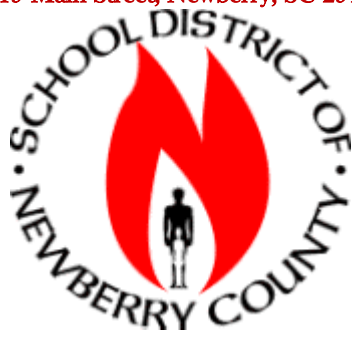


**The School District Of Newberry County**

Administrative Offices  
3419 Main Street, Newberry, SC 29108



**Request for Proposal:** OPS-2015-003

**Date Issued:** April 15, 2015

**Procurement Director:** Bryan Gresham

**Phone:** (803) 321-2600

**Fax:** (803) 321-2604

**E-Mail Address:** bgresham@newberry.k12.sc.us

**DESCRIPTION: Custodial Services– DISTRICT WIDE**

*The Term "Offer" Means Your "Bid" or "Proposal". Must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.*

**SUBMIT YOUR SEALED OFFER REFERENCING SOLICITATION NUMBER, DATE AND TIME OF OPENING, AND PROCUREMENT OFFICER'S NAME TO THE ADDRESS AT THE RIGHT:**

**MAILING AND PHYSICAL ADDRESS:**  
The School District of Newberry County  
Attn: Procurement Coordinator Bryan Gresham  
PO Box 718 / 3419 Main Street, Newberry, SC 29108

**SUBMIT OFFER BY: May 5, 2015 @ 2:00 PM**

(See "Deadline For Submission Of Offer" provision)

**NUMBER OF COPIES TO BE SUBMITTED: (1) original , (4) copies marked COPY**

**QUESTIONS MUST BE RECEIVED BY: April 27, 2015 at 12:00 PM**

(See "Questions From Offerors" provision)

**ADDENDUM ISSUED: April 28, 2015 by 5:00 pm**

(See "Questions From Offerors" provision)

**CONFERENCE TYPE: Site Visit, Highly Recommended**

**DATE & TIME: April 24, 2015 @ 8:00 AM**

(See Site-Visit Locations See Page 40)

**CONFERENCE LOCATION:**

SDNC Administration Offices  
**3419 Main Street, Newberry, SC 29108**

**INTENT TO AWARD & AWARD BY:**

Notice of Award and/or Intent to Award will be posted on the district website [www.newberry.k12.sc.us](http://www.newberry.k12.sc.us)  
**May 15, 2015 by 5:00 pm**

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of one hundred twenty (120) calendar days after the Opening Date.

**NAME OF OFFEROR:** (Full legal name of business submitting the offer)

**OFFEROR'S TYPE OF ENTITY:**  
(Check one)

**AUTHORIZED SIGNATURE:**

Sole Proprietorship

Corporate entity

Federal ID # \_\_\_\_\_

(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

South Carolina Minority Vendor

Minority Vendor # \_\_\_\_\_

**TITLE:** (Business title of person signing above)

Other \_\_\_\_\_

**PRINTED NAME:** (Printed name of person signing above)

**DATE SIGNED**

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. 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.e.*, a separate corporation, sole proprietorship, etc.

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### I. GENERAL INSTRUCTIONS TO OFFERORS

**AMENDMENTS TO SOLICITATION:** (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors (b) shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the offeror received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

**AWARD NOTIFICATION:** Notice regarding the District's intent to award a contract will be posted on the district's website [www.newberry.k12.sc.us](http://www.newberry.k12.sc.us) by **May 15, 2015 by 5:00 pm** If the contract resulting from this Solicitation has a total or potential value in excess of fifty thousand dollars, but less than \$ 100,000.00 such notice will be sent to all Offerors responding to the Solicitation and any award will be effective the day such notice is given. Should the contract resulting from this Solicitation have a total or potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given

**BID / PROPOSAL AS OFFER TO CONTRACT:** By submitting Your Bid or Proposal, You are offering to enter into a contract with School District of Newberry County. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

**BID ACCEPTANCE PERIOD:** In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Officer in writing.

**BID IN ENGLISH & DOLLARS:** Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation.

**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION:** **GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.**

(1) By submitting an offer, the offeror certifies that:

(A) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to-

- (i) Those prices;
- (ii) The intention to submit an offer; or
- (iii) The methods or factors used to calculate the prices offered.

(B) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(C) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(2) Each signature on the offer is considered to be a certification by the signatory that the signatory:

(A) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or

(B)(i) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal];

(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

(3) If the offeror deletes or modifies paragraph (a)(2) of this certification, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS:

(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that Offeror and/or any of its Principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this offer, 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

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(D) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(E) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(2) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(3) If Offeror is unable to certify the representations stated in paragraph (1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror non-responsible.

(4) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (1) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(5) The certification in paragraph 1 of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the District, the Procurement Officer may terminate the contract resulting from this solicitation for default.

**COMPLETION OF FORMS / CORRECTION OF ERRORS:** All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule).

**DEADLINE FOR SUBMISSION OF OFFER:** Any offer received after the Procurement Officer or his/her designee has declared that the time set for opening has arrived, shall be rejected.

**DEFINITIONS** - Except as otherwise provided herein, the following definitions are applicable to all parts of the solicitation:

AMENDMENT means a document issued to supplement the original solicitation document.

BOARD means the School District of Newberry County Board of Trustees.

BUYER means the Procurement Officer.

CHANGE ORDER means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract.

CONTRACT See clause entitled Contract Documents & Order of Precedence.

CONTRACT MODIFICATION means a written order signed by the Procurement Officer, directing the contractor to make changes which the changes clause of the contract authorizes the Procurement Officer to order without the consent of the contractor.

CONTRACTOR means the Offeror receiving an award as a result of this solicitation.

COVER PAGE means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.

OFFER means the bid or proposal submitted in response to this solicitation. The terms Bid and Proposal are used interchangeably with the term Offer.

OFFEROR means the single legal entity submitting the offer. The term Bidder is used interchangeably with the term Offeror. See bidding provisions entitled Signing Your Offer and Bid/Proposal As Offer To Contract.

PROCUREMENT OFFICER means the person, or his successor, identified as such on the Cover Page.

YOU and YOUR means Offeror.

SOLICITATION means this document, including all its parts, attachments, and any Amendments.

SUBCONTRACTOR means any person having a contract to perform work or render service to Contractor as a part of the Contractor's agreement arising from this solicitation.

WORK means all labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract.

**DISTRICT CLOSINGS:** If an emergency or unanticipated event interrupts normal District processes so that offers cannot be received at the Procurement Office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which the District processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If District offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference.

**DRUG FREE WORK PLACE CERTIFICATION:** The State of South Carolina has amended Title 44, code of Laws of South Carolina, 1976, relating to health, by adding Chapter 107, so as to enact the Drug-Free Workplace Act. (See Act No. 593, 1990 Acts and Joint Resolutions). By submission of a signed proposal, you are certifying that you will comply with this Act. (See Section 44-107-30)

**DUTY TO INQUIRE:** Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the District's attention.

**ETHICS ACT (CERTIFICATE):** By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed.

**INFORMATION FOR OFFERORS TO SUBMIT:** Offeror shall submit a signed Cover Page and should submit all other information and documents requested in solicitation.

**PROCUREMENT AUTHORITY:** (a) All authority regarding the conduct of this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement. (b) Purchasing Liability. The Procurement Officer is an employee of the School District of Newberry County acting on behalf of the District pursuant to their Procurement Code. Any contracts awarded as a result of this procurement are between the Contractor and the School District of Newberry County.

**PROCUREMENT CODE AVAILABLE:** The School District of Newberry County's Procurement Code, is available at <http://www.newberry.k12.sc.us/>

**PROTESTS:** (a) Solicitation - Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen (15) days of the date of issuance of the applicable solicitation document at issue. (b) Intent to Award - Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten (10) days of the date notification of award is posted in accordance with this code. A protest shall be in writing, submitted to the appropriate chief Procurement Officer, and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. [§ 11-35-4210]

**PROTEST – ADDRESS:** Any protest must be submitted in writing to Jim Suber, Assistant Superintendent of Operations and Administration, PO Box 718 / 3419 Main Street, Newberry, SC 29108

**PUBLIC OPENING:** Not applicable for this RFP

**QUESTIONS FROM OFFERORS:** (a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing, either by mail or electronic communication (e-mail). Questions must be received by the Procurement Officer no later than **April 27, 2015 @ 12:00 pm**. Label any communication regarding your questions with the name of the Procurement Officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. All Questions will be answered via an Addendum, which will be posted on the District's website, [www.newberry.k12.sc.us](http://www.newberry.k12.sc.us) on

**April 28, 2015 by 5:00 pm if necessary**

**REJECTION/CANCELLATION:** The District may cancel this solicitation in whole or in part. The District may reject any or all proposals in whole or in part.

**RESPONSIVENESS / IMPROPER OFFERS:**

(a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.

(b) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the District cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer. (Article 5, Section 1520.13)

(c) Price Reasonableness: Any offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. (Article 5, Section 1520.6.5.5)

(d) Unbalanced Bidding. The District may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or sub-line items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the District even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

**RESTRICTIONS APPLICABLE TO OFFERORS:** Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the state Ethics Act. (a) After issuance of the solicitation, all communications must be solely with the Procurement Officer. You agree not to discuss this procurement activity in any way with any other District employees, agents or officials. This restriction may be lifted by express written permission from the Procurement Officer. This restriction expires once a contract has been formed. (b) Unless otherwise approved in writing by the Procurement Officer, you agree not to give anything to any other District employees, agents or officials prior to award.

**SAMPLES-TESTING:** Free samples may be required for testing by the District's Facilities staff and/or an independent laboratory. If requested, your failure to provide a sample will result in rejection of your offer. Upon invoice, you agree to pay any reasonable cost incurred for this testing. Unless your sample is accompanied by a request for its return, your sample will not be returned. Your sample may be destroyed during testing.

**SIGNING YOUR OFFER:** Every Offer must be signed by the individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words "by its Partner," and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

**SUBMITTING CONFIDENTIAL INFORMATION:** For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Article 1, Section 410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Article 5, Section 1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. If your response or any part thereof, is improperly marked as confidential or trade secret or protected, the District may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the District will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless School District of Newberry County, its officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the District withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.)

**SUBMITTING YOUR OFFER OR MODIFICATION:** (a) Offers and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by electronic means) – (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the offeror. (b) If you are responding to more than one solicitation, each offer must be submitted in a different envelope or package. (c) Each Offeror must submit the number of copies indicated on the Cover Page. (d) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper as prescribed in paragraphs (a)(1) and (2) of this provision when delivered to the office specified in the Solicitation. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. (f) Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation. (g) It is the Offeror's responsibility to ensure that bids submitted by electronic commerce were received by the Procurement Officer.

**UNIT PRICE:** Unit price must be shown for each item. In determining award, unit prices will govern over extended prices unless otherwise stated.

WITHDRAWAL OR CORRECTION OF OFFER: Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by the District's Procurement Code Article 5 Section 1520.7.1.

ADDENDUM: An addendum shall be issued if necessary prior to the RFP submittal date and time for the purposes of modifying or interpreting the proposal instructions through additions, deletions, clarifications, or corrections. At the discretion of the District, if it becomes necessary to revise or clarify any part of this RFP, addendums will be posted at [www.newberry.k12.sc.us](http://www.newberry.k12.sc.us). Any addenda issued by the District shall become a formal part of this RFP OPS 2015-003.

No addenda shall be issued later than four (4) days prior to the RFP submittal date except to a) withdraw the RFP solicitation, or b) to postpone the RFP submittal date and time. The School District of Newberry County shall not be legally bound by any amendment for interpretation that is not in writing.

Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment(s) with their proposal. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

APPROVAL OF PUBLICITY RELEASES: The Contractor shall not have the right to include the District's name in its published list of customers, without prior written approval of the District. The Contractor agrees not to publish or cite in any form any comments or quotes from District staff. Contractor further agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the District.

## II. SCOPE OF SOLICITATION

### 2.1 ACQUIRE SERVICES

The purpose of this solicitation is to acquire services from qualified custodial service firms to comply with the enclosed description and/or specifications and conditions for the School District of Newberry County.

### 2.2 RFP –PROCESS

**This RFP process:** will contain an evaluation considering the criteria listed in Section XIV. Interviews and clarifications may be used to assure understanding of proposals and to obtain necessary information for evaluation purposes. Ultimately, the most advantageous offer from among the qualified Offerors will be recommended for consideration of the contract award. The final determination on whether to award a contract resides with the School District of Newberry County Board of Education.

Each proposal set (technical and cost) shall be complete and submitted in the format requested in the Section VI, in order to facilitate timely evaluation of all of the proposals. Each proposer shall submit one (1) original set and four (4) copy sets. Each proposal shall be in a three ring binder, with clearly marked sections coinciding with the requested proposal format in Section VI. Do not include extra marketing and/or advertising materials. Failure to comply with these conditions shall be cause for rejection of the proposal. However, the SDNC reserves the right to waive minor inconsistencies in the proposal format. Any proposed discounts should not be reflected in this pricing. Discounts should be shown separately. By submission of their proposal, each proposer shall agree to hold the prices shown in the proposal for at least (120) days after the submission deadline. The successful proposer shall guarantee the proposed pricing, unconditionally, for the duration of the contract. Any other effort to change prices, before the contract period has expired, shall be considered a default of the contract provisions. If such a default occurs, it shall be in the sole discretion of the District to terminate the contract.

### 2.3 SITE VISITS: See Site Visit Locations in Section XV

### 2.4 CONTRACTOR QUALIFICATIONS

To be eligible for award of a contract, a prospective contractor must be responsible. In evaluating an offeror's responsibility, the SDNC Standards of Responsibility and information from any other source may be considered. An offeror must, upon request of the SDNC, furnish satisfactory evidence of the ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award.

### 2.5 CONTRACTOR REQUIREMENTS

2.5.1 Contractor must presently be providing custodial services for a K-12 school district(s) with similar specifications.

2.5.2 Contractor shall be licensed and permitted to perform all work included in this RFP, including any special licenses and/or permits. Copies of all licenses and/or permits must be submitted with this RFP.

2.5.3 Contract must have staff support to provide an effective quality control program, a training program and make available technical support on a daily basis required by the District.

2.5.4 All equipment, materials, supplies, and parts (other than those specifically excluded in writing) to perform the services described will be the responsibility of the contractor. District reserves the right to not accept substitutions.

2.5.5 Contractor must provide evidence of a sound financial position for the past three (3) fiscal/calendar years of the proposer, such as by furnishing copies of formal financial statements or statements of financial integrity from each bank of whom the proposer was a business customer on letterhead of the financial institution and signed by an officer of the institution.

2.5.6 Contractor must have a record of at least five (5) years of a successful custodial service performance with a school district(s) similar in custodial specifications.

2.5.7 The contractor will be responsible for hiring and training all required employees necessary for this contract and shall comply with the Fair Labor Standards Act. The contractor or sub-contractor(s) of the contractor will not employ at less than the established federal and state minimum wage. The contractor will give each employee a criminal background check. All preliminary criminal background checks (minimum SLED check) must be completed prior to employment and the reports on each employee **must** be submitted to the Assistant Superintendent of Operations and Administration (ASOA) or designee. All costs for criminal background checks are the responsibility of the contractor. No employee who has a police record other than a misdemeanor violation may be assigned duties under this contract. Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the workforce upon request of the District. The contractor shall use persons who are thoroughly trained in the necessary skills for custodial maintenance. Work persons shall not engage in profanity, indecent acts, stealing, use of alcohol, or use of illegal drugs or possession of weapons on SDNC property. All employees shall be dressed in an appropriate manner authorized by the contractor. Each employee shall be neat and clean in appearance. Uniforms and SDNC approved identification badges shall be worn which fully identify the worker as a member of the contractor's workforce.

2.5.8 Contractor must be an established business entity, registered and licensed to do business in **Newberry County and/or** in the State of South Carolina.

2.5.9 The successful contractor will have adequate insurance coverage to protect interests of the contractor as well as the school district including workers' compensation coverage for employees of the contractor. The contractor must submit a certificate of insurance, showing all required coverage, and resubmit annually or more often as needed to show continuous coverage. See Section VII

2.5.10 It is the responsibility of the contractor to secure all equipment during and after use to prevent injury to students or any person not authorized to use such equipment.



2.5.11 Contractor shall designate, in writing, to the ASOA or designee, a listing of all proposed supervisor/management staff including a contact person for daily operations.

2.5.12 The ASOA or designated representative may conduct, at any time, Quality Assurance inspections to assure contract compliance. Contractor must provide a manager to accompany the SDNC inspector.

2.6 Financial Responsibility

Banking reference: \_\_\_\_\_

Name of bank officer: \_\_\_\_\_

Phone: \_\_\_\_\_

How many years with this bank? \_\_\_\_\_ Years

2.7 Insurance Coverage

Prior to contract commencement, the Certificate of Insurance for liability and Workers' Compensation naming the District as Additional Insured shall be provided to the District. See Section VIII.

2.8 Custodial Experience

Proposer has been providing custodial services to (please check (✓) next to each appropriate type of building(s) serviced and indicate number of years experience for each checked service area)

\_\_\_\_\_ K – 12 school district buildings for \_\_\_\_\_ years;

\_\_\_\_\_ Publicly owned and operated facilities for \_\_\_\_\_ years;

\_\_\_\_\_ Privately owned and operated facilities for \_\_\_\_\_ years.

How many buildings were serviced?

\_\_\_\_\_ K – 12 school district buildings;

\_\_\_\_\_ Publicly owned and operated facilities buildings;

\_\_\_\_\_ Privately owned and operated facilities buildings

2.9 Custodial Services Customers

Identify five current custodial services customers and contract size with each:

1. Customer: \_\_\_\_\_

\$/year \_\_\_\_\_ Contact: \_\_\_\_\_

Phone Number \_\_\_\_\_

Consecutive Years of Services: \_\_\_\_\_

2. Customer: \_\_\_\_\_

\$/year \_\_\_\_\_ Contact: \_\_\_\_\_

Phone Number \_\_\_\_\_

Consecutive Years of Services: \_\_\_\_\_

3. Customer: \_\_\_\_\_

\$/year \_\_\_\_\_ Contact: \_\_\_\_\_

Phone Number \_\_\_\_\_

Consecutive Years of Services: \_\_\_\_\_

4. Customer: \_\_\_\_\_

\$/year \_\_\_\_\_ Contact: \_\_\_\_\_

Phone Number \_\_\_\_\_

Consecutive Years of Services: \_\_\_\_\_

5. Customer: \_\_\_\_\_

\$/year \_\_\_\_\_ Contact: \_\_\_\_\_

Phone Number \_\_\_\_\_

Consecutive Years of Services: \_\_\_\_\_

2.10 Proposed Custodial Staff (including Supervisors and Head Custodians)

Contractor will list the staff required to fulfill the attached specifications, including management/supervision. This list will be shown by school. (See Attachment A in Section X) This staffing should also indicate the normal work hours each day for each employee. Each school will be required to have custodians on site during the school day as reflected in the proposal. Each school should have a lead employee on staff that will report daily to the principal or designee and introduce any new custodian to the principal or their designee. The contractor must provide a substitute custodian if the regular custodian is out of work more than one day. If any of the contractor’s staff is non-English speaking, the contractor must provide all written material in the language of the employee (i.e. work schedules, directives, etc.).

The contractor will utilize the current full time and part time custodial employees at current salaries, in providing the scope of work. (See Section X Current Custodial Staff ) Contractor will be responsible for employee scheduling and will conduct and submit annual reviews and performance issues information to the school principal, to the Assistant Superintendent of Operations and Administration (ASOA) or designee and to the Director of Facilities Management.

2.11 Transition Plan

2.11.1 Submit a projected Transition Plan for implementation, if awarded the contract, to include tasks and time frames. Include a list of all individuals assigned to your transition team with current contact information, telephone numbers and email addresses.

2.11.2 The proposer must submit an overview of key elements of the Transition Plan, inclusive of the following broad categories. This plan is not intended to represent a transition plan specific to the RFP, but should provide sufficient detail to highlight the depth of proposer’s understanding of the transition process.

1. Review of District operating procedures and policies.
2. A plan to incorporate fair consideration of retaining current qualified and experienced custodial employees with current compensation and benefits. A breakdown of proposed employee benefits is required.
3. Recruitment of key staff.
4. Review of existing vendor contracts.
5. Review of existing facilities.

2.12 Training Program for Management & Hourly Employees

2.12.1 What is the name of the training program(s) your company uses to train all employees?

\_\_\_\_\_  
\_\_\_\_\_

2.12.2 If the training program(s) is/are an “in house” training program(s), a copy of the program(s) must be attached to this RFP.

2.13 Custodial Services Quality Control

2.13.1 What system does your company use to measure the quality of your custodial services? Please describe here or attach a copy of your company’s documents describing your system.

\_\_\_\_\_  
\_\_\_\_\_

Note: Attach additional pages, if needed.

2.13.2 If your company uses a software quality control system, please name the system:

\_\_\_\_\_

2.14 Custodial Services Management System

Does your company use software to manage your custodial services? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what software does your company use to manage your custodial services?

\_\_\_\_\_

2.15 Custodial Supplies Qualification

Does your company have a formal process for qualifying custodial supplies? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe the process your company uses to qualify all custodial supplies, including, but not limited to cleaning, disinfecting, waxing, and polishing supplies. Enclose a copy with this RFP. If you do not have a formal process, describe the process on a separate page(s) titled “Custodial Supplies Qualification Process” and include it with this RFP. In the event that the SDNC determines that it is in the best interest of the SDNC to specify the supplies to be used, is your company willing to use the supplies specified by the SDNC?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2.16 **CRIMINAL BACKGROUND CHECKS**

The authorized signature on the RFP certification page is certification that all supervisory and custodial employees named have had and successfully passed, at a minimum, South Carolina Law Enforcement Division (SLED) criminal background checks and that all meet federal and state requirements for employment in K-12 facilities. A national background investigation of all supervisory and custodial employees is preferred. The signature also certifies that any new supervisor or custodial hire will have had and successfully passed a criminal background check and will meet the same federal and state requirements at the time of being hired.

### III. SCOPE OF WORK/SPECIFICATIONS

This Scope of Work (SOW) defines the minimal acceptable performance by the contractor in providing defined custodial services at all School District of Newberry County buildings and sites that include stadiums/athletic field bleachers, concession areas, walkways, and related areas.. The schedule for cleaning and maintaining these areas will be the responsibility of the custodial contractor. The Owner reserves the right to inspect these areas and can require cleaning and repair when required. The custodial services contractor will not be responsible for cleaning closets primarily used for electrical, mechanical, plumbing, and/or information technology equipment.

