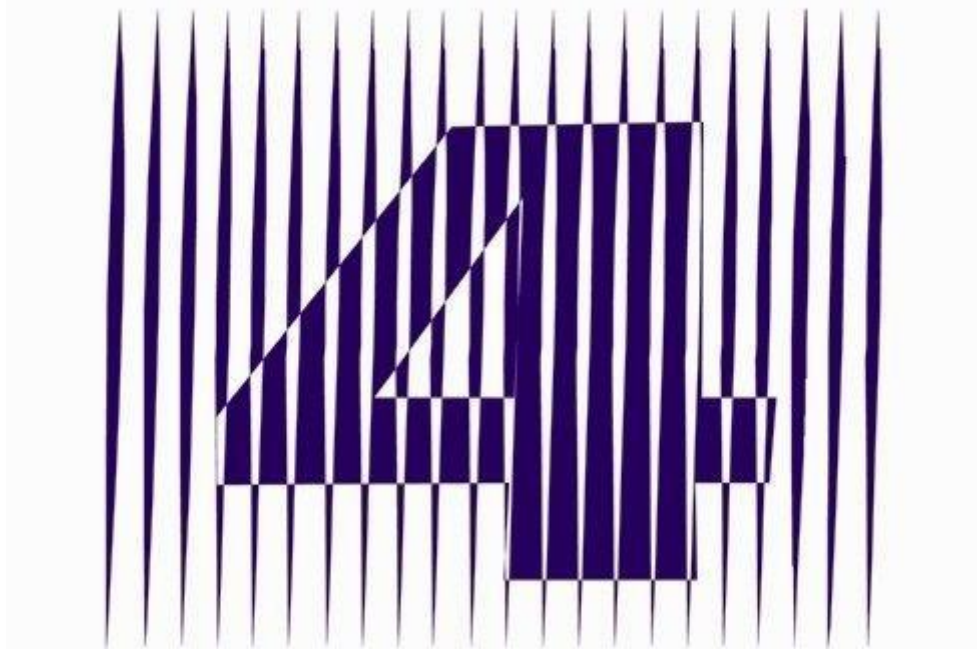


LEXINGTON SCHOOL DISTRICT FOUR



INVITATION FOR BIDS

Collection and Disposal Services

Table of Contents

Section	I:	Invitation for Bid
Section	II:	Scope of Services
Section	III:	Information/Instructions to Bidders
Section	IV:	Specifications
Section	V:	Awarding of Contract
Section	VI:	Bid Forms and Attachments

LEXINGTON SCHOOL DISTRICT FOUR

INVITATION FOR BIDS

COLLECTION AND DISPOSAL SERVICES

Lexington School District Four is accepting bids for Collection and Disposal Services for all of its facilities. The details of the facilities and schedule is located within Section VI: Bid Forms and Attachments.

Work under this contract requires a contractor to furnish all labor, materials, tools, equipment and supervision necessary to accomplish the work described herein, accordance with all specifications and requirements.

All bids must be submitted in a sealed envelope marked "Collection and Disposal Services" and delivered to the Lexington Four District Office at 607 E. Fifth St., Swansea, SC 29160. Bids shall be accepted until 1:00 P.M. on Thursday, May 24, 2018. Bids will be opened at 1:01 P.M. No bid shall be accepted or allowed to be altered after the time and date specified. Bids received after the deadline will be returned unopened. The district reserves the right to reject any and all bids, wholly or in part, and to accept bids deemed to be in the best interest of Lexington School District Four.

II. SCOPE OF SERVICES

1. QUALITY OF WORK

All work is to be quality work and shall be performed according to the standards of the industry, state and federal laws, international building codes, and according to the plans, directions and instructions as presented by the authorized representatives of the Lexington School District Four. Any debris falling from the dumpster or truck during collection will be removed by the contractor.

2. CONTRACTOR'S PERSONNEL

The Contractor shall only use trained personnel who are directly employed and supervised by the Contractor unless prior approval is obtained (See Subcontracting).

