	Solicitation Type:	Invitation for Bid (IFB)
	Solicitation Number:	2021-33VS
	Date Issued:	12/07/2020
	Procurement Specialist:	Valiant Sommers
	Phone:	(843) 488-6938
	E-Mail Address:	<a href="mailto:vsommers@horrycountyschools.net">vsommers@horrycountyschools.net</a>
	Address:	HCS, Procurement Office
	Mailing:	Physical:
	PO Box 260005	335 Four Mile Road
	Conway, SC 29528	Conway, SC 29526

DESCRIPTION: Provide Fruhauf Band Uniforms or Equivalent

USING GOVERNMENTAL: Myrtle Beach High School

*The Term "Offer" Means Your "Bid" or "Proposal"*

**SUBMIT YOUR OFFER ON-LINE AT THE FOLLOWING URL**

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>

SUBMIT OFFER BY (Opening Date/Time): 01/06/2021 2:30 p.m. (EST) (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY (Date/Time): 12/17/2020 1:30 p.m. (EST) (See "Questions From Offerors" provision)

SUBMIT QUESTIONS TO: [vsommers@horrycountyschools.net](mailto:vsommers@horrycountyschools.net)

NUMBER OF COPIES TO BE SUBMITTED: SEE PAGE 3 **Initial here \_\_\_\_\_ if NO redacted copy is necessary**

This document contains the bidding instructions, scope of work, and the contractual terms and conditions applicable to the solicitation referenced above which is being issued and conducted by Horry County Schools.

See "Submitting Your Offer" provision.

CONFERENCE TYPE: <b>None-Not Applicable</b>	LOCATION:
DATE & TIME: (EST)	
As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	

AWARD & AMENDMENTS	The award, this solicitation, and any amendments will be posted at the following web address: <a href="https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e">https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e</a>
--------------------	--

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 ninety (90) calendar days after the Opening Date. (See "Signing Your Offer" provisions)

NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one)
AUTHORIZED SIGNATURE  (Person signing <b>must</b> be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	<input type="checkbox"/> Sole Proprietorship
TITLE (Business title of person signing above)	<input type="checkbox"/> Partnership
PRINTED NAME (Printed name of person signing above)	<input type="checkbox"/> Corporation (tax-exempt)
DATE SIGNED	<input type="checkbox"/> Corporate entity (not tax-exempt)
	<input type="checkbox"/> Government entity (federal, state, or local)
	<input type="checkbox"/> Other _____ (See "Signing Your Offer" provision.)

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. 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.

STATE OF INCORPORATION  (If Offeror is a corporation, identify the state of Incorporation.)	TAXPAYER IDENTIFICATION NO.  (See "Taxpayer Identification Number" provision)
---	---

PAGE TWO  
(Return Page Two with Your Offer)

<b>HOME OFFICE ADDRESS</b> (Address for Offeror's home office / principal place of business)				<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)							
								Area Code:	Number:	Extension:	Facsimile:
								E-Mail Address:			
<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)				<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)							
								Order E-Mail Address:			
								<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)			
<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)											
<b>ACKNOWLEDGMENT OF AMENDMENTS:</b> Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)											
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date				
<b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause)			10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)					
			_____	_____	_____						
<b>MINORITY PARTICIPATION</b>											
Please answer the following questions:											
1. Are you certified as a MOB/WOB (minority-owned business/woman-owned business) by the State of South Carolina? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide certification number: _____. If no, would you qualify as a MOB/WOB based on the District's requirement of at least fifty-one percent (51%) ownership by a woman or person of ethnic (non-white) origin? <input type="checkbox"/> Minority-owned <input type="checkbox"/> Woman-owned											
<b>PROCUREMENT CARD</b> Do you accept purchasing (MasterCard) cards to facilitate ordering and payment? <input type="checkbox"/> Yes <input type="checkbox"/> No											
<b>ACKNOWLEDGEMENT</b>											
Have you clearly listed any deviations from the requested specifications and fully explained such deviations? <input type="checkbox"/> Yes <input type="checkbox"/> No Failed projects, suspensions, debarments, and significant litigation exist. <input type="checkbox"/> None exist <input type="checkbox"/> Yes If yes, below is a list of failed projects, suspensions, debarments, and significant litigation exist.											

**NUMBER OF COPIES**

Offerors will need to follow these instructions carefully when responding to the solicitation.

At least one (1) copy of the Offeror should contain original signatures; that copy shall be clearly marked or differentiated from the other copies of the Offeror by notation in the lower left corner of the cover of each Offeror with the words "ORIGINAL". This signed original copy will be retained for incorporation by reference in any contract resulting from this solicitation.