#### 3.1 PERFORMANCE LOCATION

After award, all services shall be provided to the locations specified by this solicitation in Section XV.

#### 3.2 FUNCTIONAL DESCRIPTION

The purpose of this RFP is to solicit the services of a vendor to provide the full array of custodial services to the schools/facilities of the School District of Newberry County.

#### 3.3 CLEANING SCHEDULE

Replace,daily, all interior (i.e., classroom, offices, lounges, café, kitchen) and entrance foyer light bulbs/tubes as needed with the exception of the following: exit, emergency lights, kitchen hoods, heat lamps, freezers, coolers, serving lines. Custodians will use lights only as required in the area or room being cleaned. The “lights off” method of identifying areas that have not been cleaned will not be allowed. Lights will remain off in all other areas until spaces are actually occupied. Turn lights off immediately when leaving an area or room and secure all exterior doors and windows. All AC/heat vents must be cleaned weekly.

##### 3.3. A CARPETS

Carpets shall be cleaned per manufacturer recommendations. All carpet and carpet tile in high traffic areas (such as entrances, exits, lobbies, food service areas, main corridors, etc.) will be “deep cleaned” using a hot water extraction method and vendor approved by the school district. Hot water extraction in these high traffic areas will be done a minimum of FOUR times per year. Each cleaning should take place during unoccupied hours, with the ventilation system operating during all phases of cleaning and for at least 48 hours thereafter. When using a wet extraction cleaning method, carpets must be completely dry within 24 hours. (If soil accumulation becomes seriously visible due to unusual activity between the four scheduled cleanings, extraction clean the soiled areas by following the procedure presented above.)

##### 3.3. B VACUUMING

Proper vacuuming is one of the most important parts of a total preventive maintenance program. Ineffective equipment or procedures will accelerate the appearance loss of the carpet by allowing dirt and grit to penetrate the pile surface. The accumulation of this soil, especially the smaller respirable particulates, can lead to Indoor Air Quality problems.

The janitorial / housekeeping staff is typically assigned the task of scheduled vacuuming. Vacuuming frequencies should be determined by four factors:

1. Type of carpet installed and appearance expectations.
2. Type and quality of vacuum used.
3. Expected traffic for each area of the facility.
4. Soiling environment of each area of the facility.

A commercial upright vacuum with a beater brush is recommended for vacuuming of all carpet. Regular maintenance of vacuums is also essential. Vacuums should be emptied and inspected after every use. Particular attention should be paid to the condition of the brushes. Also, make sure there is no material obstructing the air-flow channel.

Typical vacuuming frequencies are as follows.

High traffic: Every full work day. All entrances, exits, lobbies, food service areas, main corridors, elevators, funnel and pivot points. The vacuum should make a minimum of three passes in all high traffic areas.

Medium traffic: Every other work day. All secondary corridors, conference rooms, private offices.

Low traffic: Once a week. Minimal use corridors, rarely used conference rooms and training rooms.

##### 3.3. C SPOT CLEANING

Spots and stains are one of the biggest detriments to high appearance levels. In order to maintain a consistent appearance level between periodic maintenance, it's critical that spots and stains be removed on a daily basis. In most cases, daily spotting is the responsibility of the janitorial or housekeeping staff. ALL spot cleaning should be performed by manufacturer's recommendations. ANY ALTERNATE spot cleaning method must be approved by the district and carpet manufacturer.

### 3.3.1 CLASSROOMS/COMPUTER LABS

All classrooms are to be fully serviced each of the 180 student days.

All classrooms are to be lightly cleaned during each of the 10 teacher in-service days.

#### 1. Daily (five days per week)

- A. Empty wastebaskets and replace.
- B. Dust shelves
- C. Spot clean all glass to hand height
- D. Clean and sanitize counters, sinks, student desktops, door knobs/exit devices and water fountains.
- E. Dust mop, with chemically treated dust mop, all wood and tile floors
- F. Mopping:
  - (1) Spot mop tile floors with an all-purpose cleaner
  - (2) Mop with detergent on Tuesday and Friday
  - (3) Mops are to be cleaned/sanitized/stored upright. Mops/mop water should not be left overnight.
- G. Spot clean all carpet with the manufacturer's approved method
- H. Vacuum all carpet
- I. Vacuum or shake walk-off mats
- J. Remove graffiti from all surfaces as necessary; clean marker/chalk boards
- K. Insure contractor closets are kept neat and clean
- L. Secure any exterior doors and windows and turn lights off before leaving room.

#### 2. Weekly

- A. Remove dust and cobwebs from ceilings
- B. Dust all furniture and horizontal surfaces to hand height (70")
- C. Damp clean baseboards
- D. Damp clean window ledges
- E. Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- F. Vacuum chalk rails, damp wipe, clean chalk/white boards and erasers
- G. Clean and polish tile/terrazzo floors and buff with high speed machine
- H. Sanitize trash cans as needed.

#### 3. Monthly

- A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.
- B. Clean all carpet in high traffic areas
- C. Dust all blinds
- D. Wash windows.
- E. Vacuum all returns/vents

#### 4. Semi-annually (Summer 10 days prior to students returning & prior to first day of 2nd semester)

- A. Clean entire surfaces of students' desks and chairs
- B. Strip, seal and wax all wood, terrazzo, and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)
- C. Clean carpet (to include area rugs) using the manufacturer's approved method.
- D. All furniture to be placed back in original location when removed for cleaning.

#### 5. Annually (During summer before Aug. 6)

- A. Wash all windows and glass partitions (both sides)
- B. Clean baseboards - remove any wax build-up
- C. Strip, seal, wax all wood, terrazzo, and tile floors
- D. All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district.
- E. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been pre-approved by the school district.
- F. All furniture to be placed back in original location when removed for cleaning.

### 3.3.2 OFFICES

All offices to be serviced daily during the 200 porter days, and per summer schedule. The district office will be serviced daily for the duration of the contract.

#### 1. *Daily (five days per week)*

- A. Empty wastebaskets/replace liners
- B. Dust shelves
- C. Spot clean all glass to hand height
- D. Clean and sanitize counters, sinks, and bathrooms
- E. Dust mop, with chemically treated dust mop, all wood and tile floors
- F. Spot mop tile floors with an all-purpose cleaner
- G. Vacuum all carpet
- H. Spot clean as necessary all carpet with the manufacturer's approved method
- I. Vacuum or shake walk-off mats
- J. Remove graffiti from all surfaces as necessary; clean marker/chalk boards
- K. Dust all furniture, including desk, chairs, tables, lamps, window ledges (unless otherwise instructed).

#### 2. *Weekly*

- A. Remove dust and cobwebs from ceilings/ducts/vents
- B. Dust furniture, interior window ledges, and phones
- C. Dust all horizontal surfaces to hand height (70")
- D. Damp clean baseboards
- E. Damp clean window ledges
- F. Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- G. Vacuum chalk rails and damp wipe
- H. Mop, buff wax/polish tile, terrazzo, and wood floors

#### 3. *Monthly*

- A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.
- B. Clean all carpet in high traffic areas per Manufacturer's recommendations
- C. Dust all blinds/fans/light fixtures

#### 4. *Semi-annually (Summer 10 days prior to students returning & prior to first day of 2nd semester)*

- A. Clean entire surfaces of chairs/furniture
- B. Strip, seal and wax all wood, terrazzo, and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)
- C. Clean carpet using a manufacturer approved method.

#### 5. *Annually (During summer before Aug. 6)*

- A. Wash all windows and glass partitions (both sides)
- B. Clean baseboards
- C. All tile, terrazzo and finished concrete floors shall use the burnishing method or an equivalent pre-approved by the school district
- D. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been pre-approved by the school district

### 3.3.3 LOUNGE AREAS

All lounge areas and lounge restrooms are to be serviced daily during the 200 porter days. During the summer, these areas are to be serviced Tues/Fri each week or in accordance with special schedule.

#### 1. *Daily (five days per week)*

- A. Empty wastebaskets/replace liners
- B. Damp clean counter tops
- C. Spot clean all glass to hand height
- D. Clean and sanitize counter, sinks, and bathrooms
- E. Dust mop, with a chemically treated dust mop, all wood, terrazzo, and tile floors.
- F. Spot mop tile floors with an all-purpose cleaner; mop on Friday
- G. Vacuum all carpet
- H. Spot clean all carpet with the manufacturer's approved method
- I. Vacuum/shake walk-off mats
- J. Remove graffiti from all surfaces as necessary
- K. Clean mirrors

#### 2. *Weekly*

- A. Remove dust and cobwebs from ceilings
- B. Dust all furniture, telephones, and horizontal surfaces to hand height (70")
- C. Damp clean baseboards
- D. Damp clean window ledges
- E. Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- F. Vacuum chalk rails, damp wipe/clean boards
- G. Mop floors

#### 3. *Monthly*

- A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.
- B. Spray buff all tile floors as needed
- C. Clean all carpet in high traffic areas with the manufacturer's approved method
- D. Dust all blinds/fans/light fixtures

#### 4. *Semi-annually (Summer 10 days before students return & prior to first day of 2nd semester)*

- A. Clean entire surfaces of desks and chairs
- B. Strip, seal and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)

#### 5. *Annually (During summer before Aug. 6)*

- A. Wash all windows and glass partitions (both sides)
- B. Clean all carpet and treat with soil retardant using the manufacturer's approved method
- C. Clean baseboards
- D. All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district
- E. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been pre-approved by the school district

### 3.3.4 LIBRARY/MEDIA CENTERS

To be serviced during the 200 porter days and special summer schedule.

1. *Daily (five days per week)*

- A. Empty wastebaskets and replace liners
- B. Damp clean counter tops
- C. Spot clean all glass to hand height
- D. Clean and sanitize counter and sinks
- E. Dust mop with chemically treated dust mop all wood and tile floors
- F. Spot mop tile floors with all-purpose cleaner
- G. Vacuum all carpet
- H. Spot clean all carpet with the manufacturer's approved method
- I. Vacuum or shake walk-off mats
- J. Remove graffiti from all surfaces as necessary
- K. Dust furniture, etc.

2. *Weekly*

- A. Remove dust and cobwebs from ceiling
- B. Dust all furniture, bookshelves, window ledges, and horizontal surfaces to hand height (70")
- C. Damp clean baseboards
- D. Damp clean window ledges
- E. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing
- F. Vacuum chalk rails, damp dust/clean boards
- G. Mop floors/ spray buff

3. *Monthly*

- A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.
- B. Spray buff all tile/terrazzo floors
- C. Clean all carpet in high traffic areas using the manufacturer's approved method
- D. Dust all blinds

4. *Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2nd semester)*

- A. Clean surfaces of furniture as needed
- B. Strip, seal and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)

5. *Annually (During summer prior to Aug. 6)*

- A. Wash all windows and glass partitions (both sides)
- B. Clean all carpet using the manufacturer's approved method
- C. Clean baseboards
- D. All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district.

*E. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been approved by the Maple Floor manufactures Association (MFMA) and pre-approved by the school district.*



### 3.3.5 STAIRWELL/ CORRIDORS

To be serviced during the 200 porter days and special summer schedule.

1. *Daily (five days per week)*

- A. Spot clean glass partitions and doors
- B. Clean and sanitize water fountains
- C. Sweep steps and landings
- D. Dust mop with chemically treated dust mop all wood, terrazzo, and tile floors
- E. Spot mop tile floors with all-purpose cleaner
- F. Vacuum all carpet
- G. Spot clean all carpet with manufacturer's approved method
- H. Vacuum or shake walk-off mats
- I. Clean under entrance mats, inside and outside
- J. Remove graffiti from all surfaces as necessary

2. *Weekly*

- A. Damp clean hand rails
- B. Damp mop tile/terrazzo floors
- C. Low dust all horizontal surfaces to hand height (70")
- D. Damp clean baseboards
- E. Damp clean window ledges
- F. Damp clean lockers, including tops
- G. Spray buff tile/terrazzo floors twice weekly (Tue. /Wed. and Fri. /Sat.)
- H. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing
- I. Spot clean walls
- J. Dust interior window ledges
- K. Dust lockers

3. *Monthly*

- A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.
- B. Remove dust and cobwebs from ceiling
- C. Dust all blinds

4. *Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2nd semester)*

- A. Clean carpet using the manufacturer's approved method.
- B. Strip, seal and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations).

5. *Annually (During summer prior to Aug. 6)*

- A. All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district.
- B. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been approved by the Maple Floor manufactures Association (MFMA) and pre-approved by the school district.

### 3.3.6 RESTROOMS/LOCKER ROOMS/DRESSING ROOMS/SHOWER ROOMS/WEIGHT ROOMS

General: To be serviced the 180 student days and the 10 teacher In-service days. (See School Calendar) Should persistent odors be detected, it is the responsibility of the contractor to correct problem or report problem if source is a malfunction of the school district's equipment. All areas should be cleaned and disinfected with approved solution on a daily basis.

Exceptions: Restrooms at the District Office will be serviced daily for the duration of the contract.

#### 1. *Daily (five days per week)*

- A. Check and clean as needed all restrooms after class changes
- B. Provide and replace plastic trash can liners
- C. Clean and sanitize all bathroom fixtures and water fountains/coolers
- D. Clean and polish all chrome fittings/clean water coolers
- E. Clean and sanitize toilet seats
- F. Clean and polish all mirrors
- G. Wash and sanitize exterior of all containers
- H. Damp wipe partitions
- I. Spot clean walls and partitions
- J. Sweep floors
- K. Damp mop floors with germicidal disinfectant
- L. Re-supply expendable restroom dispensers
- M. Remove any foreign materials from urinals, commodes, and sinks before cleaning as necessary
- N. Remove graffiti from all surfaces as necessary
- O. Deodorize
- P. Refill all dispensers to normal limits
- Q. Clean and disinfect all shower stalls

#### 2. *Weekly*

- A. Dust all horizontal surfaces to hand height (70")
- B. Damp clean baseboards
- C. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing
- D. Clean floors, fixtures using hoses/brooms on Tues/Fridays

#### 3. *Monthly*

- A. Dust above hand height all horizontal surfaces
- B. Remove dust and cobwebs from ceiling
- C. Wash and sanitize partitions
- D. Machine scrub floors with germicidal disinfectant
- E. Dust all blinds/clean fans/light fixtures

### 3.3.7 GYM

General – Replace all interior light bulbs/tubes as needed that are reachable with an 8ft ladder, report any outages above the reach of an 8ft ladder to Department of Facilities Management.

To be serviced the 180 student and the 10 teacher In-service days at all schools with gyms; special events and summer scheduled separately.

#### 1. *Daily*

- A. Empty wastebaskets, replace liners
- B. Dust as needed
- C. Spot clean glass to hand height
- D. Dust mop all tile and hardwood floors a minimum of twice daily during school hours; clean after school events
- E. Clean or shake mats inside and out
- F. Special events- clean under bleachers
- G. Spot mop as needed

2. *Weekly*
  - A. Remove dust and cobwebs from ceiling
  - B. Dust all horizontal surfaces to hand height (70")
  - C. Damp clean baseboards and window ledges
  - D. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing, etc.
  - E. Sweep/clean under bleachers
  - F. Mop gym floor Tues/Fri
  - G. Spray buff tile floors

3. *Monthly*

- A. Dust above hand height (70") all horizontal surfaces
- B. Dust all blinds/fans/light fixtures
- C. Clean gym seats

4. *Semi-Annually and Annually (Summer 10 days prior to students returning and Winter prior to Jan. 1)*

- A. Clean/screen/recoat hardwood floors using Hillyard Methods and products.
- B. Wash/clean walls as needed in gym, dressing rooms and bathrooms.
- C. Dust, clean fans, light fixtures, windows, and air returns in gym area.
- D. Clean gym seats.

### **3.3.8 AUDITORIUM/MINI-THEATER/STAGES**

All the above are to be serviced during the 180 student days and the ten (10) teacher in-service days.

1. *Daily (five days per week)*

- A. Empty waste containers/replace liners
- B. Remove paper/debris
- C. Spot clean/vacuum as needed
- D. Clean mats

2. *Weekly*

- A. Clean/dust
- B. Vacuum/dust/mop/clean floors/carpet
- C. Note: Report repairs needed
- D. Clean mats/carpet

3. *Monthly*

- A. Dust seats
- B. Treat wood floors
- C. Clean Walls
- D. Dust/clean blinds/fans/light fixtures/ducts

4. *Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2nd semester)*

- A. Strip, seal, and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations).
- B. Clean all carpet with the manufacturer's approved method.
- C. All tile, terrazzo, and finished concrete floors shall use the burnishing method or an equivalent pre-approved by the school district.
- D. All wood floors shall use Hillyard's recommended maintenance programs for wood floors or a system that has been approved by the Maple Floor Manufacturers Association (MFMA) and pre-approved by the school district.

### 3.3.9 CAFETERIA/KITCHEN/LOADING DOCK

To be serviced the 180 student days and ten (10) teacher in-service days at all schools with kitchens/cafeterias/loading docks.

### 3.3.10 KITCHEN/LOADING DOCK/CAN WASH/JANITORIAL CLOSETS

#### 1. Daily

- A. Empty trash/garbage into dumpsters after breakfast and lunch
- B. Wash garbage/trash cans, replace liners after lunch
- C. Clean can/mop wash area
- D. Sweep/clean, mop floor/mats
- E. Sweep/clean office area
- F. Clean/wash loading dock
- G. Clean/sanitize mops and mop buckets; air dry; hang mops
- H. Store brooms off ground
- I. Release pressure from can wash hose. Water must be turned off after use
- J. Clean under all kitchen equipment.
- K. Water must be turned off to VersaFill or any chemical mixing station after each use

#### 2. Weekly

- A. Scrub floors with low-speed machine—Tuesday and Friday.
- B. Clean windows and ledges
- C. Clean walls & baseboards
- D. Mop office area
- E. Dust horizontal surfaces to hand height (70")
- F. Clean all glass
- G. Clean all stainless steel with stainless steel cleaner

#### 3. Monthly

- A. Remove dust/cobwebs from ceiling
- B. Clean fans/light fixtures/hoods
- C. Wash windows inside/outside
- D. Remove wax/dirt build up along baseboards, serving lines, & dish return areas
- E. Dust canopies over serving lines and dish return areas and in open cafeteria.

#### 4. Semi-Annually/Annually

- A. Kitchen floor to be machine scrubbed- during the summer before the opening of school; Christmas break.
- B. Wash/clean walls
- C. Dust, clean mats, fans, light fixtures, ducts

### 3.3.11 CAFETERIA

To be serviced in the following manner:

#### 1. Daily

- A. Empty wastebaskets/containers
- B. Spot clean all glass
- C. Spot mop floor (during and after breakfast and lunch)
- D. Mop floor after noon meal
- E. Damp clean, with disinfectant, all tables (during, after breakfast and lunch)
- F. Spot clean floor with all-purpose cleaner
- G. Vacuum walk-off mats
- H. Auto scrub floors with machine.
- I. Refill Hand Sanitizer/Soap Dispensers As Needed

2. *Weekly*

- A. Dust all horizontal surfaces/interior window ledges to hand height (70")
- B. Damp clean baseboards and window ledges
- C. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing, etc.
- D. Clean all chair seats/back with disinfectant
- E. Spray buff tile/terrazzo floors twice weekly.
- F. Remove dust and cobwebs from ceiling/windows/awnings

3. *Monthly*

- A. Dust above hand height (70") all horizontal surfaces including shelves, moldings pipes, ducts, heating outlets, etc.
- B. Dust all blinds
- C. Clean fans/light fixtures/ducts
- D. Clean windows
- E. Clean chairs/stools/table legs/chair legs

4. *Annually/Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2nd semester)*

- A. Strip, seal and wax tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)
- B. Clean fans/light fixtures/ducts
- C. Wash walls/partitions/windows

5. *General*

All tile, terrazzo and finished concrete floors contractor shall use the burnishing method or an equivalent pre-approved by the school district.

### **3.3.12 DISTRICT ADMINISTRATION OFFICE**

The District Office building is to be serviced daily year-round (240 working days). Procedures for servicing restrooms are as described in item 3.3.6.

1. *Daily (five days per week)*

- A. Empty wastebaskets, provide & replace liners
- B. Damp clean counter tops
- C. Spot clean all glass to hand height
- D. Clean and sanitize counters, sinks, and water coolers
- E. Dust mop with chemically treated dust mop all wood and tile floors
- F. Spot mop tile floors with all-purpose cleaner
- G. Vacuum all carpet
- H. Spot clean all carpet with the manufacturer's approved method
- I. Vacuum or shake walk-off mats
- J. Yard & ground sweep

2. *Weekly*

- A. Provide and replace all plastic liners in waste receptacles.
- B. Dust all horizontal surfaces to hand height (70")
- C. Damp clean baseboards
- D. Damp clean window ledges
- E. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing
- F. Mop tile floors/wax/buff wood floors
- F. Dust all furniture including table legs, chairs, shelves, bookcases
- H. Dust interior window ledges
- I. Dust telephones
- J. Remove dust and cobwebs from ceiling

3. *Monthly*

- A. High dust all horizontal surfaces including shelving, moldings, pipes, ducts, heating outlets, etc.
- B. Spray buff all tile/terrazzo/wood floors
- C. Clean all carpet in high traffic areas with the manufacturer's approved method
- D. Dust all blinds
- E. Dust/clean lights/fans
- F. Wash windows

4. *Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2nd semester)*

- A. Strip, seal and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)
- B. Clean and polish all fine wood furniture with an acceptable lemon oil cleaner and polish
- C. Wash all windows and glass partitions (both sides)
- D. Clean all carpet using manufacturer's approved method

5. *General*

All tile, terrazzo and finished concrete floors shall use the thermal wave system (burnishing method) or an equivalent pre-approved by the school district.

**3.3.13 PROSPERITY KIT CENTER**

1. *Weekly*

- A. Provide and replace all plastic liners in waste receptacles.
- B. Dust all horizontal surfaces to hand height (70")
- C. Damp clean baseboards
- D. Damp clean window ledges
- E. Remove fingerprints from doors, frames, light switches, kick plates, handles and railing
- F. Mop tile floors/wax/buff wood floors
- G. Dust all furniture including table legs, chairs, shelves, bookcases
- H. Dust interior window ledges
- I. Dust telephones
- J. Remove dust and cobwebs from ceiling

2. *Semi-Annually (Summer 10 days prior to students returning & prior to first day of 2nd semester)*

- A. Strip, seal and wax all wood and tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations)
- B. Clean and polish all fine wood furniture with an acceptable lemon oil cleaner and polish
- C. Wash all windows and glass partitions (both sides)
- D. Clean all carpet with manufacturer's approved method

**3.3.14 DISTRICT RECORDS/RETENTION OFFICE**

**Cleaning Schedule to be negotiated with successful proposer**

### **3.3.15 YARDS AND GROUNDS**

#### *1. Daily*

- A. All entrances/exits shall be swept and kept clean, clear of debris, trash, and leaves at all times. Ceilings must also be kept clean.
- B. School Grounds and District Office (Including: lawns, playgrounds, parking lots, and roadside adjacent to school grounds & around dumpsters)
- C. These areas are to be kept clear and free of debris other than limbs and leaves at all times, including special events after normal school hours.

