

PROPOSAL RESPONSE FORM

To: Orangeburg County School District
Attn: Procurement Coordinator RFQ 20-044
102 Founders Court
Orangeburg, SC 29118

From: Company Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Fax Number _____

Email _____

Federal Tax Identification Number _____

I, the undersigned, as the owner or legally authorized representative of the above named company, by signing the following statement, agree that I have read and understand all of the instructions and specifications contained herein, and that if accepted by the Orangeburg County School District, all of the provisions are of a binding contract between the Orangeburg County School District and our company.

Company years in business _____

Proposers Name Printed _____

Position with Company _____

Authorized Signature: _____ Date: _____

SCOPE OF WORK RFQ 20-044
General Maintenance Repairs, Services and Installations
Orangeburg County School District
Annual Service Dates - July 1st 2021 to June 30th 2022

It is the intent of Orangeburg County School District to issue a request for proposal to establish and develop an approved vendors list for general repairs and maintenance of district facilities. The work may include, but not limited to the following; install and repair structures, finishes/painting, electrical, lighting, HVAC, plumbing, irrigation systems, roofing, asphalt/concrete repairs, boilers, cooling towers repairs, etc.

CONTRACTOR GENERAL REQUIREMENTS

1. **General contractor:** Must be able to manage facility/grounds construction projects and repairs utilizing various trade groups that may include but not limited to electrical, plumbing, painting, HVAC, concrete, asphalt, boilers, cooling towers, roofing etc.
2. **HVAC contractor:** Companies must be able to service, repair, install, maintain and change filters on HVAC units selected by OCSD. Contractors will be called on an as needed basis as determined by OCSD Operations/Maintenance department. There are two categories for HVAC service, residential/commercial up to 10 ton and commercial HVAC systems above 10 ton.
3. **Electrical contractor:** Must be able to service, repair, install new panels, run new conduit and wiring, replace transformers, lighting, work with 110, 240, 277, 480 voltage single or three phase, etc.
4. **Plumbing contractor:** Must be able to service, repair, rough in/finish piping install equipment that may include but not limited to , water fountains, sinks, faucets, hot water tanks, able to work with copper and pvc piping, etc.
5. **Painting contractor:** Companies should have the capacity to take on small and large painting contracts, furnish labor, materials, tools, equipment, match colors and prep substrate for all projects.
6. **Irrigation contractor:** Must be able to service, repair, replace and install irrigation systems around athletic fields and district offices.
7. **Roofing contractors:** Must be able to manage small roofing projects and repairs that may include but not limited to shingles, metal, built up, gutters, drains, etc.

SCOPE OF WORK - SPECIAL NOTES

1. OCSD reserves the right to purchase replacement parts, supplies, equipment to be used for service and repairs and installation in district facilities. Items may include but not limited to HVAC, plumbing, electrical, painting, concrete, building supplies etc.
2. Companies will be required to supply all labor and materials unless otherwise specified.
3. It is the expectation of Orangeburg County School District that all material cost and labor cost submitted by the contractor for projects will be industry competitive, fair and reasonable .
4. Unless otherwise noted in quotes, the district expects all contractors to supply any specialty equipment such as lifts, lulls etc.

EVALUATION/AWARD CRITERIA

Orangeburg County School District intends to establish an approved vendors list resulting from this Request for Qualification to the responsive and responsible offeror whose proposal is determined to be the most advantages to the district. For evaluation purposes; capabilities, performance and cost as outlined in the scope of work are takin into consideration. However, the right is respectfully reserved to reject any and all proposals. The District shall be the sole judge of whether or not a proposal meets the requirements of this solicitation.

Proposals will be reviewed and evaluated based upon the factors listed below.

Above Satisfactory

- The service provider has demonstrated their ability to complete the work assigned and making repairs efficiently and cost effective while exceeding the districts expectations. The service provider also makes recommendations and provide solutions that help with long term solutions.

Satisfactory

- The service provider has demonstrated their ability to provide adequate service that meets the district's general expectations and completion of the assigned task.

Below Satisfactory

- The service provider has demonstrated that their understanding, knowledge, capabilities and quality of service falls short of the district's expectations.

During the review process, the District shall have the right to request from offerors any additional information necessary for evaluation of the proposal and relevant to any one or more of the aforementioned evaluation factors. Failure to promptly provide requested information shall be sufficient grounds for determining the offeror to be non-responsive and resulting in the offerors proposals being automatically rejected.

**Request for Proposal
Orangeburg County School District
Proposal Response Cost Form**

Contractors may choose their appropriate trade and enter the labor cost per hour. A general contractor may have multiple trades available to him. Contractors being in a specific trade should put their labor per hour beside their trade only.

General contractor:	Regular work hours	\$ _____ per hr.
	After hours/weekend/holidays	\$ _____ per hr.
HVAC contractor:	Regular work hours	\$ _____ per hr.
	After hours/weekend/holidays	\$ _____ per hr.
(Check one or both)	Residential/Commercial up to 10 ton _____	Commercial above 10 ton_____
Electrical contractor:	Regular work hours	\$ _____ per hr.
	After hours/weekend/holidays	\$ _____ per hr.
Plumbing contractor:	Regular work hours	\$ _____ per hr.
	After hours/weekend/holidays	\$ _____ per hr.
Painting contractor:	Regular work hours	\$ _____ per hr.
	After hours/weekend/holidays	\$ _____ per hr.
Irrigation contractor:	Regular work hours	\$ _____ per hr.
	After hours/weekend/holidays	\$ _____ per hr.
Roofing contractor:	Regular work hours	\$ _____ per hr.
	After hours/weekend/holiday	\$ _____ per hr.

Does your company accept Purchase Orders? Yes _____ No _____

Is company able to respond to afterhours/weekend emergency service calls if needed? Yes _____ No _____

Will your company be able to adjust normal working hours so not to disrupt school if needed to complete project? Yes _____ No _____

New Vendor Reference Form

Existing vendors do not have to complete the reference form. This form applies only to new vendors.

Three references

1. Company _____ Phone _____

Contact Name _____

2. Company _____ Phone _____

Contact Name _____

3. Company _____ Phone _____

Contact Name _____

New vendors must go to the district web page **ocsdsc.org** and complete the new vendor registration forms. The forms can be found under Departments – Finance / Procurement.

Submit Date Deadline July 13, 2021 10am