



Rock Hill Schools  
Invitation for Bid  
(IFB)

Solicitation Number  
Date Issued  
Procurement Specialists  
Phone  
E-Mail Address

24-2524  
May 15, 2025  
Lee Faris  
803-981-1062  
Wfaris@rhmail.org

### Kitchen Smallwares

**BID DUE DATE (Opening Date/Time): June 12, 2025 at 10:00 a.m.**

**LAST DAY FOR QUESTIONS: June 4, 2025 at 12:00 p.m.**

**NUMBER OF COPIES TO BE SUBMITTED: one (1) original bid Mailed, Hand Delivered, or Upload to Vendor Registry**

### SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:

#### PHYSICAL MAILING ADDRESS:

Rock Hill Schools  
Purchasing Department  
386 E. Black Street  
Rock Hill, SC 29730

**Solicitation Number and Opening Date must appear on the envelope.**

**CONFERENCE TYPE: NONE**

**LOCATION: NONE**

**ADDENDUM(S)**

Any addendum(s) will be posted at the following web address:  
<http://www.rock-hill.k12.sc.us>

**You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to the following:**

- **Bound by the requirements, terms, stipulations, and terms of the solicitation.**
- **Comply with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices.**
- **Not guilty of collusion, with other vendors possibly interested in this bid, in arriving at or determining prices to be submitted.**

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

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

**AUTHORIZED SIGNATURE**

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

**TITLE**

(Business title of person signing above)

- ☐ **Sole Proprietorship**
- ☐ **Partnership**
- ☐ **Corporate entity (not tax-exempt)**
- ☐ **Tax exempt corporate entity**
- ☐ **Government entity (federal, state, or local)**
- ☐ **Other \_\_\_\_\_**

(See "Signing your Offer" provision)

<b>PRINTED NAME</b> (Printed name of person signing above)	<b>DATE SIGNED</b>	
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>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
<b>STATE OF INCORPORATION</b> (If offeror is a corporation, identify the State of Incorporation.)		

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
	Area Code	Number	Ext.	Facsimile
	E-mail Address			
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)		<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)		

#### ACKNOWLEDGMENT OF ADDENDUM(S)

Offerors acknowledges receipt of addendum(s) by indicating amendment number and its date of issue.

Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date

**Minority Participation:**

Are you a SC Certified Minority Vendor - Yes ☐ No ☐

If yes, SC Certification # \_\_\_\_\_

Are you a Non SC Certified Minority Vendor - Yes ☐ No ☐

TABLE OF CONTENTS

SECTION A: GENERAL BID INSTRUCTIONS AND CONDITIONS (WHERE APPLICABLE) ..... 4

SECTION B: INTRODUCTION ..... 14

SECTION C: SCOPE OF WORK ..... 14

SECTION D: ELABORATION AND CLARIFICATION ..... 15

APPENDIX I..... 17

APPENDIX II (BID FORM).....20

**SECTION A: GENERAL BID INSTRUCTIONS AND CONDITIONS (WHERE APPLICABLE)**

**1. INSTRUCTIONS TO BIDDERS:**

- A. Bids shall be publicly opened at **10:00 AM on June 12, 2025**. Bid openings shall be conducted in the Purchasing Department which is located at 386 E. Black Street, Rock Hill, SC 29730. Sealed bids shall include **Pages 1-2 and 17-25** must be uploaded to **Vendor Registry** <http://vrapp.vendorregistry.com/RockHillSchools> or enclosed in an envelope (if mailing), and the "bid name and number" shall be clearly displayed on the lower left-hand corner of the envelope containing the bid. The name and address of the bidder shall also be displayed on the envelope. Bids that are mailed shall be addressed to Procurement, Rock Hill School District Three, 386 E. Black St, Rock Hill, SC 29730. Hand carried bids shall be delivered to the same address.
- B. Bids shall be submitted NO LATER THAN 10:00 AM in the place and manner as described in paragraph 1A above. Bids received after 12:00 PM shall be late bids. Late bids shall not be considered for award and will be returned to the vendor unopened.
- C. The District shall not accept responsibility for unidentified bids.
- D. In the event that a bid is unintentionally opened prior to the official time set for a bid opening, the employee opening such bid shall immediately sign the envelope and deliver it to the Purchasing Director.
- E. All prices shall be entered in ink or typewritten and shall remain firm for not less than 60 calendar days from the bid date. Mistakes may be crossed out, corrections may be inserted adjacent, and shall be initialed in ink by the person signing the bid.
- F. The District shall not accept oral, emailed, or FAXED bids.
- G. The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"  
The Term "Offeror" Means "Vendor" or "Contractor" or "Bidder"

**2. TAXES:** South Carolina Sales Tax shall be shown as a separate entry on the bid total, if applicable at 7%.

**3. AMBIGUOUS BIDS:** Bids, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.

**4. BIDDERS QUALIFICATIONS:** Bids shall be considered only from bidders who are regularly established in the business called for, and who in the judgment of the District, are financially responsible and able to show evidence of their reliability, ability (to render prompt and satisfactory service in the volume required by this solicitation), experience, equipment, facilities, and personnel directly employed or supervised.

