

**ABBEVILLE COUNTY SCHOOL DISTRICT**  
400 Greenville St., Abbeville, SC 29620 (864) 366-5427 Fax (864) 366-8531

**REQUEST FOR PROPOSAL**

**Custodial and Instructional Supplies**

Abbeville County School District will receive **proposals for School Custodial and Instructional Supplies** until **2:00 PM Wednesday, June 1, 2011**, at the Office of Facilities and Operations, Abbeville County School District Administration Building, 400 Greenville St., Abbeville, South Carolina 29620. Proposals received after this time will not be considered.

Lists of supply needs and proposal forms may be obtained from the district Facilities and Operations office and on the district website at [www.acsd.k12.sc.us](http://www.acsd.k12.sc.us) Direct any questions prior to bid time to the office of Mr. Sam Jones, Facilities and Operations Director, Abbeville County School District, 400 Greenville St., Abbeville, South Carolina 29620, Telephone (864) 366-5427 or [sjones@acsd.k12.sc.us](mailto:sjones@acsd.k12.sc.us)

Your proposal must be submitted in accordance with the following specifications and regulations:

1. Your proposal must be submitted in the format provided and must be delivered prior to the date and time shown, **2:00 PM June 1, 2011**. Please do not call for bid results; all bidders will be notified of awards when all proposals have been examined.
2. No proposal will be considered unless brand names are stated. Failure to provide brand names, samples or specifications may be considered grounds to void the bid if required and not furnished.
3. **Proposals will be for delivery to one location, 400 Greenville St., Abbeville, SC. Delivery cost must be included in proposals.**
4. **Delivery will be expected to be made by July 28, 2011**, unless other arrangements are accepted by Abbeville County School District. Successful suppliers may deliver prior to July 1, 2011 but **all invoices must be dated after July 1, 2011**.
5. **Delivery must be made between the hours of 7:30 AM and 4:00 PM**, Monday through Thursday. All district facilities are closed on Fridays through August 12, 2011. **No deliveries will be scheduled for Fridays during this time; all district facilities will be closed. 24 hour notice is required on all large shipments. No exceptions. Shipment arriving without 24 hour notice will NOT be accepted.**
6. **Samples are required for all paper products and can liners**; master units and other samples may be required.
7. **Please state any payment discounts that may apply.**

Selection of suppliers will be based on the following criteria:

- A. Bid within approved budget.
- B. Unit Cost proposed by bidder.
- C. Time of delivery proposed by bidder.
- D. Past experience of the bidder with Abbeville County School District in similar type proposals.

Bids will be binding for a period of Sixty (60) days following the date on which the bids are due. Bids must comply with the laws of the State of South Carolina, Conditions of the Request For Proposal Package, and must be made on the form provided, enclosed in an opaque envelope bearing the name and address of the bidder and marked either: "Instructional or Custodial Supplies Bid" for Abbeville County School District".

The Owner reserves the right to reject any or all bids and waive technicalities or informalities and to award the contract in the best interest of the Owner.

Abbeville County School District  
Abbeville, South Carolina

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