3. SUBCONTRACTING

The Contractor shall not subcontract or sublet any portion of the work without the written consent of the Director of Operations.

4. PERMITS AND LICENSES

The Contractor shall be responsible to obtain any necessary permits for work directed under this contract necessary to meet all Federal, State and Local laws. Contractor must hold appropriate business/contractor's license for the state of South Carolina.

5. INSPECTION

Lexington School District Four reserves the right to inspect any and all work. Any omission or failure on the part of the district representative to disapprove or reject inferior work shall not be construed to be an acceptance of such work. If any inferior work is found during inspection, the contractor shall make the correction, at his/her own expense, and without extra charge to the district.

6. WARRANTY OF MATERIALS AND WORKMANSHIP

All materials and equipment provided under the contract shall be listed and labeled for the purpose intended. All containers will be kept in working condition to include attached lids/doors and free from excessive rust and damage. All containers must meet DHEC requirements.

7. WORKING TIME

The collection schedule is outlined in the attachment.

8. PAYMENT

The Contractor may bill the district monthly or quarterly. This will be established following the agreement to accept the contract. The invoice should include the total number of collections for each site per month, the billing date range, and any additional charges for requests outside of the contract schedule.

9. REJECTION OF BIDS

Lexington School District Four reserves the right to reject any and all bids. Contractor will be selected based on what is in the best interest of the district and in accordance with the district's procurement policy.

10. CANCELLATION OF CONTRACT

Lexington District Four reserves the right to cancel and terminate the contract in the event that the services provided by the Contractor prove to be unsatisfactory. Notification will be given of deficiencies and time allowed for improvement. The district will give a two-week notification of termination of the contract. The contractor must give the district a 30-day notice to terminate the contract.

11. BASIS FOR AWARD OF CONTRACT

Award of this contract shall be made to the lowest responsible and eligible general bidder within 10 days, Saturdays, Sundays and legal holidays excluded, after the opening of the bids. The district reserves the right to reject any and all bids if deemed in the district's best interest.

12. CONTRACT LENGTH

The Contract shall cover the period from July 1, 2018 through June 30, 2019. The School has the option to extend the contract for four one (1) year extensions subject to appropriation and agreement of both the contractor and the district.

III. INFORMATION/INSTRUCTIONS TO BIDDERS

Purchasing Entity: Lexington District Four

Address: 607 E. Fifth Street
Swansea, SC 29160

Telephone: 803-490-7000

Contact Person Dave Toole 803-490-7000 (ext. 10081)
(Questions concerning bid)

Contact Person Gary Massey 803-223-3527
(Call to establish a site visit)

INSTRUCTIONS FOR SUBMISSION OF BIDS:

1. Bids are to be submitted in a sealed envelope, clearly marked with "Collection and Disposal Services".
Bids must be mailed or delivered to:

2.

Lexington School District Four
607 E. Fifth Street
Swansea, SC 29160

An original plus one copy of the bid are to be submitted. No facsimile copies of the bid will be accepted. Bids received after deadline will be returned unopened.

3. Bids must include the BID FORM and the following completed attachments, which are included in Section VI, "Bid Form and Attachments."
 - A. Bid Form
 - B. Certificates of Insurance
 - C. Applicable Contractors License
 - D. Rates for Labor and Materials

4. All requests for interpretation of the bid documents shall be submitted in writing to the Director of Operations no less than five (5) business days before the scheduled bid opening.

5. If it becomes necessary to revise any part of this bid proposal or if additional data is necessary to enable an exact interpretation of provisions, such addenda will be provided to all bidders who have requested this Invitation to Bids. No addenda will be issued within the immediate three- (3) business days prior to the bidding deadline. **If an addendum is issued, all bidders shall acknowledge receipt of each addendum on the bid form.**

6. All bids must be submitted in ink or typewritten on the forms provided, or on attachments approved in advance by the district representative.