**5. ACKNOWLEDGEMENT OF ADDENDUM(S):**

- A) Bidders shall acknowledge receipt of all addendum(s) either by signing and returning one copy of the addendum or by acknowledging the change on the bid form.

- B) It is the bidder's responsibility to determine whether they have received any or all addendum(s).

**6. AFFIRMATIVE ACTION:** The successful bidder shall take affirmative action in complying with all Federal, State, and local requirements concerning fair treatment of all employees/applicants, without regard or discrimination by reasons of race, color, sex, religion, national origin, and physical handicap.

**7. COMMUNICATION WITH PROSPECTIVE BIDDERS:**

A. All communication concerning this IFB must be in writing to the Purchasing Director. Email is the preferred method of communication.

B. Oral explanation or instructions provided prior to the award of a contract shall not be binding.

C. From the issue date of this Proposal until the completion of the selection process and the award notification is announced, bidders are not allowed to communicate with District employees and/or contracted agents related to this IFB for any reason except as authorized by the Purchasing Director. Violation of this provision may result in rejection of the vendor's response.

D. It is the vendor's responsibility to check the District's website procurement page for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation process.

**8. WITHDRAWAL OF BIDS:** Any bidder may withdraw his bid prior to the closing time scheduled for the receipt of bids. All requests to withdraw bids must be submitted in writing and must document the fact that the acceptance of the bid will cause the bidder substantial loss.

**9. STATEMENT OF COMPLIANCE AND ASSURANCE:**

A. Bidders, to be eligible for consideration, shall be required to certify in writing that the firm or agency represented complies with all applicable Federal and State laws and regulations.

B. Statement of Assurances and Compliance is provided to vendors in Section D.

**10. ASSIGNMENT:** No contract may be assigned, sublet, or transferred without the written consent of the Director of Procurement.

**11. SUBMISSION OF DATA:** Each bidder, upon request, shall submit evidence of liability insurance, Workmen's Compensation, and any other data released to this solicitation, to satisfy the requirements of the solicitation and the execution of a contract.

**12. FAILURE TO SUBMIT A BID:** Vendors not responding with a bid should not return this solicitation. Instead, they should advise the District by letter or postcard whether they want to receive future consideration for similar requirements. Any vendor failing to respond to three consecutive bids for the same items may be removed from the applicable bid lists.

**13. ACCIDENTS:** The vendor shall hold the District harmless from any and all damages and claims that may arise by reasons of any negligence on the part of the vendor, his agents, or employees in the performance of this contract; and, in case of any action brought against the District or any of its agents or employees, the vendor shall assume full responsibility for their defense. Upon his failure to do so on the proper notice, the District reserves the right to defend such motion and charge all costs to the vendor. The vendor shall take all precautions necessary to protect the public against injury.

**14. BIDDER'S RESPONSIBILITY:** Each bidder shall fully acquaint himself with the scope of work required for the execution of the work specified by this bid. This will sometimes require on-site observations. The failure of a bidder to acquaint himself with existing conditions shall in no way relieve the bidder of any obligations with respect to this bid or any resulting contract.

**15. TERMINATION:** Subject to the provisions below, this contract may be terminated by the Director of Purchasing, provided a thirty (30) calendar day advance written notice is given to the Vendor.

**Termination for convenience.** In the event this contract is terminated or canceled upon request and for the convenience of the District, the District shall negotiate reasonable termination costs, if applicable.

**Termination for Cause.** Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision. Termination cost, if any, shall not apply. The thirty (30) day advance notice requirement is waived and the default provisions of this bid shall apply.

**16. EXAMINATION OF RECORDS:**

A. The Superintendent of Rock Hill School District Three, or his duly authorized representative(s), shall, until three (3) years after final payment under this contract, have access to and the right to examine any of the contractor's directly pertinent books, documents, papers or other records involving transactions related to this contract.

B. The contractor agrees to include in first-tier subcontracts, under this contract, a clause to the effect that the Superintendent of Rock Hill School District Three, or his duly authorized representative(s) shall, until three (3) years after final payment under the subcontract, have access to and the right to examine any of the subcontractor's directly pertinent books, documents, papers, or other records involving transactions related to the subcontract.

**17. COMPETITION:** There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the United States Government. Bidders may bid lower than the US Government contract price without any liability, because the District is exempt from the provisions of the Robinson- Patman Act and other related laws.

**18. SOUTH CAROLINA LAW CLAUSE:** Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which requires such person or entity to be authorized/licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized/licensed to do business in this state.

By submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the state.

**19. RIGHT TO PROTEST (Section 4210):** Any actual or prospective bidder who is aggrieved in connection with the solicitation or award may submit a protest to the Director of Purchasing. The protest shall be submitted in writing within fifteen (15) calendar days of the date of issuance of the Invitation for Bids or Request for Proposal or other solicitation document, whichever is applicable, or any amendment to it, if the amendment is at issue.

Any actual bidder or prospective bidder who is aggrieved in connection with the intended award or award of a contract shall protest to the Director of Purchasing. The protest shall be submitted within ten (10) of the date award or notification of intent to award, whichever is earlier.

