from the District. The District shall order any supplies to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required.
14. **SETOFF:** The District shall have all of its legal, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the District's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the District with regard to this contract including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the District for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.
15. **SURVIVAL OF OBLIGATION:** The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit.
16. **TERMINATION DUE TO UNAVAILABILITY OF FUNDS:** Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds thereof. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. Contractor will not be reimbursed any costs beyond the initial contract term.
17. **THIRD PARTY BENEFICIARY:** This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise.
18. **WAIVER:** The District does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the District's rights under this Contract. Any waiver must be in writing.

X. SPECIAL INSTRUCTIONS

1. **CHANGES:**

- (1) **Contract Modification.** By a written order, at any time, and without notice to any surety, the Procurement Officer may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:
 - (a) drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the [District] in accordance therewith;
 - (b) method of shipment or packing;
 - (c) place of delivery;
 - (d) description of services to be performed;
 - (e) time of performance (i.e., hours of the day, days of the week, etc.); or,
 - (f) place of performance of the services.Subparagraphs (a) to (c) apply only if supplies are furnished under this contract. Subparagraphs (d) to (f) apply only if services are performed under this contract.
- (2) **Adjustments of Price or Time for Performance.** If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the District promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.
- (3) **Time Period for Claim.** Within 30 days after receipt of a written contract modification under Paragraph (1) of this clause, unless such period is extended by the Procurement Officer in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the District is prejudiced by the delay in notification.
- (4) **Claim Barred After Final Payment.** No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

2. **COMPLIANCE WITH LAWS:** During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

3. **CONTRACTOR'S LIABILITY INSURANCE REQUIREMENTS:** The successful contractor must furnish within ten (10) days after written acceptance of bid a copy of his Worker's Compensation and/or General Liability insurance certificate to the District. Worker's Compensation coverage shall meet the requirements of South Carolina law. It is agreed that the coverage, as stated, shall not be cancelled or altered until ten (10) days after written notice of any change has been sent by registered mail to the Procurement Department. **School District of Newberry County shall be listed as Certificate Holder.**

4. The insurance required by this paragraph shall be written for not less than the following limits of liability or as required by law, whichever coverage is greater:

COMMERCIAL GENERAL LIABILITY:

| | |
|----------------------------------|-------------|
| General Aggregate (per project) | \$1,000,000 |
| Products/Completed Operations | \$1,000,000 |
| Personal and Advertising Injury | \$1,000,000 |
| Each Occurrence | \$1,000,000 |
| Fire Damage (Any one fire) | \$ 50,000 |
| Medical Expense (Any one person) | \$ 5,000 |

BUSINESS AUTO LIABILITY (including All Owned, Non-owned, and Hired Vehicles):

| | |
|-----------------------|-------------|
| Combined Single Limit | \$1,000,000 |
|-----------------------|-------------|

WORKERS COMPENSATION: State Statutory

| | |
|----------------------------------|-----------|
| Employees Liability-per accident | \$100,000 |
| Disease – Policy Limit | \$500,000 |
| Disease, Each Employee Limit | \$100,000 |

Required Documentation: (a) Prior to commencement of the work, contractor shall provide to the District a signed, original certificate of liability insurance (ACORD 25). The certificate shall identify the types of insurance, state the limits of liability for

each type of coverage, include a provision for 30 days notice prior to cancellation, name every applicable using governmental unit (as identified on the cover Page) as a Certificate Holder, provide that the general aggregate limit applies per project, and provide that coverage is written on an occurrence basis. (b) Prior to commencement of the work, contractor shall provide to the District a written endorsement to the contractor's general liability insurance policy that (i) names School District of Newberry County (as identified on the Cover Page) as an additional insured, (ii) provides that no material alteration, cancellation, non-renewal, or expiration of the coverage contained in such policy shall have effect unless the named governmental unit(s) has been given at least thirty (30) days prior written notice, and (iii) provides that the Contractor's liability insurance policy shall be primary, with any liability insurance of the District as secondary and noncontributory. (c) Both the certificate and the endorsement must be received directly from either the contractor's insurance agent or the insurance company. Contractor shall provide a minimum of thirty (30) days written notice to the District of any proposed reduction of coverage limits (on account of revised limits or claims paid under the General Aggregate) or any substitution of insurance carriers. The District's failure to demand either a certificate of insurance or written endorsement required by this paragraph is not a waiver of contractor's obligations to obtain the required insurance.