7. Bids may be withdrawn without penalty prior to the date and time of the opening.

8. All bids shall be valid for a period of no less than ten (10) days after the date of opening.

Any bid, which fails to meet the submission requirements may be found non-responsive without further evaluation unless the district determines that the non-compliance is insubstantial and can be corrected. This will be determined according to the district's procurement policy procedures.

DEADLINE FOR RESPONSES

Deadline Date: Thursday, May 24, 2018
Deadline Time: 1:00 P.M.
Place: Lexington School District Four Administration Bldg.
607 E. Fifth St.
Swansea, SC 29160

All bids will be publicly opened and read at the above date and time, and taken under advisement.

RIGHT TO PROTEST

Protest of the contract must be made in writing to the district Superintendent by:

Deadline Date: Thursday, June 7, 2018
Deadline Time: 1:00 P.M.
Place: Lexington School District Four Administration Bldg.
607 E. Fifth St.
Swansea, SC 29160

IV. SPECIFICATIONS

A. Description

Work shall be performed in accordance with approved construction methods as specified in the state, federal, and international building codes.

B. Insurance Requirements

The contractor shall provide evidence of the ability to insure Lexington School District Four against general, automobile, and workers' compensation liabilities. Contractors must meet the minimum insurance limits outlined below as outlined by industry standards. The contractor shall provide proof of insurance.

C. Contractor's Indemnification

Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Lexington School District Four, its officers, agents and employees from and against any and all damages, liabilities, action, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the work being performed or to be performed by the Contractor, his employees, agents, subcontractors or materialmen. The existence of insurance shall in no way limit the scope of this indemnification. The contractor further agrees to reimburse Lexington District Four for damage to its property caused by the Contractor, his employees agents, subcontractors or materialmen, including damages caused by his, its or their use of faulty, defective or unsuitable material or equipment, unless the damage is cause by Lexington District Four's gross negligence or willful misconduct.

D. Contractor's Licenses/Certification

Contractor shall possess all necessary licenses and certifications to complete the work.

V. AWARDING OF CONTRACT

Contract shall be awarded following the 10 protest period as outlined in the district's procurement policy.

VI. BID FORMS AND ATTACHMENTS

(To be included with your bid submission)

1. Bid Form
2. Certificates of Insurance
3. Applicable Business/Contractors License
4. Rates for Collection and Disposal

***The pricing above is from the second Monday in August until the second Friday in June.**

***The time other than noted above will be summer service that will only include 1 pickup per week on Fridays.**

***All collection on service days MUST be prior to 11:00 am.**

Location	#Service Days Per Week	Service Days	Container Size/Number	Weekly/Monthly Cost (2 x per week)	Summer Service Cost (1 x per week)
District Office 607 East Fifth St., Swansea, SC 29160	2	T,F	(1) 8Cu.Yd.		
Early Childhood Center 135 Lewis Rast Rd., Swansea, SC 29160	2	T,F	(2) 8Cu.Yd.		
Sandhills Primary/Elementary 130/140 Lewis Rast Rd. Swansea, SC 29160	2	T, F	(5) 8Cu.Yd.		
Frances Mack Intermediate 161 Gaston St., Gaston, SC 29053	2	T, F	(3) 8Cu.Yd.		
Sandhills Middle School 582 Meadowfield Rd. Gaston, SC 29053	2	T,F	(3) 8Cu.Yd.		
Swansea Freshman Academy 1195 I.W. Hutto Rd., Swansea, SC 29160	2	T,F	(2) 8Cu.Yd.		

Swansea High School 500 East First St., Swansea, SC 29160	2	T,F	(3) 8Cu.Yd.		
Additional Items Swansea High School	As Needed		(1) 30 Cu.Yd Roll Off Dumpster		
Additional Items Lexington Four Maint. Shop	As Needed		(1) 30 Cu.Yd Roll Off Dumpster		
Total Cost					

Company Name:		
Company Address:		
Date:		
Company Representative:	Name	Signature