**20. PROPRIETARY INFORMATION:** Contractors shall visibly mark as “**CONFIDENTIAL**” each part of their Proposal which they consider proprietary information. Price may not be considered confidential proprietary information.

**21. AWARDING POLICY:** The District reserves the right to select and award on an individual item basis, lot (group) basis **or** an “all or none” basis, whichever the District determines to be most advantageous. Therefore, individual prices per item must be indicated on the Proposal form. Contractors are encouraged to offer discounts for consideration of consolidated award. Furthermore, the District, in determining the lowest responsible Bidder on each of the items shall consider, in addition to the Proposal price, conformity to specifications, delivery, the District’s opinion relative to the quality of materials/services being offered, training, suitability and adaptability of the services required by this solicitation. The District reserves the right to reject or accept any or all proposals and to waive any informalities and/or irregularities thereof.

In the event that identical proposals are received on like items, the Director of Purchasing shall award proposals in accordance with the District’s Procurement Code.

**22. STATEMENT OF COMPLIANCE AND ASSURANCES:** By submitting a Proposal and signing the Proposal schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. In addition, this signature certifies that the firm or agency represented in the Proposal submitted complies with all applicable federal and state laws and regulations.

**23. MATERIALS REQUIRED:** Materials required must be in conformity with the specifications and shall be subject to inspection and approval after delivery, and shall comply in quality and type of material and method of manufacture with all applicable local or state laws pertaining thereto. The right is reserved to reject and return at the risk and expense of the vendor such portions of any shipment that may be defective or fail to comply with specifications and without validating the remainder of the order.

**24. SAMPLES:** Contractors may be requested to submit samples of all manufactured articles required. Samples submitted by the successful Vendors shall remain in custody of the School District until all units purchased under the various contracts have been delivered and accepted.

The District reserves the right to disassemble any unit and subject each unit to any test necessary to determine its strength of character without being responsible for damage to the unit caused thereby. When cuts, drawings, samples, catalog references or detailed descriptions are required to support quotations or items included in the Proposal, it is to be understood that whatever is submitted with the Proposal in compliance with that requirement, will represent what the Vendor actually is offering and not the specifications. Requested samples must be provided at the vendor's expense.

**25. "OR APPROVED EQUAL" CLAUSES:** Certain processes, types of equipment or kinds of materials are described in the specifications and on the drawings by means of trade names and catalog numbers. In each instance where this occurs, it is understood and inferred that such description is followed by the words "or approved equal". Such method of description is intended merely as a means of establishing a standard of comparison. However, the District reserves the right to select the items which, in the judgment of the District, are best suited to the needs of the District, based on price, quality, service, availability and other relative factors. Vendors must indicate brand name, model, model number, size, type, weight, color, etc. of the item Proposal if not exactly the same as the item specified.

Vendor's stock number or catalog number is not sufficient to meet this requirement. If any Vendor desires to furnish an item different from what is specifically mentioned in the specifications, he/she shall submit with his Proposal the information, data, pictures, cuts, designs, etc., of the material he/she plans to furnish so as to enable the District to compare the material specified; and, such material will be given due consideration. The District reserves the right to insist upon and receive the items as specified, if submitted items do not meet the District's standards for acceptance.

**26. PATENTS:** The vendor shall hold the District, its officers, agents, and employees harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or non-copyrighted composition, secret process, article or appliance furnished or used under this Proposal.

**27. INSTALLATION:** Where equipment is called for to be installed under this Proposal, it shall be placed, leveled and accurately fastened into place by the vendor. He/she shall be responsible for obtaining dimensions and other such data which may be required to assure exact fit to work under another contract or as intended by the District. The vendor shall be responsible for providing an appropriate amount of lead-in for equipment requiring electrical, water or other basic service. The District will normally be responsible for bringing the appropriate service to the lead-in. The vendor shall completely remove from the premises all packaging, crating, and other litter due to his/her work. He/she shall also be responsible the cost of repair of any damage to existing work which is caused by him/her during the installation of his/her equipment.

**28. GUARANTEE:** The vendor shall supply a guarantee for all workmanship for the equipment he/she is furnishing for a period comparable to the standards in the industry. When defects or faulty materials are discovered during the guarantee period, the vendor shall, immediately, upon notification by the District, process at his/her own expense, to repair or replace the same.

**29. SERVICE DATA MANUALS:** The Contractor agrees to furnish two (2) copies of a manual, handbook, or brochure containing operation and maintenance instructions (to include pictures, illustrations, schematics and complete repair/test guides as necessary).

Where applicable, it shall include electrical data and connection diagrams for all utilities. The instructions shall also contain a complete list of all replaceable parts showing part numbers, nomenclature and quantity required.

**30. PROPER INVOICE:** Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:

- Name of business concern
- Contract number or other authorization for delivery of service or property
- Complete description
- Price and quantity of property or service actually delivered or executed
- Shipping and payment terms
- Labor Costs separate from material costs
- Name where applicable
- Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and other substantiating documentation of information as required by the contract
- All invoices shall be submitted via email to [APINVOICES@rhmail.org](mailto:APINVOICES@rhmail.org) with the Company name and purchase order# referenced in the subject line

**31. TIME OF COMPLETION:** Date of delivery shall be a consideration factor in the awarding process. The Vendor shall include with his/her Proposal delivery dates for each item as requested, and shall furnish all items in accordance with the Proposal solicitation unless an extension was granted by the District in writing.