#### *2. Annually*

- A. All entrances to buildings which includes all canopies that are used for parental drop off to the front door.

### **3.3.16 STADIUMS AND OUTDOOR FACILITIES**

Prior to the first scheduled event and on days of events thereafter (Seasonal: Football, Baseball, Soccer, Tennis, Band, Softball and Track) the restrooms and general area shall be cleaned as specified in the section titled Restrooms/Locker Rooms and Yards/Grounds. Ticket booths and press boxes will be swept and dusted prior to the first scheduled event and after each subsequent event.

### **3.4 BUILDING SECURITY AND OPERATING SYSTEMS FUNCTIONALITY FOR ALL SDNC BUILDINGS**

- A. Securing every building, after each building is cleared following the completion of scheduled functions.

### **3.5 MOVING/TRANSPORTING – INCLUDING, BUT NOT LIMITED TO FURNITURE, SEATING AND OTHER CLASSROOM ITEMS**

A. Move student and teacher desks, boxes, tables, books and any other item(s) that can be moved by one person using a dolly or by sliding.

B. Assist with set ups of folding chairs or similar furniture for scheduled meetings and graduations.

C. Assist in receiving and delivering school supplies, furniture and other items to destination locations in each building.

### **3.6 BUILDING MAINTENANCE SUPPORT**

A. Change interior light bulbs for lights in ceilings reachable by 8’ ladders. If more than an 8’ ladder is required, report to SDNC Facilities Management.

### **3.7 MISCELLANEOUS CLEANING**

A. Incidental graffiti removal from the interiors and exteriors of SDNC buildings (as needed).

B. Cleanups after class scheduled activities are completed (daily).

C. After unexpected or seasonal events that are not normally expected such as, but not limited to, removal of snow or ice (as needed).

### **3.8 SUPPORTIVE RELATIONSHIPS WITH PRINCIPALS AND SDNC EXECUTIVES**

A. Scheduling work around scheduled evening classes.

B. Accommodating reasonable requests by Principals or SDNC Administrators.

### **3.9 SAFETY HAZARDS REPORTING**

It is in the best interest of SDNC that all buildings are safe for occupancy. It is the responsibility of all contracted personnel to promptly report all safety hazards to the principal or a SDNC Administrators.

### **3.10 ADDITION OF NEWLY CONSTRUCTED OR OTHER FACILITIES**

The specifications in this RFP will apply to any new facilities in SDNC that are added to the contractor’s responsibilities by contract addendum. Any cost associated with additions to the contract will be negotiated.

### **3.11 QUALIFYING OFFEROR OBLIGATIONS**

Qualifying offeror shall be appropriately licensed and permitted to perform all work included in this RFP

### 3.12 LOCATIONS REQUIRING CUSTODIAL SERVICES

<b>Facility</b>	<b>Square Feet Cleaned Daily</b>	<b>Square Feet Cleaned Weekly</b>
District Administrative Offices	21,147	
District Administrative Records Retention Building		6,698
Newberry Middle School	129,337	
Newberry Elementary School	87,217	
Gallman Elementary School	68,000	
Newberry Alternative School (Old Gallman) (Including Portables)	51,605	
Boundary Street Elementary School	77,574	
Reuben Elementary School	38,244	
Whitmire High School Athletic Complex	10,764 (Gymnasium)	8,655 (Vocational Area/Metal Building)
Whitmire Community School	103,505	
Pomaria/ Garmany Elementary School	70,658	
Little Mountain Elementary School	69,121	
Mid-Carolina High School	161,695	
Mid-Carolina Middle School (Including Round Building)	146,957	
Prosperity/ Rikard Elementary School (Including Portables)	42,928	
Newberry County Career Center (Including Portables)	51,794	
Newberry II Learning Center (Including Portables)	10,834	
Facilities Management Office		850
Prosperity Kit Center		5,819
Newberry High School (Including Portables)	144,599	
<b>Total:</b>	<b>1,285,979</b>	<b>22,022</b>



**3.13 EXPENDABLE SUPPLIES**

The Contractor will furnish all paper towels, soap, hand sanitizer, and toilet paper (double ply or better) for restrooms, classrooms, locker rooms, cafeterias, and commons area. The School District of Newberry County reserves the right to purchase these products “in-house” if there is a significant cost savings to the district.

**3.14 WINDOW CLEANING**

Contractor will be responsible for cleaning high exterior and interior windows on an annual basis. All other windows will be cleaned according to the frequencies outlined in Section III. Annual price provided should include all window cleaning.

**3.15 LEVEL OF CLEANLINESS**

It will be the responsibility of the vendor to provide housekeeping services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations and protection of the physical facility. See detailed cleaning specifications outlined in Section III.

**3.16 FACILITIES**

To the extent possible, detailed information on building floor plans and square footage has been furnished to the contractor in Section III and Section XVI. It shall be the responsibility of the contractor to verify measurements as deemed applicable for the submission of a proposal.

**IV. STUDENT POPULATION**

<b>School</b>	<b># of Students</b>
Boundary Street Elementary	393
Gallman Elementary	440
Little Mountain Elementary	359
Mid-Carolina High	710
Mid-Carolina Middle	605
Newberry Alternative School (Old Gallman)	50
Newberry High	728
Newberry Middle	634
Whitmire Community	484
Pomaria-Garmany Elementary	398
Reuben Elementary	167
Prosperity-Rikard Elementary	341
Newberry Elementary	381
<b>Total:</b>	<b>5640</b>

## V. AWARD / CONTRACT TERM

Term of Contract/Option to Renew: Any contract resulting from this RFP shall have an initial contract period of one (1) year beginning July 1, 2015 through June 30, 2016. The District, at its discretion, may extend the contract for four (4) additional periods of one (1) year each, with an option of an additional two (2) periods of one (1) year each with Superintendent's approval. Contracts exceeding seven (7) years must be approved by the school board. Renewal on the part of the District will be based upon satisfactory contractor performance. Should either party wish not to renew the contract at the end of a contract period, notification shall be submitted in writing to the other party no less than ninety (90) calendar days prior to the contract renewal date.

The District's rights to terminate the contract during the contract period will be governed by Item 16 of the Terms and Conditions. All purchases are subject to the School District of Newberry County's Procurement Code and can be viewed at the Procurement Office upon request. The District reserves the right to accept or reject any or all bids and to waive any guidelines set forth if deemed to be beneficial to the District.

## VI. PROPOSAL FORMAT

Proposals must be submitted in the form outlined here in a **three ring binder with appropriate sections**. The materials submitted must be in sequence and related to the School District of Newberry County RFP OPS 2015-003 for custodial service. The School District of Newberry County will make no reimbursement for the cost of developing or presenting proposals in response to the Request. Please include all requested sections that require signatures, such as the title page and pages 35-37.

### A. Company Profile

History of company, year founded, philosophy or mission statement, description of types and number of accounts served, (See Layout on Page 9 Section 2.8) number of employees, ownership of company, business classification (corporation, partnership, sole proprietorship) and any other names the company has operated under in the past 10 years.

### B. Qualifications

1. Each vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the housekeeping services defined elsewhere in this document (See Section 2.5.2) Vendor must have been in the K-12/Higher Education cleaning business for a minimum of 5 years. (See Section 2.5.6)

2. Vendor must submit, along with contact name and phone number, at least 5 school accounts serviced by the vendor that are similar in size, type, and/or quality of cleaning to this proposal. One of these references must be a school district with a minimum of 5,000 students and over 1,000,000 sq. ft. of contracted space. (See Sections 2.5.6 & 2.9) The School District of Newberry County reserves the right to contact these businesses, institutions, etc. and requests that contact information be included for each account. Failure to comply will result in rejection of proposal.

3. Provide audited financial statements for the last three (3) years. And requested banking information (See Sections 2.5.5 & 2.6)

4. Provide certificate of liability insurance that meets the requirements outlined in Special Instructions Section VIII

### C. Staffing Plan and Policies

1. Propose plan using current allotment of working hours with current staff including full-time/part-time status. (See Section X Current Staff/Salaries/Hours) SDNC will negotiate and make necessary adjustments to the staffing plan with successful proposer.

2. Explain staffing and management plan for campuses. (See Sections 2.10 & 2.14)

3. Provide organizational chart for the School District of Newberry County site.

4. Provide resumes or bios for key corporate employees. Include sample bios for any proposed on-site management. (See Section 2.5.11)

5. Outline employee benefits package including paid vacation, medical coverage, dental coverage, paid uniforms and retirement benefits.

### D. Operations Plan and Policies

1. Explain quality control procedures. (See Sections 2.5.3 & 2.13)

2. Explain how vendor will be accountable for service problems and failures.

3. Explain emergency cleaning procedures.

4. Include training plans and procedures that will be implemented in the School District of Newberry County. (See Sections 2.5.3 & 2.12)

5. List grades, qualities, and brand name of chemicals that would be used in the School District of Newberry County. Provide evidence of a green cleaning program and your plan to implement this plan in the School District of Newberry County. (See Sections 2.5.4, 2.15, & 9.6)

6. Explain security plans and procedures including your company's background check procedure on all personnel. (See Sections 2.5.7, 2.17, 2.5.10 & 9.3)

7. Provide description of uniforms to be worn by contract personnel.

8. In detail submit a projected transition plan for implementation (See Section 2.11)

### E. Pricing

1. Please show pricing on an annual, monthly and per square foot basis.

2. List hourly rates for emergency situations and work not included in the original contract price. Submit bid on Bid Cost Form Section XIII

## VII. TERMS AND CONDITIONS

1. **ASSIGNMENT**: No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Procurement Officer.
2. **BANKRUPTCY**: (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to School District of Newberry County. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all District contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the District upon the contractor's insolvency, including the filing of proceedings in bankruptcy.
3. **CHOICE-OF-LAW**: The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.
4. **CONTRACT DOCUMENTS & ORDER OF PRECEDENCE**: (a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Officer, (2) documentation regarding the clarification of an offer [Article 5, Section 1530. 8], if applicable, (3) the solicitation, as amended, (4) modifications, if any, to your offer, if accepted by the Procurement Officer, (5) your offer, (6) any statement reflecting the District's final acceptance (a/k/a "award"), and (7) purchase orders. These documents shall be read to be consistent and complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above. (b) The terms and conditions of documents (1) through (6) above shall apply notwithstanding any additional or different terms and conditions in either (i) a purchase order or other instrument submitted by the District or (ii) any invoice or other document submitted by Contractor. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect. (c) Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect.
5. **DISCUSSIONS WITH BIDDERS**: After opening, the Procurement Officer may, in his sole discretion, initiate discussions with you to discuss your bid. Discussions are possible only if your bid is apparently responsive and only for the purpose of clarification to assure your full understanding of the solicitation's requirements. Any discussions will be documented in writing and shall be included with the bid.
6. **DISPUTES**: (1) Choice-of-Forum. All disputes, claims, or controversies relating to an Agreement shall be resolved exclusively by the Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court in the State of South Carolina. Contractor agrees that any act by School District of Newberry County regarding an Agreement is not a waiver of either the District's sovereign immunity or immunity under the Eleventh Amendment of the United State's Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by this solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to an Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided, or by personal service, or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail.
7. **EQUAL OPPORTUNITY**: Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.
8. **FALSE CLAIMS**: According to the S.C. Code of Laws Section 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

9. **FORCE MAJURE:** The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
10. **NON-INDEMNIFICATION:** Any term or condition is void to the extent it requires the District to indemnify anyone.
11. **NOTICE:** (A) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used.
12. **PUBLICITY:** Contractor shall not publish any comments or quotes by School District of Newberry County employees, or include the District in either news releases or a published list of customers, without the prior written approval of the Procurement Officer.
13. **PURCHASE ORDERS:** Contractor shall not perform any work prior to the receipt of a purchase order from the District. The District shall order any supplies to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required.
14. **SETOFF:** The District shall have all of its legal, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the District's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the District with regard to this contract including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the District for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.
15. **SURVIVAL OF OBLIGATION:** The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit.
16. **TERMINATION DUE TO UNAVAILABILITY OF FUNDS:** Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds thereof. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. Contractor will not be reimbursed any costs beyond the initial contract term.
17. **THIRD PARTY BENEFICIARY:** This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise.
18. **WAIVER:** The District does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the District's rights under this Contract. Any waiver must be in writing.

**VIII. SPECIAL INSTRUCTIONS**

1. **CHANGES:**

- (1) Contract Modification. By a written order, at any time, and without notice to any surety, the Procurement Officer may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:
  - (a) drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the [District] in accordance therewith;
  - (b) method of shipment or packing;
  - (c) place of delivery;
  - (d) description of services to be performed;
  - (e) time of performance (i.e., hours of the day, days of the week, etc.); or,
  - (f) place of performance of the services.
 Subparagraphs (a) to (c) apply only if supplies are furnished under this contract. Subparagraphs (d) to (f) apply only if services are performed under this contract.
- (2) Adjustments of Price or Time for Performance. If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the District promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.
- (3) Time Period for Claim. Within 30 days after receipt of a written contract modification under Paragraph (1) of this clause, unless such period is extended by the Procurement Officer in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the District is prejudiced by the delay in notification.
- (4) Claim Barred After Final Payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

2. **COMPLIANCE WITH LAWS:** During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

3. **CONTRACTOR'S LIABILITY INSURANCE REQUIREMENTS:** The successful contractor must furnish within ten (10) days after written acceptance of bid a copy of his Worker's Compensation and/or General Liability insurance certificate to the District. Worker's Compensation coverage shall meet the requirements of South Carolina law. It is agreed that the coverage, as stated, shall not be cancelled or altered until ten (10) days after written notice of any change has been sent by registered mail to the Procurement Department. **School District of Newberry County shall be listed as Certificate Holder.**

4. The insurance required by this paragraph shall be written for not less than the following limits of liability or as required by law, whichever coverage is greater:

**COMMERCIAL GENERAL LIABILITY:**

General Aggregate (per project)	\$1,000,000
Products/Completed Operations	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$ 50,000
Medical Expense (Any one person)	\$ 5,000

**BUSINESS AUTO LIABILITY (including All Owned, Non-owned, and Hired Vehicles):**

Combined Single Limit	\$1,000,000
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**WORKERS COMPENSATION: State Statutory**

Employees Liability-per accident	\$100,000
Disease – Policy Limit	\$500,000
Disease, Each Employee Limit	\$100,000

Required Documentation: (a) Prior to commencement of the work, contractor shall provide to the District a signed, original certificate of liability insurance (ACORD 25). The certificate shall identify the types of insurance, state the limits of liability for each type of coverage, include a provision for 30 days notice prior to cancellation, name every applicable using governmental unit (as identified on the cover Page) as a Certificate Holder, provide that the general aggregate limit applies per project, and provide

that coverage is written on an occurrence basis. (b) Prior to commencement of the work, contractor shall provide to the District a written endorsement to the contractor's general liability insurance policy that (i) names School District of Newberry County (as identified on the Cover Page) as an additional insured, (ii) provides that no material alteration, cancellation, non-renewal, or expiration of the coverage contained in such policy shall have effect unless the named governmental unit(s) has been given at least thirty (30) days prior written notice, and (iii) provides that the Contractor's liability insurance policy shall be primary, with any liability insurance of the District as secondary and noncontributory. (c) Both the certificate and the endorsement must be received directly from either the contractor's insurance agent or the insurance company. Contractor shall provide a minimum of thirty (30) days written notice to the District of any proposed reduction of coverage limits (on account of revised limits or claims paid under the General Aggregate) or any substitution of insurance carriers. The District's failure to demand either a certificate of insurance or written endorsement required by this paragraph is not a waiver of contractor's obligations to obtain the required insurance.

5. **CONTRACTOR PERSONNEL:** The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.
6. **CONTRACTOR'S OBLIGATION:** The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.
7. **DAMAGES LIMITATION:** Contractor's maximum liability, if any, to the District for all direct, indirect, incidental, punitive, consequential, or special damages, including without limitation contract damages and damages for injuries to persons or property, whether arising from licensor's breach of this agreement, breach of warranty, negligence, strict liability, or other tort, or otherwise with respect to the supplies, services, or software provided under this agreement, shall in no event exceed an amount equal to the total contract price. In no event shall any party be liable to another for any indirect, incidental, punitive, consequential, or special damages, including, without limitation, lost revenues and profits, even if it has been advised of the possibility of such damages.
8. **DEFAULT:** The District may terminate this contract, or any part hereof, for cause in the event of any default by the contractor, or if the contractor fails to comply with any contract terms and conditions, or fails to provide the District, upon request, with adequate assurances of future performance. In the event of termination for cause, the District shall not be liable to the contractor for any amount for supplies or services not accepted, and the contractor shall be liable to the District for any and all rights and remedies provided by law. If it is determined that the District improperly terminated this contract for default, such termination shall be deemed a termination for convenience.
9. **DESCRIPTIVE LITERATURE:** Your offer must include manufacturer's latest literature showing complete product specifications.
10. **DISPOSAL OF PACKAGING:** Contractor shall dispose of all wrappings, crating, and other disposable materials pertaining to this contract at the end of each working day and upon completion of installation.
11. **ILLEGAL IMMIGRATION:** By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the District, upon request, any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.
12. **INDEMNIFICATION-THIRD PARTY CLAIMS:** Notwithstanding any limitation in this agreement, Contractor shall defend and indemnify School District of Newberry County, its departments, board, and all their respective officers, agents and employees against all suits or claims of any nature (and all damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities attributable thereto) by any third party which arise out of, or result in any way from, any defect in the goods or services acquired hereunder or from any act or omission of Contractor, its subcontractors, their employees, workmen, servants or agents. Contractor shall be given written notice of any suit or claim. The District shall allow Contractor to defend such claim so long as such defense is diligently and capably prosecuted through legal counsel. The District shall allow Contractor to settle such suit or claim so long as (i) all settlement payments are made by (and any deferred settlement payments are the sole liability of) Contractor, and (ii) the settlement imposes no non-monetary obligation upon the District. The District shall not admit liability or agree to a settlement or other disposition of the suit or claim, in whole or in part, without the prior written consent of Contractor.

The District shall reasonably cooperate with Contractor's defense of such suit or claim. The obligations of this paragraph shall survive termination of the parties' agreement.

13. LICENSES AND PERMITS: During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.
14. MATERIAL AND WORKMANSHIP: Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended.
15. OFFERING BY LOT: Offers may be submitted for one or more complete lots. Failure to offer on all items within a lot will be reason for rejection.
16. OSHA CFR 1910.1200 (SCRR article 1, 71-1910.1200). By submission of this bid, the vendor agrees to take all necessary steps to ensure compliance with the requirements.
17. OWNERSHIP OF DATA and MATERIALS: All data, material and documentation prepared for the District pursuant to this contract shall belong exclusively to the District.
18. PRICE ADJUSTMENTS – LIMITED BY CPI “Other Goods & Services”: Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), “Other Goods & Services” for products, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at [www.bls.gov](http://www.bls.gov).
19. SHIPPING/RISK OF LOSS: F.O.B. Destination. Destination is the shipping location of the Districts’ designated receiving site, as specified herein.
20. TERMINATION FOR CONVENIENCE: (A) Termination-The Procurement Officer may terminate this contract in whole or in part, for the convenience of the District. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective. (B) Contractor's Obligations-The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Procurement Officer may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the State. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so. (3) Right to Supplies-The Procurement Officer may require the contractor to transfer title and deliver to the District in the manner and to the extent directed by the Procurement Officer: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the District has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this Section in no way implies that the District has breached the contract by exercise of the Termination for Convenience Clause. (4) Compensation. (a) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Article 5, Section 1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph. (b) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the District, the proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated; (c) Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph: (i) contract prices for supplies or services accepted under the contract; (ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services; (iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (2) of this clause. These costs must not include costs paid in accordance with Subparagraph (c)(ii) of this paragraph; (iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this Subparagraph shall not exceed the total contract price plus the reasonable

settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph (b) of this Paragraph, and the contract price of work not terminated. (d) Contractor must demonstrate any costs claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles. (5) Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not (i) affect the District's right to require the termination of a subcontract, or (ii) increase the obligation of the state beyond what it would have been if the subcontract had contained an appropriate clause.

21. **WARRANTY:** Contractor must provide the manufacturer's standard written warranty upon delivery of product. Contractor warrants that manufacturer will honor the standard written warranty provided.
22. **SUB-CONTRACTOR:** No part of this contract may be sub contracted to any other service provider without the express consent of the School District of Newberry County.
23. **IRAN DIVESTMENT ACT OF 2014:** (S.C. Code Ann. §§ 11-57-10, et seq.) The Iran Divestment Act List is a list published by the South Carolina Budget and Control Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PSIPS-irandivestment.phtm> Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list.

## **IX. ADDITIONAL SPECIFICATIONS**

### **9.1 OFFICE SPACE, STORAGE SPACE AND UTILITIES**

The School District of Newberry County will provide a small, securable office space, limited securable storage space and utilities for contractor's on-site operations. Phone lines and internet access are the sole responsibility of the contractor.

### **9.2 SAFETY**

Contractor shall be familiar with, and in complete compliance with, OSHA, AHERA, DHEC, and EPA requirements and shall report any loss time or major injuries to the school district.

### **9.3 SECURITY**

The contractor shall be responsible for training employees in security requirements of the School District of Newberry County, and shall be responsible for the enforcement of the same.

- A. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all School District of Newberry County property, materials, equipment and accessories which might be exposed to the Contractor's personnel.
- B. Guns, knives or other dangerous weapons shall not be allowed on campus.
- C. Alcohol and drugs are prohibited on the campus.
- D. Keys will be furnished by the school district. The contractor will not have additional keys duplicated. If additional keys are needed, a request will be made to the school district's representative. It is extremely important that the contractor be responsible and accountable for the keys and security of the buildings. Upon termination of the contract and/or an employee, the contractor shall return all keys to the school district's representative before the final payment is made. The contractor will be held financially responsible to restore the integrity of the key systems and FOB locks due to any prox fob or key that is lost and/or not returned. The contractor must maintain up-to-date key records of all keys issued to custodians and perform semi-annual key control inspections. Key control forms will be provided by the School District of Newberry County.

