

	<h2>Request for Quotes</h2>	<p style="text-align: right;"> Solicitation Number: 2502 Date Issued: 6/28/2024 Procurement Officer: Tricia Batten Phone: (864) 578-0128 Email Address: Patricia.Batten@spart2.org </p>
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<p>DESCRIPTION: RFQ#2502 BSH Steel Drums</p>

<p><i>The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.</i></p>
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<p>SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:</p>
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<p>MAILING ADDRESS: Spartanburg School District Two Attn: Tricia Batten 3231 Old Furnace Road Chesnee, SC 29323</p>	<p>PHYSICAL ADDRESS: Spartanburg School District Two Attn: Tricia Batten 3231 Old Furnace Road Chesnee, SC 29323</p>
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SUBMIT OFFER BY: July 23, 2024 @ 2:00 PM

QUESTIONS MUST BE RECEIVED BY: July 16, 2024, by 10:00 AM
(please direct questions to Tricia Batten at patricia.batten@spart2.org)

NUMBER OF COPIES TO BE SUBMITTED: 1 original

<p>CONFERENCE TYPE: n/a DATE & TIME: n/a</p>	<p>LOCATION:</p>
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<p>AWARD & AMENDMENTS</p>	<p>The award, this solicitation, any amendments, and any related notices will be posted at the following web address: https://www.spart2.org/departments/finance/procurement</p>
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You must submit a signed copy of this form with your offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of thirty (30) calendar days after the opening date.

<p>NAME OF OFFEROR <small>(full legal name of business submitting the offer)</small></p>	<p>Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. 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.e., a separate corporation, partnership, sole proprietorship, etc.</p>	
<p>AUTHORIZED SIGNATURE <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small></p>	<p>TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small></p>	
<p>TITLE <small>(business title of person signing above)</small></p>		
<p>PRINTED NAME <small>(printed name of person signing above)</small></p>	<p>DATE SIGNED</p>	<p>STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small></p>

<p>OFFEROR'S TYPE OF ENTITY: (Check one)</p>		
<p><input type="checkbox"/> Sole Proprietorship</p>	<p><input type="checkbox"/> Partnership</p>	<p><input type="checkbox"/> Other _____</p>
<p><input type="checkbox"/> Corporate entity (not tax-exempt)</p>	<p><input type="checkbox"/> Corporation (tax-exempt)</p>	<p><input type="checkbox"/> Government entity (federal, state, or local)</p>

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.)
	Area Code - Number - Extension Facsimile
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.)	ORDER ADDRESS (Address to which purchase orders will be sent)
____ Payment Address same as Home Office Address ____ Payment Address same as Notice Address (check only one)	____ Order Address same as Home Office Address ____ Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS/ADDENDA
 Offerors acknowledges receipt of amendments/addenda by indicating amendment number and its date of issue.

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____ Calendar Days (%)
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MINORITY PARTICIPATION

Are you a South Carolina Certified Minority Vendor? **Yes** _____ **No** _____

If yes, South Carolina Certification # _____

Spartanburg County School District Two will accept quotes from qualified vendors to provide Steel Drums.

All Offerors must submit 1 original.

Quotes will be accepted until 2:00 PM on Tuesday, July 23, 2024.

At that time, each quote will be opened and the proposers name and pricing read aloud.

The District assumes no responsibility for the delivery of any solicitation, addendum, solicitation response, or any other such correspondence by the US Postal Service, electronic transmission, facsimile, or any other method.

LATE BID PACKAGES WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

Quotes may be mailed or hand-delivered to:

Spartanburg County School District 2
3231 Old Furnace Rd
Chesnee, SC 29323

“RFQ#2502 Steel Drums”
Attn: Tricia Batten
Procurement Department

Quotes may also be received via email to Patricia.Batten@spart2.org – a confirmation email will be sent when a digital quote is received.

All questions must be addressed to Tricia Batten (Patricia.Batten@spart2.org). Deadline for questions is 10:00 am on July 16, 2024.

