

	The School District of Newberry County Request for Proposals	Solicitation #	2022-003
		Date Issued	02/08/2022
		Procurement Official	Keshia L. Williams
		Phone	(803) 321-2600
		E-Mail Address	kwilliams@newberry.k12.sc.us

DESCRIPTION	Grounds Maintenance Service – District Wide
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The Term “Offer” Means Your “Bid” or “Proposal” or “Quotation”

SUBMIT OFFER BY	March 8, 2022 @ 2:00 PM
QUESTIONS MUST BE RECEIVED BY	February 22, 2022 @ 10:30 AM
NUMBER OF COPIES TO BE SUBMITTED	One (1) Original and Four (4) copies marked “COPY”

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

SUBMIT YOUR SEALED OFFER TO:

**Newberry County School District
Purchasing Office
3419 Main Street
Newberry, SC 29108**

CONFERENCE TYPE: DATE & TIME: (EST) As appropriate, see “Conferences – Pre-Bid/Proposal” & “Site Visit” provisions	LOCATION: Not Applicable
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AWARD & AMENDMENTS	The intent to award, this solicitation and any amendments will be posted at the following web address: http://www.newberry.k12.sc.us on March 18, 2022 (estimated) no later than 4:00 pm.
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You **must** submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of **sixty (60) calendar days** after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer)		OFFERORS TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ <small>(See “Signing your Offer” provision)</small>
AUTHORIZED SIGNATURE: (Person signing must be authorized to submit binding offer to enter contract on behalf of offeror named above)		
TITLE		
PRINTED NAME:	DATE SIGNED	
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
STATE OF INCORPORATION		
TAXPAYER IDENTIFICATION NO.		

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">Phone</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Fax</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">E-Mail</td> <td style="padding: 2px;"></td> </tr> </table>	Phone		Fax		E-Mail	
Phone							
Fax							
E-Mail							

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">ORDER FAX #</td> <td style="padding: 2px;"></td> </tr> </table>	ORDER FAX #	
ORDER FAX #			
<input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check only one)	<input type="checkbox"/> Order Address Same as Home Office Address <input type="checkbox"/> Order Address Same as Notice Address (check only one)		

ACKNOWLEDGEMENT OF AMENDMENTS	Amendment #	Amendment Date	Amendment #	Amendment Date	Amendment #	Amendment Date
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. See "Amendments to Solicitation" Provision						
	Amendment #	Amendment Date	Amendment #	Amendment Date	Amendment #	Amendment Date

DISCOUNT FOR PROMPT PAYMENT	10 Calendar Days	20 Calendar Days	30 Calendar Days	_____ Calendar Days
	%	%	%	%

MINORITY PARTICIPATION	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">Are You a South Carolina Certified Minority Vendor? (Yes or No):</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">If Yes, South Carolina Certification #</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Are You a Non-SC Certified Minority Vendor? (Yes or No):</td> </tr> </table>	Are You a South Carolina Certified Minority Vendor? (Yes or No):	If Yes, South Carolina Certification #	Are You a Non-SC Certified Minority Vendor? (Yes or No):
Are You a South Carolina Certified Minority Vendor? (Yes or No):				
If Yes, South Carolina Certification #				
Are You a Non-SC Certified Minority Vendor? (Yes or No):				

**AMENDMENT NO. 1
GROUNDS MAINTENANCE SERVICES – DISTRICT WIDE
SOLICITATION # 2022-003**

The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a question-and-answer format. All questions received have been reprinted below. The Districts response should be read without reference to the questions. The questions are included solely to provide a cross-reference to the potential offeror that submitted the question. Any restatement of part or all of an existing provision of the solicitation in an answer does not modify the original provision except as follows: Underlined text is added to the original provision. Stricken text is deleted.

No Changes to the Best Value Bid

Solicitation Questions and District Responses are detailed below:

1. **Question:** Is there a company that is currently maintaining all these locations? If so, what's the company's name?

District Response: Currently the District is operating on a month to month basis for Grounds Maintenance Services. The last full annual agreement for Grounds Maintenance Services was performed by G&H Equipment & Landscaping Services.

2. **Question:** What's the budget amount set for this solicitation?

District Response: The total budget will be negotiated with the successful bidder.

3. **Question:** If there's currently a company maintaining these locations what's is the yearly amount paid to them?

District Response: The last full annual Grounds Maintenance contract was performed by G & H Equipment & Landscaping Services in the amount of \$249,600.00.

ACKNOWLEDGEMENT RECEIPT

Submitters shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two of the original solicitation (3) by letter, (4) by submitting a response that indicates in some way that the firm received the amendment.

End of Amendment #1