- 32. DEFAULT:** In the event the successful contractor defaults on any part or all of his Proposal, ROCK HILL SCHOOL DISTRICT THREE reserves the right to purchase any or all of the services in default in the open market and charge the defaulting contractor for the difference of the cost. Should such charge be assessed, no subsequent proposals of the defaulting contractor shall be considered unless assessed charge has been satisfied.
- 33. DRUG-FREE WORKPLACE:** This contract is subject to the Drug Free Workplace Act if the stated or estimated value is Fifty Thousand Dollars or more. The contractor shall comply with all terms and conditions of the Drug Free Workplace Act, S. C. CODE ANN. 44-107-10 et seq. (1976 as amended), if this contract is for a stated or estimated value of Fifty Thousand Dollars or more. By signing this Proposal, you are certifying that you will comply with the Drug Free Workplace Act.
- 34. POSTING OF AWARD:** Notice of Award or Intent to Award will be posted to the Purchasing Department website and Vendor Registry.
- 35. NON-APPROPRIATIONS:** Any contract entered into by ROCK HILL SCHOOL DISTRICT THREE resulting from this Request shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated period.
- 36. SPECIFICATIONS:** Any deviation from the specifications must be clearly pointed out on the bid or attached as a separate sheet. Otherwise, the bidder will be held responsible for providing materials that are in strict compliance with the specifications. Deviations must be explained in detail. All materials shall be subject to inspection and approval after delivery. The District reserves the right to reject and return, at the risk and expense of the vendor, any portion of a shipment that is defective or fails to comply with specifications. The rejection of certain items will not invalidate the remaining order.
- 37. PACKAGING AND DELIVERY:** All shipments shall be FOB: to the District location as cited on the purchase order/contract. The purchase order/contract number shall be clearly stated on the shipping container. The parties agree hereto that delivery by the contractor to the common carrier does not constitute delivery to the District. Any claims for loss or damage shall be between the contractor and the carriers.
- 38. UNIT PRICES:** A unit price will take precedence over an extended price. When discrepancies exist between a unit price and an extended price, the unit price shall govern and be presumed to be the correct price.
- 39. PRICE ADJUSTMENT BASED ON CONTRACTOR'S COST:** Any request for price increase must be submitted to the District at least ninety (90) days prior to the renewal date unless otherwise stated. (Price increases will only become effective if approved in writing by the Purchasing Director). The maximum increase will not exceed the unadjusted percent change from the previous year shown in the Consumer Price Index (CPI), All Urban Consumers (CPI-U), "Other Goods and Services" or the current market conditions. A justification of the increase shall be submitted in addition to the index.
- 40. ITEM SUBSTITUTION:** No item substitutions will be allowed on purchase orders, awarded as a result of this solicitation, without the written permission of the Director of Purchasing.

**41. SUSPENSION AND DEBARMENT:** By submitting a proposal (IFB/RFP/RFQ), the applicant certifies, to the best of its knowledge and belief that the applicant and/or any of its principals, sub grantees, or subcontractors are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; have not, within a three-year period preceding this application, 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 are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above. Applicant has not, within a three –year period preceding this application, had one or more contracts terminated for default by any public (federal, state, or local) entity.

**42. INDEMNITY:** Contractor agrees to protect, defend, indemnify and hold Rock Hill School District Three, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents.

Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

**43. INSURANCE REQUIREMENTS:** Contractor shall maintain, throughout the performance of its obligations under this contract, a policy or policies of Worker’s Compensation insurance with such limits as may be required by law, and a policy or policies of general liability insurance insuring against liability for injury to, and death of, persons and damage to, and destruction of, property arising out of or based upon any act or omission of the contractor or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract.

The successful contractor shall provide a certificate of insurance within ten (10) calendar days after notification of award of the proposal. The insurance required shall be written for not less than totals listed below:

- A.     **WORKERS’ COMPENSATION**  
Statutory limits covering all employees, including Employer’s Liability with limits of:  
\$500,000     Each Accident  
\$500,000     Disease - Each Employee  
\$500,000     Disease - Policy Limit
- B.     **COMMERCIAL GENERAL LIABILITY**  
Covering all operations involved in this Agreement.

\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$ 5,000	Medical Payments

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
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**44. WORKMANSHIP:** All workmen shall be thoroughly experienced and/or trained and certified in the particular trade or class in which they are employed. All work shall be done according to the specifications covering the class or type of work and shall meet the approval of the School District's representative.

**45. LIABILITY-** The contractor shall assume liability for damage or loss resulting from the wrongful act(s) and/or negligence of his employees. The contractor or his insurer shall reimburse the School District for any such damage or loss within 30 days.

Subcontracting

The contractor shall not subcontract any portion of this contract without prior written approval from the School District, which consent shall not be unreasonably withheld provided, contractor remains liable for performance of all items of this contract.

