

	<p>Rock Hill Schools</p> <p><b>Request for Proposal (RFP)</b></p>	<p><b>Solicitation Number</b></p> <p><b>Date Issued</b></p> <p><b>Procurement Officer</b></p> <p><b>Phone</b></p> <p><b>E-Mail Address</b></p>	<p><b>23-2406</b></p> <p><b>November 2, 2023</b></p> <p><b>Lee Faris</b></p> <p><b>803-981-1162</b></p> <p><b>Wfaris@rhmail.org</b></p>
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### Custodial Management and Supplies Services

**DUE DATE (Opening Date/Time): November 30, 2023 at 10:00 a.m.**

**LAST DAY FOR QUESTIONS: November 17, 2023 at 12:00 p.m.**

**NUMBER OF PROPOSALS TO BE SUBMITTED:** one (1) original UNBOUND copy, four (4) hard copies and one (1) USB drive must be hand delivered or mailed to the address below.

### SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:

<b>PHYSICAL MAILING ADDRESS:</b>
<p>Rock Hill Schools Procurement Services 386 East Black Street Rock Hill, SC 29730</p> <p><b>Solicitation Number and Opening Date must appear on the envelope.</b></p>

<b>CONFERENCE TYPE:</b> None		<b>LOCATION:</b> None	
<b>ADDENDUM(S)</b>	Any addendum(s) will be posted at the following web address: <a href="http://www.rock-hill.k12.sc.us">http://www.rock-hill.k12.sc.us</a>		
<p><b>You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to the following:</b></p> <ul style="list-style-type: none"> <li><b>Bound by the requirements, terms, stipulations, and terms of the solicitation.</b></li> <li><b>Comply with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices.</b></li> <li><b>Not guilty of collusion, with other vendors possibly interested in this bid, in arriving at or determining prices to be submitted.</b></li> </ul>			
<b>NAME OF OFFEROR</b> (Full legal name of business submitting the offer)		<b>OFFEROR'S TYPE OF ENTITY:</b> (Check one)	
<b>AUTHORIZED SIGNATURE</b>  (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		<input type="checkbox"/> <b>Sole Proprietorship</b> <input type="checkbox"/> <b>Partnership</b> <input type="checkbox"/> <b>Corporate entity (not tax-exempt)</b> <input type="checkbox"/> <b>Tax exempt corporate entity</b> <input type="checkbox"/> <b>Government entity (federal, state, or local)</b> <input type="checkbox"/> <b>Other</b> _____	

<b>TITLE</b>  (Business title of person signing above)		(See "Signing your Offer" provision)
<b>PRINTED NAME</b> (Printed name of person signing above)	<b>DATE SIGNED</b>	
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>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
<b>STATE OF INCORPORATION</b> (If offeror is a corporation, identify the State of Incorporation.)		<b>TAX IDENTIFICATION NUMBER:</b>

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
	<b>Area Code</b>	<b>Number</b>	<b>Ext.</b>	<b>Facsimile</b>
	<b>E-mail Address</b>			
<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)		

**ACKNOWLEDGMENT OF ADDENDUM(S)**

Offerors acknowledges receipt of addendum(s) by indicating amendment number and its date of issue.

Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date

**Minority Participation:**Are you a SC Certified Minority Vendor - Yes ☐ No ☐

If yes, SC Certification # \_\_\_\_\_

Are you a Non SC Certified Minority Vendor - Yes ☐ No ☐

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## I. GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS

### GENERAL INSTRUCTIONS

#### 1. INSTRUCTIONS TO BIDDERS:

- A. Proposals shall be publicly opened at **10:00 AM** on, **November 30, 2023**. Bid openings shall be conducted in Procurement Services, which is located at 386 East Black Street, Rock Hill, SC 29730. Sealed Proposals shall be mailed to the **Procurement Services Attention: RFP 23-2406** located at 386 East Black Street Rock Hill, SC 29730. The district encourages vendors who wish to attend the closing to do so by conference call.

Vendors may take part by dialing:

**Phone Number:** 803 -985-3599

**Conference ID:** 1440403

- B. Proposals shall be submitted **NO LATER THAN 10:00 AM** in the place and manner as described in paragraph 1A above. Proposals received after 10:00 AM shall be late Proposals. Late Proposals shall not be considered for award and will be returned to the vendor unopened.
- C. The District shall not accept responsibility for unidentified Proposals.
- D. In the event that a bid is unintentionally opened prior to the official time set for a bid opening, the employee opening such bid shall immediately sign the envelope and deliver it to the Purchasing Director.
- E. All prices shall be entered in ink or typewritten and shall remain firm for not less than 120 calendar days from the bid date. Mistakes may be crossed out, corrections may be inserted adjacent, and shall be initialed in ink by the person signing the bid.
- F. The District shall not accept oral, emailed, or FAXED Proposals.
- G. The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"  
The Term "Offeror" Means "Vendor" or "Contractor" or "Bidder"

2. TAXES: South Carolina Sales Tax shall be shown as a separate entry on the bid total, if applicable at 7%.

3. AMBIGUOUS PROPOSALS: Proposals, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.

4. BIDDERS QUALIFICATIONS: Proposals shall be considered only from bidders who are regularly established in the business called for, and who in the judgment of the District, are financially responsible and able to show evidence of their reliability, ability (to render prompt and satisfactory service in the volume required by this solicitation), experience, equipment, facilities, and personnel directly employed or supervised.

#### 5. ACKNOWLEDGEMENT OF ADDENDUM(S):

- A) Bidders shall acknowledge receipt of all addendum(s) either by signing and returning one copy of the addendum or by acknowledging the change on the bid form.
- B) It is the bidder's responsibility to determine whether they have received any or all addendum(s).

6. AFFIRMATIVE ACTION: The successful bidder shall take affirmative action in complying with all Federal, State, and local requirements concerning fair treatment of all employees/applicants, without regard or discrimination by reasons of race, color, sex, religion, national origin, and physical handicap.

**7. COMMUNICATION WITH PROSPECTIVE BIDDERS:**

- A. All communication concerning this solicitation must be in writing to the Director of Procurement Services. Email is the preferred method of communication.
- B. Oral explanation or instructions provided prior to the award of a contract shall not be binding.
- C. From the issue date of this Proposal until the completion of the selection process and the award notification is announced, bidders are not allowed to communicate with District employees and/or contracted agents related to this solicitation for any reason except as authorized by the Director of Procurement Services. Violation of this provision may result in rejection of the vendor's response.
- D. It is the vendor's responsibility to check the District's website procurement page for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation process.

**8. WITHDRAWAL OF PROPOSALS:** Any bidder may withdraw his bid prior to the closing time scheduled for the receipt of Proposals. All requests to withdraw Proposals must be submitted in writing and must document the fact that the acceptance of the bid will cause the bidder substantial loss.

**9. ASSIGNMENT:** No contract may be assigned, sublet, or transferred without the written consent of the Director of Procurement.

**10. SUBMISSION OF DATA:** Each bidder, upon request, shall submit evidence of liability insurance, Workmen's Compensation, and any other data released to this solicitation, to satisfy the requirements of the solicitation and the execution of a contract.

**11. FAILURE TO SUBMIT A BID:** Vendors not responding with a bid should not return this solicitation. Instead, they should advise the District by letter or postcard whether they want to receive future consideration for similar requirements. Any vendor failing to respond to three consecutive Proposals for the same items may be removed from the applicable bid lists.

**12. EXCEPTIONS:** Notwithstanding any prior negotiations, the specifications and terms and conditions provided herein take precedence. Formal objection is hereby made to any or different terms proposed by Proposers unless listed on a separate sheet labeled "Exceptions", and agreed to in writing by the District. Proposals, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded

**13. RIGHT TO PROTEST (Section 4210):** Any actual or prospective bidder who is aggrieved in connection with the solicitation or award may submit a protest to the Director of Purchasing. The protest shall be submitted in writing within fifteen (15) calendar days of the date of issuance of the Invitation for Proposals or Request for Proposal or other solicitation document, whichever is applicable, or any amendment to it, if the amendment is at issue. Any actual bidder or prospective bidder who is aggrieved in connection with the intended award or award of a contract shall protest to the Director of Procurement Services. The protest shall be submitted within ten (10) of the date award or notification of intent to award, whichever is earlier.

**14. SPECIFICATIONS:** Any deviation from the specifications must be clearly pointed out on the bid or attached as a separate sheet. Otherwise, the bidder will be held responsible for providing materials that are in strict compliance with the specifications. Deviations must be explained in detail. All materials shall be subject to inspection and approval after delivery. The District reserves the right to reject and return, at the risk and expense of the vendor, any portion of a shipment that is defective or fails to comply with specifications. The rejection of certain items will not invalidate the remaining order.

15. **SERVICE DATA MANUALS:** The Contractor agrees to furnish two (2) copies of a manual, handbook, or brochure containing operation and maintenance instructions (to include pictures, illustrations, schematics and complete repair/test guides as necessary).

Where applicable, it shall include electrical data and connection diagrams for all utilities. The instructions shall also contain a complete list of all replaceable parts showing part numbers, nomenclature and quantity required.