I. SPECIFICATIONS

Spartanburg School District 2, herein after the "District", is accepting quotes for steel drums as specified below.

Pricing should include the following drums as well as delivery/freight pricing.

- a. 4 Lead Steel Pans – chrome plated with cases and stands
- b. 2 sets of Double Tenor Pans – Chrome plated with cases and stands
- c. 2 sets of Double Second pans – chrome plated with cases and stands
- d. 2 sets of Cello Pans – Chrome plates with cases and stands
- e. 1 Set of Bass Pans – Powder Coated/Painted with cases and stands

II. CONDITIONS

1. Price quotes shall include all equipment, supplies, materials and delivery required to complete the project.
2. The District is seeking a single vendor to complete this project. The District requests bidders submit prices as indicated in the Quote Schedule that will be valid for up to sixty (60) days. A purchase order issued by the District will represent a contract between the District and successful vendor.
3. Quotes should be in English and in US dollars.
4. All Questions shall be in writing and submitted to and received no later than the date on the Cover Page of this solicitation via email to Patricia.Batten@spart2.org
5. This RFQ does not commit the District to award a contract, to pay any costs incurred in preparation of the quote, or to procure any services that may be offered.
6. Award resulting from this Request for Quotes shall be good through the 2024-2025 school year and the following school year, 2025-2026 – with an end date of June 30, 2026.
7. The District may order additional drums as need arises through the end of the contract period (June 30, 2026).
8. Award shall be made to the vendor with the lowest quote. Delivery date will also be taken into consideration when making this award.
9. Each Quote submission should include the following:
 - a. Page 1 and 2 of this document
 - b. Quote Schedule
 - c. Spartanburg School District 2 New Vendor Form
 - d. Vendor W9



Quote Schedule
 RFQ#2502
 BSH Steel Drums

	Total Cost of Required Work
4 Lead Steel Pans – chrome plated with cases and stands	
2 Sets of Double Tenor Pans – chrome plated with cases and stands	
2 Sets of Double Seconds Pans – chrome plated with cases and stands	
2 Sets of Cello Pans – chrome plated with cases and stands	
1 Set of Bass Pans – Powder Coated/Painted with cases and stands	
Freight/Delivery	
TOTAL	

Pricing should NOT include tax.

Estimated Delivery Date: _____

Estimated date should be within 10 days of actual delivery

Company Name: _____

Authorized Signature: _____
(same as page 1)

Printed Name from Above: _____

Date: _____



NEW VENDOR FORM



Vendor/Company/Entity Legal Name (Must match TIN below) _____

Taxpayer Identification Number (TIN): _____ or _____
Federal Employer I.D. Number Social Security Number

Business Address _____
City _____ State _____ Street _____ Zip Code _____ PO Box _____

Contact Person _____ Title _____

Telephone _____ Fax _____ Email _____

Federal Tax Classifications (Please select one)

- Individual/Sole-Proprietor/Single Member LLC
- Corporation – C or S: _____
- Partnership
- Limited liability company (C, S, or P): _____
- Non-Profit

Indicate number of years firm has been in business under the present name: _____

Principal Activity (Please select one) Labor Material Other: _____

List the principal type of service(s) or product(s) that are being provided: _____

The company is applying for certified status as a:

- Minority Owned Business (MBE)
- Woman Owned Business (WBE)

Minority Status of Owner(s)

- African American
- Asian
- Aleut
- Caucasian Female
- East Indian
- Eskimo
- Native American
- Other: _____

Citizenship Status of Minority Owner(s): United States Other: _____

Certified 8(a) by US Small Business Administration Yes No

Certified by the SC Department of Transportation Yes No

Are you licensed to do business in South Carolina, as well as locally, including all business licenses?
 Yes No

I certify that all information provided as part of this certification is true and accurate.

Signature _____ Printed Name _____ Date _____