

Date: August 11, 2025

NOTICES

Request for Proposal (RFP)

Lexington County School District Three is soliciting proposals for Lexington County School District 3 Pest and Termite Control. For companies interested in submitting a Proposal, a mandatory Pre-Proposal Meeting will be held on August 26, 2025 at 8:30 a.m., no late admittance, at the Lexington County School District Three District Office, 338 West Columbia Ave, Batesburg, SC 29006. The complete RFP is located on the district's website www.lex3.org. For more information, contact Mr. Robby Leaphart at 803-727-3611.

Lexington County School District Three

Request for Proposal

August 11, 2025

This solicitation does not commit Lexington County School District Three to award a contract, to pay any costs incurred in preparation of a proposal, nor to procure any services that may be offered.

RFP TYPE: Lexington County School District 3 Pest and Termite Control

SOLICITATION NUMBER: 063025 (Solicitation name & number must be clearly displayed on the lower left-hand corner of the envelope containing the RFP)

MANDATORY PRE-PROPOSAL MEETING: August 26, 2025 at 8:30 a.m. (no late admittance)
Lexington County School District Office
338 West Columbia Avenue
Batesburg, S.C. 29006

RFP SUBMITTAL DATE & TIME: September 3, 2025 by 10:00 a.m.

RFP PUBLIC OPENING DATE, TIME, & PLACE: September 3, 2025 at 10:01 a.m.
District Office
Lexington County School District Three
338 West Columbia, Ave
Batesburg-Leesville, SC 29006
(Only respondent's names will be read at this time)

SUBMIT PROPOSALS TO:
(Hand-delivered)
One (1) Copy Angela Rhoden, Chief Finance Officer
Finance Office
Lexington County School District Three
338 West Columbia, Ave
Batesburg-Leesville, SC 29006

SUBMIT PROPOSALS TO:
(Mailed)
One (1) Copy Angela Rhoden, Chief Finance Officer
Finance Office
Lexington County School District Three
338 West Columbia, Ave
Batesburg-Leesville, SC 29006

RFP CONTACT PERSON:

Robby Leaphart, Maintenance Director
Phone: (803)-727-3611

PROGRAM ADMINISTRATORS:

Dr. Ashley Atkinson, Superintendent
Angela Rhoden, Chief Finance Officer
Robby Leaphart, Maintenance Director

KEY DATES FOR RFP 063025

RFP Posted on Web Site:	Monday August 11, 2025
Pre-Proposal Meeting:	Tuesday August 26, 2025, 8:30 a.m. (No late admittance)
RFP Submittal:	Wednesday, September 3, 2025, 10:00 a.m.
RFP Opening:	Wednesday, September 3, 2025, 10:01 a.m.
RFP Review Panel Meets:	Friday September 5, 2025
Intent to Award Issued:	After final evaluations are completed

**Lexington School District Three
RFP Invitation**

RFP Title: Lexington County School District 3 Pest and Termite Control
Mailing/Posting Date: August 11, 2025
RFP Number: 063025

Robby Leaphart, Maintenance Director

<i>Direct inquiries to:</i>	
Robby Leaphart (803) 727-3611	rleaphart@lex3.org
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<i>RFP should be mailed to:</i>	<i>OR hand carried to:</i>
Chief Finance Officer	Chief Finance Officer
Lexington School District Three	Lexington School District Three
338 West Columbia Avenue	338 West Columbia Avenue
Batesburg, SC 29006	Batesburg, SC 29006

BIDDER INFORMATION

Vendor Name: _____
Mailing Address: _____
City, State, Zip Code: _____
Federal I.D. or Social Security Number: _____
Contact Person for Purchases: _____
Email address: _____
Phone Number: _____
Toll-free Phone Number: _____
Fax Number for Purchases: _____

I certify that this RFP is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same services, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP for the bidder.