### **9.4 SUPERVISION**

Supervision is required at all times when work is performed in campus buildings. A supervisor must be dedicated to both day and night housekeeping operations and should be included in your staffing plan.

### **9.5 DAMAGE**

Contractor shall be responsible for the repair/replacement to the satisfaction of the School District of Newberry County's representative of any damage to the facility caused by any employee of this contract.

### **9.6 EQUIPMENT AND SUPPLIES/MATERIALS**

- A. The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the contractor's responsibility. The initial equipment proposed for the School District of Newberry County must be all **new** and wholly owned by the contractor.
- B. The School District of Newberry County will provide locked storage spaces, but it shall not be responsible for losses, which may be incurred due to theft and/or vandalism.



- C. All equipment shall be maintained properly, and kept in clean working condition. A listing of all chemicals and equipment which will be used by the successful contractor must be submitted for approval prior to initial service under the contract. Changes may be made only after duly authorized. A repair and replacement plan for defective equipment should be included in your proposal.
- D. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets (MSDS) will be maintained on each job site for all chemicals used in the cleaning processes. All vacuums must be HEPA approved.
- E. The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of The School District of Newberry County.

**9.7 EMERGENCIES**

All emergency conditions shall be promptly reported to the District’s authorized representative. An hourly cost for emergency services occurring after regular work hours should be included in your pricing.

**9.8 CONTRACT MANAGER**

A minimum of two (2) contract managers shall be appointed within ten (10) days after receipt of contract, and these staff members shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. These individuals must be dedicated solely to the School District of Newberry County and shall not be shared with any other entity. The Contract Managers dedicated to the School District of Newberry County shall be the main contacts for routine daily matters. The School District of Newberry County reserves the right to interview proposed candidates prior to contract award.

**9.9 SPECIALTIES/ATHLETIC EVENTS**

- A. The contractor shall be responsible for clean up before and after all school activities such as, but not limited to, PTO, SIC meetings, and athletic events. The contractor is responsible for providing adequate custodial coverage for all home football and basketball games. Stadiums and venues for all other sports are to be cleaned before and after events. These activities are included in the base contract pricing.
- B. The contractor shall be available for emergency services. Emergency work will be determined and authorized by the school district. Emergency work will be considered an extra billing and will be added to the monthly invoice at a flat labor rate.
- C. The contractor shall be available for community functions, banquets, or other rentals of school facilities. This work will be billed to the School District of Newberry County at a flat labor rate as applicable.

**9.10 SCHEDULING HOUSEKEEPING**

It is the expectation of the district that the vendor will staff each campus with adequate day porter personnel. Day porters and cleaning coverage should be included for summer school coverage where applicable. Day porter duties are outlined in the standard cleaning specs in **Section III**

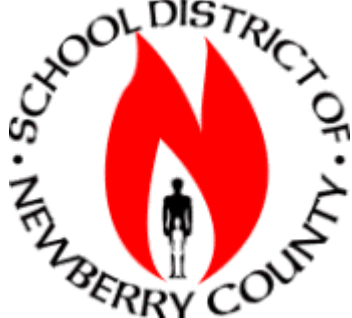
**9.11 ADDITIONAL SPECIFICATIONS/SUMMER EVENTS**

Special summer events/camps – daily cleaning schedule should be followed at all facilities during special summer events. Normal cleaning schedule should be followed at locations holding summer school and regular cleaning schedule should be followed daily for all offices.

Whitmire Community School---12 man hours for graduation support.  
 Mid-Carolina High School--16 man hours for graduation support  
 Newberry High School – 16 man hours for graduation support.

**9.12 GENERAL REQUIREMENTS**

- A. Have a system to replace sick workers timely.
- B. During the school year, Day Porters work a total of 200 days --- 180 days school, 10 teacher work days -- 5 days prior to teachers returning and 5 days after teachers' last day. Summer schedules included in contract separately.
- C. Sled/Sexual Offender Registry checks must be completed prior to employment for full/part-time.
- D. Required safety briefings must be completed prior to employment for full/part time
- E. Group manager inspects schools as needed (minimum monthly) with school administrator. Make copy available to Director of Facilities Management.
- F. Provide Assistant Superintendent of Operations and Administration with man hours used monthly with invoice or separately.

<p><b>The School District Of Newberry County</b>  Administrative Offices  3419 Main Street, Newberry, SC 29108</p> 	<p><b>Request for Proposal:</b> OPS-FM 2015-003</p> <p><b>Date Issued:</b> April 15, 2015</p> <p><b>Procurement Director:</b> Bryan Gresham</p> <p><b>Phone:</b> (803) 321-2600</p> <p><b>Fax:</b> (803) 321-2604</p> <p><b>E-Mail Address:</b> bgresham@newberry.k12.sc.us</p>	
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**X. Current Custodial Staff with Salaries**

It is the expectation of the School District of Newberry County, that all present custodial employees in good standing will be offered a position with successful proposer. **ALL** current employees who accept a position with the successful proposer will be paid their current hourly wage. The district reserves the right to negotiate any potential staffing changes and assigned working hours with the successful proposer. Please see Attachment A for reference as you prepare your prospective staffing budget.

**See Attachment A**

PAGES 35-38

**SECTION X Attachment A  
Current Staff with Salaries**

<b>Boundary Street Elementary</b>				
EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:00 AM	12:00 PM	5.0	\$7.50
Employee 2	11:00 AM	3:00 PM	4.0	\$7.50
Employee 3	3:00 PM	8:30 PM	5.5	\$7.75
Employee 4	3:00 PM	7:30 PM	4.5	\$7.75
Employee 5	3:00 PM	8:30 PM	5.5	\$7.50
Employee 6	3:00 PM	7:30 PM	4.5	\$7.75
		<b>Total:</b>	<b>29.0</b>	
<b>District Office</b>				
EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	10:00 AM	2:00 PM	4.0	\$7.50
Employee 2	5:00 PM	9:00 PM	4.0	\$8.50
Employee 3	5:00 PM	9:00 PM	4.0	\$8.00
		<b>Total:</b>	<b>12.0</b>	
<b>Gallman Elementary</b>				
EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:00 AM	3:30 PM	8.0	\$8.00
Employee 2	11:00 AM	3:00 PM	4.0	\$7.50
Employee 3	3:00 PM	7:00 PM	4.0	\$7.50
Employee 4	3:00 PM	7:00 PM	4.0	\$7.50
Employee 5	3:00 PM	7:00 PM	4.0	\$8.00
Employee 6	3:00 PM	7:00 PM	4.0	\$7.50
		<b>Total:</b>	<b>28.0</b>	
<b>Little Mountain Elementary</b>				
EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:30 AM	3:30 PM	7.5	\$9.00
Employee 2	3:00 PM	7:30 PM	4.5	\$7.75
Employee 3	3:00 PM	7:30 PM	4.5	\$7.50
Employee 4	3:00 PM	7:30 PM	4.5	\$7.75
Employee 5	3:00 PM	7:30 PM	4.5	\$7.50
		<b>Total:</b>	<b>25.5</b>	

Mid-Carolina High				
EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	4:00 PM	8:00 PM	4.0	\$9.00
Employee 2	4:00 PM	8:00 PM	4.0	\$8.00
Employee 3	4:00 PM	8:00 PM	4.0	\$7.50
Employee 4	5:30 AM	1:00 PM	7.0	\$7.75
Employee 5	7:00 AM	3:30 PM	8.0	\$8.00
Employee 6	10:30 AM	5:30 PM	7.0	\$7.50
Employee 7	4:00 PM	8:00 PM	4.0	\$7.75
Employee 8	4:00 PM	8:00 PM	4.0	\$7.50
Employee 9	4:00 PM	8:00 PM	4.0	\$7.50
Employee 10	4:00 PM	8:00 PM	4.0	\$7.50
		<b>Total:</b>	<b>50.0</b>	
Mid-Carolina Middle				
EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:00 AM	3:30 PM	8.0	\$9.00
Employee 2	7:00 AM	3:30 PM	8.0	\$7.50
Employee 3	2:30 PM	8:30 PM	6.0	\$11.00
Employee 4	4:00 PM	8:00 PM	4.0	\$7.50
Employee 5	4:00 PM	8:00 PM	4.0	\$7.50
Employee 6	4:00 PM	8:00 PM	4.0	\$7.50
Employee 7	4:00 PM	8:00 PM	4.0	\$7.50
Employee 8	4:00 PM	8:00 PM	4.0	\$7.50
Employee 9	4:00 PM	8:00 PM	4.0	\$7.50
		<b>Total:</b>	<b>46.0</b>	
Newberry Alternative/Adult Ed				
EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:00 AM	3:30 PM	8.0	\$9.00
Employee 2	11:30 AM	3:30 PM	4.0	\$7.50
		<b>Total:</b>	<b>12.0</b>	
Newberry County Career Center				
EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:30 AM	3:30 PM	7.5	\$8.00
		<b>Total:</b>	<b>7.5</b>	
Newberry Elementary				
EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:00 AM	3:30 PM	8.0	\$9.00
Employee 2	3:00 PM	8:30 PM	5.5	\$7.80
Employee 3	3:00 PM	7:30 PM	4.5	\$7.50
Employee 4	3:00 PM	7:30 PM	4.5	\$7.50
Employee 5	3:00 PM	8:30 PM	5.5	\$8.05
		<b>Total:</b>	<b>28.0</b>	

**Newberry High School**

EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:00 AM	3:30 PM	8.0	\$8.50
Employee 2	11:00 AM	3:30 PM	4.5	\$7.50
Employee 3	4:00 PM	9:30 PM	5.5	\$9.50
Employee 4	4:00 PM	8:30 PM	4.5	\$7.50
Employee 5	4:00 PM	8:30 PM	4.5	\$7.50
Employee 6	4:00 PM	8:30 PM	4.5	\$7.50
Employee 7	4:00 PM	8:30 PM	4.5	\$7.50
Employee 8	4:00 PM	8:30 PM	4.5	\$7.75
Employee 9	4:00 PM	9:00 PM	5.0	\$7.50
Employee 10	4:00 PM	9:00 PM	5.0	\$7.50
Employee 11	4:00 PM	9:00 PM	5.0	\$7.50
		<b>Total:</b>	<b>55.5</b>	

**Newberry Middle**

EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	6:30 AM	1:00 PM	6.0	\$7.50
Employee 2	11:00 AM	3:00 PM	4.0	\$7.75
Employee 3	4:00 PM	9:30 PM	5.5	\$8.50
Employee 4	1:00 PM	9:30 PM	7.5	\$8.50
Employee 5	4:00 PM	8:00 PM	4.0	\$7.50
Employee 6	4:00 PM	9:30 PM	5.5	\$8.50
Employee 7	4:00 PM	9:00 PM	5.0	\$7.60
Employee 8	4:00 PM	8:00 PM	4.0	\$7.50
Employee 9	4:00 PM	8:00 PM	4.0	\$7.50
		<b>Total:</b>	<b>45.5</b>	

**Pomaria-Garmany Elementary**

EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:00 AM	3:30 PM	8.0	\$8.00
Employee 2	3:00 PM	8:00 PM	5.0	\$9.00
Employee 3	3:00 PM	8:00 PM	5.0	\$7.50
Employee 4	3:00 PM	8:00 PM	5.0	\$7.50
		<b>Total:</b>	<b>23.0</b>	

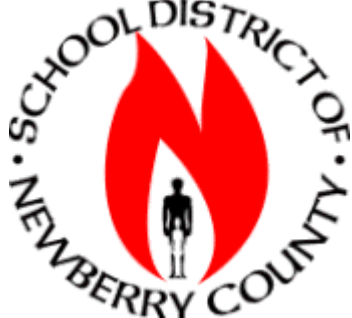
**Prosperity-Rikard Elementary**

EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:30 AM	3:30 PM	7.5	\$9.00
Employee 2	3:00 PM	7:00 PM	4.0	\$8.50
Employee 3	3:00 PM	7:00 PM	4.0	\$7.75
Employee 4	3:00 PM	7:00 PM	4.0	\$7.50
		<b>Total:</b>	<b>19.5</b>	

<b>Reuben Elementary</b>				
EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:00 AM	3:30 PM	7.5	\$7.75
Employee 2	4:00 PM	8:00 PM	4.0	\$7.75
Employee 3	3:00 PM	7:00 PM	4.0	\$7.75
		<b>Total:</b>	<b>15.5</b>	

<b>Whitmire Community</b>				
EMPLOYEE	BEGIN	END	HOURS	PAY RATE
Employee 1	7:00 AM	3:00 PM	8.0	\$9.00
Employee 2	6:30 AM	2:00 PM	7.0	\$7.50
Employee 3	3:00 PM	11:00 PM	8.0	\$8.00
Employee 4	3:00 PM	11:00 PM	8.0	\$9.00
Employee 5	3:00 PM	11:00 PM	8.0	\$8.00
		<b>Total:</b>	<b>39.0</b>	

<b>Total District Hours:      436.0</b>
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<p><b>The School District Of Newberry County</b>  Administrative Offices  3419 Main Street, Newberry, SC 29108</p> 	<p><b>Request for Proposal:</b> OPS-2015-003</p> <p><b>Date Issued:</b> April 15, 2015</p> <p><b>Procurement Director:</b> Bryan Gresham</p> <p><b>Phone:</b> (803) 321-2600</p> <p><b>Fax:</b> (803) 321-2604</p> <p><b>E-Mail Address:</b> bgresham@newberry.k12.sc.us</p>	
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**XI. Iran Divestment Act**

**Project: Custodial Serices – District Wide**

**Page 1 of 3**

IRAN DIVESTMENT ACT OF 2014 (S.C. Code Ann. §§ 11-57-10, et seq.) The Iran Divestment Act List is a list published by the South Carolina Budget and Control Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PSIPS-irandivestment.phtm> Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you.

<b>Vendor Name (Printed)</b>	<b>Taxpayer Identification No.</b>
------------------------------	------------------------------------

I, the official named above, certify I am duly authorized to execute this certification on behalf of the vendor identified below, and, as of the date of my signature, the vendor identified below is not on the current Iran Divestment Act List. I further certify that I will notify the Procurement Officer immediately if, at any time before award of a contract, the vendor identified below is added to the Iran Divestment Act List

X \_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

**The School District Of Newberry County**

Administrative Offices  
3419 Main Street, Newberry, SC 29108



**Request for Proposal:** OPS-2015-003

**Date Issued:** April 15, 2015

**Procurement Director:** Bryan Gresham

**Phone:** (803) 321-2600

**Fax:** (803) 321-2604

**E-Mail Address:** bgresham@newberry.k12.sc.us

**XII. Statement of Acceptance**

**Project: Custodial Services – District Wide**

**Page 2 of 3**

I, the undersigned, have read the solicitation and do fully understand all of the requirements stated therein and affirm that the below pricing is representative of an acceptable performance level which would fully meet the expectations of the District.

\_\_\_\_\_  
Proposal Preparer (please print)

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

\_\_\_\_\_  
Proposal Preparer (signature)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Telephone Number

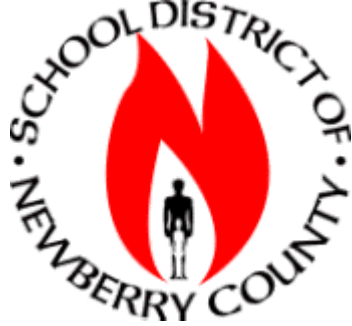
\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email address (if available)



**The School District Of Newberry County**

Administrative Offices  
3419 Main Street, Newberry, SC 29108



**Request for Proposal:** OPS-2015-003

**Date Issued:** April 15, 2015

**Procurement Director:** Bryan Gresham

**Phone:** (803) 321-2600

**Fax:** (803) 321-2604

**E-Mail Address:** bgresham@newberry.k12.sc.us

**XIII. Bid Cost Form**

**Project: Custodial Services – District Wide**

**Page 3 of 3**

Please show pricing on an annual, monthly and per square foot basis.

List hourly rates for emergency situations and work not included in the original contract price.

<b>Requested Pricing</b>		<b>Bid Cost</b>
Annual Cleaning Cost	\$	
Monthly Cleaning Cost	\$	
Per Square Foot Cleaning Cost	\$	
<b>Total Annual Contract Bid</b>	<b>\$</b>	

<b>Requested Pricing</b>		<b>Bid Cost</b>
Hourly Rates for Emergency Situations	\$	
Hourly Rates for Unspecified Work (Not in Contract)	\$	

Bidder/Company name (Please print): \_\_\_\_\_ (Please Sign) \_\_\_\_\_

*By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Section 11-57-310*

#### XIV. Evaluation Criteria

All proposals will be reviewed for purposes of determining responsiveness and responsibility. Any proposal, which does not meet the essential requirements of the District, will be subject to disqualification. For purposes of determining responsibility, all information given by the proposer concerning its availability to perform fully the contract requirements and the integrity and reliability of the proposer will be reviewed. The submission of a proposal for review does not necessarily qualify the proposer or proposal as being responsive or responsible. Failure to provide specific information, as requested, for use in our evaluation will cause your proposal to be disregarded.

Evaluation Factors: Offers will be evaluated using only the factors stated below. Once the evaluation is complete, all responsive offerors will be ranked from most advantageous to least advantageous. The award will be made to the responsive and responsible bidder whose proposal is determined to be most advantageous to the District, taking into consideration all evaluation factors set forth in this RFP. The criterion below will be used in the evaluation process:

**Grading Format** – Each of the below listed criteria will be graded individually. The point value for each criterion shall be multiplied by the percentage grade to give the criterion score. All scores will be summed to give the grand total score. The maximum possible grand total score for the RFP response is 100 points.

Presentations: The School District of Newberry County may invite the most responsive firm(s) to give oral presentations and respond to questions.

#### POINT EVALUATION VALUES

CRITERION	POINT VALUE
<b>I. Qualifications</b>	
A. <i>Experience</i>	5
B. <i>Financial Stability</i>	5
<b>II. Personnel</b>	
A. <i>Supervisors</i>	
1. Qualifications of Supervisors	5
2. Amount of supervision committed to this project	5
3. Experience of Supervisors	5
B. <i>Management</i>	
1. Qualifications	10
2. Experience	10
<b>III. Supplies proposed for General Cleaning</b>	5
<b>IV. Equipment</b>	10
<b>V. Training Program</b>	5
<b>VI. Recruitment Program</b>	5
<b>VII. Personnel Handbook</b>	5
<b>VIII. Quality Control Program</b>	5
<b>IX. Price-Value</b>	20
<b>TOTAL POINTS</b>	<b>100</b>

## PERCENTAGE GRADES

GRADE	DESCRIPTION
0%	Criterion was not addressed in the response or the material presented was totally without merit.
20%	Criterion was addressed minimally, response indicated little capability or experience.
40%	Criterion was addressed minimally, but response shows some capability and experience
60%	Criterion was addressed adequately. Shows basic capability and experience.
80%	Criterion was addressed well. The response indicates some superior features.
100%	Criterion was addressed in superior fashion, indicating excellent or outstanding capability.

### **INSTRUCTIONS TO PROPOSERS:**

1. The District requires that one (1) original, and four (4) copies of the proposal be submitted to the Procurement Coordinator, no later than the deadline specified to receive proposals. Any proposals received after the scheduled deadline will be disqualified immediately in accordance with the District's policy.
2. All proposals should be complete and must convey all of the information requested by the District. If significant errors are found in an Offeror's proposal, or if an Offeror's proposal fails to conform to the requirements of this solicitation, the District may elect to reject the proposal.
3. When specifications or descriptive literature are submitted with the proposal, enter the proposer's name and address thereon.
4. **All proposals must be in a sealed envelope and have clearly marked on the envelope:**  
Name of Firm  
Address  
Proposal # **OPS- 2015-003**  
**Custodial Services– DISTRICT WIDE**

### **NOTIFICATION:**

The contract resulting from this request shall be awarded to the most responsive and responsible offeror whose proposal is determined to be the most advantageous to the District. However, the right is reserved to reject any and all or portions of proposals received, and in all cases, the District will be the sole judge as to whether an Offeror's proposal has or has not satisfactorily met the requirements of the RFP. The District is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous nor will it be required to furnish any information regarding the RFP. The award to the successful proposer regarding this solicitation will be mailed to all proposers and posted at the district website [www.newberry.k12.sc.us](http://www.newberry.k12.sc.us)

## XV. Site Visit Locations

### Project: Custodial Services– DISTRICT WIDE

A site inspection is **highly recommended** for each site identified above, such that each bidder may familiarize themselves with any conditions which may affect their performance and bid prices. Submission of a bid will be evidence that the Bidder did, in fact, make a site inspection and is aware of all conditions affecting their performance and price.