16. **BIDDER'S RESPONSIBILITY:** Each bidder shall fully acquaint himself with the scope of work required for the execution of the work specified by this bid. This will sometimes require on-site observations. The failure of a bidder to acquaint himself with existing conditions shall in no way relieve the bidder of any obligations with respect to this bid or any resulting contract.

17. **POSTING OF AWARD:** Notice of Award or Intent to Award will be posted to the Purchasing Department website and Vendor Registry.

18. **PROPRIETARY INFORMATION:** Unless otherwise required by law, and until the public opening of the proposals, all information, materials and other documents submitted by a respondent shall not be released or made available to any person or entity except District representatives assisting in this procurement process. Unless required by law, proprietary or financial information submitted to the District by a respondent will not be disclosed if the respondent visibly marks each part of the proposal that the respondent considers confidential, financial or proprietary information with the word "CONFIDENTIAL."

19. **AWARDING POLICY:** The District reserves the right to select and award on an individual item basis, lot (group) basis or an "all or none" basis, whichever the District determines to be most advantageous. The award basis is stated in the award criteria.

Therefore, individual prices per item must be indicated on the Proposal form. Bidders are encouraged to offer discounts for consideration of consolidated award. Furthermore, the District, in determining the lowest responsible Bidder on each of the items shall consider, in addition to the Proposal price, conformity to specifications, delivery, the District's opinion relative to the quality of materials/services being offered, training, suitability and adaptability of the services required by this solicitation. The District reserves the right to reject or accept any or all proposals and to waive any informalities and/or irregularities thereof.

In the event that identical proposals are received on like items, the Director of Procurement Services shall award proposals in accordance with the District's Procurement Code.

19. This solicitation document, any addendum(s), and record of negotiation will become a part of the contract when awarded.

## **TERMS AND CONDITIONS**

1. **ACCIDENTS:** The vendor shall hold the District harmless from any and all damages and claims that may arise by reasons of any negligence on the part of the vendor, his agents, or employees in the performance of this contract; and, in case of any action brought against the District or any of its agents or employees, the vendor shall assume full responsibility for their defense. Upon his failure to do so on the proper notice, the District reserves the right to defend such motion and charge all costs to the vendor. The vendor shall take all precautions necessary to protect the public against injury

2. **TERMINATION:** Subject to the provisions below, this contract may be terminated by the Director of Purchasing, provided a thirty (30) calendar day advance written notice is given to the Vendor.
- Termination for convenience.** In the event this contract is terminated or canceled upon request and for the convenience of the District, the District shall negotiate reasonable termination costs, if applicable.
- Termination for Cause.** Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision. Termination cost, if any, shall not apply. The thirty (30) day advance notice requirement is waived and the default provisions of this bid shall apply.
3. **EXAMINATION OF RECORDS:**
- Rock Hill School District has the right to audit the books and records of the vendors that pertain to this purchase order, both independent of, and pursuant to, the District Procurement Code. Such books and records shall be maintained for three (3) years from the date of final payment under the purchase order.
- The District may conduct, or have conducted, performance audits of the vendor. The District may conduct, or have conducted, audits of specific requirements of this bid as determined necessary by the District.
- Pertaining to all audits, vendor shall make available to the District access to its computer files containing the history of purchase order performance and all other documents related to the audit. Additionally, any software used by the vendor shall be made available for auditing purposes at no cost to the District.
4. **COMPETITION:** There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the United States Government. Bidders may bid lower than the US Government contract price without any liability, because the District is exempt from the provisions of the Robinson-Patman Act and other related laws.
5. **SOUTH CAROLINA LAW CLAUSE:** Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which requires such person or entity to be authorized/licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized/licensed to do business in this state.
- By submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the state.
6. **STATEMENT OF COMPLIANCE AND ASSURANCES:** By submitting a Proposal and signing the Proposal schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. In addition, this signature certifies that the firm or agency represented in the Proposal submitted complies with all applicable federal and state laws and regulations.
7. **MATERIALS REQUIRED:** Materials required must be in conformity with the specifications and shall be subject to inspection and approval after delivery, and shall comply in quality and type of material and method of manufacture with all applicable local or state laws pertaining thereto. The right is reserved to reject and return at the risk and expense of the vendor such portions of any shipment that may be defective or fail to comply with specifications and without validating the remainder of the order.
8. **"OR APPROVED EQUAL" CLAUSES:** Certain processes, types of equipment or kinds of materials are described in the specifications and on the drawings by means of trade names and catalog numbers. In each instance where this occurs,

it is understood and inferred that such description is followed by the words “or approved equal”. Such method of description is intended merely as a means of establishing a standard of comparison. However, the District reserves the right to select the items which, in the judgment of the District, are best suited to the needs of the District, based on price, quality, service, availability and other relative factors. Vendors must indicate brand name, model, model number, size, type, weight, color, etc. of the item Proposal if not exactly the same as the item specified.

Vendor’s stock number or catalog number is not sufficient to meet this requirement. If any Vendor desires to furnish an item different from what is specifically mentioned in the specifications, he/she shall submit with his Proposal the information, data, pictures, cuts, designs, etc., of the material he/she plans to furnish so as to enable the District to compare the material specified; and, such material will be given due consideration. The District reserves the right to insist upon and receive the items as specified, if submitted items do not meet the District’s standards for acceptance.

9. **PATENTS:** The vendor shall hold the District, its officers, agents, and employees harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or non-copyrighted composition, secret process, article or appliance furnished or used under this Proposal.
10. **PROPER INVOICE:** Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:
  - Name of business concern
  - Contract number or other authorization for delivery of service or property
  - Complete description
  - Price and quantity of property or service actually delivered or executed
  - Payment terms
  - Name where applicable
  - Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and other substantiating documentation of information as required by the contract
  - All invoices shall be submitted via email to [APINVOICES@rhmail.org](mailto:APINVOICES@rhmail.org) with the Company name and purchase order# referenced in the subject line
11. **TIME OF COMPLETION:** Date of delivery shall be a consideration factor in the awarding process. The Vendor shall include with his/her Proposal delivery dates for each item as requested, and shall furnish all items in accordance with the Proposal solicitation unless an extension was granted by the District in writing.
12. **DRUG-FREE WORKPLACE:** This contract is subject to the Drug Free Workplace Act if the stated or estimated value is Fifty Thousand Dollars or more. The contractor shall comply with all terms and conditions of the Drug Free Workplace Act, S. C. CODE ANN. 44-107-10 et seq. (1976 as amended), if this contract is for a stated or estimated value of Fifty Thousand Dollars or more. By signing this Proposal, you are certifying that you will comply with the Drug Free Workplace Act.
13. **NON-APPROPRIATIONS:** Any contract entered into by ROCK HILL SCHOOL DISTRICT THREE resulting from this Request shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated period.
14. **PRICE ADJUSTMENT BASED ON CONTRACTOR’S COST:** Any request for price increase must be submitted to the District at least ninety (90) days prior to the renewal date unless otherwise stated. (Price increases will only become

effective if approved in writing by the Purchasing Director). The maximum increase will not exceed the unadjusted percent change from the previous year shown in the Consumer Price Index (CPI), All Urban Consumers (CPI-U), "Other Goods and Services" or the current market conditions. A justification of the increase shall be submitted in addition to the index.

**15. SUSPENSION AND DEBARMENT:** By submitting a proposal (IFB/RFP/RFQ), the applicant certifies, to the best of its knowledge and belief that the applicant and/or any of its principals, sub grantees, or subcontractors are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; have not, within a three-year period preceding this application, 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 are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above. Applicant has not, within a three –year period preceding this application, had one or more contracts terminated for default by any public (federal, state, or local) entity.

**16. INDEMNITY:** Contractor agrees to protect, defend, indemnify and hold Rock Hill School District Three, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents.

Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

**17. INSURANCE REQUIREMENTS:** Contractor shall maintain, throughout the performance of its obligations under this contract, a policy or policies of Worker’s Compensation insurance with such limits as may be required by law, and a policy or policies of general liability insurance insuring against liability for injury to, and death of, persons and damage to, and destruction of, property arising out of or based upon any act or omission of the contractor or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract.

The successful contractor shall provide a certificate of insurance within ten (10) calendar days after notification of award of the proposal. The insurance required shall be written for not less than totals listed below:

A. WORKERS’ COMPENSATION

Statutory limits covering all employees, including Employer’s Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence

\$ 5,000 Medical Payments

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000 Combined Single Limit - Any Auto

**18. WORKMANSHIP:** All workmen shall be thoroughly experienced and/or trained and certified in the particular trade or class in which they are employed. All work shall be done according to the specifications covering the class or type of work and shall meet the approval of the School District's representative.

**19. LIABILITY-** The contractor shall assume liability for damage or loss resulting from the wrongful act(s) and/or negligence of his employees. The contractor or his insurer shall reimburse the School District for any such damage or loss within 30 days.

Subcontracting

The contractor shall not subcontract any portion of this contract without prior written approval from the School District, which consent shall not be unreasonably withheld provided, contractor remains liable for performance of all items of this contract.

Laws

The contractor shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work, including those of Federal, State, and Local agencies having jurisdiction. This shall include but not be limited to minimum wages, labor and equal employment opportunity laws.