Offerors shall be signed by only those Company officials or agents duly authorized to sign bid/ proposals or contracts on behalf of their respective organizations. Each additional copy must be separated.

Additionally, if Offeror is submitting confidential information, one complete copy of your offer from which you have removed any information that you marked as exempt, i.e., a redacted copy. The information redacted should mirror in every detail the information marked as exempt from public disclosure. The redacted copy should (i) reflect the same pagination as the original, (ii) show the empty space from which information was redacted, and (iii) be submitted on magnetic media.

**Return all with boxes checked:**

- (1) Original** Uploaded to the URL provided below:  
<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>
- (1) Redacted copy** Uploaded to the URL provided below:  
<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>

(see Section II A "Submitting Confidential Information")  
(see Section II B "Electronic Copies – Required Media and Format" )  
(see Section IV "Submitting Redacted Offerors provision)

## TABLE OF CONTENTS

- I. Scope of Solicitation
- II. Instructions to Offerors
  - A. General Instructions
  - B. Special Instructions
- III. Scope of Work / Specifications
- IV. Information for Offerors to Submit
- V. Qualifications
- VI. Award Criteria
- VII. Terms and Conditions
  - A. General
  - B. Special
- VIII. Bidding Schedule / Cost Proposal
- IX. Attachments to Solicitation

### I. SCOPE OF SOLICITATION

**ACQUIRE SERVICES:** The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications and conditions. [01-1010-1]

Horry County Schools is seeking a qualified vendor to provide band uniforms for Myrtle Beach High School as specified herein.

### II. INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS:

#### DEFINITIONS, CAPITALIZATION, AND HEADINGS

CLAUSE HEADINGS USED IN THIS SOLICITATION ARE FOR CONVENIENCE ONLY AND SHALL NOT BE USED TO CONSTRUE MEANING OR INTENT. EVEN IF NOT CAPITALIZED, EXCEPT AS OTHERWISE PROVIDED HEREIN, THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION UNLESS EXPRESSLY PROVIDED OTHERWISE

**AMENDMENT** means a document issued to supplement the original solicitation document.

**BOARD** means the Horry County Schools Board of Education or its successor in interest.

**BUSINESS** means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other legal entity

**BUYER** means the Procurement Officer/Specialist.

**CHANGE ORDER** means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract.

**CONTRACT** means all types of Horry County Schools agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, equipment or construction.

**CONTRACT MODIFICATION** means a written order signed by the Procurement Specialist, directing the contractor to make changes which the clause of the contract titled "Changes," if included herein, authorizes the Procurement Specialist to order without the consent of the contractor.

**CONTRACTOR** means the Offeror receiving an award as a result of this solicitation.

**COOPERATIVE PURCHASING** means procurement conducted by, or on behalf of, more than (1) public procurement unit.

**COVER PAGE** means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.

**DAYS** means calendar days.

**DISTRICT** means a governmental entity governed by an elected Board of Education, which appoints a Superintendent to carry

out policies established by the Board. This refers to the Horry County Schools hereinafter referred to as the "District".

**HORRY COUNTY SCHOOLS (HCS)** is a public school district serving Horry County, South Carolina.

**OFFER** means the bid or proposal submitted in response this solicitation. The terms Bid and Proposal are used interchangeably with the term Offer.

**OFFEROR** means the single legal entity submitting the offer. The term Bidder is used interchangeably with the term Offeror. See bidding provisions entitled Signing Your Offer and Bid/Proposal As Offer To Contract.

**PAGE TWO** means the second page of the original solicitation, which is labeled Page Two.

**PROCUREMENT OFFICER** means any person acting within the scope of his/her authority and duly authorized by Horry County Schools to enter into and administer contracts and make written determinations and findings with respect thereto, as identified as such on either the Cover Page, an amendment, or an award notice.

**SOLICITATION** means this document, including all its parts, attachments, and any Amendments.

**SUBCONTRACTOR** means any person you contract with to perform or provide any part of the Work.

**US or WE** means Horry County Schools.

**WORK** means all labor, materials, equipment, services, or property of any type, provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract.