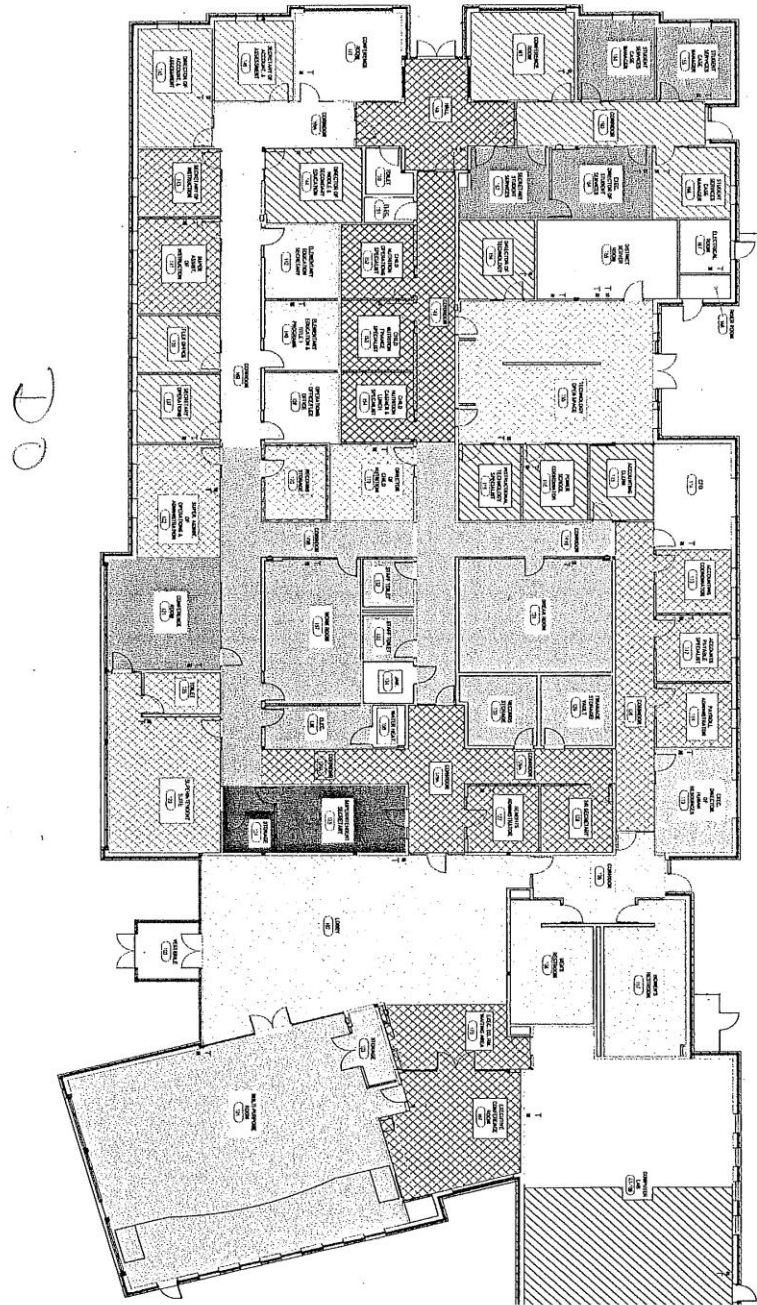
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<b>Facility</b>	<b>Address</b>
District Administrative Offices	3419 Main Street, Newberry, SC 29108
District Administrative Records Retention Building	1539 Martin Street, Newberry, SC 29108
Newberry Middle School	125 O'Neal Street, Newberry, SC 29108
Newberry Elementary School	1829 Nance Street, Newberry, SC 29108
Gallman Elementary School	255 Hawkins Road, Newberry, SC 29108
Newberry Alternative School (Old Gallman) (Including Portables)	540 Brantley Street, Newberry, SC 29108
Boundary Street Elementary School	1406 Boundary Street, Newberry, SC 29108
Reuben Elementary School	3605 Spearman Rd, Newberry, SC 29108
Whitmire High School Athletic Complex	Hwy 121/176 Union Street, Whitmire, SC 29178
Whitmire Community School	2597 SC Hwy 66, Whitmire, SC 29178
Pomaria/ Garmany Elementary School	7288 US Hwy 176, Pomaria, SC 29126
Little Mountain Elementary School	692 Mill Street, Little Mountain, SC 29075
Mid-Carolina High School	377 Cy Schumpert Road, Prosperity, SC 29127
Mid-Carolina Middle School (Including Round Building)	6794 US Highway 76, Prosperity, SC 29127
Prosperity/ Rikard Elementary School	381 S. Wheeler Avenue, Prosperity, SC 29127
Newberry County Career Center (Including Portables)	3413 Main Street, Newberry, SC 29108
Newberry II Learning Center (Including Portables)	3241 Main Street, Newberry, SC 29108
Facilities Management Office	1903 Nance Street, Newberry, SC 29108
Prosperity Kit Center	School Drive, Prosperity, SC
Newberry High School (Including Portables)	3113 Main Street, Newberry, SC 29108

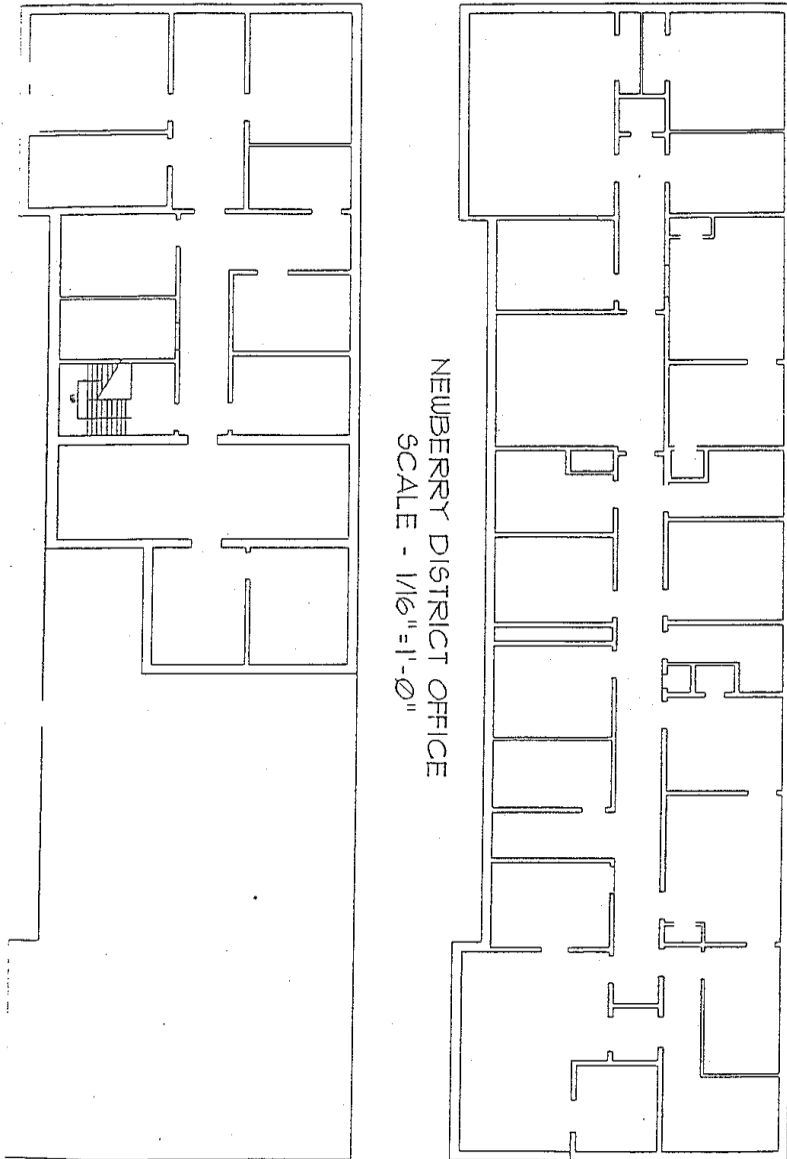
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# XVI. Campus and Building Maps

## District Administrative Offices



District Administrative  
Records Retention Building

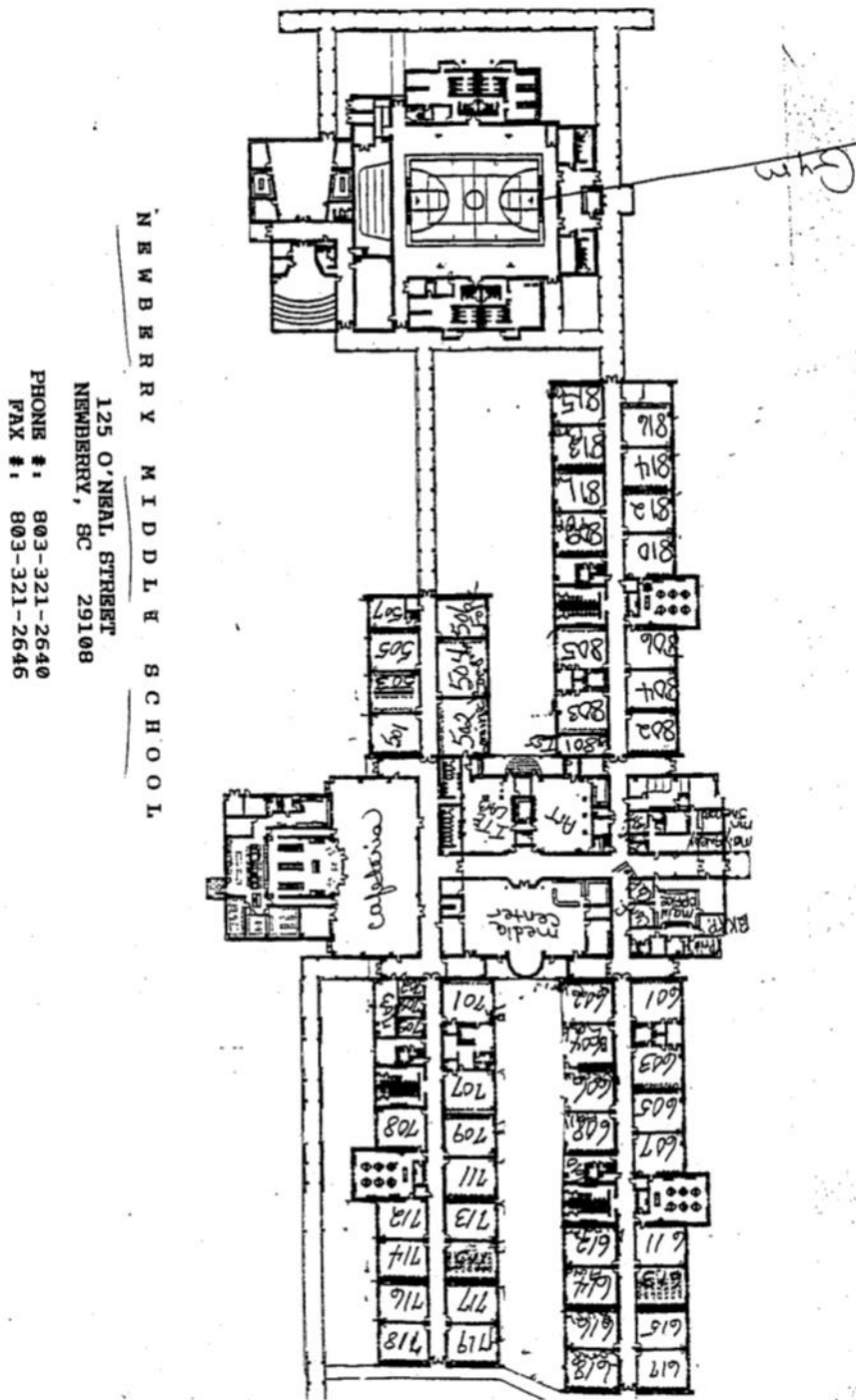


# Newberry Middle School

JCS ARCHITECTS P.A.

803-791-1022

P. 2

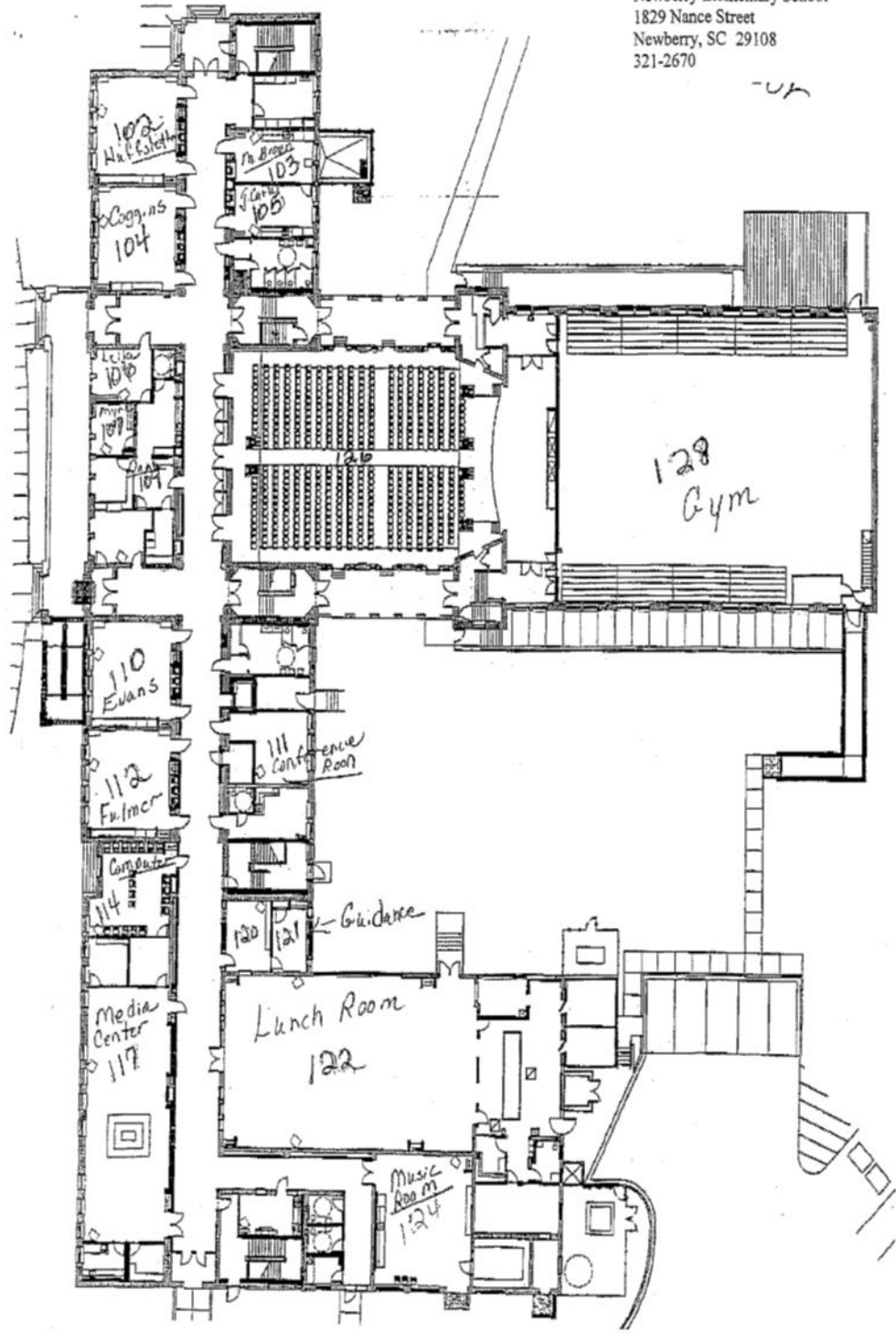


NEWBERRY MIDDLE SCHOOL

125 O'NEAL STREET  
NEWBERRY, SC 29108  
PHONE #: 803-321-2640  
FAX #: 803-321-2646

Newberry Elementary School

Newberry Elementary School  
1829 Nance Street  
Newberry, SC 29108  
321-2670

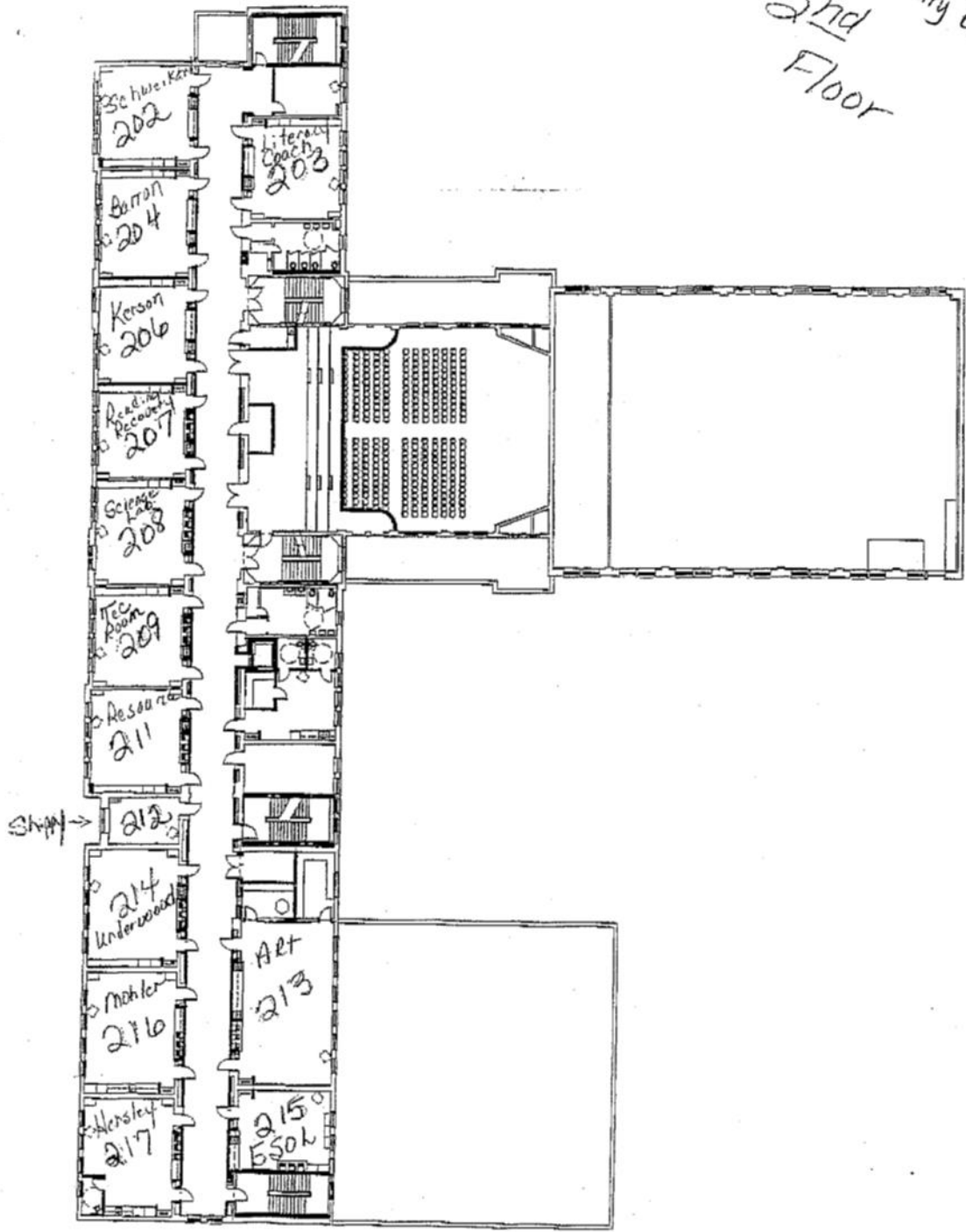


32



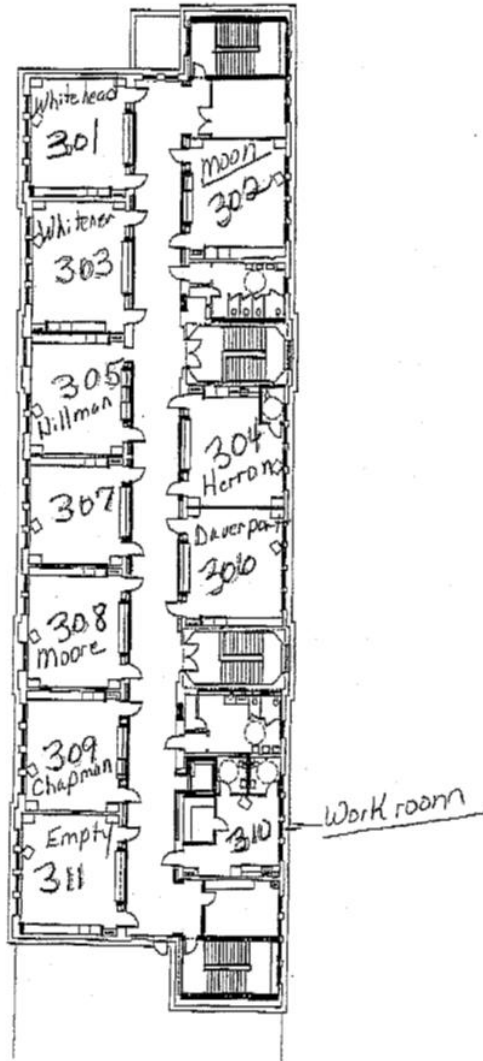
Newberry Elementary School Second Floor

Newberry Elem.  
2nd  
Floor



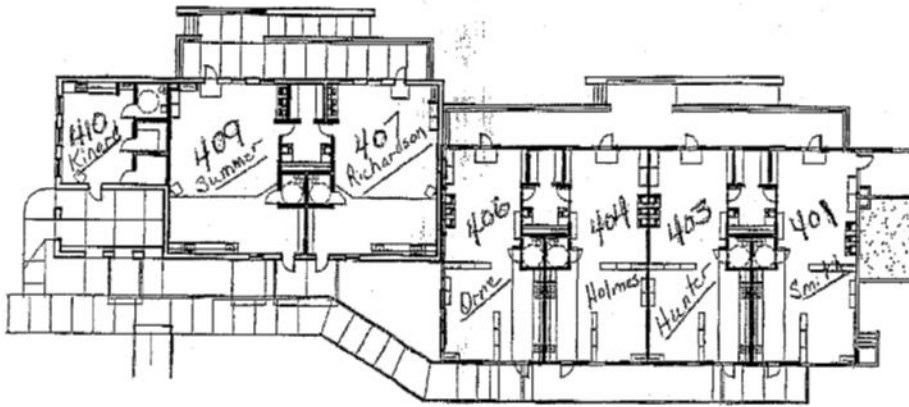
Newberry Elementary School Third Floor

Newberry Elem.  
3rd Floor



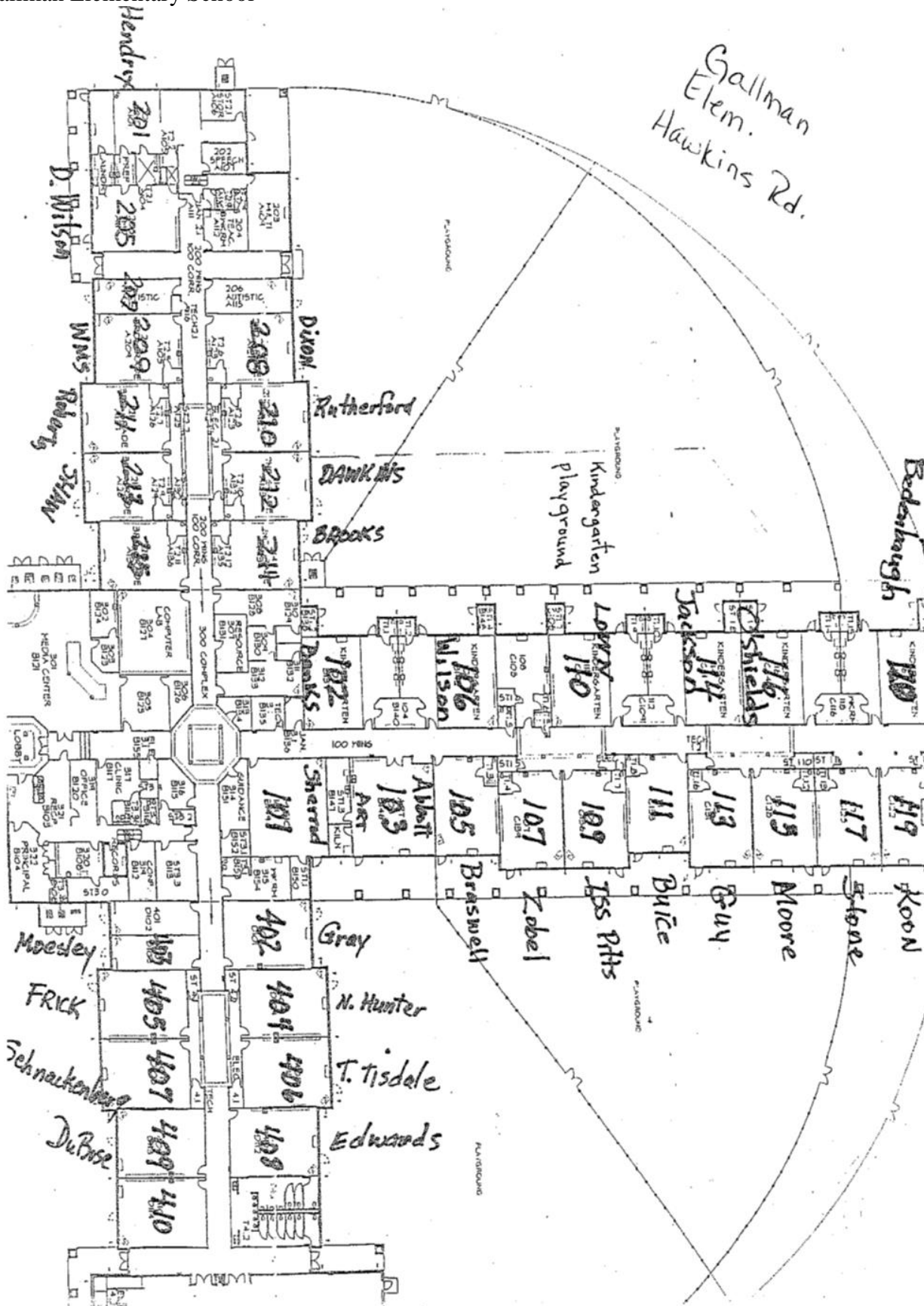
Newberry Elementary School Alternative Building