Laws

The contractor shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work, including those of Federal, State, and Local agencies having jurisdiction. This shall include but not be limited to minimum wages, labor and equal employment opportunity laws.

**46. SAFETY, DAMAGE OR THEFT:**

Contractor shall be responsible for complying at all times of this contract with, OSHA, AHERA, SCDHEC, and EPA requirements and shall immediately report any loss of time or injuries to the Director of Operations (803) 981-1150.

**47. SECURITY:** The Contractor shall be responsible for safeguarding against loss, theft, or damage of all Rock Hill School Districts' property, materials, equipment, and accessories that might be exposed to the contractor's personnel. Guns, knives, or other dangerous weapons shall not be allowed on campus. Smoking, alcohol and drugs are prohibited on the campus.

**48. UNAUTHORIZED PERSONNEL:** Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by School District or contractor).

**49.** Use of tobacco products, alcohol, and profanity are prohibited on school property.

**50.** This solicitation document and any addendum(s) will constitute the contract when awarded.

**51. CONTRACT PROVISION TO REQUIRE CERTIFICATION AND COMPLIANCE CONCERNING ILLEGAL ALIENS:** By submission of this bid, the bidder as the prime contractor does hereby agree:

- A. To certify its compliance with the requirements of Chapter 14 of Title 8 of the S.C. Code of Laws regarding Unauthorized Aliens and Public Equipment;
- B. To provide Rock Hill School District with any documents required to establish such compliance upon request; and
- C. To register and participate and require agreement from subcontractors and sub-subcontractors to register and participate in the federal work authorization program to verify the employment authorization of all new employees, or to employ only workers who supply the documents required pursuant to S.C. Code 8-14-20(B)(2).

## SECTION B: INTRODUCTION

### **INTRODUCTION:**

Rock Hill School District Three is soliciting bids for a smallwares vendor. Bids shall be received in accordance with the Invitation for Bid (IFB) and supplementary information provided in these instructions. **Pages 1-2 & 17-25** of this IFB shall be submitted with your bid response.

At 10:00 a.m. on **June 12, 2025**, the Purchasing Director or her designee will open all bids received. Questions pertaining to the terms and specifications should be directed to [WFARIS@RHMAIL.ORG](mailto:WFARIS@RHMAIL.ORG) or submitted through **Vendor Registry** (<http://vrapp.vendorregistry.com/RockHillSchools>). **The bid number must be referenced in the subject line.** The last day for questions is **June 4, 2025**, at 12:00PM.

### **PURPOSE:**

Rock Hill School District, hereafter referred to as “District”, intends to award a contract to a Vendor for the purchase of small kitchen wares to be utilized in District kitchens.

The District will establish a one-year contract (twelve months) with the option to renew said contract for four (4) additional one-year periods. The contract will automatically be renewed on each anniversary date as long as both parties desire to maintain said contract. The estimated start date of the contract will be July 1, 2025.

The initial price must remain fixed for a period of one (1) year. Any price decreases must be passed on to the District within two weeks of price change. No price increases will be considered during the initial contract term. Request for price increases shall be made in writing to the Procurement department ninety (90) days prior to the end of the anniversary date. The District may choose to negotiate a fair and reasonable increase with the current contract holder or may choose to cancel the contract and rebid the services.

### **AWARD CRITERIA:**

Award Criteria – Award will be made to the lowest, responsive and responsible bidder on all items.

## SECTION C: SCOPE OF WORK

Rock Hill School District Three of York County serves nearly 18,000 student ranging from pre-school to adult education. The District operates 28 schools/ campuses (1 early childhood center, 18 elementary schools, 5 middle schools, 3 high schools, 1 technology campus, and 1 alternative school). The District is the 11<sup>th</sup> largest in the state of South Carolina. There will be twenty-seven (27) Kitchens that will utilize these goods.

**Exhibit A** lists the smallware items that will be under this contract. This list is not all inclusive. Other items may be ordered at the discretion of the district based on availability of items needed. Throughout the year, the District will place orders on an as-needed basis. The District reserves the right to add to, or take away from, the scope of work without extending the terms and conditions of the contract period.

Vendor must operate and maintain a website, where items can be ordered as needed. Customer service must be available by either phone or email during business hours.

#### **QUALITY OF PRODUCTS**

It is understood and agreed that any item offered or shipped on this bid shall be new and in first class condition. Unit prices shall include standard commercial packaging.

#### **BRAND NAME OR EQUAL**

Reference in these specifications to and the use of the name and model number of any article, product, material or item of furniture and equipment by proprietary name, manufacturer or manufacturer's model or catalog number in describing an item, is intended to establish a standard of type, quality and design, and is therefore not intended to limit competition. Vendors may submit bids for products which are of a different manufacturer and model number from that which is specified, provided that the manufacturer's published description, catalog, or other descriptive document, explaining in detail, exactly what is being proposed is submitted with the bid. The District shall reserve the exclusive right to determine products and or services which are approved as equal to those specified herein.