Authorized Signature: _____
Name (typed or printed): _____
Title: _____

INSTRUCTION TO BIDDERS

- 1. All RFP sheets and this form must be submitted in a sealed envelope. Do not include more than one bid per envelope. The face of the envelope shall contain the RFP title, solicitation number, and the date and time of RFP opening. RFP's not submitted on this bid form will be subject to rejection. The name and address of the bidder shall also be displayed on the envelope. The district assumes no responsibility for unmarked or improperly marked envelopes.**
- 2. At 10:01 AM on the date stated in the Request for Proposal, a District's appointed personnel will read only the names of the Contractors who have submitted proposals. No other information will be revealed at this time. Openings shall be conducted in a room designated by the District's appointed personnel.**
- 3. RFP's shall be submitted NOT LATER THAN 10:00 a.m. on September 3, 2025 in the place and manner as described in the RFP. Submittals received after 10:00 a.m. shall be late. Late submittals shall not be considered for award and will be returned to the vendor unopened, unless the delay was caused by improper handling, by District employees.**
- 4. RFP's, amendments or withdrawal requests must be received by the time advertised for RFP opening. It is the vendor's sole responsibility to ensure that RFP documents are received by the time and date indicated in the solicitation documents.**
- 5. References – Provide a minimum of three references where similar services have been provided. Give complete names, addresses, and phone numbers and contact names.**
- 6. Any contractor desiring to exercise protest rights under Section 6-201 of the Lexington County School District 3 Procurement Code shall direct all correspondence to: Superintendent, Lexington County School District Three, 338 West Columbia Avenue, Batesburg, S.C. 29006.**
- 7. All prices and notations shall be printed in ink or typewritten. Errors shall be crossed out and corrections entered and initialed by the person signing the RFP. No bid shall be altered or amended after the specified time for opening.**
- 8. If specifications or descriptive papers are submitted with bids, enter bidder's name thereon.**
- 9. Unless otherwise required, submit only one copy of each bid.**
- 10. Bidders shall be required to visibly mark as "CONFIDENTIAL" each part of their bid which they consider to be proprietary information that could be exempt under the Freedom of Information Act. The district reserves the right to determine whether this information should be exempt from disclosure.**
- 11. By submission of a bid, the vendor shall guarantee that all goods and services shall meet the requirements of the solicitation during the contract period.**

12. Any vendor desiring to exercise protest rights under Section 11-35-4210 of the South Carolina Consolidated Procurement Code shall direct all correspondence to: Superintendent, Lexington County School District Three, 338 West Columbia Avenue, Batesburg, SC 29006.

13. RFP's, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.

Evaluation of Proposals

A. Committee

Officials of Lexington County School District Three will conduct evaluation of proposals submitted in response to this solicitation. In the process of evaluation, the total vendor's proposal will be considered.

B. Evaluation Criteria

Specific evaluation criteria, which will be utilized by the committee referenced above and the relative weight given to each, are listed below.

<u>Criteria</u>	<u>Points</u>
Detailed clear & concise understanding of the requirements of the requested services and the ability to provide these services.	1-25
Services proposed for the bid.	1-25
Vendor References	1-25
Proposers firm fixed price	1-25
Total Available Points	100

GENERAL PROVISIONS

1. Bidder Qualifications: RFP's shall be considered only from vendors who are regularly established in the business called for. Bidders must, upon request of the district, furnish satisfactory evidence of their ability to furnish the required products or services in accordance with the terms and conditions of these specifications. The district reserves the right to make the final determination as to the bidder's ability to provide the products or services requested herein.
2. Amendments: All amendments to and interpretations of this solicitation shall be in writing. The district shall not be legally bound by any amendment or interpretation that is not in writing. Contractors shall acknowledge receipt of all amendments either by signing and returning one copy of the amendment or by acknowledging the change on the RFP form.
3. Bidders Responsibility: Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. It is expected that this will sometimes require on-site observation. The failures or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contract.
4. Licensing and Insurance: Bidders are responsible (as required by state and local regulations), that all the proper licensing is in place before the work is started. All contractors must provide adequate liability and workers comp insurance.
5. Work Requirements: Contractors are responsible for obtaining all necessary licenses, permits, and approvals as required by local, state, and federal authorities, including but not limited to the South Carolina Office of School Facilities.
6. Award Criteria: The contract shall be awarded to the lowest responsible and responsive bidder(s) whose bid meets the requirements and criteria set for in the Request for Proposal. All items unless otherwise stated will be assumed to meet all specifications and requirements as set forth in the Request for Proposal. Ambiguous bids which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded.

GENERAL CONDITIONS

1. Non-Appropriations: Any contract entered into by the district or other entities resulting from this Invitation for Bid shall be subject to cancellation without damages of further obligation when funds are not appropriated or otherwise made available to support continuation of performance.
2. Force Majeure: 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 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.
3. S.C. Law Clause: Upon award of a contract under this bid, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this State. By submission of this signed bid, the bidders agree to subject himself 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 for taxes, licenses, or fees levied by the State.
4. Assignment: No contract or its provisions may be assigned, sublet, or transferred without the written consent of the district.
5. Affirmative Action: The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
6. Indemnification: The contractor is required to defend, indemnify, and hold harmless the District and its respective agents, employees, officer, and volunteers from and against claims, damages, losses, and expenses (including, but not limited to, attorneys' fees and costs, including fees of consultants) arising out of or resulting from performance of the construction contract, including, but not limited to, the contractor's or its subcontractor's use of the project site; the contractor's or its subcontractor's construction of the project, or failure to construct the project, or any portion thereof; the use, misuse, erection, maintenance, operation, or failure of any machinery or equipment, whether or not such machinery or equipment was furnished, rented, or loaned by any of the indemnities; or any act of omission, negligence or willful misconduct of the contractor or its subcontractors or their respective agents, employees, material or equipment suppliers, invitees, or licensees, but only to the extent caused in whole or in part by the acts or omissions of the contractor, its subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts they may be liable, regardless of whether or not such claims, damages, loss, or expense is caused in part by a party indemnified under the construction contract.

