

June 2, 2017

To Whom It May Concern:

You are invited to submit a bid proposal to replace exterior doors at Lexington Four District Office Complex located at, 607 East First Street, Swansea, SC 29160 and Frances Mack Intermediate School located at 161 Gaston St., Gaston, SC 29053 . The Request for Proposals is attached and contains the scope of work to be completed.

Bid proposals must be received by Monday, June 19, 2017 at the Monroe Pinckney Administrative Offices, Lexington School District Four, 607 East Fifth Street, Swansea, SC 29160.

Please call, Gary Massey at 803-223-3527 if you have questions or to plan a site visit.

Sincerely,

Dave Toole
Director of School Operations

REQUEST FOR PROPOSALS

Lexington School District Four (The District) is requesting proposals for replacing exterior doors at District Office Complex, 607 East Fifth Street, Swansea, SC 29160 and Frances Mack Intermediate School located at 161 Gaston St., Gaston, SC 29053. Specific details for the project are contained in the Scope of Work which follows.

GENERAL NOTICES

- The District reserves the right to reject any or all proposals or to cancel this request in its entirety.
- All proposals will be treated as public information unless it is specifically requested that portions of the proposals be treated as Trade Secrets under the Freedom of Information Act. Such portions must be conspicuously labeled *CONFIDENTIAL*.
- The District may cancel the contract at any time in the event services prove to be unsatisfactory.

DISTRICT REPRESENTATIVE

Dave Toole
Director of School Operations
Lexington School District Four
607 E. Fifth Street
Swansea, SC 29160
(803) 490-7000 Ext. 10081
dtoole@lexington4.net

PROPOSED SCHEDULE OF EVENTS

Direct all questions through e-mail to:

Gary Massey
gmassey@lexington4.net

Work Site Visit

It is required for contractors to visit each worksite prior to submitting a proposal. Visits to the worksite must be scheduled by contacting Gary Massey at (803) 223-3527.

Proposals Received

One (1) hardcopy of the proposal must be received no later than 1:00 p.m., Monday, June 19, 2017 at:

Monroe Pinckney Administrative Office
Lexington School District Four
607 East Fifth Street
Swansea, SC 29160

Please indicate, "Proposal for Exterior Doors" on the outside of the envelope of the sealed proposal. Proposals will be opened at 1:01 p.m. on Monday, June 19, 2017 at the Administrative Office. Any proposal received later than the specified time will not be considered.

Notice of Award

Notice of Intent to Award will be made within three business days

Right to Protest

Protest of the contract award must be made in writing to the district superintendent no later than 1:00 p.m. Monday, July 3, 2017 to:

Linda G. Lavender, Ph.D.
Superintendent
Lexington School District Four
607 East Fifth Street
Swansea, SC 29160

Work Location and Schedule

All work will be conducted on-site. Work will need to be scheduled with the district representative to avoid safety hazards for students.

VENDOR SELECTION

The District will select the vendor whose proposal represents the best value for the District. Selection will not be made solely on price.

District will consider:

1. Comprehensiveness of work plan
2. Technical experience of the firm
3. Qualifications of staff
4. References
5. Cost

BASIC SCOPE OF WORK

Replace 1 Single Metal Exterior Door (District Office Complex)

Replace 2 sets of Double Metal Exterior Doors (District Office Complex)

Replace 1 set of Double Aluminum Exterior Doors (District Office Complex)

Replace 2 sets of Double Metal Exterior Doors (France Mack Intermediate)

Continuous hinges on all doors

Hollow Core metal doors in all applications except 1 set of Aluminum Doors

Window lights in all doors

Exterior panic bars on all doors (no internal door parts)

Door Closer, Exterior Grab Handle, Key Opening, and all other applicable hardware

A site visit is required to determine specifics of replacement of doors, which includes types of doors, size of window lights, etc.

Work must be completed by August 5, 2017.

PROPOSAL SUBMISSION SHEET
EXTERIOR DOOR REPLACEMENT
Monday, June 19 , 2017

Company Name: _____

Address: _____

Total Cost of Project to replace exterior doors at District Office Complex and Frances Mack Intermediate in accordance with specifications included in the Scope of Work and required site visit.

Total Cost (Attach additional breakdown of project cost) \$ _____

Anticipated date of completion: _____

Name of company representative placed in charge of the project _____

Submitted By: _____