**20. SAFETY, DAMAGE OR THEFT:**

Contractor shall be responsible for complying at all times of this contract with, OSHA, AHERA, SCDHEC, and EPA requirements and shall immediately report any loss of time or injuries to the Director of Operations (803) 981-1150.

**21. SECURITY:** The Contractor shall be responsible for safeguarding against loss, theft, or damage of all Rock Hill School Districts' property, materials, equipment, and accessories that might be exposed to the contractor's personnel. Guns, knives, or other dangerous weapons shall not be allowed on campus. Smoking, alcohol and drugs are prohibited on the campus.

**22. UNAUTHORIZED PERSONNEL:** Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by School District or contractor).

**23. FORCE MAJEURE:** Neither the District nor the Contractor shall be liable for any excess costs if failure to perform the contract arises out of causes beyond the control and without the fault or negligence of either party. Such causes may include, but not restricted to acts of God or of the public enemy, acts of government in either its sovereign or contractual capacity, fires, floods epidemics, quarantine, restrictions, strikes, freight embargos, and unusually severe weather conditions; but in every case, the failure to perform is caused beyond the control of both the District and the Contractor, and without the fault or negligence of either of them.

**24. CONTRACT PROVISION TO REQUIRE CERTIFICATION AND COMPLIANCE CONCERNING ILLEGAL ALIENS:** By submission of this bid, the bidder as the prime contractor does hereby agree:

A. To certify its compliance with the requirements of Chapter 14 of Title 8 of the S.C. Code of Laws regarding Unauthorized Aliens and Public Equipment;

- B. To provide Rock Hill School District with any documents required to establish such compliance upon request; and
- C. To register and participate and require agreement from subcontractors and sub-subcontractors to register and participate in the federal work authorization program to verify the employment authorization of all new employees, or to employ only workers who supply the documents required pursuant to S.C. Code 8-14-20(B)(2).

**25. CONTRACT DOCUMENT:** This solicitation document, any addendum(s), and record of negotiation(s) will become a part of the contract when awarded.

**26. STUDENT AND STAFF SAFETY:** The successful bidder shall be required to verify that criminal conviction inquiries/checks and pertinent criminal background inquiries/checks have been conducted on all of its employees and the subcontractors who may interact with staff and/or students during the performance of the awarded scope of work or who may have a need to enter District property related to the performance of the contract or who may have access to personal student or District personnel information.

All inquiries and background checks must be conducted annually or more frequently or as required by the District if the bidder has the potential to be in the presence of students. Student, parent, and participant information shall be kept confidential and shall not be disclosed for any purpose.

Persons who are identified as a Sex Offender or violators as defined by the South Carolina Code of Laws (Ann. 2006), Article 7, Sections 23-3-400 to 23-3-500 or statute or any other states statues and person who have been convicted of Violent Crimes as defined by the South Carolina Code of Laws, 1976, Section 16-160; are prohibited from entering any of the Rock Hill School District facilities at any time, including all District grounds and all District facilities. Persons employed by or under the direction of the bidder or any subcontractor who are under investigation or have been charged with crimes and/or convicted of crimes against children or crimes of a sexual or violent nature shall not be allowed on District property.

The District may in its sole discretion terminate any existing contract for the failure by the awarded bidder, its subcontractors or any representative of the bidder or subcontract to observe this requirement or for any violation of this solicitation's requirements. No penalty or other costs shall be levied against the District as a result of its decision to terminate the contract or award.

In addition to the above obligations of successful bidder/awarded firm, all persons and contractor personnel having contact with students and/or any individual who enters onto District property may be subject to a national criminal background check at the discretion of the District prior to entry upon District property and the performance of any duties. All individuals entering District property shall be screened nationally for criminal sex offenses/sex offender status on automated equipment at school or site.

**27. RHSD3 COVID-19 Guidelines:** Due to Rock Hill School District Three COVID-19 guidelines, facilities access is limited to designated access points. Contractors are encouraged to follow recommended preventive measures according to guidelines available by the Centers for Disease Control (CDC) and/or South Carolina Department of Health and Environmental Control (SC DHEC). In particular, Contractors are responsible for ensuring onsite personnel have gloves and masks available, screening all onsite personnel daily using the District's COVID-19 Screening Form which includes symptomatic screening questions and a temperature check. If any of the listed symptoms are present or if the worker's temperature is greater than 100.4, the worker will not be allowed on site. Contractors agree to notify the District if any onsite personnel report symptoms.

## II. GLOSSARY OF TERMS

**Actual Cost:** All direct and indirect costs incurred for services, supplies, or construction, as distinguished from estimated or forecasted costs.

**Amendment:** An agreed addition to, deletion from, correction or modification of a document or contract. To revise or change an existing document; a formal revision, improvement or correction.

**Assignment:** Legal transfer of a claim, right, interest or property.

**Capability:** The ability of a bidder to fulfill the contract at time of award.

**Consultant:** To work or serve in an advisory capacity. A person or company that possesses unique qualifications which allow them to perform specialized advisory services usually for a fee.

**Consultant Services:** Services of an advisory nature to support policy development, decision-making, administration, or management of a business or public entity; generally provided by individuals or organizations who possess specific knowledge, technical skills or unique abilities not usually available in house or from within the entity.

**Contractor:** Any individual or business having a contract with a governmental body to furnish goods, services, or construction for an agreed-upon price.

**Cost:** The actual expenses incurred in delivering a product, service, or construction; includes both direct and indirect costs, but does not include fee or profit for the contractor.

**Descriptive Literature:** Information, such as charts, illustrations, brochures, and technical data, furnished by a bidder, on request as part of a bid, to describe the items offered; shows the characteristics or construction of a product, or explains its operation to determine the acceptability of the item.

**Firm:** A for-profit business, usually formed as a partnership that provides professional services, such as legal or accounting services. The theory of the firm posits that firms exist to maximize profits.

**Late Bid/Proposal:** A bid, proposal, withdrawal, or modification received, at the designated place for receipt, after the established due date and time. Procurement policies should be established in order to provide guidance regarding how late bids/proposals are handled administratively. In most public entities, late bids/proposals are not opened and may be returned to the bidder/proposer advising that the bid was received late (after the due date and time) and cannot be accepted.

**Mandatory:** Obligatory, required by order, a provision that may not be waived.

**Mandatory Requirements (Conditions):** Conditions set out in the specifications/statement of work that must be met without alteration. Not meeting mandatory requirements may be grounds for disqualification.

**Offeror:** The person/entity who submits a proposal in response to a Request for Proposals (RFP). One who makes an offer in response to a solicitation. Term *Bidder* is interchangeably throughout this RFP. *Also see definition of a Responsible and Responsive Offeror/Bidder.*

**Pre-Bid/ Pre-Proposal Conference(Meeting):** A meeting held by the buyer with potential bidders/offerors, prior to the opening of the solicitation for the purpose of answering questions, clarifying any ambiguities and responding to general issues in order to establish a common basis for understanding all of the requirements of the solicitation. This may result in the issuance of an addendum to all potential providers. In certain situations, a mandatory conference may be advisable

**Price:** The total amount, in money or other consideration, to be paid or charged for a commodity or service; normally includes all costs (direct labor, overhead, materials) and profit or fee.

**Request for Proposals (RFP):** The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of Best and Final Offers. May be a single step or multi-step process. Introduced in the Armed Services Procurement Act of 1962 as well as by the Competition in Contracting Act of 1984.

**Responsible Bidder/Offeror:** Also referred to as Responsible Proposer or Respondent. A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

**Responsive Bidder/Offeror:** Also referred to as Responsive Proposer or Respondent. A contractor, business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the IFB/RFP and all of its requirements, including all form and substance.

**Service/Services Contract:** An agreement calling for a firm's time and effort. The furnishing of labor, time, or effort by a firm, which may involve to a lesser degree, the delivery or supply of products.

**Short List:** Names of candidates that have been narrowed considerably from a longer list of top-ranked Offerors.

**Solicitation:** An invitation for bids, a request for proposals, telephone calls or any document used to obtain bids or proposals for the purpose of entering into a contract.

**Scope of Work/Services:** A detailed, written description of the conceptual requirements for the project contained within a Request for Proposal. The scope of work should establish a clear understanding of what is required by the entity.

*(Definitions above provided by the National Institute of Governmental Purchasing and Free Dictionary.com)*

### **III. INTRODUCTION**

This solicitation is a Request for Proposal (RFP). Rock Hill Schools will conduct a formal selection process to determine the best qualified offeror's that meet the District's requirements as indicated herein. A selection committee will review and evaluate the submittals. The submittals will be assessed in accordance with the following evaluation criteria:

- Quality and Qualification Assessment (See Part 1 for evaluation components) 45%
- Cost Proposal (Part 2) 35%
- Experience and References 10%
- Value Added 10%

Top scoring respondents **may** be short-listed and invited to an interview if the district deems necessary.

Rock Hill Schools is an equal opportunity employer and encourages Local Business and Small Women-Owned, Minority Business Enterprise (SMWBE) in accordance with Division of Small and Minority Business Contracting and Certification (SMBCC) and/ or similar state or federal certification programs participation to the extent legally feasible.