Newberry Elem.  
ALT Building

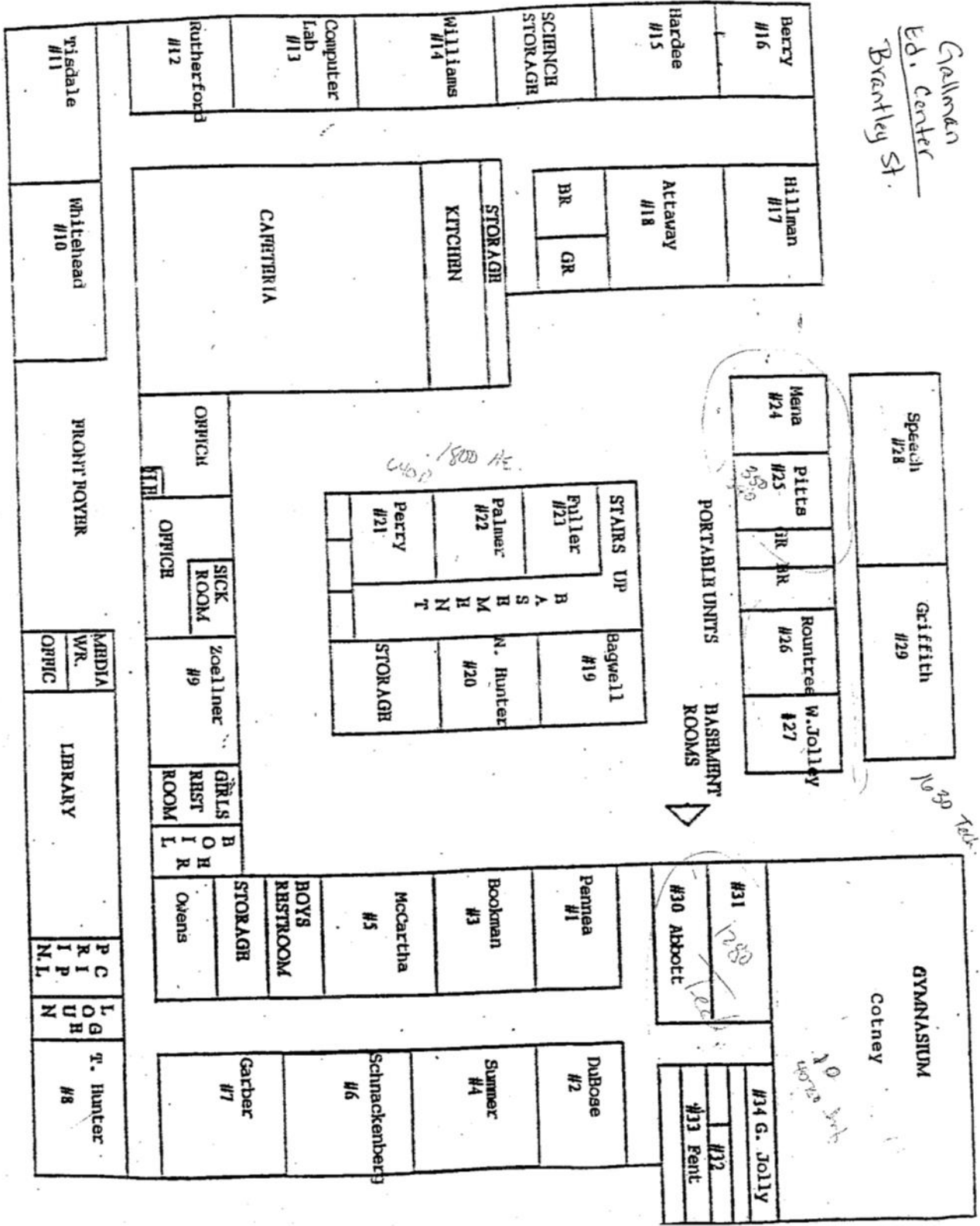


Room

- 410 - Kinard
- 409 - Summer
- 407 - Richardson
- 406 - Orne
- 404 - Holmes
- 403 - Hunter
- 401 - Smith

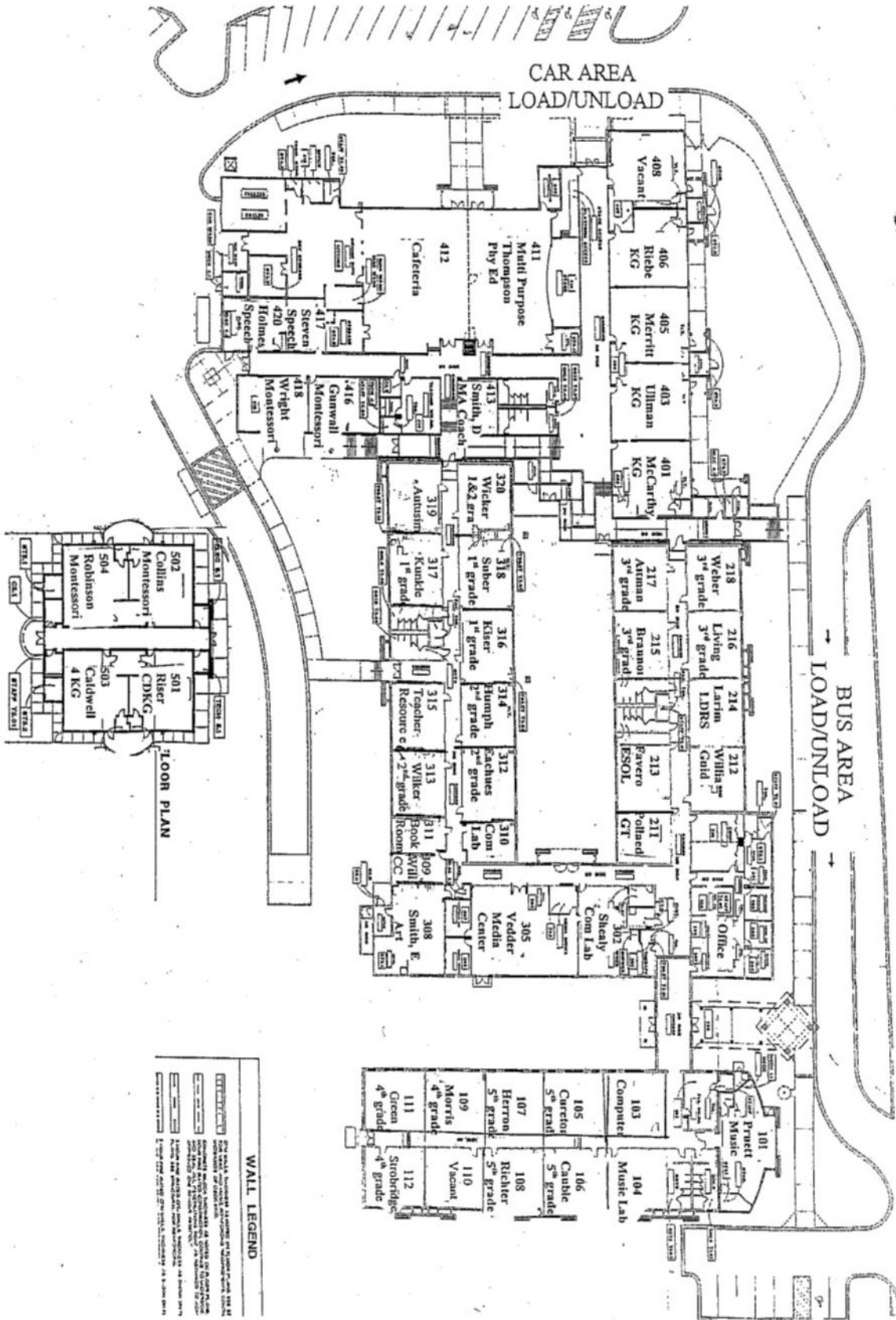


Gallman Elem.  
Hawkins Rd.