**QUALITY OF PRODUCT:** Unless otherwise indicated in this bid, it is understood and agreed that any item offered or shipped on this bid shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

**DELIVERY TIME:** Online orders to be received within 7 business days of order. Delivery must be FOB destination freight prepaid unless otherwise specified herein.

**DELIVERY LOCATION:** After award, all deliveries shall be made to the address listed on the purchase order. Orders will be shipped directly to school the listed on the purchase order.

#### **EXPERIENCE**

Vendor shall have five (5) years of experience in selling restaurant and food services supplies.

#### **ONLINE ORDERING**

Vendor must have an online storefront where orders may be placed.

### **SECTION D: ELABORATION AND CLARIFICATION**

The District may ask any or all respondents to elaborate or clarify specific points or portions of their response. Clarification may take the form of written responses to questions or meetings to discuss the IFB and/or the participant's response. If you do not ask questions or clarify any assumptions, the District will assume that you agree with and understand the requirements in the IFB. Any exceptions to the terms, conditions, provisions, and requirements delineated must be specifically noted and explained by the Contractor and must be submitted by 12:00PM on **June 4, 2025** which is the last day for questions.

**APPENDICES**

Appendix I- Conflict of Interest

Appendix II- Bid Form

## APPENDIX I- CONFLICT OF INTEREST STATEMENT

I, \_\_\_\_\_ (Offeror/Contractor), on behalf of myself and my company, and my subcontractors, if applicable, certify the following, under penalty of perjury, that to the best of my knowledge and belief:

1. No circumstances currently exist that create a Conflict of Interest in my performing the services required by the Solicitation to which I am responding or the Agreement to be signed if I am the successful Offeror in response to this Solicitation, and
2. I understand and acknowledge that my failure to disclose any affiliation or relationship that creates or may create a Conflict of Interest shall be deemed a material misrepresentation and sufficient reason for Offeror and Offeror's company to be disqualified, suspended, and/or excluded from participating in this and any future solicitation and procurements as well as removal from the Rock Hill School District vendor database. It may further result in termination of any contractual relationship with Rock Hill School District (District) and may be grounds for disciplinary action, up to and including debarment by the District, fines, penalties, imprisonment, or civil suit to be brought against Offeror or Offeror's company.
3. That to my knowledge, no employee or official of the District, nor any public agency or official affected by this Solicitation or the Agreement to be signed if I am the successful Offeror, has any pecuniary interest in the business of the Offeror's company or Offeror's sub-contractor(s), nor does Offeror or Offeror's sub-contractor(s) have any interest that would conflict in any manner or degree with the performance related to this Solicitation or Agreement.
4. I warrant that I and my sub-contractor(s), if any, have not employed or retained any company or person other than a bona fide employee working solely for the Offeror's company or sub-contractor(s) in order to solicit or secure an agreement with Rock Hill School District, as related to this Solicitation or any resulting Agreement, and that I and my sub-contractor(s), if any, have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Offeror's company or Offeror's sub-contractor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of any Agreement.
5. I warrant and represent that my offer identifies and explains below any unfair competitive advantage I or my company or sub-contractor(s) may have in competing for the Agreement to result from this Solicitation and any actual or potential conflicts of interest that may arise from my participation in this Solicitation or my receipt of an award. I acknowledge that the District intends by this statement to identify any and all potential conflicts of interest and unfair competitive advantages held by any

Offeror, to prevent the existence of conflicting roles that might bias a consultant's judgment, and prevent one Offeror or company from having an unfair competitive advantage over other Offerors. The District, in its sole discretion, has the authority and responsibility to determine whether or not a conflict of interest or unfair competitive advantage exists, after a review of the relevant facts. I acknowledge and understand that if I or my company has an unfair competitive advantage or a conflict of interest; the District may withhold the award of this Agreement. Before withholding award on these grounds, an Offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

**List any Actual or Potential Conflicts of Interest below or check the box below to certify that none exists. Failure to fully disclose information may result in penalties and/or sanctions as outlined in #2 above.**

**Please check only one box below.**

- ☐ **No known actual or potential Conflicts of Interest are subject to disclosure.**
- ☐ **All identified actual or potential Conflicts of Interest and/or Unfair Competitive advantage(s) are stated below and submitted for further review by Rock Hill School District.**

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6. I warrant that should I become aware of an actual or potential conflict of interest involving my company or sub-contractor(s), if any, in performing the services under the Agreement or responding to this Solicitation, I will notify the District immediately. I also warrant that should I become aware of any competitive advantage that my company or sub-contractor(s) have in responding to this Solicitation or providing services under an Agreement related to this Solicitation, I will immediately notify the District of the discovery of a possible competitive advantage. I understand and acknowledge that this obligation to inform the District of the discovery of a conflict of interest or competitive advantage is a continuing obligation and extends throughout the Term of the Agreement for this procurement.
  
7. By signing this statement, I certify for myself and on behalf of my company and any of my sub-contractor(s) that I have and will comply with, and have not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (Ethics Act). I acknowledge and understand that the District may rescind any Agreement and recover all amounts expended as a result of any action taken in violation of this provision. If I or my company or sub-contractor(s) participate, directly or indirectly, in the evaluation or award of public Agreements, including without limitation, change orders, or task orders regarding a public Agreement, I shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Purchasing Agent at the same time the law required the statement to be filed.