### **IV. PURPOSE**

Rock Hill School District III, hereafter referred to as "RHSD" or "The District", is soliciting proposals from qualified firms to provide a program of management and supply support to ensure effective and efficient custodial services. This includes all reasonable and necessary labor, supervision, equipment, and supplies. This contract will support the total custodial work effort, providing a systematic approach to ensure adequate and consistent quality and performance throughout all RHSD campuses. The RHSD intends to enter into this contract with one firm to provide:

- Custodial consumable supplies and supply management system
- Management planning and coordination services
- Work scheduling support
- Resource analysis and reporting support
- Quality assurance and inspection services
- Equipment Maintenance

This contract shall be for one year, beginning January 10, 2024. The contract may be renewed, under the same terms and condition, for four (4) additional one-year periods. Renewal on the part of the District will be based upon satisfactory Consultant performance. The total term of this contract shall not exceed beyond January 9, 2029 without additional approval. (Dates are tentative depending on award date)

### **V. BACKGROUND**

Rock Hill School District Three of York County serves nearly 17,000 student ranging from pre-school to adult education. The District operates 28 schools/ campuses (1 early childhood center, 14 elementary schools, 5 middle schools, 3 high schools, 1 technology campus, and 1 alternative school). The District is the 11<sup>th</sup> largest in the state of South Carolina where approximately 2500 are employed.

## **VI. SCOPE OF SERVICES**

### **A. INITIAL ASSESSMENT - SITE AUDIT AND SAMPLES**

The contractor will be expected to conduct an initial assessment of all “cleanable” areas in each school and/or department across the RHSD during the first 60 days of the contract and/or the first 20 days of the school year. This assessment will be used by the RHSD to monitor labor times by the International Sanitary Supply Association (ISSA) 540 cleaning times standards and to benchmark the level of cleanliness using the Appearance levels listed the most current edition of the APPA publication, “Custodial Staffing Guidelines For Educational Facilities”. All assessment information is to be provided to RHSD within 10 days of completion of each facility assessed.

The contractor is required to coordinate with the RHSD, based on this assessment, to plan to maintain APPA appearance Level 2, “ordinary tidiness”, except as otherwise expressly approved by the district representative.

The contract will be required to provide samples during initial contract set up.

### **B. PROGRAM IMPLEMENTATION**

Acceptable proposals will include the contracting firm’s approach to the custodial program. The contracting firm is invited to provide alternative and innovative methods, procedures, techniques, and organizations to produce a superior value of product and service. Such alternatives may include but are not limited to:

- Labor organization, structure, and functions when applicable
- Custodial operations procedures and techniques
- Equipment and supplies utilization
- Measurement, reporting, analysis, and action of data on performance and resources used.
- Note: Alternative and innovations presented must be aligned with/ compliant with the independent standards referenced in the RFP and with generally accepted industry standards.

Using the building sample in Appendix V Exhibit D, please outline your plan for full custodial servicing of this building. Your submission should include details regarding Cleaning Software and On-going Software scheduling management & inspections and management processes.

### **C. CONTRACTOR’S PERSONNEL**

All matters pertaining to the recruitment, screening, hiring and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour, and any other stipulations germane to prudent personnel management.

1. The contractor shall use an adequate force of skilled work persons who are thoroughly trained and experienced in the necessary crafts and skills. Work persons shall present a clean and neat appearance, shall not engage in profanity, immoral acts, stealing, use of alcohol, or illegal drugs.

Work persons in violation of the above, upon notification to the contractor, shall be immediately and permanently removed from RHSD property and replaced with acceptable personnel.

2. RHSD shall require a copy of each applicant's police record before allowing access to buildings.

For native South Carolina residents/potential employees, the records must be obtained from the State of South Carolina Law Enforcement Division (SLED), PO Box 21398, Columbia, SC 29221 (Attention: Criminal Records Section) (can also be obtained on-line). If a potential employee has lived or has been employed out of South Carolina, then a national background check must be supplied to the Rock Hill Schools. No person with a felony conviction will be allowed to work in the Rock Hill Schools. No person with excessive amounts of convictions of any type will be allowed to work in the Rock Hill Schools. The Rock Hill Schools reserves the right to deny access or remove a contractor's employee from RHSD's property at any time it is in the best interest of the RHSD.

3. Where Labor Applies:

- a. Contractor shall provide to RHSD and maintain an up-to-date listing of all personnel hired under this contract, with name, social security number, gender, date of birth, race, and address.
- b. Contractor will abide by all Federal and South Carolina Employment Law Requirements on their employee compensation and will provide proof when necessary.
- c. Contractor will pay all taxes pertaining to his employees as required by law. All employees will be bonded for \$50,000 (3<sup>rd</sup> Party Fidelity Bond)
- d. Any employee whose work habits and/or his conduct are deemed objectionable shall be removed from the work force upon request of the district.
- e. Employee shall wear a picture identification badge provided by the contractor at all times while on the premise.
- f. Employees shall not engage in idle or unnecessary conversation with school employees, other employees of the contractor, or visitors to the building.
- g. Use of alcohol, drugs or tobacco is not permitted on RHSD property. All RHSD property is "Smoke Free". Contractor's employees who report for work showing evidence of any impaired conditions must not be permitted to remain on the premises.
- h. Contractor's personnel shall not allow any unauthorized persons in the school buildings (children, friends, or anyone else not authorized by RHSD or contractor).

#### **D. CLEANING PRODUCTS AND CONSUMABLE SUPPLIES**

The contractor shall provide all consumable cleaning products to RHSD on direct purchases throughout the term of the contract. These products include but not limited to cleaning chemicals, floor finishes, premium paper towels, premium tissue, hand soaps, hand sanitizers, sanitary items, gloves, trash liners, propane exchange, matting, mop buckets, trash cans. The pricing provided in Cost Proposal (Part 2) will count for 35% of the evaluation.

## **Product Information**

### **Approval of Products**

RHSD will require premium quality paper towels and tissues, which must be approved by the district prior to placement in any RHSD facility. The successful bidder will be required to submit samples of all products within seven calendar days from the time of award. RHSD will allow no substitutions without written approval.

### **Dispensers**

- Cleaning chemicals shall be dispensed from a small footprint interchangeable unit wall mount dilution control station. The chemical dilution control station shall have the ability to dilute water from the water source mix concentrated chemicals and dispense product to the respective containers. The station shall have the ability to interchange various cleaning products through the same unit. The general cleaning chemicals will require the "Green Seal Certification". The chemical station installation and on-going maintenance shall be furnished by the vendor throughout the contract period. Chemical stations are to be installed throughout RHSD in each custodial closet with access to water and sink.
- All towel and tissue dispensers shall be universal and provided to RHSD at no charge to include but not limited to: hand towel, tissue dispensers, soap and sanitizer dispensers.
- The contractor that receives the award will be responsible for installing the chemical mixing stations and removal of the previous system.

### **Specifications**

- National brand names and Green Seal Certifications shall be used at all times as part of the specifications to establish a desired level of quality and performance. Alternative brands of comparable quality may be provided if the brand name, item number, etc. is clearly indicated in the bid. However, the RHSD reserves the right to insist upon the specified name brands. The RHSD may require a sample of some or all items quoted with an alternative brand.

### **State and Federal Regulations**

- The contractor shall be responsible for supplying CHS and SDS on all products to all locations and the RHSD Designee in compliance with the OSHA Hazard Communication Standard.
- All products must be UL, EPA, USDA rated and OSHA approved, where applicable. Contractor shall furnish applicable test data and descriptive literature for all products upon request.
- Contractor shall provide sufficient labeling for all products sold. Labels must be resistant to deterioration from contact with chemicals and/or water.
- All items must be of current year. The RHSD will return items with an expired date at the expense of the Contractor.

## **Contract Administration**

### **Product Delivery and Condition**

- Delivery must be FOB destination freight prepaid unless otherwise specified herein. Cost of delivery must be included in the unit prices. Contractor will be required to provide site-based delivery to each school and/or facility. All product delivery and “emergency” orders will not reflect any additional cost to the RHSD. Additional market trending cost for fuel surcharges are not allowed and must be considered when providing bid price.
- It is understood and agreed that any item offered or shipped on this bid shall be new and in first class condition. All containers shall be new and suitable for storage and/or shipment. Prices shall include standard commercial packaging.

### **Training**

The contractor is required to conduct annual product and safety training. In addition, the vendor is responsible for conducting ongoing on-site product training for cleaning personnel. In addition, the vendor is to provide on-line training modules for site and product specific applications.

### **Ordering System**

Contractor shall provide a web-based ordering system for product ordering to all sites. The contractor must train and implement all staff in order procedures and provide follow up for all orders.

### **Shipping**

Contractor must drop ship to each individual site and not a central location. RHSD will expect supplies delivered a minimum of once per month to each location. The items will be delivered to each location’s storeroom.

## **E. MANAGEMENT PLANNING AND SCHEDULING SUPPORT**

The contractor will provide industry-accepted, systems-based custodial product management, that supports coordinating products with labor force for the entire RHSD Custodial Services program. Such services will be directly report to the RHSD District representative and will be compliant or comparable to the International Sanitary Supply Association (ISSA) Cleaning Industry Management Standard (CIMS) 1006:2009.

