



BARD Wall-Mount HVAC Equipment Purchase

Overview

Florence School District Five (FSD5) is accepting proposals from qualified vendors to provide the HVAC equipment listed below for district use.

Required equipment is as follows:

Quantity	Manufacturer / Model	Description
6	BARD W30HF-A05	Wall-mount HVAC unit
4	BARD W48HF-B09	Wall-mount HVAC unit
5	BARD W36HF-B09	Wall-mount HVAC unit
2	BARD W36HF-A09	Wall-mount HVAC unit

Vendors are requested to ensure that their proposal meets the following requirements:

1. Proposal must include a total delivered cost for all equipment listed above, with freight, delivery, fees, and any other charges clearly included.
2. Pricing must identify the unit price and extended price for each model and the total proposal amount.
3. Equipment must be new, unused, and supplied with the full manufacturer warranty.
4. Proposal must state the anticipated lead time and delivery schedule for each model.
5. Any exceptions to the exact manufacturer and model numbers listed in this RFP must be clearly identified in an Exception Statement.

Instructions for submittal of proposals

Vendors are responsible for ensuring that their proposals meet all aspects of this RFP.

All proposals must be submitted via email in a PDF document to Mr. Adam Kennedy at akennedy@fsd5.org. Proposals received after the deadline will not be accepted.

All proposals must include the following:

1. Detailed equipment pricing and anticipated delivery timeline.
2. Signed copy of this RFP acknowledging full understanding.



Questions or concerns

Upon publication of this RFP and until notice of contract award, all communication from proposers regarding this RFP must be directed to Mr. Adam Kennedy via email to akennedy@fsd5.org. It is the vendor's responsibility to understand the requirements and specifications of this RFP and to seek clarification as required.

Florence School District Five shall distribute all official changes, modifications, responses to questions, or notices relating to this RFP. Any information not provided by Florence School District Five shall not be taken into consideration and vendors relying on this information do so at their own risk.

Schedule

The table below shows anticipated dates of actions relating to this RFP. If it is found necessary to change any of these dates, an addendum to this RFP will be issued.

Milestone	Date
RFP issued	September 9, 2026
Deadline for clarification questions	September 16, 2026
Proposals due	September 18, 2026
Anticipated award	September 21, 2026

Proposal requirements

1. Must include all requirements as outlined in the Overview.
2. Must identify each proposed BARD model number, quantity, unit price, extended price, and total delivered price.
3. Must identify anticipated shipping and delivery lead time for each model.
4. Must provide manufacturer warranty information for the proposed equipment.
5. Three (3) references from other school districts or customers that the vendor has worked with, including a phone number and email address. (If applicable)
6. Any additional information as deemed necessary by the vendor.



Proposal Evaluation and award

Florence School District Five will evaluate submitted proposals based on level of completeness, ability to supply the specified equipment, delivery schedule, vendor experience, warranty support, and total cost. In addition to meeting all requirements of this RFP, the following factors will also be evaluated:

1. Compliance with the specified manufacturer, model numbers, and quantities.
2. Total delivered cost.
3. Delivery lead time and ability to meet district needs.
4. Vendor references and past performance.
5. History with the district.

Proposals may be rejected for the following reasons:

1. Failure to meet requirements as set in this RFP.
2. Failure to submit a complete response.
3. Failure to demonstrate the ability to furnish the required equipment.
4. Failure to submit proposal by the deadline.

Discussions with responsible entities that have submitted proposals may occur to clarify details or any question with a submitted proposal. All submitted proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision.

Notice of Award or Intent to Award will be posted at the District Office, 156 East Marion Street, Johnsonville, SC 29555 and sent to all that respond to RFP via email.

General Procedures

1. This Request for Proposals is issued in accordance with applicable provisions of the district purchasing policies and procedures.
2. Responses will be reviewed in private by District Officials to avoid disclosure of contents that are confidential to competing vendors.
3. Florence School District Five will not be liable for any cost incurred by vendors submitting responses to this RFP.
4. Contracted vendor shall not assign any interest in the contract and shall not transfer any interest without prior written consent of Florence School District Five.
5. In submitting a quote/proposal, the vendor understands that the district and its representatives will determine which quote/proposal, if any, is accepted. Vendor waives any right to claim damages based on the selection process. All completed quotes/proposals and support documentation submitted become the property of the district and will be retained as required by State and Federal law.
6. Upon delivery, the successful vendor must provide documentation showing Florence School District Five as the purchaser/owner of record and ensure that all warranty information is registered in the name of the district and appropriately documented with the equipment manufacturer(s).



1. If, through any cause, the contracted firm fails to fulfill the obligations agreed to in a timely and proper manner, the district shall have the right to terminate the contract by notifying the firm in writing and specifying a termination date not less than thirty (30) calendar days in advance. In such event, the contracted firm shall be entitled to just and equitable compensation for any satisfactory obligations completed prior to termination.
2. Any modifications to or clarifications of this RFP will be distributed by the District to each Respondent.
3. If the equipment proposed in response to this Request for Proposal is not the exact manufacturer and model specified or is not capable of performing all functions described in the specifications, an Exception Statement shall be supplied stating all features and functions to which the exception is being taken and the effect of the exception.
4. The proposal must be firm for acceptance for a period of 90 days.
5. Florence School District Five reserves the right to determine whether a vendor is responsible and responsive and has the ability and resources to perform the contract in full and to comply with the specifications. Florence School District Five reserves the right to request additional information from the vendor to satisfy any questions that might arise. Florence School District Five further reserves the right to reject any or all proposals or to issue an invitation for new proposals.

Name of Vendor	
Authorized Signature	
Title	
Printed Name	
Date Signed	