

Date: April 22, 2026

NOTICES

Request for Proposal (RFP)

Lexington County School District Three is soliciting proposals for Part-time Physical therapy services. The complete RFP is located on the district's website www.lex3.org. For more information, contact Angie Mishoe at 803-532-4423.

Lexington County School District Three

Request for Proposal (RFP)

April 22, 2026

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: Contracted Part Time Physical Therapy Services

SOLICITATION NUMBER: **SE003** (Solicitation name & number must be clearly displayed on the lower left-hand corner of the envelope containing the RFP)

RFP SUBMITTAL DATE & TIME: May 13, 2026 by 4:00 p.m.

RFP PUBLIC OPENING DATE, TIME, & PLACE: **May 13, 2026 at 4:01 p.m.**
(Only respondent's names will be read at this time)
District Office
Lexington County School District Three
338 West Columbia, Ave
Batesburg-Leesville, SC 29006

SUBMIT PROPOSALS TO:
(Hand-delivered)
One (1) Copy
Angie Mishoe, Director of Special Services
Special Services
Lexington County School District Three
338 West Columbia, Ave
Batesburg-Leesville, SC 29006

SUBMIT PROPOSALS TO:
(Mailed)
One (1) Copy
Angie Mishoe, Director of Special Services
Special Services
Lexington County School District Three
338 West Columbia, Ave
Batesburg-Leesville, SC 29006

RFP CONTACT PERSON: Angie Mishoe, Director of Special Services
Phone: (803)-532-4423

PROGRAM ADMINISTRATORS: Dr. Ashley Atkinson, Superintendent
Angela Rhoden, Chief Finance Officer
Angie Mishoe, Director of Special Services

KEY DATES FOR RFP SE003

RFP Posted on Web Site:	Wednesday, April 22, 2026
RFP Submittal:	Wednesday, May 13, 2026, 4:00 p.m.
RFP Opening:	Wednesday, May 13, 2026, 4:01 p.m.
RFP Review Panel Meets:	Thursday, May 14, 2026
Intent to Award Issued:	After final evaluations are completed

**Lexington School District Three
RFP Invitation**

RFP Title: Contracted Part-Time Physical Therapy Services

Mailing/Posting Date: April 22, 2026

RFP Number: SE003

Angie Mishoe, Director of Special Services

<i>Direct inquiries to:</i> Angie Mishoe amishoe@lex3.org	
<i>RFP should be mailed to:</i> Angie Mishoe Special Services Lexington School District Three 338 West Columbia Avenue Batesburg, SC 29006	<i>OR hand carried to:</i> Angie Mishoe Special Services Lexington School District Three 338 West Columbia Avenue 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>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.</i>
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 4:01 p.m. 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 4:00 p.m. on May 13, 2026 in the place and manner as described in the RFP. Submittals received after 4:00 p.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 responsible offer whose proposal is most advantageous to the recipient and 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 Request for Proposal 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

Lexington School District Three invites responsible firms or individuals to submit a sealed fixed price proposal to provide Physical Therapy services in accordance with the requirements of this solicitation and applicable regulations and statutes. Submittals may include rates for physical therapist(PT) and physical therapist assistant(PTA).

These services will be for various sites located throughout Lexington School District Three. The need exists to have a proper source of supply that is responsive, readily available to meet Lexington School District Three's requirements with minimum delay in acquisition and/or delivery.

A wide variance in actual expenditures can be expected due to "as necessary" or "emergency" procurements. Therefore, no guarantee is given or implied as the total quantity or dollar values of this bid. Lexington School District Three is not obligated to place any order with vendors participating in this bid. Contract awards will only guarantee a specific Source of supply for Lexington School District Three, and will not guarantee or obligate total dollar expenditure.

Job Description/Responsibilities:

Physical Therapy Services:

1. The vendor agrees to provide contracted Physical Therapy services as requested by Lexington School District Three.
2. The vendor must provide professionals that are certified by the SC Dept. Of Education and if applicable licensed in the State of South Carolina (LLR) to perform the services consistent with the highest degree of care, and its employees shall comply with all medical and ethical requirements.
3. The vendor agrees and understands that Lexington School District Three is responsible for ensuring that all State Health and Human Services Finance Commission (SHHSFC) to perform certain health related services for qualified Medicaid Eligible children under the age 21 and that Lexington School District Three is contracting with the vendor to provide those specific services referenced above.
4. Lexington School District Three shall perform the administrative functions and provide equipment and services as agreed upon by the vendor and Lexington School District Three.
5. The vendor agrees and understands that Lexington School District Three is responsible for ensuring that all services provided to Medicaid eligible children by the vendor shall be provided in accordance with this contract, and that all vendor personnel involved in the provision of services to Medicaid eligible children must meet provider qualifications established by SHHSFC and outlined in the Lexington School District Three's Medicaid provider manual.
6. Lexington School District Three agrees that the vendor will provide services in accordance with SC Labor, licensing, and regulations resulting in a caseload maximum of 60 students.
7. The Vendor will provide services and attend required workdays in accordance with the Lexington School District Three calendar and in consultation with the Director of Special Services.
8. Travel required of the vendor by Lexington School District Three will be reimbursed at the federal mileage rate per mile.

9. The vendor shall abide by all state and/or federal statutes in regards to privacy or student confidentiality (FERPA – Family Educational Rights and Privacy Act).

10. The vendor understands and agrees that adequate and correct fiscal and clinical records shall be kept to disclose the extent of services rendered and to ensure that claims for payment are in accordance with all applicable laws, regulations, and policies. Vendor understands and agrees that all fiscal and clinical records shall be retained for a period of three (3) years after final payment for services rendered.

11. Either party may terminate this agreement without cause upon a thirty (30) day written notice to the other party.

District Calendar and Information

1. Proposers can obtain the Lexington School District Three calendar by going to the district website <https://www.lex3.org/>

2. The District anticipates the contracts and purchase orders to be in place for vendor(s) to start the first day that staff returns for the start of the 2026-2027 school year.

3. Estimated hours per week is 10-12 hours. In person staff is required.

SPECIAL CONDITIONS

1. Bid will be awarded based on the option that serves the best interest of the district.
2. S.C. law requires that contractors awarded contracts in excess of \$5,000 be licensed by the S.C. Contractors Licensing Board if required for the project. The contractor's S.C. General Contractor's license number must be clearly indicated on the face of the envelope of bids exceeding this amount.
(Not Applicable)
3. Insurance: The contractor shall provide and maintain during the entire period of performance under this contract, the following insurance:
 - A. Workman's Compensation: Must meet requirements of S.C. Law regarding Workman's Compensation insurance.
 - B. Contractor's Liability Insurance: Limits of coverage shall not be less than \$250,000/\$500,000 bodily injury and \$100,000 property damage each accident (\$300,000 aggregate).
 - C. Vehicle Insurance: Limits of coverage shall not be less than \$250,000/\$500,000 bodily injury and \$100,000 property damage.
4. Prices under this contract are fixed for the first-year contract period. The contract vendor may request a price increase that may be considered for the next option year period. If the price increase request is deemed exorbitant the District may cancel the contract and solicit goods and/or services on the open market. All price increase requests must be submitted 90 days prior to the exercising of the option year extension. The price increase may be negotiated within a fair & reasonable market price range.

RFP SCHEDULE

Service Provided: Physical Therapy Services (Proposal may include PT and PTA hourly rate)

Bidder Price \$/HR: _____

I certify by my signature below that the costs quoted in this bid are correct and that I have the authority to obligate the company to perform under the terms and conditions stated in this solicitation.

Name of Offeror

(Full legal name of business submitting the offer)

State of Incorporation

(If Offeror is a corporation, identify the State of Incorporation)

Taxpayer Identification Number _____

Signature (Authorized Company Official)

Print or Type Name

Date

Title

**NOTE: Please fill this sheet out in INK. If corrections are needed, cross out and initial.
DO NOT ERASE**

VENDOR PROFILE & QUESTIONNAIRE

The Offeror must complete this profile & questionnaire which may be used in the evaluation process to help determine if an offeror is responsible.

Vendor Name	
Years in business under this name	
Current licenses:	

REFERENCES

The references provided below should reflect services of similar scope and size within the last 3 years.

Reference #1

Company Name			
Address			
City, State, Zip			
Contact Name		Title	
Contact Phone		E-Mail	
Description & Date of Services			

Reference #2

Company Name			
Address			
City, State, Zip			
Contact Name		Title	
Contact Phone		E-Mail	
Description & Date of Services			

Reference #3

Company Name			
Address			
City, State, Zip			
Contact Name		Title	
Contact Phone		E-Mail	
Description & Date of Services			