**Management Planning and Scheduling Support Services shall include, at a minimum:**

1. **Acceptably qualified, experienced specialist(s)** spending no less than 40 hours per month on location, managing data, uploading employee tasks, and maintaining the management system and any software supporting the RHSD’s changing needs throughout the period of the contract.
2. **Cleaning Software and On-going Software Scheduling Management**—a contractor provided and managed software program for the RHSD which will adequately and reliably assist in the ongoing management, coordination, scheduling support, resource analysis, and quality

assurance of the custodial program. The software must be web based and be accessible from a pc, mac, tablet, or phone. The software program, at a minimum, should be capable of providing/calculating/estimating the following information:

- a. Cleaning sq. footages by facility, work zone, and by floor type.
- b. Total square foot of cleaning by floor type.
- c. Estimated costs (labor, non-labor, and supplies).
- d. Estimated cleaning labor hours and cleaning labor costs by facility, work zone and area.
- e. Estimated cleaning labor hours and costs by building, work zone and area.
- f. Estimated annual quantity and cost of cleaning and floor care supplies.
- g. Estimated full time employee summary by building, work zone and by area.
- h. Baseline cleaning reports by building and work zone using your current work zones.
- i. Optimization Reports by building and work zone with recommended automation.
- j. Capital expenditure analysis for equipment procurement.
- k. Custom photographed job cards, wall mount charts, area specific cleaning tasks.
- l. Daily Quality control inspection system (hard copy).
- m. Complete formal work zone job descriptions per FTE.
- n. FTE overtime analysis.
- o. Non cleaning time analysis.
- p. Summer, winter and interim clean-up project analysis.
- q. Professional Custodial Training and Certification Program.
- r. Train The Trainers Programs.
- s. Training Job Cards.
- t. Training Flow Charts.
- u. Training Card Program.
- v. Daily Checklists.
- w. I-Pad Integrated Inspection system / Quality Assurance Program.
- x. I-Pad Online supply ordering.
- y. Comprehensive Custodial Handbook.

This system will be used to coordinate labor resources, balance work loading at the RHSD desired cleaning level. The cleaning times will be defined by the ISSA 540 cleaning times standards and the level of cleanliness will be defined using the Appearance levels listed in the most current edition of the APPA publication, "Custodial Staffing Guidelines For Educational Facilities".

This information should be described in your Program Implementation section.

## **F. RESOURCE ANALYSIS AND EFFICIENCY IMPROVEMENT (Consulting services)**

As part of the administration of the contract, the expectation is that the company will provide accurate, consistent, complete, and timely analysis and prioritized alternative solutions and recommendation for all aspects of the custodial services program operations. The purpose of the resource analysis and recommendations shall be to improve the efficiency of the program, defined as:

- Continuous improvement of quality (reliability) of service,
- Reduction of general response time to our customers,
- Reduction of costs to RHSD,
- Increased safety, security, and sustainability for RHSD.

Analysis, alternative solutions, and recommendations shall be conducted/developed in a continuous and ongoing manner throughout the period of the contract. Procedures and methods used should be compliant with or reflect ISSA CIMZ 1006:2009, Green Seal Standard 42, ASTM E2279 or equivalent and accepted industry standards.

Provide examples of consulting services provided to previous customers in the bid submission.

### **G. CUSTODIAL QUALITY ASSURANCE AND INSPECTION SERVICES (Inspections and management process)**

Custodial Quality Assurance is the process of confirming through some objective method of evaluation that the quality and quantity of goods and services received conforms to the established requirements.

To maximize resources, the RHSD Custodial Services Program coordinates a joint effort utilizing RHSD staff to balance work loading and cleaning efficiencies to budgetary constraints. The purpose of custodial quality assurance and inspection services for this contract is to assure that the work performed by the workforce meets the established ISSA, APPA and other quality, cost, and responsiveness standards.

The contractor will work with and be responsive to the district representative to develop, train existing RHSD personnel and directly assist in the administration of a Custodial Quality Assurance Plan for the total RHSD Custodial Services Program. The Quality Assurance Plan will address the following areas of the total custodial workforce operations:

1. Quality of Work by custodians
2. Effectiveness of Production Services Contractor's Quality Control (QC) Program
3. Consistent Scheduling of Work
4. Response to Customers & Customer Satisfaction
5. Cost Control
6. Efficient Equipment Management
7. Supplies Utilization and Management
8. School Safety and Security Support
9. Sustainability Programs Support
10. Management Ingenuity and Flexibility

The contractor will be familiar with and will select and utilize the most appropriate method of quality surveillance (procedure, frequency, timing, and reporting) of the total workforce operations, including but not limited to:

- One hundred percent inspection
- Random sampling

- Planned sampling
- Validated customer complaints
- Customer evaluations
- Client surveys
- Other methods as recommended in ISSA CIMS 1006:2009 or equivalent industry-accepted standard.

#### **H. EQUIPMENT MAINTENANCE**

- The contractor is expected to perform a yearly inspection on all equipment and provide equipment repairs on as needed basis.
- The contractor will use the guidelines in Appendix V Exhibit A for further details and will provide pricing and labor cost on Part 2 Cost Proposal.
- The contractor will be expected to use the District's maintenance request software to report and resolve issues with equipment.
- Equipment repair will need to be documented in the district's maintenance request system (currently called FMX). FMX training will be provided to the contractor as needed.

#### **I. CUSTODIAL EQUIPMENT PURCHASES**

- The contractor will provide pricing consistent with state contracting pricing (if applicable) or wholesale price markup not to exceed the amount bid in Part 2 Cost Proposal. The district reserves the right to select and award the equipment purchases only on an individual item basis for equipment purchase or an "all or none" basis, whichever the District determines to be the most advantageous.

### **VII. ELABORATION AND CLARIFICATION**

If you do not ask questions or clarify any assumptions, the District will assume that you agree with and understand the requirements in the RFP. If, after examination of the various terms and conditions and requirements of this RFP, the Respondent believes there are any terms and conditions or requirements which remain unclear or which restrict competition, the Respondent must request, in writing, that District clarify the terms(s) and condition(s) and requirement(s) specified by the Respondent. The Respondent must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the conditions or requirements questioned by the Respondent by 12:00PM on **November 17, 2023** which is the last day for questions.

The District may ask any or all respondents to elaborate or clarify specific points or portions of their response. Clarification may take the form of written responses to questions or meetings to discuss the RFP and/or the participant's response.

**No questions may be directed to or contacts made with members of the Rock Hill School Board, Superintendent, or any District staff not identified in this RFP as points of contacts during the period of time that this RFP is made public until the final selection is made, except as otherwise provided for herein. Violation of this prohibition will be subject to disqualification of the Bidder from further consideration.**

## **VIII. MANDATORY RESPONSE REQUIREMENTS AND SUBMITTAL FORMAT**

All proposals shall be submitted to Rock Hill School District no later than November 30, 2023 at 10:00 a.m. Consultants shall deliver one (1) original **UNBOUND** copy, four (4) hard copies and one (1) USB drive of the information requested above. Proposals should be prepared simply and economically, providing a straightforward and concise response to satisfy the requirement of this Request for Proposal. All submittals must be clearly labeled on the outside of the envelope with the following wording: **"RFP#23-2406 Custodial Management and Supply Services."** All late proposals will be rejected. The District is not responsible for late RFP's caused by delays in mail delivery or a delay in any other method of delivery.

All Responses shall be on 8 1/2" x 11" paper with all standard text no smaller than twelve (12) points. Response shall be double-sided copying and be bound with tab dividers corresponding to the format requirements specified below. **Failure of the respondent to organize the information required by this RFP as outlined herein may result in the District, at its sole discretion, deeming the response non-responsive to the requirements of this RFP.** The Consultant, however, may reduce the repetition of identical information within several sections of the RFP by making the appropriate cross-references to other sections of the response. Submittals shall include the following information divided by **tabs**:

### **1. PAGES 1 AND 2 OF THE RFP AND ALL APPENDICES**

### **2. COVER LETTER AND TABLE OF CONTENTS**

The cover letter shall include a brief statement of intent for the services offered to RHSD, and signatures of an authorized officer of the organization, who has legal authority in such transactions. Proposals with unsigned cover letters will be rejected. The cover letter must also provide the name, position and full content information for the individual designed as the Vendor's contact for this proposal.

The table of contents shall identify the contents of the proposal in a format consistent with the proposal requirements and format set forth herein.

### **3. BACKGROUND AND EXPERIENCE**

The description shall show that the Vendor possesses demonstrated skills, experience, and equipment in specific areas of the RFP. The section shall include:

- a) Vendor name, address, telephone, fax number, email addresses of authorized representatives. A description of the background and experience of key personnel to be assigned to the successful execution of the services to RHSD. Anyone entering school property will be subject to a background check.
- b) Background of company and detail any project that relates specifically to this RFP.
- c) Describe the company's experience in conducting this type of service.
- d) Include a resume outlining the qualifications of key staff which shall be assigned to this project.
- e) Indicate the names and addresses and degrees of utilization of subcontractors/distributors which would be used in the performance of this contract.
- f) A description of all pending legal disputes including matters in litigation, mediation, arbitration,

and/or at trial.

