



OFFICE OF PROCUREMENT SERVICES  
 335 FOUR MILE ROAD  
 CONWAY, SC 29526-6005

**NOTICE OF INTENT TO AWARD**

**Posting Date:** Tuesday, March 22, 2022

**Solicitation:** 2122-36AR

**Description:** Preprinted forms and printing services

The District intends to award the contract(s) noted below. Unless otherwise suspended or canceled, this document is the final Statement of Award, effective **8:00 A.M.**, April 7<sup>th</sup>, 2022. Unless otherwise provided in the solicitation, the final statement of award serves as acceptance of your offer.

Contractor should not perform work on or incur any costs associated with the contract prior to the effective date of the contract. Contractor should not perform any work prior to the receipt of a purchase order from the Horry County Schools. The HCS's assumes no liability for any expenses incurred prior to the effective date of the contract and issuance of a purchase order.

Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within fifteen days of the date of notification of award is posted in accordance with the District's Procurement Code. A protest shall be in writing, shall set forth the grounds of the protest and relief requested with enough particularity to give notice of the issues to be decided, and must be received by the HCS Procurement Coordinator within the time provided.

**PROTEST- HCS ADDRESS:** Any protest must be addressed to the Procurement Coordinator, and submitted in writing (a) by email to [RStrickland@horrycountyschools.net](mailto:RStrickland@horrycountyschools.net) (b) by post or delivery to 335 Four Mile Road, Conway, SC 29526 or PO Box 260005, Conway, SC 29528-6005.

**Awarded To:** Herald Office Supply Inc.  
 PO Box 1288  
 Dillon, SC 29536

**Evaluated Amount:** \$11,472.50  
**Total Potential Amount:** \$57,362.50

**Initial Contract Period:** April 7, 2022 - April 6, 2023  
**Maximum Contract Period:** April 7, 2022 - April 6, 2027

Orders shall be placed on an "as needed basis". Total contract value is unknown.

Line	UOM	Description	Estimated size in inches	Price Per Unit \$
1.	Pack of 100 Heat sealed	Academic Record Grades 9-12 67# Vellum Bristol White 11x17 Folded- 8 1/2 x 11 (2 sided) Black Ink (No punch holes in document)	11x17 Folded 8 1/2 x 11 (printed on four sides)	\$12.95

2.	Pack of 100 Heat sealed	Academic Record (First Page) K-8 67# Vellum Bristol Golden Rod —11x17 Folded 8 ½ x 11 (2 sided) Black Ink	11x17 Folded 8 ½ x 11 (printed on four sides)	\$12.95
3.	Pack of 100 Heat sealed	Signature Cards/Progress Report 5 1/2 x 8 1/2 -65# White Cover -2 Sided -Black Ink	5 ½ x 8 ½ (printed on two sides)	\$5.50
4.	Pack of 100 Heat sealed	Cumulative Record Jacket w/Pocket (2 Sides) Black Ink- logo.	9 ½ x 11 ¾ (printed on three sides)	\$39.99
5.	Book of 100	Receipt Book 4 Per-4 numbers per sheet – metal spiral bound (not plastic combs) with front & back cover (25 sets 8 ½ x 11 - 4 up per sheet/book) NCR 3 part -4 per page (100 receipts per book)	8 ½ x 11	\$6.25
6.	Box of 250	Official Bus Rider Form two-part NCR form black ink	8 ½ x 5 ½	\$21.50
7.	Box of 250	Health Room Passes 3-part NCR form black ink	4 ¼ x 5 ½	\$28.50
8.	Box of 250	Student Admit/Dismissal Slip 2-part black ink	5 ½ x 8 ½	\$27.99
9.	Ream of 500	Stationery 24# Classic Linen Avon Brilliant White 8 ½ x 11 - PO Box 260005 -(29528-6005) - 335 Four Mile Road - Conway, SC (29526) (2 Colors: Black & PMS 326)	8 ½ x 11	\$52.99
10.	Ream of 500	Stationery 24# Classic Linen Avon Brilliant White 8 ½ x 11 - Includes Avalanche White Plain -NO PRINTING (For Second Sheets) Sample not provided.	8 ½ x 11	\$34.50
11.	Ream of 500	Stationery 24# Avalanche White 8 ½ x 11 PO Box 260005 (29528-6005) - 335 Four Mile Road -Conway, SC 29526 (2 Colors: Black and PMS 326) Sample not provided.	8 ½ x 11	\$52.99
12.	Box of 500	Envelopes 10# Window, White, Black Ink PO Box 260005, Conway, SC 29528-6005 (For District Office Only) Sample not provided.	4 x 9	\$27.99
13.	Box of 500	Envelopes 10# Window, White, Black Ink and PMS 312 PO Box 260005, Conway, SC 29528-6005 (For District Office Only) Sample not provided.	4 x 9	\$29.99
14.	Box of 500	Envelopes 10# Regular, White, Black Ink PO Box 260005, Conway, SC 29528-6005 (For District Office Only) See sample 10	4 x 9	\$24.50
15.	Box of 500	Envelopes 10# Regular, White, Black Ink and PMS 312 PO Box 260005, Conway, SC 29528-6005 (For District Office Only) See sample 11	4 x 9	\$27.50
16.	Box of 500	Business Cards-100LB white, printed black and PMS 312 (For District Office Only) Sample not provided.	3 ½ x 2	\$40.00
17.	Box of 1,000	Business Cards-100LB white, printed black & PMS 312 (For District Office Only). Sample not provided.	3 ½ x 2	\$55.00

HORRY COUNTY SCHOOLS

By:   
John K. Gardner  
Chief Financial Officer