

12/12/2022

RFP#: FSD5-2022-03



## **Mobile classroom relocation and setup**

### **Overview**

Florence School District Five (FSD5) is accepting proposals from qualified vendors to provide moving services to move five (5) mobile classrooms from Theodore Lester Elementary School in Florence, SC to Johnsonville, SC.

Details on mobile classrooms are as follows:

1. Units are currently located at Theodore Lester Elementary School in Florence, SC.
2. Four (4) of the units are 24x32
3. One (1) of the units is approximately 24x64.
4. The larger unit and two of the smaller units will be delivered to Johnsonville Elementary School, 162 E. Marion Street, Johnsonville, SC 29555.
5. One of the smaller units will be delivered to the track field adjacent to Johnsonville Elementary School.
6. One of the smaller units will be delivered to Johnsonville Middle School, 415 Maple St., Johnsonville, SC 29555.

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

1. Proposal must include cost of moving all units listed above to the locations outlined.
2. Any permitting, licenses, equipment rentals, etc., must be included in the proposal.
3. Units must be setup on site, per guidelines and regulations of the South Carolina Department of Education Office of School Facilities.

### **Instructions for submittal of proposals**

There is a mandatory pre-bid walkthrough meeting scheduled for Wednesday, January 4, 2023 at 11:00am EST at 152 East Marion Street, Johnsonville, SC 29555. To be considered, offeror must attend Pre-Bid Walkthrough meeting.

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

All proposals must be submitted in a sealed package that is clearly labeled, "SEALED PROPOSAL: RFP # FSD5-2022-03". Proposals received after the deadline will not be accepted. Proposals shall be sent by means of commercial carrier or hand delivered to the address listed below. The full name of vendor must be clearly marked on the outside of the package.



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All packages must include the following:

1. Two printed copies of the proposal
2. Copies of business licenses and liability insurance
3. Proposed project timeline
4. Signed copy of RFP acknowledging full understanding
5. Flash drive containing digital copy of proposal in MS Word or Adobe PDF format

All proposals can be sent to the following address:

Adam W. Kennedy  
Chief Operations Officer  
Florence School District Five  
Post Office Box 98  
156 East Marion Street  
Johnsonville, SC 29555

### **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 Adam Kennedy in email at [akennedy@fsd5.org](mailto:akennedy@fsd5.org). It is the vendor's responsibility to understand 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.

<b>Milestone</b>	<b>Date</b>
RFP issued	December 12, 2022
Mandatory Pre-Bid Walkthrough	January 4, 2023 at 11:00 am EST FSD5 Conference Center 152 E. Marion Street Johnsonville, SC 29555
Deadline for clarification questions	January 6, 2023 at 4:00 pm EST
Proposals due	January 13, 2023 at 4:00 pm EST



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### **Project Objectives**

1. Move mobile classrooms to locations outlined above for use in the upcoming school year.

### **Proposal requirements**

1. Must include **all** requirements as outlined in overview.
2. Three (3) references from other school districts or customers that vendor have worked with to include a phone number and email address. (If applicable)
3. Any additional information as deemed necessary by vendor

### **Proposal Evaluation and award**

Florence School District Five will evaluate submitted proposals based on level of completeness, past record of performing similar work, ability to work with local staff, cost of equipment and services. In addition to meeting all requirements of this RFP, the following factors will also be evaluated:

1. Proposal meets requirements in the RFP
2. Proposal works with project timeline
3. Vendor references
4. History with 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 technical competence
4. Failure to submit proposal by deadline

Discussions with responsible entities that have submitted proposals may occur to clarify details or any question with 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 in the Finance Department located at the District Office, 156 East Marion Street, Johnsonville, SC 29555. If the total value of the contract resulting from this solicitation is less than \$100,000.00, Proposers who desire to receive a copy of the Statement of



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Award must include a self-addressed stamped envelope. All Proposers will receive an "Intent to Award" if the total value of any contract resulting from this solicitation is \$100,000.00 or greater.

### **General Procedures**

1. This Request for Proposals is issued in accordance with applicable provisions to the district purchasing policies and procedures.
2. Responses will be opened 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. At the completion of this project, the successful vendor must provide proof of ownership showing Florence School District Five is the sole owner of record and demonstrate that all warranty information is in the name of the district and is appropriately documented with the equipment manufacturer(s).
7. 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 work completed.
8. Any modifications to or clarifications of this RFP will be distributed by the District to each Respondent, who also email address for such purpose.
9. If the equipment proposed in response to this "Request for Proposal" 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 this exception.
10. The proposal must be firm for acceptance for a period of 90 days.
11. 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.

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<b>Name of Vendor</b>	
<b>Authorized Signature</b>	
<b>Title</b>	
<b>Printed Name</b>	
<b>Date Signed</b>	