- g) Provide a minimum of three (3) reference projects of clients of similar size and nature that the Proposer has done within the last five (5) years. A brief description of the services provided shall accompany each reference. Reference forms attached.
- h) A copy of company's W-9.

#### **4. STATEMENT OF WORK / ACTION PLAN**

The work plan shall describe how the successful vendor(s) will satisfy RHSD's requirements once RHSD's Governing Board has approved the contract (if applicable). The Vendor(s) should explain in detail how they would work with RHSD and why their solution would be most beneficial to RHSD. Timelines, meetings, RHSD responsibilities and all other important information should be included in the section with clear detail. This section shall include:

- a) Provide a summary of consulting services to be provided that will enhance the performance of RHSD's current custodial program. See Section F. RESOURCE ANALYSIS AND EFFICIENCY IMPROVEMENT (Consulting services)
- b) Submit documentation of your complete supply systems, processes, shipping procedures, expectations, and any other areas you would like to show us for the RHSD's Custodial Program.
- c) Provide a summary of the software program provided to RHSD to manage the custodial program.
- d) Address all items contained in the Scope of Services of this RFP. Use Qualification Assessment Checklist in Part 1 as a reference.

#### **5. ACKNOWLEDGEMENT OF ADDENDA**

Vendor shall acknowledge all Addenda received. If there are no addenda or bulletins issued prior to the RFP due date, this form will not be required to be included in the proposal package.

#### **6. COST PROPOSAL - RFP FORM SUBMITTALS**

Submit product cost proposal on the following Cost Proposal Documents provided in Part 2 **Cost proposal must be submitted in a separate sealed envelope. Product List and Exhibit A (Equipment Maintenance)** must be signed by an authorized agent of the Vendor. Any exceptions to the products listed should be added as a separate attachment and labeled accordingly.

**\*\*Cost Proposal is for evaluation purposes and prices must be held for minimum of 120 days from the date of the opening. Items may be added or removed during the contract period based on the District's needs.\*\***

#### **7. VALUE ADDED**

- a) Vendor may provide on a separate page any unique elements of your offer, not already specified, or proposed that you believe will bring value to this contract.
- b) Suggested Content: Submit documentation of your **company's ideas** on the RHSD's Custodial

Supplies Program such as but not limited to cleaning process, procedures, expectations, and any other areas you would like to show the RHSD. How would your company setup the RHSD Custodial Supplies Program based off our current square footage (Exhibit B) and population numbers (Exhibit C) if you had a blank canvas?

c) If your organization is a SMWBE please provide proper documentation.

## **8. EXCEPTIONS**

Submit a statement of any exceptions to the RFP. Offeror is encouraged to provide cost effective alternatives to RHSD's current practices (i.e. change in dispensers for toilet tissue, paper towels, soap, etc.). If proposed exceptions increase the cost to RHSD, a detailed statement must be provided and included in the Cost Proposal.

### **Appendices**

The Consultant shall complete the following Appendices:

- Appendix I- References
- Appendix II- Bid Forms
- Appendix III- Non-Collusion Affidavit
- Appendix IV- Conflict of Interest
- Appendix V- Exhibits A-D

## **IX. EVALUATION CRITERIA**

The committee, comprised of District employees and representatives, will review each submittal based upon the criteria listed below.

<b>RFP Evaluation Criteria</b>	<b>Percentage</b>
<b>1. Quality and Qualification Assessment includes Scope of Services (Part 1)</b>	45%
<b>2. Cost Proposal (Part 2)</b>	35%
<b>3. Experience and References</b>	10%
<b>4. Value Added</b>	10%

RHSD may request additional information from vendor(s) to clarify any element of any Proposal. RHSD may elect to make an award without conducting negotiations. However, after the offers have been ranked, the Procurement Officer may elect to negotiate price or the general scope of work with the highest ranked offeror. If a satisfactory agreement cannot be reached, negotiations may be conducted with the second, and

then the third, and so on, ranked offerors to such level of ranking as determined by the Procurement Officer. After all proposals are received, RHSD may invite one or more vendors to make a presentation and to be interviewed and must be available on short notice. RHSD reserves the right to make independent investigations as to the qualification of vendor(s). Investigations may include contacting former and/or existing customer or site visits to existing operation. Proposer will be responsible for all travel expenses.

#### **X. AWARD CRITERIA**

It is to the sole discretion of the District to determine the award method. Award will be made to the highest ranked, responsive, and responsible offeror whose offer is determined to be the most advantageous to the District.

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## **XI. APPENDICES**

Appendix I- References

Appendix II- Bid Forms

Appendix III- Non-Collusion Affidavit

Appendix IV- Conflict of Interest

Appendix V- Exhibit A-D

## APPENDIX I- REFERENCES

References are to be comparable to services described in the RFP

### Reference 1

Name	Address	City/ State Zip	Contract Dates
Contact	Title	Phone No.	Email Address
Description of work performed		Contract Amount \$	

### Reference 2

Name	Address	City/ State Zip	Contract Dates
Contact	Title	Phone No.	Email Address
Description of work performed		Contract Amount \$	

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Reference 3

Name	Address	City/ State Zip	Contract Dates
Contact	Title	Phone No.	Email Address
Description of work performed		Contract Amount \$	

Reference 4

Name	Address	City/ State Zip	Contract Dates
Contact	Title	Phone No.	Email Address
Description of work performed		Contract Amount \$	

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Reference 5

Name	Address	City/ State Zip	Contract Dates
Contact	Title	Phone No.	Email Address
Description of work performed		Contract Amount \$	

**Consultant must ensure the accuracy of the contact information.**  
*Failure to provide accurate information may result in a lower evaluation.*

**APPENDIX II- Bid Forms****QUALIFICATION ASSESSMENT CHECKLIST****Part 1 of Supply Contract**

The factors listed below will be taken into consideration when reviewing the proposal. Please use this checklist as guide to help provide information for the scope of services.

<b>Category</b>	<b>Scope of Services</b>	<b>Referenced</b>	
<b>This portion counts for 45% of overall evaluation</b>			
Initial Assessment	Please provide examples of other school district/facilities initial site audit assessment for review	VI - A	
Program Implementation	Please submit performance sample using Exhibit D and overview of implementation	VI- B	
Training	Please provide a copy of your training program	VI - D	
Cleaning Software and On-going Software Scheduling Management	Please provide a detailed overview of the software, database management, and scheduling	VI - E - 2	
Cleaning Consulting Services	Please provide examples of consulting services	VI - F	
Inspections and Management Processes	Please provide inspection format, quality assurances, timeline process and labor hours allocated for inspections and management	VI - G	
<b>This portion counts for 10% of overall evaluation</b>			
Company Information, Qualification, Experience, and References		VIII - 2 & 3 / Appendix I	

*(Please provide any additional information or proposal for each category requested.)*

## Cost Proposal- Part 2

### Product List and Equipment/ Maintenance Labor Rates

**This portion represents 35% of overall evaluation**

**\*\*\* To be submitted in separate sealed envelope (1 copy required) \*\*\***

#### Product List

Description	Product Name	Unit size/Qty (ea., gal., etc)	Dilution Rate	Cost Per Diluted Gallon (Chemicals only)	Cost Per (Non-Chemical items)
40 x 46 Heavy Black liner 1.3 mil, 100 per case					
24 x 33 8 mic coreless clear liner, 1000 per case					
Foam Hand Soap					
Enzyme drain maintainer					
Urinal screen with plastic deodorizer					
24 oz. cherry wall block and hanger					
Premium Quality Jumbo Junior toilet tissue		1000 ft., 12 rolls per case.			
Universal dual jumbo junior toilet tissue dispenser					
Premium Quality Brown Roll Towel		800 ft., 12 rolls per case.			
Universal 800 ft. roll towel dispenser					
Sanitary Liners					
One pass floor stripper to remove 1-4 coats of high solids floor finish					
One pass floor stripper to remove 4-6 coats of high solids floor finish					
One pass Floor stripper to remove 7-9 coats of high solids floor finish					

Green Seal Certified floor stripper					
18% Solids floor finish					
22% Solids floor finish					
25% or greater floor finish					
18 % Green Seal Certified floor finish					
22% Green Seal Certified floor finish					
Terrazzo Sealer					
Defoamer					
Neutral floor cleaner					
Hospital Grade disinfectant					
Glass Cleaner					
Peroxide Based General Purpose cleaner					
Carpet cleaner					
Bleach					
Mop on Restorer					
Spray buff					
Furniture Polish					
Stainless Steel cleaner					
Vomit Absorbent					
Graffiti Remover					
Stain and Mark Eraser Sponges					
Baseboard Stripper					
Degreaser					
Lobby Dust Pan					
Lobby corn broom					
Janitor broom					
Synthetic bowl mop					

Toilet Ring Remover					
Small Vinyl Powder Free Gloves					
Medium Vinyl Powder Free Gloves					
Large Vinyl Powder Free Gloves					
X-Large Vinyl Powder Free Gloves					
Small Latex Gloves					
Medium Latex Gloves					
Large Latex Gloves					
X-Large Latex Gloves					
Propane tanks (filled) for propane machines (exchange)					
12" pads, white					
12" pads, red					
12" pads, green					
12" pads, black					
20" pads, white					
20" pads, red					
20" pads, green					
20" pads, black					
20" pads, hogs hair					
27" pads, hogs hair					
36" Wet floor sign					
7 gallon office trash can					
32 gallon brute trash can					
44 gallon brute trash can					
55 gallon brute trash can					
3 X 5 indoor mat (econ.)					