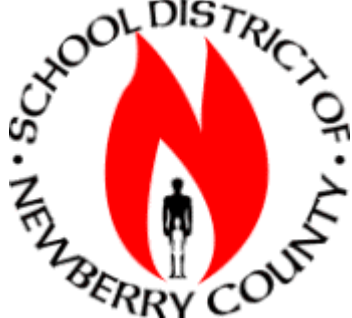
5. **CONTRACTOR PERSONNEL:** The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.
6. **CONTRACTOR'S OBLIGATION:** The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.
7. **DAMAGES LIMITATION:** Contractor's maximum liability, if any, to the District for all direct, indirect, incidental, punitive, consequential, or special damages, including without limitation contract damages and damages for injuries to persons or property, whether arising from licensor's breach of this agreement, breach of warranty, negligence, strict liability, or other tort, or otherwise with respect to the supplies, services, or software provided under this agreement, shall in no event exceed an amount equal to the total contract price. In no event shall any party be liable to another for any indirect, incidental, punitive, consequential, or special damages, including, without limitation, lost revenues and profits, even if it has been advised of the possibility of such damages.
8. **DEFAULT:** The District may terminate this contract, or any part hereof, for cause in the event of any default by the contractor, or if the contractor fails to comply with any contract terms and conditions, or fails to provide the District, upon request, with adequate assurances of future performance. In the event of termination for cause, the District shall not be liable to the contractor for any amount for supplies or services not accepted, and the contractor shall be liable to the District for any and all rights and remedies provided by law. If it is determined that the District improperly terminated this contract for default, such termination shall be deemed a termination for convenience.
9. **DESCRIPTIVE LITERATURE:** Your offer must include manufacturer's latest literature showing complete product specifications.
10. **DISPOSAL OF PACKAGING:** Contractor shall dispose of all wrappings, crating, and other disposable materials pertaining to this contract at the end of each working day and upon completion of installation.
11. **ILLEGAL IMMIGRATION:** By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the District, upon request, any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractor's language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractor's language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.
12. **INDEMNIFICATION-THIRD PARTY CLAIMS:** Notwithstanding any limitation in this agreement, Contractor shall defend and indemnify School District of Newberry County, its departments, board, and all their respective officers, agents and employees against all suits or claims of any nature (and all damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities attributable thereto) by any third party which arise out of, or result in any way from, any defect in the goods or services acquired hereunder or from any act or omission of Contractor, its subcontractors, their employees, workmen, servants or agents. Contractor shall be given written notice of any suit or claim. The District shall allow Contractor to defend such claim so long as such defense is diligently and capably prosecuted through legal counsel. The District shall allow Contractor to settle such suit or

claim so long as (i) all settlement payments are made by (and any deferred settlement payments are the sole liability of) Contractor, and (ii) the settlement imposes no non-monetary obligation upon the District. The District shall not admit liability or agree to a settlement or other disposition of the suit or claim, in whole or in part, without the prior written consent of Contractor. The District shall reasonably cooperate with Contractor's defense of such suit or claim. The obligations of this paragraph shall survive termination of the parties' agreement.

13. LICENSES AND PERMITS: During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.
14. MATERIAL AND WORKMANSHIP: Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended.
15. OFFERING BY LOT: Offers may be submitted for one or more complete lots. Failure to offer on all items within a lot will be reason for rejection.
16. OSHA CFR 1910.1200 (SCRR article 1, 71-1910.1200). By submission of this bid, the vendor agrees to take all necessary steps to ensure compliance with the requirements.
17. OWNERSHIP OF DATA and MATERIALS: All data, material and documentation prepared for the District pursuant to this contract shall belong exclusively to the District.
18. PRICE ADJUSTMENTS – LIMITED BY CPI “Other Goods & Services”: Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), “Other Goods & Services” for products, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov.
19. SHIPPING/RISK OF LOSS: F.O.B. Destination. Destination is the shipping location of the Districts’ designated receiving site, as specified herein.
20. TERMINATION FOR CONVENIENCE: (A) Termination-The Procurement Officer may terminate this contract in whole or in part, for the convenience of the District. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective. (B) Contractor's Obligations-The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Procurement Officer may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the State. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so. (3) Right to Supplies-The Procurement Officer may require the contractor to transfer title and deliver to the District in the manner and to the extent directed by the Procurement Officer: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the District has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this Section in no way implies that the District has breached the contract by exercise of the Termination for Convenience Clause. (4) Compensation. (a) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Article 5, Section 1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph. (b) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the District, the proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated; (c) Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph: (i) contract prices for supplies or services accepted under the contract; (ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services; (iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (2) of this clause. These costs must not include costs paid in

accordance with Subparagraph (c)(ii) of this paragraph; (iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph (b) of this Paragraph, and the contract price of work not terminated. (d) Contractor must demonstrate any costs claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles. (5) Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not (i) affect the District's right to require the termination of a subcontract, or (ii) increase the obligation of the state beyond what it would have been if the subcontract had contained an appropriate clause.