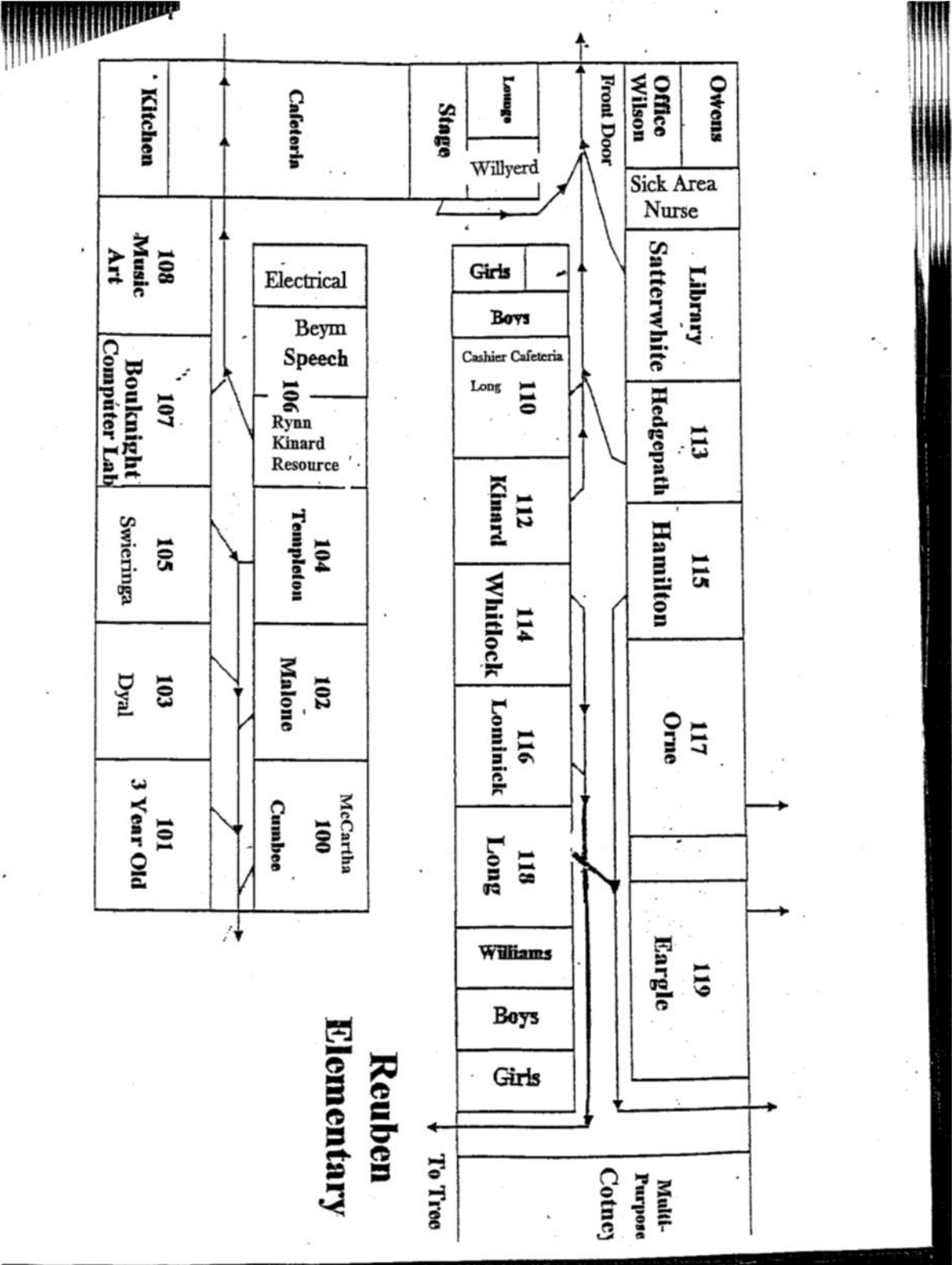


Boundary Street Elementary School

*Boundary Elem.*

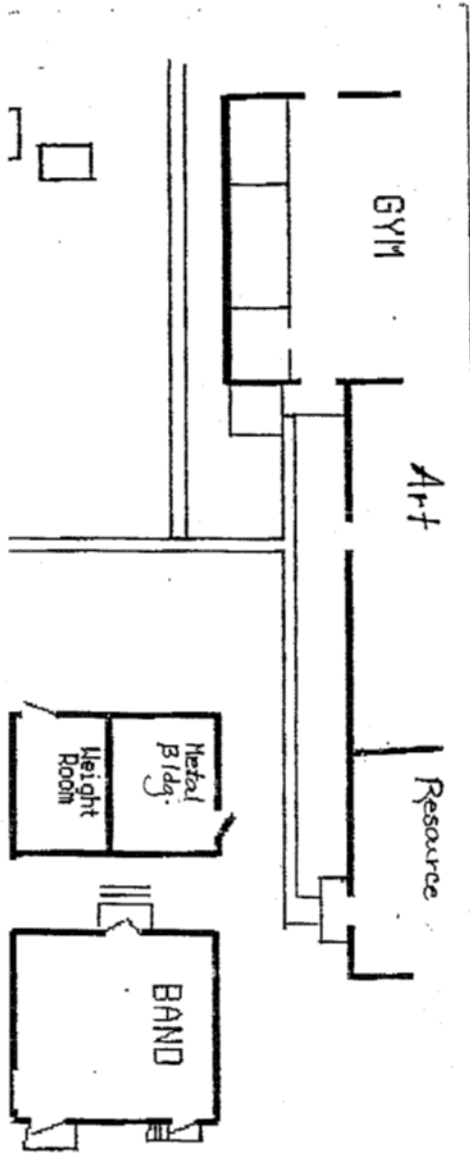


Reuben Elementary School



**Reuben  
Elementary**

Whitmire High School Athletic Complex

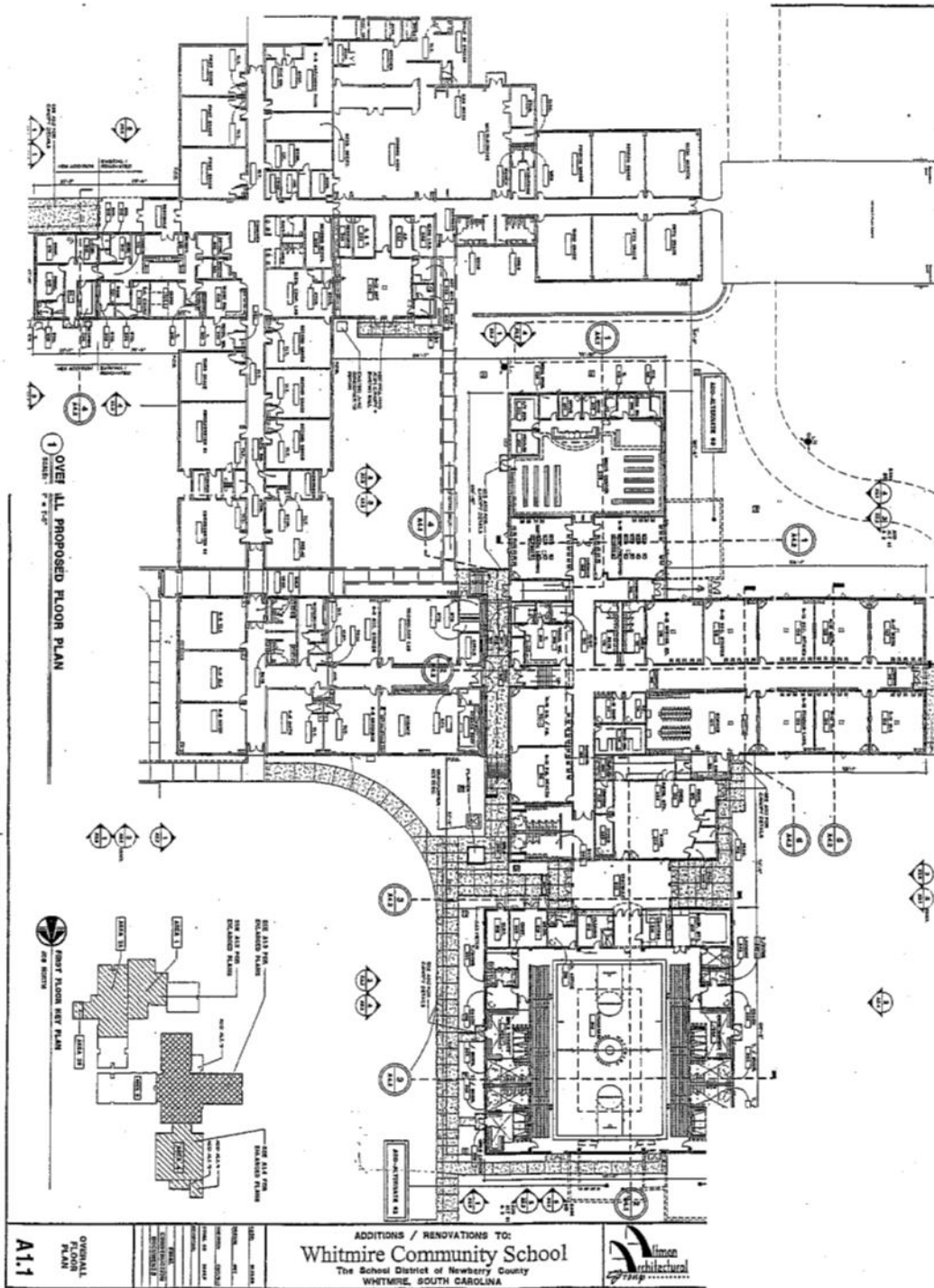


Old WHS



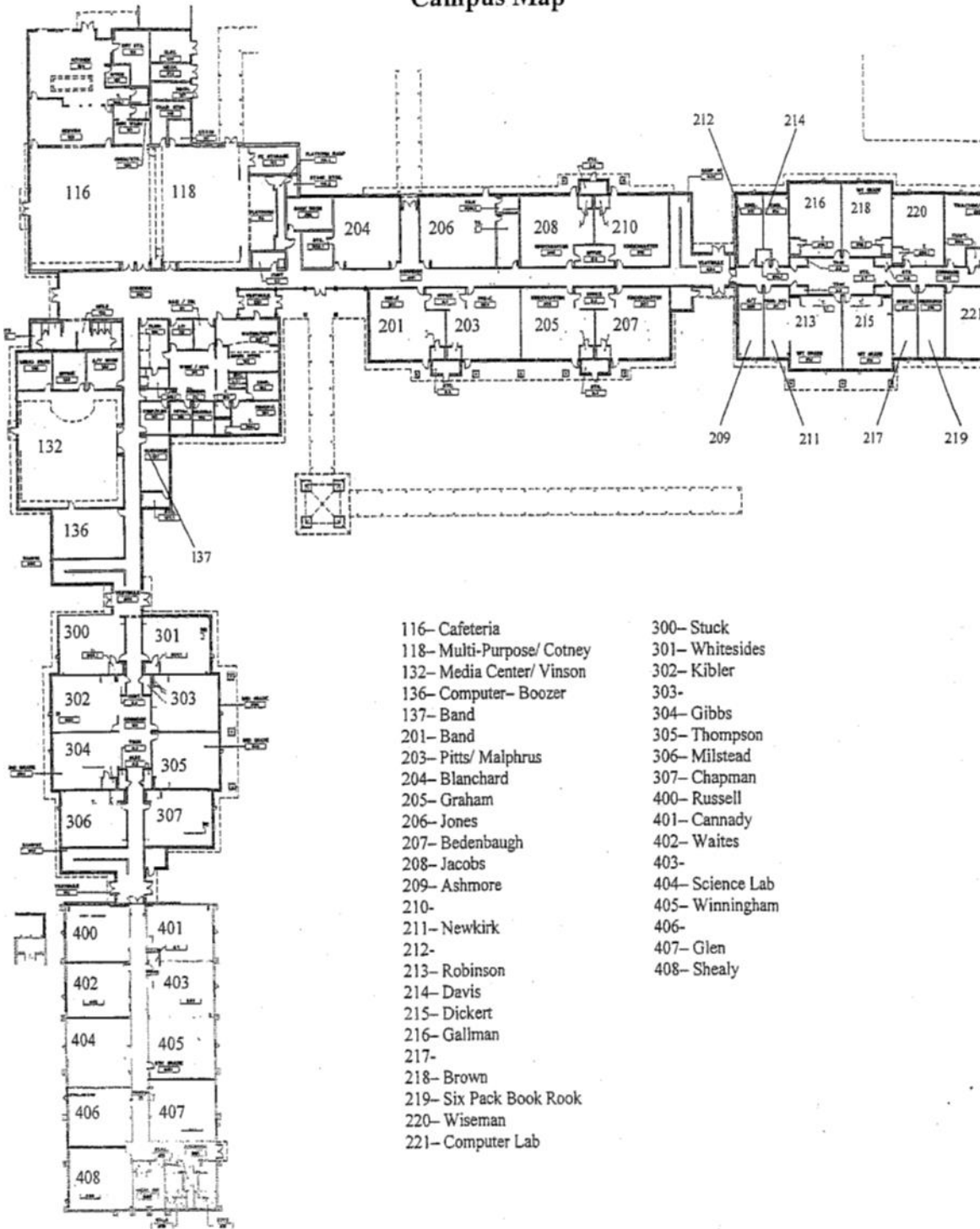
Whitmire Community School

Whitmire Community School  
 2597 SC Hwy. 66  
 Whitmire, SC 29128  
 694-2320

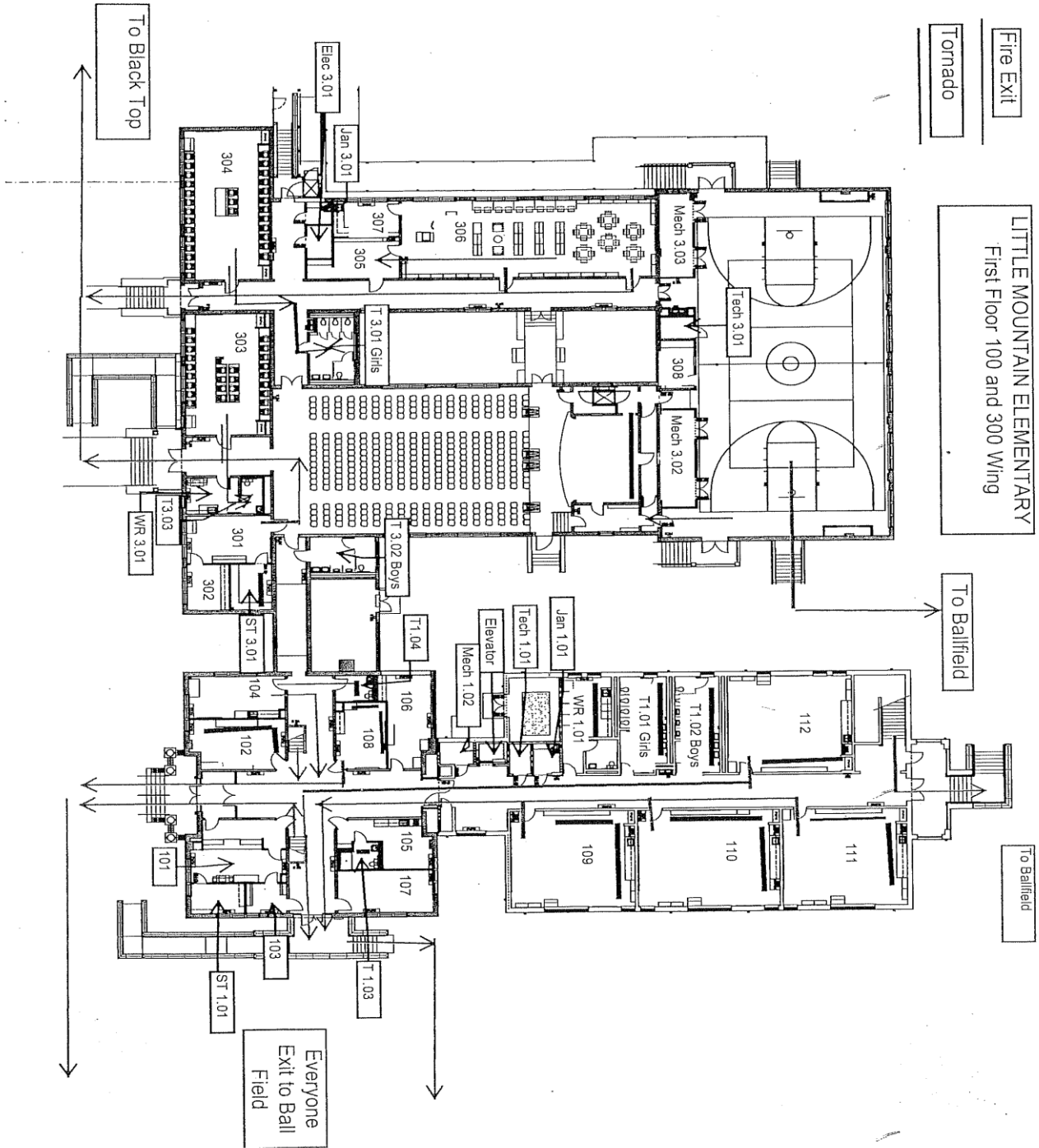


## Pomaria-Garmany Elementary

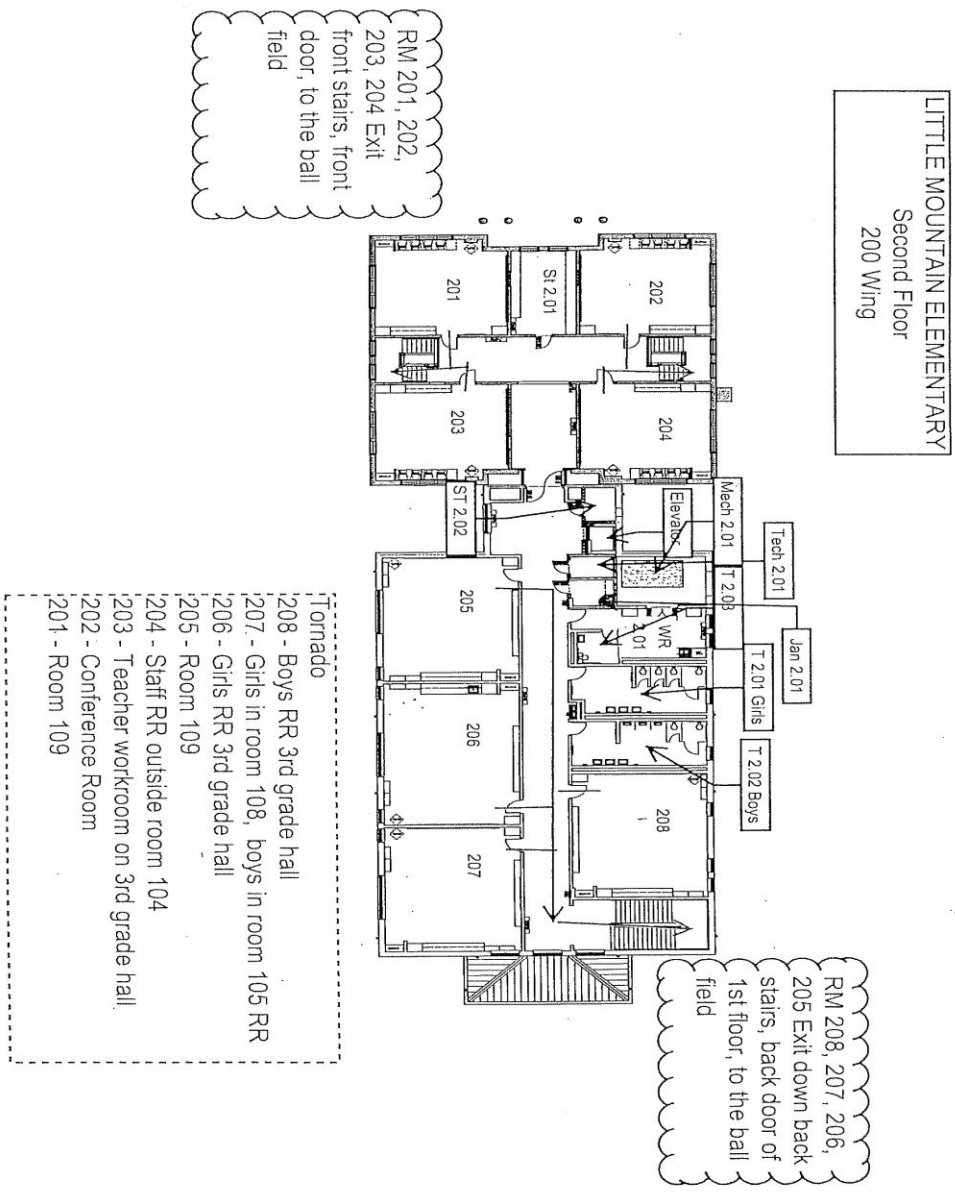
### Campus Map



Little Mountain Elementary School-1



Little Mountain Elementary School-2



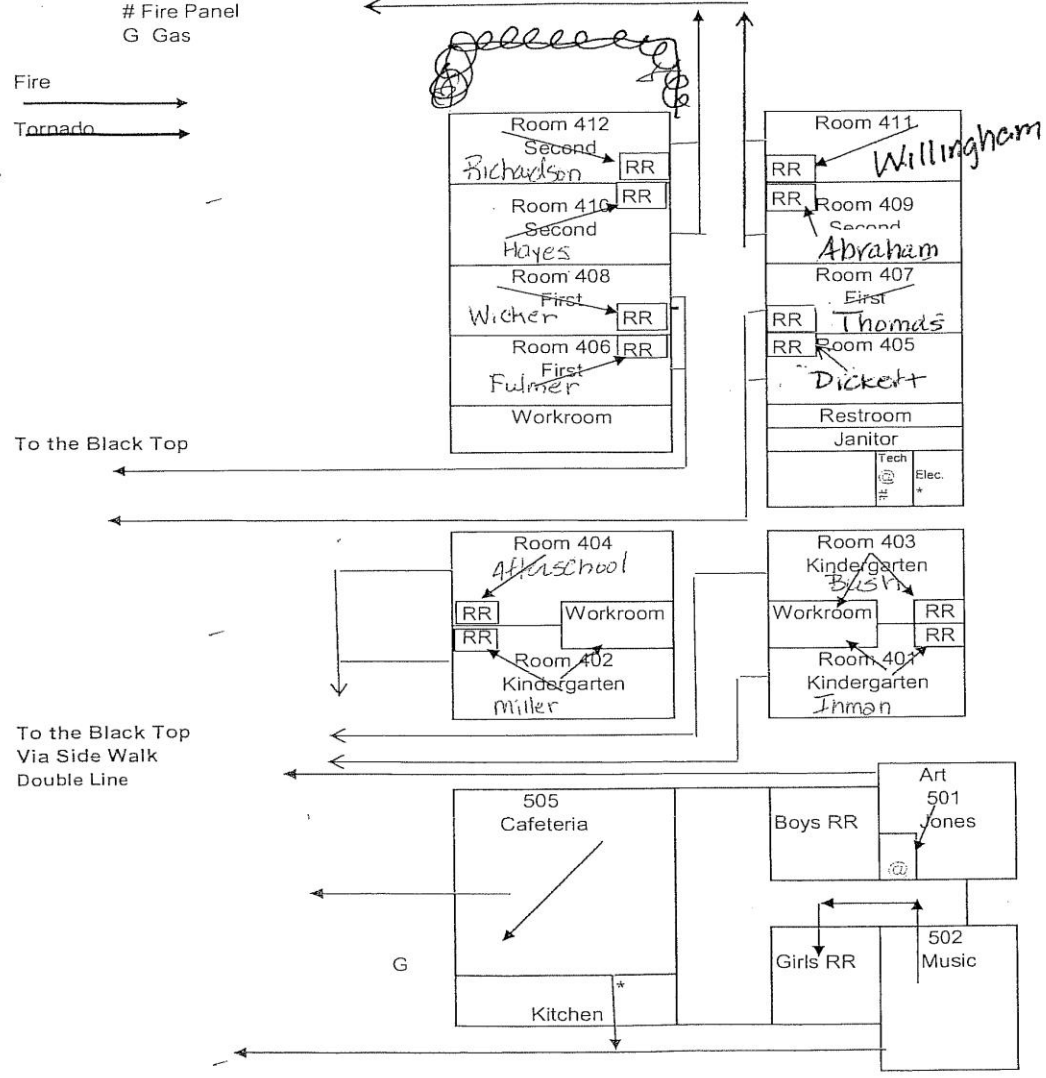
# Little Mountain Elementary School-3

## LITTLE MOUNTAIN ELEMENTARY SCHOOL - EMERGENCY EXIT PLAN

*K-2 Bldg.*

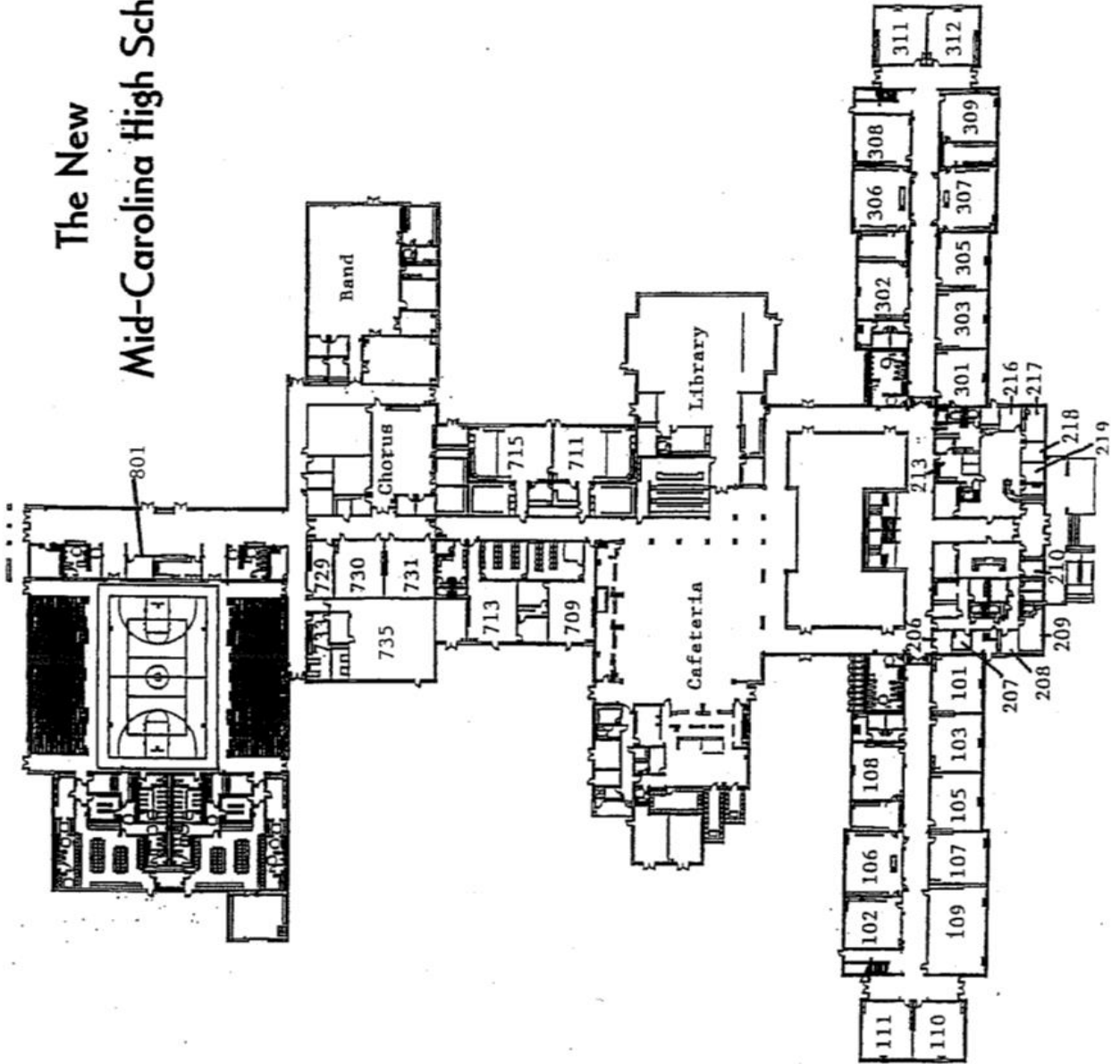
- FIRE Evacuation Route
- Tornado Drill
- \* Power
- @ Computer & Teleph To the Black Top
- # Fire Panel
- G Gas