4 x 6 indoor mat (econ.)					
6 X 8 indoor mat (econ.)					
3 X 5 outdoor rubber needle mat					
4 X 6 outdoor rubber needle mat					
Mop Bucket 26 quart					
Mop Bucket 35 quart					
Tilt truck 0.5 cu yd metal frame					
Tilt truck 1.0 cu yd metal frame					
Tilt truck 0.5 cu yd non-metal frame					
Tilt truck 1.0 cu yd non-metal frame					
Maid cart Standard					
Maid cart Lockable					
Battery 6V Acid					
Battery 9V Acid					
Battery 12V Acid					
Battery 6V AGM					
Battery 9V AGM					
Battery 12V AGM					
Charging Bucket (finish/wax)					
18in flat mop frame					
18in flat mop finish applicator					

### EQUIPMENT LIST

Make	Model Description	Model	Price Per Unit
Karcher	Pressure Washer	HD Mid 2000PSI Electric	

Karcher	Pressure Washer	Ge Teton 4.0/40 Gas	
Karcher	Sweeper	KM 75/40 WBP 30" Sweeper	
Mosquito	Wet/Dry Vac	16 Gal Wet/Dry Vac	
Mosquito	Extractor	12Gal Heated 500psi Extractor	
Mosquito	Extractor	3 Gal Carpet Spotter	
Pioneer	Low Speed	20" 1.5HP Floor Polisher	
Pioneer	Propane Burnisher	28" Burnisher w/ clutch- emission	
Pioneer	Propane Stripper	30" Stripper w/ emissions	
Timberline	Walk-behind Scrubber	20" S-Series EDGE w/ AGM batteries / on board charger	
Timberline	Walk-behind Scrubber	24" M-Series EDGE w/ AGM batteries / on board charger	
Timberline	Walk-behind Scrubber	28" L-Series EDGE w/ AGM batteries / on board charger	
Tomcat	Walk-behind Scrubber	Sport 20" EDGE w/ AGM batteries/on board charger	
Tomcat	Walk-behind Scrubber	Sport 28" EDGE w/ AGM batteries/on board charger	
Tomcat	Walk-behind Scrubber	Carbon 28" EDGE w/ AGM batteries / on board charger	
Tomcat	Rider Scrubber	Pro Rider 28" EDGE w/ AGM batteries / on board charger	
Tomcat	Walk-behind Burnisher	UHS 200 Burnisher w/ AGM batteries / on board charger	
Tomcat	Walk-behind Burnisher	USS 270 Burnisher w/ AGM batteries / on board charger	
Tomcat	Square Scrub	EDGE 20"	

Tomcat	Oscillation Scrubber	Nano EDGE	
Windsor	Vacuum	Sensor SRS12	
Windsor	Vacuum	Sensor S2 12	
Windsor	Vacuum	Sensor S2 14	
Windsor	Vacuum	Sensor S2 18	
Windsor	Vacuum	Sensor 12XP	
Windsor	Vacuum	Sensor SRS15	
Windsor	Vacuum	Sensor 15XP	
Windsor	Vacuum	Sensor 18XP	
Victory	Electrostatic Sprayer	Handheld Sprayer	

### **CONTRACTORS MARKUP**

<b>Percentage % markup for cost plus items</b>	
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- For any product not listed, pricing will charge cost equal to wholesale price. Supplies and inventory may be added or removed based on District needs.
- For any custodial equipment not listed, pricing will charge cost plus % markup. Supplies and inventory may be added or removed based on District Needs
- Any request for price adjustments must be submitted in writing with justification to be reviewed by the district for approval prior to implementation of the price change.

**Equipment Maintenance Labor rates****On-Going Service for repairs**

TITLE	STRAIGHT TIME (\$/HR)	OVERTIME (\$/HR)*	HOLIDAY (\$/HR)
Technician Assistant			
Technician I			
Materials Discount, (to include all repair parts and accessories). Please provide discount % off current published manufacturers "Parts List Price"			
Trip Charge to location with RHSD if any			
Fuel Surcharge to location with RHSD if any			

***All auto scrubbers, propane buffers, and other equipment must be maintained per the frequency listed below. It is the Contractor's responsibility to log and maintain each piece to the specifications below.)***

Preventative Maintenance	Minimum Yearly Frequency (to be logged to the District)	Preventative Maintenance Yearly Price (invoiced monthly)
Auto scrubbers	1	
Propane buffers	1	
All other equipment	1	
Year TOTAL		

**Please provide your detailed preventative maintenance program and schedule with the attachment.**

## **BIDDER'S STATEMENT OF ASSURANCES AND COMPLIANCES**

The Undersigned, as a responsive bidder, certifies that the General and Special Conditions of this bid have been read and understood.

The bidder hereby provides assurance that the firm represented in this bid as indicated below:

1. Will comply with all requirements, stipulations, terms, and conditions as stated in the bid document; and
2. Currently complies with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices; and
3. Is not guilty of collusion with, other vendors possibly interested in this bid, in arriving at or determining prices to be submitted; and
4. That such agent, as indicated below, is officially authorized to represent the firm in whose name the bid is submitted.

### **FIRM REPRESENTED**

### **AGENT**

<b>Name of Firm</b>	<b>Signature of Agent</b>
<b>Street Address</b>	<b>Printed Name</b>
<b>City &amp; State</b>	<b>Title</b>
<b>Zip Code</b>	<b>Date</b>
<b>Phone Number</b>	<b>Cell Number</b>
<b>Email Address</b>	<b>Fax Number</b>

**APPENDIX III- NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that:

(1) **I AM** \_\_\_\_\_ of \_\_\_\_\_, the Respondent that has submitted the attached RFP:

(2) **I AM** fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP:

(3) Such RFP is genuine and is not a collusive or sham RFP:

(4) Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Respondent, firm or person to submit a collusive or sham in connection with the Contract for which the attached RFP has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Respondent, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **District** or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Subscribed and sworn to before me**

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**My commission expires** \_\_\_\_\_

## APPENDIX IV- CONFLICT OF INTEREST

I, \_\_\_\_\_ (Offeror), on behalf of myself and my company, and my sub-Contractors, if applicable, certify the following, under penalty of perjury, that to the best of my knowledge and belief:

1. No circumstances currently exist that create a Conflict of Interest in my performing the services required by the Solicitation to which I am responding or the Agreement to be signed if I am the successful Offeror in response to this Solicitation, and
2. I understand and acknowledge that my failure to disclose any affiliation or relationship that creates or may create a Conflict of Interest shall be deemed a material misrepresentation and sufficient reason for Offeror and Offeror's company to be disqualified, suspended, and/or excluded from participating in this and any future solicitation and procurements as well as removal from the Rock Hill School District vendor database. It may further result in termination of any contractual relationship with Rock Hill School District (District) and may be grounds for disciplinary action, up to and including debarment by the District, fines, penalties, imprisonment, or civil suit to be brought against Offeror or Offeror's company.
3. That to my knowledge, no employee or official of the District, nor any public agency or official affected by this Solicitation or the Agreement to be signed if I am the successful Offeror, has any pecuniary interest in the business of the Offeror's company or Offeror's sub-Contractor(s), nor does Offeror or Offeror's sub-Contractor(s) have any interest that would conflict in any manner or degree with the performance related to this Solicitation or Agreement.
4. I warrant that I and my sub-Contractor(s), if any, have not employed or retained any company or person other than a bona fide employee working solely for the Offeror's company or sub-Contractor(s) in order to solicit or secure an agreement with Rock Hill School District, as related to this Solicitation or any resulting Agreement, and that I and my sub-Contractor(s), if any, have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Offeror's company or Offeror's sub-Contractor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of any Agreement.
5. I warrant and represent that my offer identifies and explains below any unfair competitive advantage I or my company or sub-Contractor(s) may have in competing for the Agreement to result from this Solicitation and any actual or potential conflicts of interest that may arise from my participation in this Solicitation or my receipt of an award. I acknowledge that the District intends by this statement to identify any and all potential conflicts of interest and unfair competitive advantages held by any Offeror, to prevent the existence of conflicting roles that might bias a Contractor's judgment, and prevent one Offeror or company from having an unfair competitive advantage over other Offerors.