21. **WARRANTY**: Contractor must provide the manufacturer's standard written warranty upon delivery of product. Contractor warrants that manufacturer will honor the standard written warranty provided.
22. **SUB-CONTRACTOR**: No part of this contract may be sub contracted to any other service provider without the express consent of the School District of Newberry County.
23. **IRAN DIVESTMENT ACT OF 2014**: (S.C. Code Ann. §§ 11-57-10, et seq.) The Iran Divestment Act List is a list published by the South Carolina Budget and Control Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PSIPS-irandivestment.phtm> Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list.

| | | |
|--|---|--|
| <p style="text-align: center;">The School District Of Newberry County Administrative Offices 3419 Main Street, Newberry, SC 29108</p>  | <p>Request for Proposal: OPS 2021-001</p> <p>Date Issued: December 18, 2020</p> <p>Procurement Director: Bryan Gresham</p> <p>Phone: (803) 321-2600</p> <p>Fax: (803) 321-2604</p> <p>E-Mail Address: bgresham@newberry.k12.sc.us</p> | |
|--|---|--|

**Drug Free Workplace Agreement
Attachment 1 of 3**

This certification is required by the Drug-free Workplace Act, Section 44-107-10 et seq South Carolina Code of Laws (1976, as amended). The regulations require certification by Contractors/Vendors prior to award, that they will maintain a drug-free workplace as defined below. The certification set out below is a material representation of fact upon which reliance will be placed when determining the award of a contract. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of contract, or suspension or debarment from the right to submit bids or proposals for The School District of Newberry County.

For purposes of this Certification, “Drug-free Workplace” is defined as set forth in Section 44-107019 (1), South Carolina Code of Laws (1976, as amended). The aforesaid Section defines workplace to include any site where work is performed to carry out the Contractor’s/ Vendor’s duties under the contract. Contractor’s/Vendor’s employees shall be prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Drug-free Workplace Act.

By signing this document, the Contractor/Vendor hereby certifies that it will provide a drug-free workplace by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor’s/Vendor’s workplace and specifying the actions that will be taken against employees for violation of the prohibition;
- (2) Establishing a drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The Contractor’s/Vendor’s policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug violations;
- (3) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (1) above
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the contract, the employee will:
 - (a) Abide by the terms of the statement: and
 - (b) Notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than Five (5) Days after the conviction;

- (5) Notifying the using agency within Ten (10) Days after receiving notice under subparagraph (4) (b) from an employee or otherwise receiving actual notice of the conviction;
- (6) Taking one of the following actions, within Thirty (30) Days of receiving notice under subparagraph (4) (b) with respect to any employee who is convicted:
 - (a) Taking appropriate personnel action against the employee, up to and including termination; and
 - (b) Requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6) above.

SDNC Contract Number: _____

Project Name: _____

Contractor/Vendor Name: _____

Address: _____

Authorized Representative Name/Title: _____

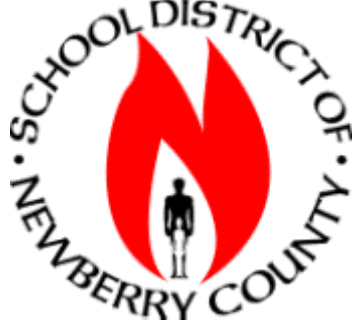
Signature: _____

Date: _____

Witness: _____

The School District Of Newberry County

Administrative Offices
3419 Main Street, Newberry, SC 29108



| | |
|------------------------------|-----------------------------|
| Request for Proposal: | OPS 2021-001 |
| Date Issued: | December 18, 2020 |
| Procurement Director: | Bryan Gresham |
| Phone: | (803) 321-2600 |
| Fax: | (803) 321-2604 |
| E-Mail Address: | bgresham@newberry.k12.sc.us |

Attachment 2 of 3

REFERENCE FORM

Project: Copier Services-District Wide

Company Name: _____

Company Address _____

Contact: _____ **Telephone #:** _____ **Fax #:** _____

E-mail address: _____ **Date service provided:** _____

Company Name: _____

Company Address _____

Contact: _____ **Telephone #:** _____ **Fax #:** _____

E-mail address: _____ **Date service provided:** _____

Company Name: _____

Company Address _____

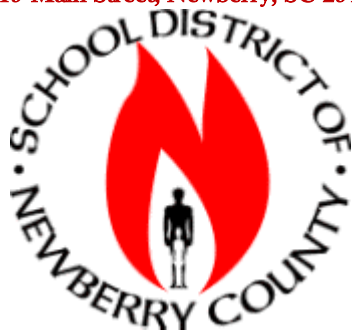
Contact: _____ **Telephone #:** _____ **Fax #:** _____

E-mail address: _____ **Date service provided:** _____

Bidder/Company name (Please print): _____

The School District Of Newberry County

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Fax: (803) 321-2604
E-Mail Address: bgresham@newberry.k12.sc.us

Attachment 3 of 3

Project: Master Plan Consulting Services

I, the undersigned, have read Solicitation and do fully understand all of the requirements stated therein and affirm that the above pricing is representative of an acceptable performance level which would fully meet the expectations of the District.