Company Name: \_\_\_\_\_  
By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Subscribed and sworn to before me**

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**(Notary Public)**

**My commission expires** \_\_\_\_\_

**APPENDIX II: BID FORM (This form is to be submitted back with your response.)**

Description	Product#	Brand or	UOM	QTY	Unit Cost	Extended Cost
		equivalent				
PAN ALUMINUM 18" PIZZA wide rim Aluminum tray	124TP18	American Metalcraft	each	80		
CLEAR PLASTIC HOTEL PAN 4"	21414CWCL	cambro	each	30		
BLACK PLASTIC HOTEL PAN 2"	21412CWBK	cambro	each	60		
BLACK PLASTIC HOTEL PAN 4"	21414CWBK	cambro	each	27		
BLACK PLASTIC SHOTGUN PAN LONG 2"	21422LPCWBK	cambro	each	50		
BLACK PLASTIC SHOTGUN PAN LONG 4"	21424LPCWBK	cambro	each	50		
PANS STEAMABLE FULL 4" STAINLESS STEEL ANTI-JAM	24711422	Vigor	each	50		
PANS STEAMTABLE FULL 2" STAINLESS STEEL ANTI-JAM	24711222	Vigor	each	50		
PANS STEAMABLE SHOTGUN LONG 4" STAINLESS STEEL ANTI-JAM	92230542	Vollrath	each	20		
PANS STEAMABLE SHOTGUN LONG 2" STAINLESS STEEL ANTI-JAM	92230522	Vollrath	each	60		
PIZZA CUTTER 5" with handle	124PPC5	American Metalcraft	each	27		
OVEN MITT PUPPET STYLE 15"	167810PM15	San Jamar	each	27		
OVEN MITT TERRY CLOTH WITH BAND 9 1/2"X 11"	167803PG	San Jamar	set of 12	27		

BOWLS, MIXING, HEAVY GAUGE, 8 QUART-	92247938	Vollrath	each	27		
BOWLS, MIXING, HEAVY GAUGE, 13 QUART	92247943	Vollrath	each	27		
BROOM COMMERCIAL/ANGLED 12" SWEEP	27141082BKKT	Carlisle	each	27		
BRUSH PASTRY 3" BOAR BRISTLE	27140379	Carlisle	each	27		
SANITIZER BUCKET 3QT RED	511KP97RD	San Jamar	each	27		
SANITIZER BUCKET 6QT RED	511KP196RD	San Jamar	each	27		
DETERGENT BUCKET 3QT GREEN	511KP97GN	San Jamar	each	27		
DETERGENT BUCKET 6QT GREEN	511KP196GN	San Jamar	each	27		
CAN OPENER, MANUAL	3331B	Edlund	each	8		
CARTS UTILITY, 40"X211/4"X37 1/2"	214BC340KDBK	Cambro	each	15		
CARTS UTILITY, BLACK TWO TUB SHELF 18"X35 1/4"X 34 1/4"	445EC11BK	Luxor	each	15		
COLANDER STRAINER ALUMINUM 16QT.	92268350	Vollrath	each	8		
CUTTING BOARD 6 BOARD COLOR CODED PACK 18"X12"X1/2"	9225200011	Vollrath	6 pack set	10		
CUTTING BOARD RACK 6BOARD HOLDER	511KLRST	San Jamar	each	10		
DISHER THUMB PRESS #16 2oz	92247143	Vollrath	each	27		
DISHER THUMB PRESS #8 4OZ.	92247140	Vollrath	each	60		
DISHER THUMB PRESS #4 8OZ.	92247388	Vollrath	each	27		
DISHER THUMB PRESS #5 6OZ.	92247389	Vollrath	each	27		

DISHER THUMB PRESS #30 1oz.	92247146	Vollrath	each	27		
DISHMACHINE Peg tray full size all purpose	271RP	Carlisle	each	50		
DISHMACHINE TRAY Flatware rack	271RF	Carlisle	each	50		
DISHMACHINE Open Tray Rack, full size peg tray	271ROP	Carlisle	each	27		
DUST PAN LARGE W/HANDLE 12"	6902531	Rubbermaid	each	27		
FOOD STORAGE CONTAINER SQUARE 2QT	2142SFSCW	Cambro	each	50		
FOOD STORAGE CONTAINER SQUARE 4QT	2144SFSCW	Cambro	each	50		
FOOD STORAGE CONTAINER SQUARE 8QT	2148SFSCW	Cambro	each	50		
FOOD STORAGE CONTAINER BUCKET WITH HANDLE 22QT	214PWB22	Cambro	each	27		
FOOD STORAGE CONTAINER LIDS SQUARE 8QT & 6QT	214SFC6	Cambro	each	50		
FOOD STORAGE CONTAINER LIDS SQUARE 2QT & 4QT	214SFC2	Cambro	each	100		
INGREDIENT BIN W/LID - 21 GAL WITH CASTERS	176BIN21GL	Bakers Mark	each	10		
KNIVES CHEF 12" -V-LO	21029263	Dexter/Russell	each	27		
KNIVES CHEF 10" - V-LO	21029253	Dexter/Russell	each	27		
KNIVES PARING 3 1/4" V-LO	21029473	Dexter/Russell	each	27		
KNIVES SANTOKU 7" DUO-EDGE	21029273	Dexter/Russell	each	27		
KNIVES UTILITY 9" V-LO SCALLOPED	21029363	Dexter/Russell	each	27		