The District, in its sole discretion, has the authority and responsibility to determine whether or not a conflict of interest or unfair competitive advantage exists, after a review of the relevant facts. I acknowledge and understand that if I or my company has an unfair competitive advantage or a conflict of interest; the District may withhold the award of this Agreement. Before withholding award on these grounds, an Offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

**List any Actual or Potential Conflicts of Interest below or check the box below to certify that none exists. Failure to fully disclose information may result in penalties and/or sanctions as outlined in #2 above.**

**Please check only one box below.**

- ☐ **No known actual or potential Conflicts of Interest are subject to disclosure.**
- ☐ **All identified actual or potential Conflicts of Interest and/or Unfair Competitive advantage(s) are stated below and submitted for further review by Rock Hill School District.**

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6. I warrant that should I become aware of an actual or potential conflict of interest involving my company or sub-Contractor(s), if any, in performing the services under the Agreement or responding to this Solicitation, I will notify the District immediately. I also warrant that should I become aware of any competitive advantage that my company or sub-Contractor(s) have in responding to this Solicitation or providing services under an Agreement related to this Solicitation, I will immediately notify the District of the discovery of a possible competitive advantage. I understand and acknowledge that this obligation to inform the District of the discovery of a conflict of interest or competitive advantage is a continuing obligation and extends throughout the Term of the Agreement for this procurement.
  
7. By signing this statement, I certify for myself and on behalf of my company and any of my sub-Contractor(s) that I have and will comply with, and have not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (Ethics Act). I acknowledge and understand that the District may rescind any Agreement and recover all amounts expended as a result of any action taken in violation of this provision. If I or my company or sub-Contractor(s) participate, directly or indirectly, in the evaluation or award of public Agreements, including without limitation, change orders, or task orders regarding a public Agreement, I shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Purchasing Agent at the same time the law required the statement to be filed.

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A**

### **EQUIPMENT MAINTENANCE SPECIFICATIONS**

#### **1. Equipment Maintenance Services**

The Contractor is responsible for providing full equipment preventative maintenance and on-going maintenance to all district equipment.

The Contractor shall provide an equipment preventative maintenance schedule and maintenance log of all equipment for the district. The equipment preventative maintenance schedule shall outline the procedures for all equipment and detail the facility site visits. The maintenance log shall record every site visit or repair that has been conducted on the piece of equipment. The log shall be emailed monthly and accessible to the Director of Custodial Services throughout the contract.

The proposed Contractor must have a sufficient number of field service technicians (minimum of 2) available to provide the required services. The technicians shall be employed directly by the proposed Contractor.

#### **2. Preventative Maintenance Specifications**

Contractor is responsible for ensuring the following requirements are met to conduct custodial equipment repairs.

Contractor must be able to provide service to any RHSD school or administrative building located within York County. This consists of approximately 35 sites.

Contractor shall be an approved service provider for warranty and repair work on the following manufacturer's equipment, but not limited to: Clarke, Windsor, NSS, Koblenz, Kiavac, Hillyard, Betco, TomCat, etc.

#### **3. Automatic Scrubbers**

All auto scrubbers will be inspected at a minimum of 4 times per year. Wheels, hoses, casters, tanks, and general parts will be inspected. Batteries will be checked and filled if needed. Squeegees will be adjusted if necessary and/or replaced.

#### **4. The following preventative maintenance schedule is required by the district**

August- Summer cleanup wrap up and the beginning of school.

December - Winter cleanup.

February - 2<sup>nd</sup> Semester cleanings.

May - Beginning of the summer cleanup.

**5. Propane Buffing Equipment**

Contractor shall test emissions quarterly on all propane powered equipment. All data shall be documented and recorded in the Equipment Maintenance Service Log. Oil shall be changed per manufacturer's recommendation or at a maximum of 20 hours.

**6. Miscellaneous Equipment**

All other equipment shall be inspected and maintained at a minimum of 2 times per year throughout the term of the contract. These items include but not limited to vacuums, electric and battery buffers, wet-dry vacs, carpet extractors, pressure washers, restroom cleaning equipment, and any other mechanized custodial equipment.

**7. General Equipment On-Going Maintenance and Other**

- a) Contractor must be able to provide service to any RHSD school or administrative building located within York County. This consists of approximately 35 sites.
- b) Contractors shall submit quotes on your letterhead or master contract request form as needed for repairs outside of the preventative maintenance agreement.
- c) Contractor quotes shall include separate line items for all labor and materials required to complete work as outlined in this document.
- d) The Contractor will adhere to the accounting process of the RHSD at all times.
- e) All work shall be completed in a "timely" manner. Timely manner shall be within 2 business days from notification or as directed by District Custodial staff so as to minimize downtime experienced. Once notified, contractor shall respond within 24 hours to diagnose the problem.
- f) Contractors shall provide a "loaner" or replacement piece of equipment within 24 hours at no charge of the same size and function for any repairs that require any repair over 2 days of lost work time on the job site. Custodial staffs will require equipment to be present and in full functionality throughout the term of the contract.
- g) The Contractor is solely responsible for furnishing **skilled**, factory trained service technicians that are thoroughly trained and experienced in the necessary crafts, materials, and equipment, to perform the required scope of work.
- h) Please provide a detailed description of the preventative maintenance program and any additional services offered for custodial maintenance equipment.
- i) Please provide any equipment technician certifications.
- j) Submit documentation of your company's ideas on the RHSD's Custodial Equipment Maintenance Program such as but not limited to onsite service/repairs, pickup and delivery of parts and/or equipment, procedures, expectations and any other areas you would like to show the RHSD. How would your company setup the RHSD Custodial Equipment Maintenance Program based off of our current square footage and population numbers if you had a blank canvas?

## EXHIBIT B

SCHOOL/FACILITY/SITE	TOTAL SQUARE FOOTAGE	TOTAL CLASSROOMS
Aquatics Center	39,804	
ATC	111,915	45
Bellevue	74,311	40
C4 (previously ITV)	-	
Carroll School	3,072	3
Castle Heights	176,678	58
Central CDC	24,032	11
Central Office	28,959	
Cherry Park	97,493	36
District Three Stadium	11,754	
Dutchman Creek	171,544	58
Ebenezer	73,083	25
Ebinport	65,175	36
Edgewood	45,629	(vacant)
Finley Road	64,140	37
Flexible Learning	134,224	46
Independence	61,690	38
India Hook Elementary	78,008	37
Lesslie	55,812	34
Liberty Hill School / Catawba Rosenwald	2,000	
Mt. Gallant	67,057	37
Mt. Holly Elementary	75,979	37
Northside	72,502	35
Northwestern	318,823	103
Oakdale	71,422	35
Old Pointe	86,284	40
Operations	55,380	
Rawlinson Road	151,033	59
Richmond Drive	69,577	37
Rock Hill High	318,512	117
Saluda Trail	162,919	53
South Pointe High	364,382	116
Sullivan	156,568	50
Sunset Park	77,952	32
Sylvia Circle FLC	54,442	29
Transportation	4,750	
York Road	57,790	37
Total	3,484,695	1321

## EXHIBIT C

				23-24 45th-Day Student Distribution													
				As of 10.24.23 @ 4:18 pm													
School	3K	4K	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Grand Total	Virtual
CPES			156	140	131	137	130	121								815	
EBES	12	35	66	69	64	66	75	76								463	2
EPES	6	41	71	59	73	63	70	76								459	
IDES		20	84	90	100	90	89	82								555	5
IHES			73	88	95	94	82	114								546	6
LSES		20	63	73	80	73	84	88								481	7
MGES			78	76	84	70	92	102								502	2
MHES		20	85	91	85	80	92	79								532	1
NSES		14	78	72	80	88	69	73								474	6
ODES		20	70	73	63	67	97	92								482	3
OPES			87	105	116	81	94	87								570	2
RDES		20	71	93	79	79	84	70								496	1
SPES		20	65	60	71	86	87	76								465	3
YRES		20	74	60	68	68	70	77								437	1
CCDC	34	188														222	
CHMS									230	220	261					711	23
DCMS									287	287	294					868	13
RRMS									194	237	223					654	15
SLMS									284	266	256					806	13
STMS									268	258	255					781	11
NWHS												510	507	389	358	1764	41
RHHS												638	512	471	377	1998	57
SPHS												352	318	287	224	1181	35
PAS		20	1	5	4	3	9	2	5	8	2					59	
Grand Total	52	438	1122	1154	1193	1145	1224	1215	1268	1276	1291	1500	1337	1147	959	16321	247



ROCK HILL  
SCHOOL DISTRICT 3

## FACILITY CONDITION ASSESSMENTS

2631 West Main Street  
Rock Hill, SC 29732

### CONSTITUTION

seal/signature

issued as	date
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BUILDING SYSTEM -  
FLOORING 12.31.17

item	date
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key plan  
sheet us

RAWLINSON ROAD  
MIDDLE SCHOOL

## FLOORING

## STEP THREE

F-1

drawn by J. F. checked by

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WHEN CUTTED AT FULL SIZE THIS SHEET MEASURES 5 YD.



	TYPE	LEGEND
FLOORING SYSTEM	VCT	
	CARPET	
	QUARRY TILE	
	TERRAZZO	
	EPOXY	N/A
	CERAMIC TILE	
	SEALED CONCRETE	
	HARDWOOD	
	VINYL	
	SPORT COURT	
	RUBBER	
	PAINTED CONCRETE	N/A
STAGE HARDWOOD	N/A	