Fire →  
Tornado →

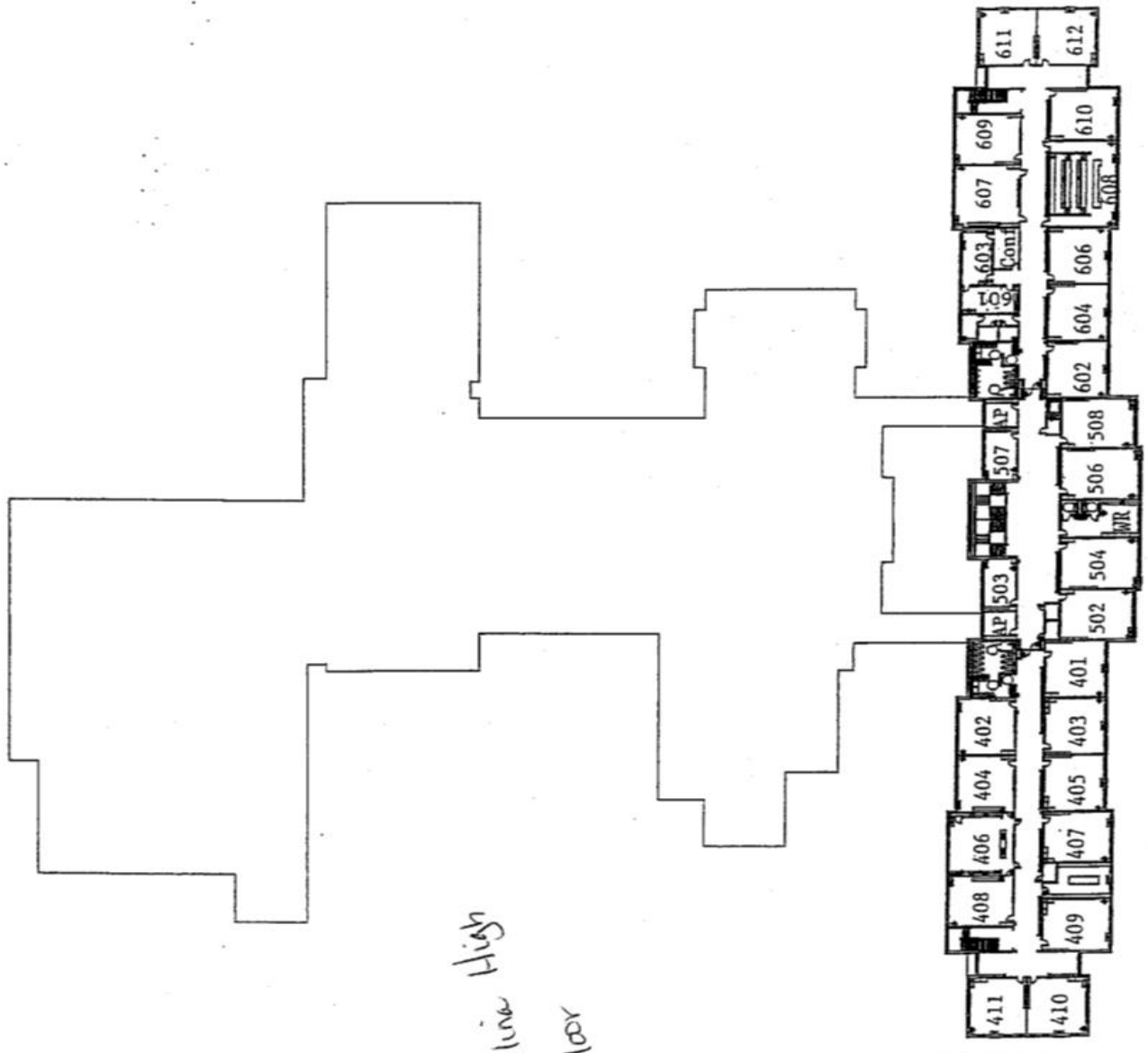


Move as far away as possible

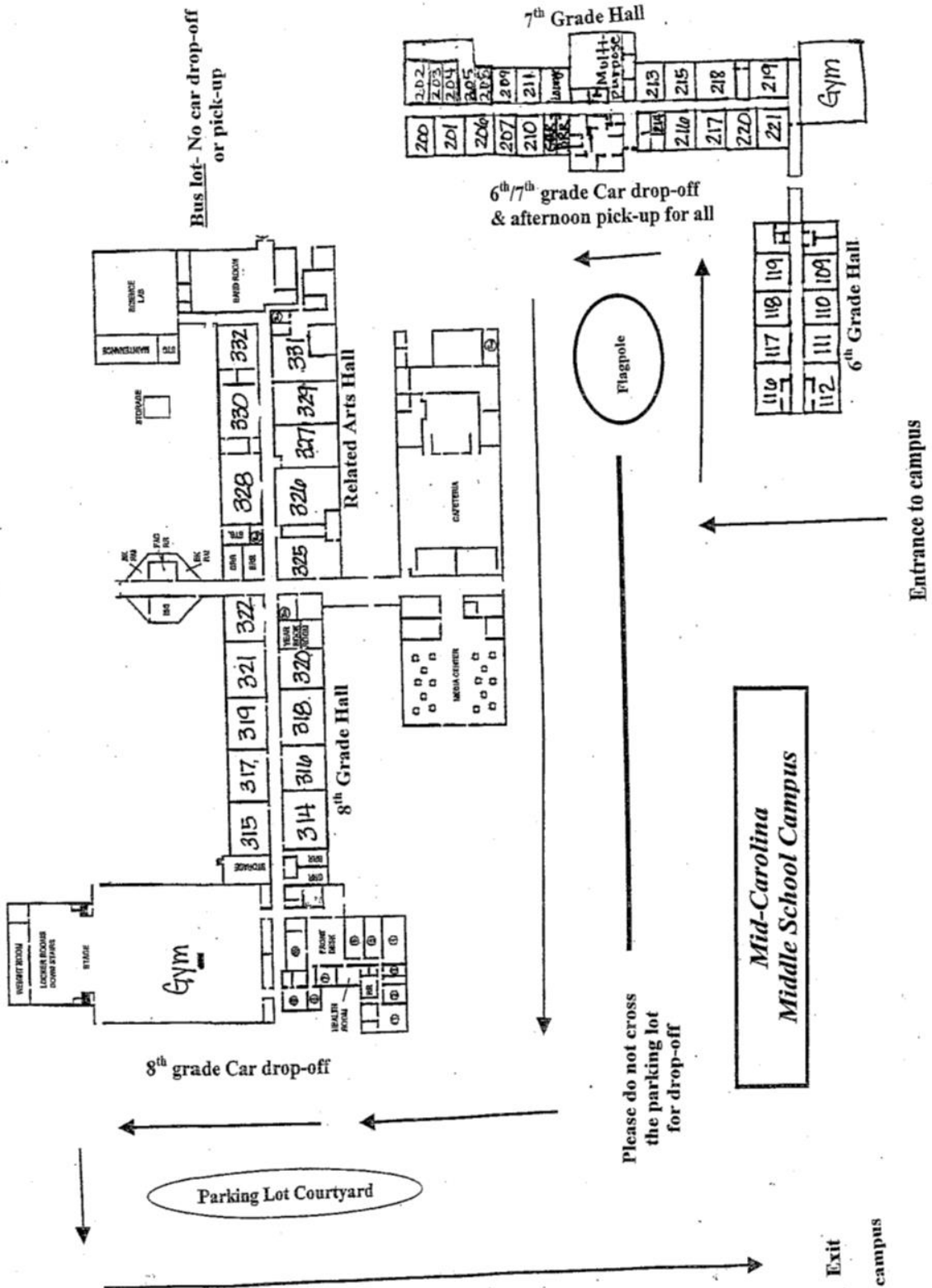
# The New Mid-Carolina High School



Mid-Carolina High School Second Floor

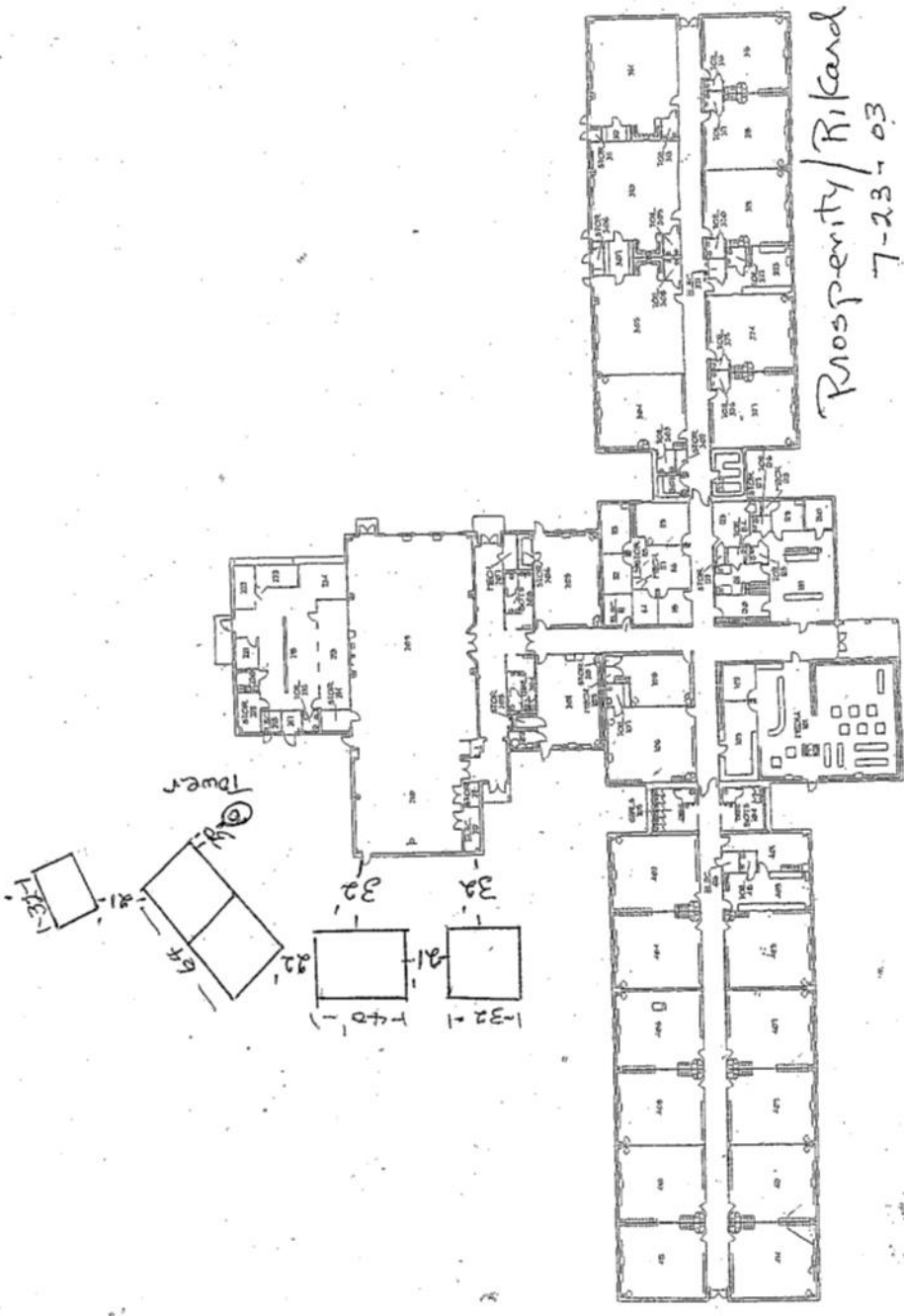


Mid-Carolina Middle School





Prosperity/Rikard Elementary School



Prosperity/Rikard  
7-23-03

Prosperity To ← Hwy 76 → LT Mountain

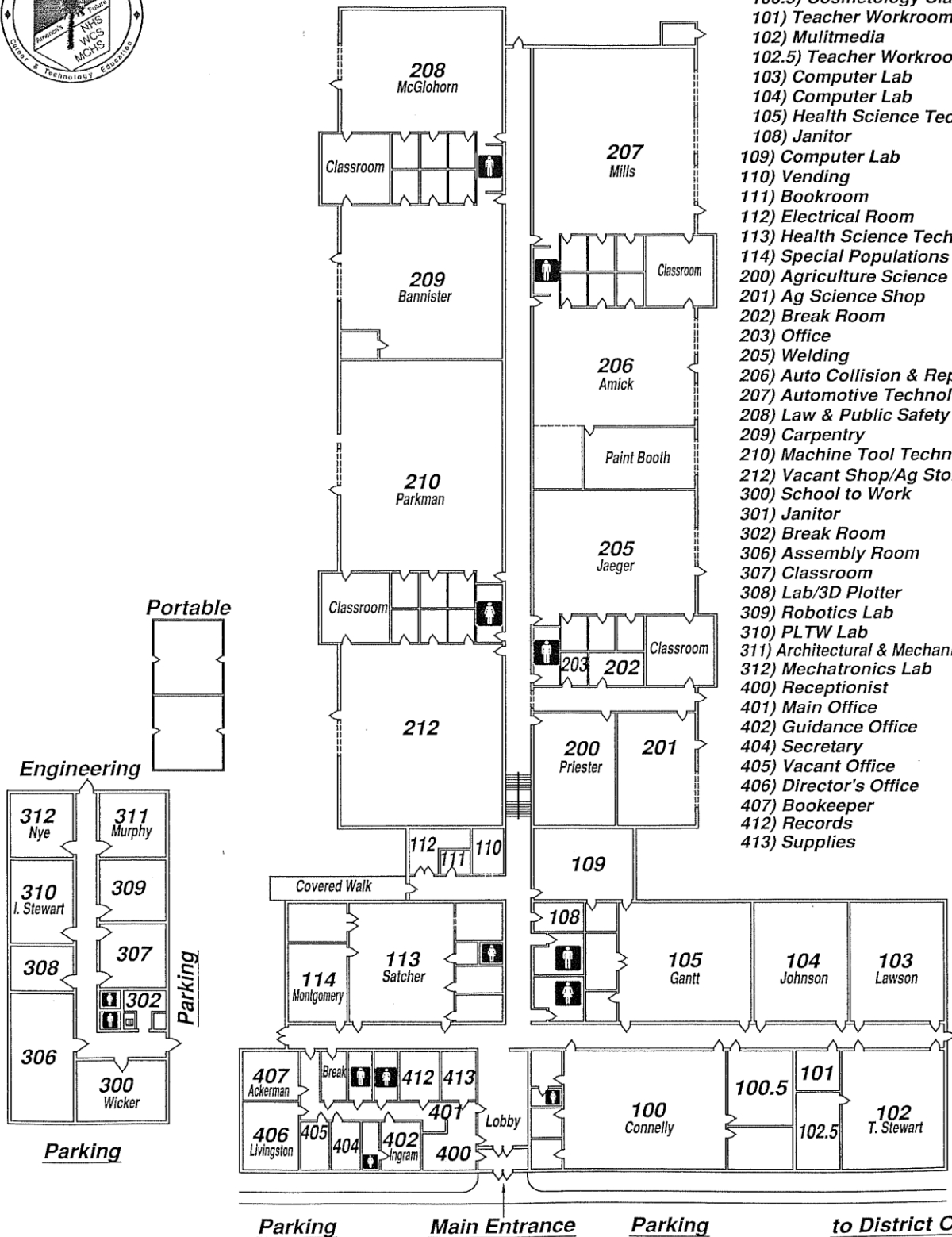
Newberry County Career Center



**NEWBERRY COUNTY CAREER CENTER**

**FLOOR PLAN OF CENTER**

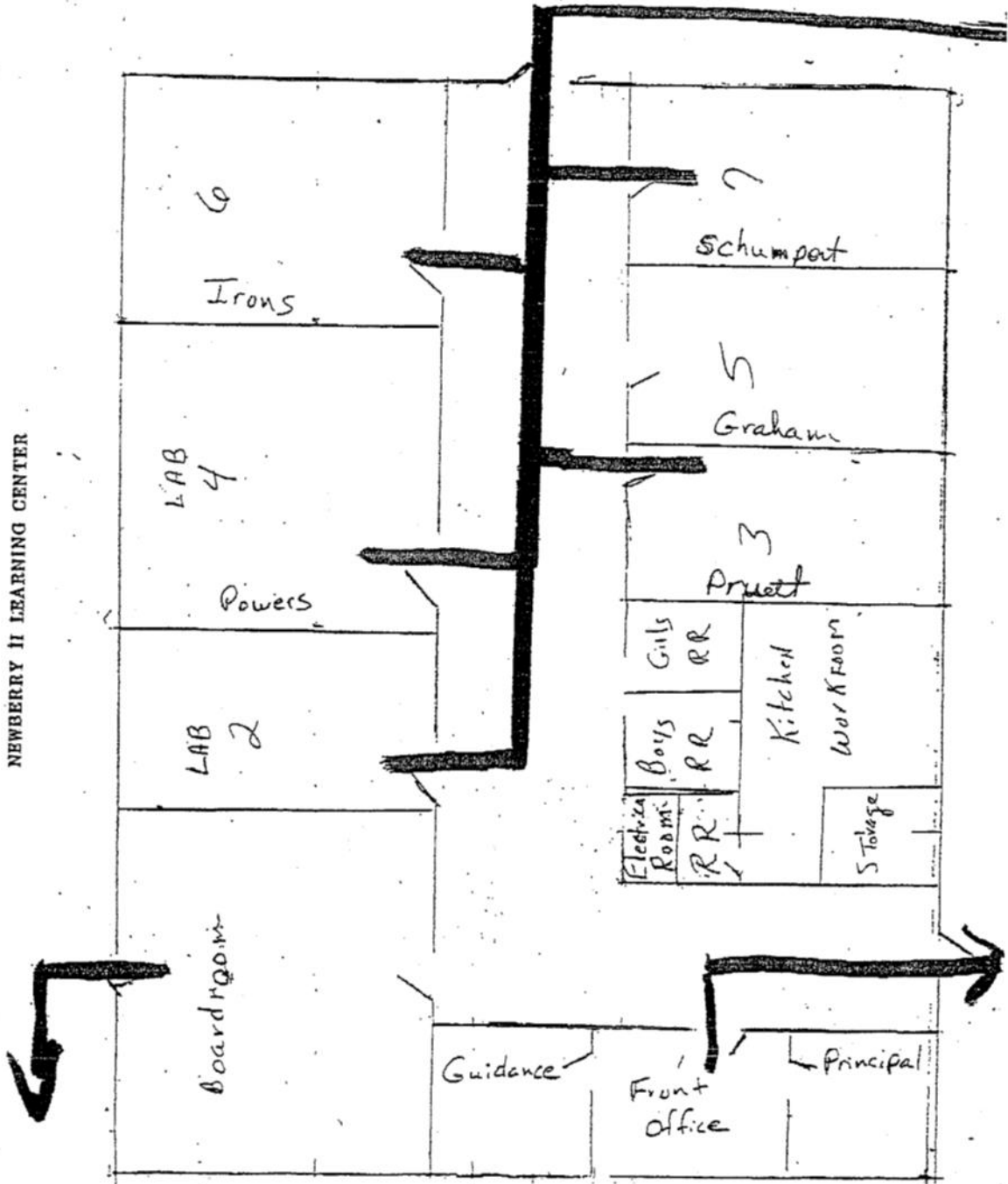
- 100) Cosmetology
- 100.5) Cosmetology Classroom
- 101) Teacher Workroom
- 102) Multimedia
- 102.5) Teacher Workroom
- 103) Computer Lab
- 104) Computer Lab
- 105) Health Science Technology
- 108) Janitor
- 109) Computer Lab
- 110) Vending
- 111) Bookroom
- 112) Electrical Room
- 113) Health Science Technology
- 114) Special Populations
- 200) Agriculture Science
- 201) Ag Science Shop
- 202) Break Room
- 203) Office
- 205) Welding
- 206) Auto Collision & Repair
- 207) Automotive Technology
- 208) Law & Public Safety
- 209) Carpentry
- 210) Machine Tool Technology
- 212) Vacant Shop/Ag Storage
- 300) School to Work
- 301) Janitor
- 302) Break Room
- 306) Assembly Room
- 307) Classroom
- 308) Lab/3D Plotter
- 309) Robotics Lab
- 310) PLTW Lab
- 311) Architectural & Mechanical Design
- 312) Mechatronics Lab
- 400) Receptionist
- 401) Main Office
- 402) Guidance Office
- 404) Secretary
- 405) Vacant Office
- 406) Director's Office
- 407) Bookkeeper
- 412) Records
- 413) Supplies



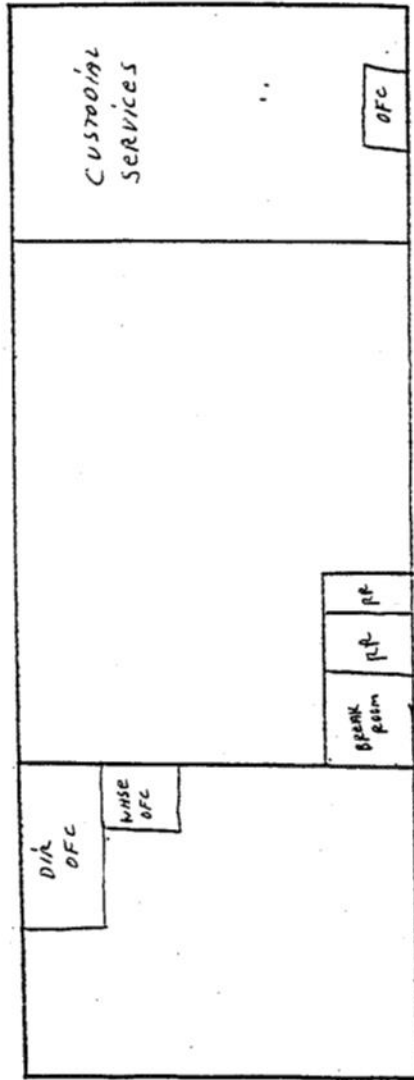
Newberry II Learning Center

OCT-21-96 MON 09:18 AM

P. 01



Newberry County District Facilities Management Office



FRONT

**DISTRICT OFFICE  
MAINTENANCE BUILDING  
NEWBERRY COUNTY SCHOOLS**

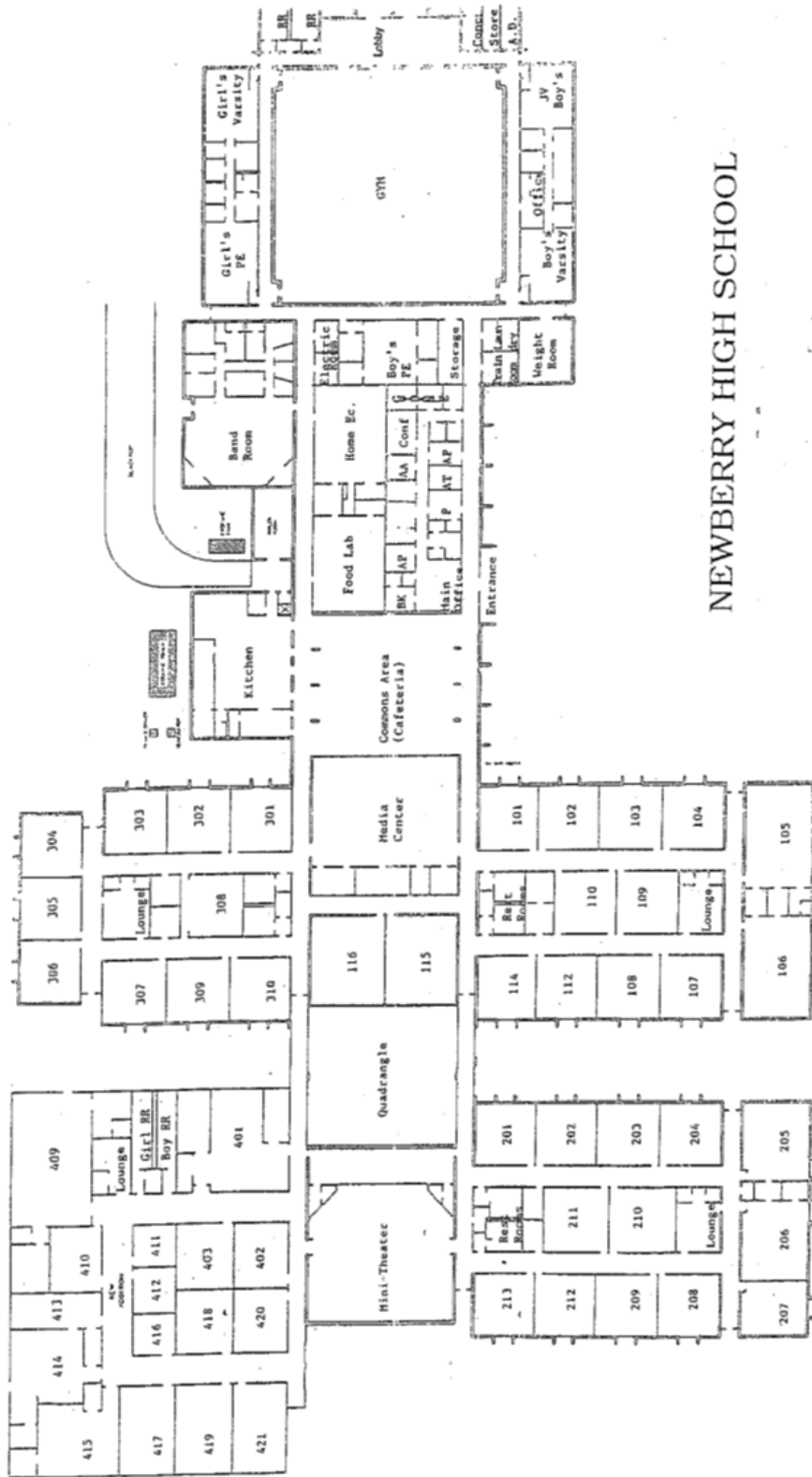
Prosperity Kit Center

BUILDING # 1

6	ST	4
	JAN	
JWR	OFF	2
PRIN		3

PROSPERITY KIT CENTER  
NEWBERRY COUNTY SCHOOLS

Newberry High School



NEWBERRY HIGH SCHOOL

XVII. DISTRICT CALENDER

The School District of Newberry County  
2015-2016 Calendar

**DRAFT**

July 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2015						
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23	24	25	26	27	28	29
30	31					

SEPTEMBER 2015						
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OCTOBER 2015						
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NOVEMBER 2015						
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29	30					

DECEMBER 2015						
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20	21	22	23	24	25	26
27	28	29	30	31		

July 1 Year Round Employees Report  
 Aug 6 New Teacher Instructional Meeting  
 Aug 7 New Employee Orientation  
 Aug 10-14 Professional Development & Teacher Planning & Preparation  
 Aug 17 First Day For Students  
 Sept 7 Labor Day Holiday – schools/offices closed  
 Sept 16 Interim Reports Issued  
 Sept 30 Early Release for Teacher Planning  
 Oct 12 Professional Development/Columbus Day  
 Oct 20 End of 1<sup>st</sup> Nine Weeks; 45<sup>th</sup> Day  
 Oct 27 Report Cards Issued  
 Nov 2 Parent Teacher Conferences  
 Nov 20 Interim Reports Issued  
 Nov 25-27 Thanksgiving Holidays – schools/offices closed  
 Dec 21 - Jan 1 Winter Holidays - schools/offices closed  
 Jan 4 Teacher Planning & Preparation  
 Jan 5 Students Return  
 Jan 12 End of 2<sup>nd</sup> nine weeks; 90<sup>th</sup> Day  
 Jan 14 Parent Teacher Conferences – Evening; Report Cards Issued  
 Jan 15 Parent Teacher Conferences – Morning; No School for Students  
 Jan 18 Martin Luther King, Jr. Holiday – schools/offices closed  
 Feb 3 Early Release for Teacher Planning  
 Feb 15 Presidents’ Day Holiday – schools/offices closed; 1<sup>st</sup> Make-Up Day  
 Feb 17 Interim Reports Issued  
 March 9 Early Release for Teacher Planning  
 March 18 End 3<sup>rd</sup> Nine Weeks; 135<sup>th</sup> Day  
 March 23 Report Cards Issued  
 March 25 – April 1 Spring Holidays – schools/offices closed; March 25<sup>th</sup> – 2<sup>nd</sup> Make-Up Day  
 April 25 – 29 Approximate Time Frame for State Testing  
 April 27 Interim Reports Issued  
 May 12 – 13 Approximate Time Frame for State Testing  
 May 30 Memorial Day Holiday – schools/offices closed  
 May 31 End of 4<sup>th</sup> Nine Weeks; 180<sup>th</sup> day; Whitmire Graduation  
 June 1 Last Day for Teachers; 3<sup>rd</sup> Make-Up Day; Newberry High Graduation  
 June 2 Mid-Carolina High Graduation

JANUARY 2016						
S	M	T	W	T	F	S
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31						






FEBRUARY 2016						
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28	29					

MARCH 2016						
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27	28	29	30	31		

APRIL 2016						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2016						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	Holidays		Testing		End of Nine Weeks
	Professional Development / Teacher Planning Preparation		Early Release		