Scope Of Work

The Buildings and Cafeterias covered under this Bid

1. B-L High School – Main Academic Building and Offices, Vocational Building, Innovation Building, Football Concession, Baseball Concession, Softball Concession, Tennis Complex Building, Two Gyms, Band/Chorus/Fine Arts Complex, Bus Office – Monthly (12 Times Yearly)
2. B-L Middle School and Out Building– Monthly (12 Times Yearly)
3. B-L Elementary - Monthly (12 Times Yearly)
Fire Ant Control 2 Times Yearly, 1.5 acres for playgrounds
4. B-L Primary – Monthly (12 Times Yearly)
Fire Ant Control 2 Times Yearly, 4 acres, all grassy areas including playgrounds
5. B-L District Office – Monthly (12 Times Yearly)
6. B-L Lifelong Learning Center – Adult Education Wing, Offices, Gym, First Steps Wing (12 Times Yearly)
7. All Cafeterias (Total of 4) – All Lunchrooms and Kitchens. – Monthly (12 Times Yearly)
8. District Maintenance Office- Monthly (12 Times Yearly)

SPECIAL CONDITIONS

1. Contractor shall be familiar with and in complete compliance with all state and local laws and requirements.
2. The purchasing and securing of any and all permits and licenses will be the responsibility of the contractor.
3. Contractor must give a minimum of 3 references which they have done similar work.
4. Types of termite baiting system, or any other types of termite control, must be put in writing and turned in with the bid package.
5. All workers on the site must have a valid Background Check done prior to entering the area.
6. Bid prices shall include all labor, materials, equipment, and delivery charges as well as S.C. Sales Tax.
7. Contractor shall be familiar with and in complete compliance with, OSHA, AHERA, OSF, SCDHEC, and EPA requirements.
8. Contractors must be licensed for applying pesticides to meet or exceed all state and federal laws.
9. Where possible non-chemical approaches should be used if feasible.
10. Coverage should include, but not limited to, rats, mice, cockroaches, ants, silverfish, mites, fleas, bees, wasp, ticks, common spiders, lice, scorpions, and swarming termites and other occasional invaders. Anything in this list that is not covered under your contract should be submitted along with your bid.
11. Coverage will also include Termite Control and prevention.
12. The use of a baiting system for termites is in place at this time. This type of treatment may include interior and/or perimeter placement of monitoring or baiting systems along with routine monthly inspection. The baiting technique must include baiting locations as prescribed by the product label and instruction for this application.
13. Although a Baiting Systems are in place at this time something comparable or superior to will be considered.

14. All Termite Control Systems that are proposed must be put in writing with the bid for the district to review.
15. Written reports and recommendations should be provided monthly.
16. Contractor is responsible for providing a Pesticide Usage Log each month.
17. Contractor is responsible for providing each building with an updated SDS sheet on all chemicals used.
18. Contractor will provide monthly pest control to all buildings and any additional services or call backs on items covered under the contract at no additional cost to Lexington County School District Three.
19. The contractor must provide 24-hour response on all call backs, with no extra charge to the district, on items covered under the contract.
20. Contractor is to provide all equipment, material, and services needed to perform the requirements of this contract.
21. Any chemical will have to be applied after regular school hours unless otherwise agreed by designated staff members.
22. Any additional charges will have to be preapproved by the Director of Maintenance, the Chief Finance Officer, or the District Superintendent.
23. Any additional services/materials that are not covered in this contract must have a written purchase order prior to delivery
24. Billing will be on a monthly rate.
25. Please submit the bid along with a certification of insurance (verify expiration date and coverage for all workers); general liability insurance; workers compensation coverage for all workers; and product liability insurance.
26. Lexington County School District Three reserves the right to extend the contract for up to five (5) additional years.
27. Request for price increase must be submitted in writing 90 days prior to the renewal date for the additional 5 years.
28. The successful contractor must provide a certificate of insurance within (10) days after notification of award of the proposal. The insurance required shall be written for not less than totals listed below:

RFP SCHEDULE

RFP Number: 063025

Lexington County School District 3 Pest and Termite Control

Description Option A

Total Bid
(Including S.C. Sales Tax)

Provide Labor and Materials
necessary for this RFP.

Notes:

References

Company Name _____

Representative Name _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

Brief Project Description _____

Company Name _____

Representative Name _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

Brief Project Description _____

Company Name _____

Representative Name _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

Brief Project Description _____