KNIVES BREAD AND SANDWICH 8" SCALLOPED V-LO	21029313	Dexter/Russell	each	27		
KNIVES ROAST SLICING 12" WITH DUO-EDGE V-LO	21029343	Dexter/Russell	each	27		
LADLES 8 OZ STAINLESS STEEL WITH BLACK SILICONE HANDLE	9224980820	Vollrath	each	27		
LADLES 2oz STAINLESS STEEL WITH BLACK SILICONE HANDLE	9224980220	Vollrath	each	27		
LADLES 1oz BLACK PLASTIC 10 1/2 "	214LD105BK	Cambro	Case (12)	5		
MEASURING CUP 4 QT PLASTIC	214400MCCWCL	Cambro	each	15		
MEASURING CUP 1 CUP PLASTIC	21425MCCWCL	Cambro	each	15		
MEASURING CUP 1 QT PLASTIC	214100MCWCL	Cambro	each	15		
MEASURING SPOONS SET 18-8 S/S	92247118	Vollrath	Set(4)	27		
MOP BUCKET 2-Pc.(SIDE) 35 QT./	690FG75808YL	Rubbermaid	2pc set	10		
SCALES PORTION DIGITAL 20LB COMPACT	334PC20	Avaweigh	each	10		
SHEET PAN/BUN PAN FULL SIZE 20 GAGUE 18"X 26" OPEN BEAD RIM	407FULLSS	Bakers Mark	each	30		
SHEET PAN/BUN PAN HALF SIZE 20 GAGUE 18"X 13" OPEN BEAD RIM	407HALFSS	Bakers Mark	each	30		
SHEET PAN/BUNN PAN ROLLING RACK OVAL 8 TRAY RACK (PIZZA) ASSEMBLED	2400T8	Channel OT	each	10		

SHEET PAN/BUNN PAN ROLLING RACK ASSEMBLED 15 SLOT BOX RACK	240RB4	Channel OT	each	10		
SPATULA HIGH HEAT SILICONE 13 1/2"	92252023	Vollrath	each	50		
SPOON STAINLESS STEEL SOLID SPOON WITH HANDLE 12 3/4"	922469957	American Metalcraft	each	60		
SPOON STAINLESS STEEL SLOTTED SPOON WITH HANDLE 12 3/4"	92246959	American Metalcraft	each	60		
SPOONULA HIGH HEAT SOFTSPOON 16 3/8"	92258126	Vollrath	each	50		
SPOODLE 2 OZ PERFORATED/COLOR	9226432230	Vollrath	each	27		
SPOODLE 2 OZ SOLID/ COLOR PORTION SPOON	92262157	Vollrath	each	27		
SPOODLE 4 OZ PERFORATED/ COLOR	9226432420	Vollrath	each	27		
SPOODLE 4 OZ SOLID/ COLOR	9226433420	Vollrath	each	27		
TONGS BLACK PLASTIC UTILITY 9"	271N4709BK	Carlisle	each	60		
TONGS STAINLESS STEEL SCALLOPED WITH BLACK SILICONE COATED HANDLE 6"	9224780620	Vollrath	each	60		
TONGS STAINLESS STEEL SCALLOPED WITH BLACK SILICONE COATED HANDLE 16"	9224781620	Vollrath	each	60		
TRASH CAN 44GAL GREY COMMERCIAL ROUND	475TCRND44GY	Lavex	each	20		
TRASH DOLLY-FITS: 20 ,32, 44, AND 55 GALLON TRASH CANS	274TCDOLLY	Lavex	each	20		
TRAY, SCHOOL LUNCH, CW 2 X 2, 10 X 14, 24/CS COLOR VARIETY (BLACK)	271614RBK	Carlisle	24/CASE	5		

VEGETABLE PEELER - FIRM GRIP "Y"	470M33071BKB	Mercer	each	27		
WATER/TEA PITCHER WITH LID GALLON SIZE	6903063	Rubbermaid	each	60		
WIRE FRENCH WHISK WITH STAINLESS STEEL HANDLE 16"	92247283	Vollrath	each	27		
WIRE FRENCH WHISK WITH STAINLESS STEEL HANDLE 10"	92247280	Vollrath	each	27		
DIGITAL THERMOMETERS PROBE STYLE	6083516	Taylor	each	60		
HANGING THERMOMETER FOR OVEN DIAL THERMOMETER	913DOT2K	Taylor	each	60		
RUBBER FLOOR MAT GREASE- RESISTANT 3'XS'	844B755101	Notrax	each	27		
					<b>Total:</b>	
					<b>*This is your bid.</b>	

**DO NOT INCLUDE SALES TAX**

**VENDOR NAME:** \_\_\_\_\_

**VENDOR WEBSITE:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_