Proposal Preparer (please print)

Company Name

Proposal Preparer (signature)

Company Address

Telephone Number

Fax Number

Email address (if available)

The School District Of Newberry County

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Request for Proposal: OPS 2021-001

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Procurement Director: Bryan Gresham

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Fax: (803) 321-2604

E-Mail Address: bgresham@newberry.k12.sc.us

**ATTACHMENT A
Initial Facilities to be Assessed**

| Facility | Square Feet Cleaned Daily |
|---|----------------------------------|
| Newberry Middle School | 129,337 |
| Newberry Elementary School | 87,217 |
| Gallman Elementary School | 68,000 |
| Boundary Street Elementary School | 77,574 |
| Reuben Elementary School | 38,244 |
| Whitmire High School Athletic Complex | 25,764 |
| Whitmire Community School | 103,505 |
| Pomaria/ Garmany Elementary School | 70,658 |
| Little Mountain Elementary School | 69,121 |
| Mid-Carolina Middle School (Including Round Building) | 146,957 |
| Prosperity/ Rikard Elementary School (Including Portables) | 42,928 |
| NCCC Engineering Building (Including Portables) | 10,834 |
| Newberry High School (Including Portables) | 144,599 |

XI. Evaluation Grading Scale

All proposals will be reviewed for purposes of determining responsiveness and responsibility. Any proposal, which does not meet the essential requirements of the District, will be subject to disqualification. For purposes of determining responsibility, all information given by the proposer concerning its availability to perform fully the contract requirements and the integrity and reliability of the proposer will be reviewed. The submission of a proposal for review does not necessarily qualify the proposer or proposal as being responsive or responsible. Failure to provide specific information, as requested, for use in our evaluation will cause your proposal to be disregarded.

Evaluation Factors: Offers will be evaluated using only the factors stated below. Once the evaluation is complete, all responsive offerors will be ranked from most advantageous to least advantageous. The award will be made to the responsive and responsible bidder whose proposal is determined to be most advantageous to the District, taking into consideration all evaluation factors set forth in this RFP. The criterion below will be used in the evaluation process:

Grading Format – Each of the below listed criteria will be graded individually. The point value for each criterion shall be multiplied by the percentage grade to give the criterion score. All scores will be summed to give the grand total score. The maximum possible grand total score for the RFP response is 100 points.

Presentations: The School District of Newberry County may invite the most responsive firm(s) to give oral presentations and respond to questions.

POINT EVALUATION VALUES

| CRITERION | POINT VALUE |
|---|-------------|
| Project Approach | 25 Points |
| Personnel Experience and Qualifications | 25 Points |
| Quality of Proposal | 15 Points |
| Project Experience | 15 Points |
| Project Schedule | 10 Points |
| Project Organization | 5 Points |
| Staffing Levels | 5 Points |

PERCENTAGE GRADES

| GRADE | DESCRIPTION |
|-------|--|
| 0% | Criterion was not addressed in the response or the material presented was totally without merit. |
| 20% | Criterion was addressed minimally, response indicated little capability or experience. |
| 40% | Criterion was addressed minimally, but response shows some capability and experience |
| 60% | Criterion was addressed adequately. Shows basic capability and experience. |
| 80% | Criterion was addressed well. The response indicates some superior features. |
| 100% | Criterion was addressed in superior fashion, indicating excellent or outstanding capability. |

INSTRUCTIONS TO PROPOSERS:

1. The District requires that one (1) original, and four (4) copies of the proposal be submitted to the Procurement Coordinator, no later than the deadline specified to receive proposals. Any proposals received after the scheduled deadline will be disqualified immediately in accordance with the District's policy.
2. All proposals should be complete and must convey all of the information requested by the District. If significant errors are found in an Offeror's proposal, or if an Offeror's proposal fails to conform to the requirements of this solicitation, the District may elect to reject the proposal.
3. When specifications or descriptive literature are submitted with the proposal, enter the proposer's name and address thereon.
4. **All proposals must be in a sealed envelope and have clearly marked on the envelope:**
Name of Firm
Address
Proposal # **OPS- 2021-001**

NOTIFICATION:

The contract resulting from this request shall be awarded to the most responsive and responsible offeror whose proposal is determined to be the most advantageous to the District. However, the right is reserved to reject any and all or portions of proposals received, and in all cases, the District will be the sole judge as to whether an Offeror's proposal has or has not satisfactorily met the requirements of the RFP. The District is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous nor will it be required to furnish any information regarding the RFP. The award to the successful proposer regarding this solicitation will be mailed to all proposers and posted at the district website www.newberry.k12.sc.us