**YOU and YOUR** means Offeror. [02-2A003-2]

**AMENDMENTS TO SOLICITATION (JAN 2004):** (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <http://apps.hcs.k12.sc.us/apps/protrac/> (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

**AUTHORIZED AGENT (FEB 2004):** All authority regarding this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Chief Procurement Officer or designee is the only Horry County Schools official authorized to bind the District with regard to this procurement or the resulting contract. [02-2A007-1]

**AWARD NOTIFICATION (FEB 2015):** Notice regarding any award, cancellation of award, or extension of award will be posted at the location specified on the Cover Page, or if applicable, any notice of extension of award. Should the contract resulting from this Solicitation have a total or potential value of fifty thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the sixteenth day after such notice is given. [02-2A010-2]

**BID/PROPOSAL AS OFFER TO CONTRACT (JAN 2004):** By submitting Your Bid or Proposal, You are offering to enter into a contract with Horry County Schools. Without further action by either party, a binding contract shall result upon final award

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed. [02-2A015-1]

**BID ACCEPTANCE PERIOD (JAN 2004):** In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Specialist in writing, documenting the fact(s) of Offeror's error. [02-2A020-1]

**BID IN ENGLISH and DOLLARS (JAN 2004):** Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation. [02-2A025-1]

**BOARD AS PROCUREMENT AGENT (DEC 2015):** The Procurement Officer is an employee of the Board acting on behalf of the Horry County Schools pursuant to the HCS Procurement Code. Any contracts awarded as a result of this procurement are between the Contractor and the District. The Board is not a party to such contracts and bears no liability for any party's losses arising out of or relating in any way to the contract. [02-2A030-2]

**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (MAY 2008): GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.**

(a) By submitting an offer, the Offeror certifies that:

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Offeror or competitor relating to:

- (i) Those prices;
- (ii) The intention to submit an offer; or
- (iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the Offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the Offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or

(2)(i) Has been authorized, in writing, to act as agent for the Offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the Offeror's organization responsible for determining the prices offered in this bid or proposal];

(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

(c) If the Offeror deletes or modifies paragraph (a) (2) of this certification, the Offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure. [02-2A032-1]

**CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004):**

(a)

(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Specialist if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Specialist may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to Horry County Schools, the Procurement Specialist may terminate the contract resulting from this solicitation for default. [02-2A035-1]

**CODE OF LAWS AVAILABLE (MODIFIED) ((JAN 2006):** The Horry County Schools District Procurement Code is available at: [https://www.horrycountyschools.net/cms/lib/SC02209139/Centricity/Domain/3189/Procurement\\_Code.pdf](https://www.horrycountyschools.net/cms/lib/SC02209139/Centricity/Domain/3189/Procurement_Code.pdf) [02-2A040-2]

**COMPLETION OF FORMS/CORRECTION OF ERRORS:** All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule).

**DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (FEB 2015):** You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, Horry County Schools may withhold award. Before withholding award on these grounds, an Offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your offer identifies any services that relate to either this solicitation or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either. [02-2A047-2]

**DEADLINE FOR SUBMISSION OF OFFER (JAN 2004):** Any offer received after the Procurement Officer of Horry County Schools or designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated Horry County Schools Office of Procurement as instructed on the Cover page prior to the bid opening or the governmental body's mail room which services that purchasing office prior to the opening. [R.19-445.2070(G)] [02-2A050-1].

**DRUG FREE WORK PLACE CERTIFICATION (JAN 2004):** By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended. [02-2A065-1]

**DUTY TO INQUIRE (FEB 2015):** Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. All ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by amendment. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the District's attention See clause entitled "Questions from Offerors." [02-2A070-2]

**ETHICS CERTIFICATE (MAY 2008):** By submitting an offer, the Offeror certifies that the Offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The district may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Procurement Specialist at the same time the law requires the statement to be filed. [02-2A075-2]

**OMIT TAXES FROM PRICE (JAN 2004):** Do not include any sales or use taxes in your price that Horry County Schools may be required to pay. [02-2A080-1]

**OPEN TRADE REPRESENTATION (JUN 2015):** By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

**PROTESTS (JUN 2006):** Any prospective bidder, Offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. 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 notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the Chief Procurement Officer within the time provided. See clause entitled "Protest-CPO". [Section 11-35-4210] [02-2A085-1]

**PROHIBITED COMMUNICATIONS AND DONATIONS:** Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

(a) During the period between publication of the solicitation and final award, ***you must not communicate, directly or indirectly, with Horry County Schools or its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Specialist.*** All communications must be solely with the Procurement Specialist. [R. 19-445.2010]

(b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. ***You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the District during the period beginning eighteen months prior to the Opening Date.*** [R. 19-445.2165] [02-2A087-1]



**PUBLIC OPENING (JAN 2004):** Offers will be publicly opened at the date/time and at the location identified on the Cover Page, or last Amendment, whichever is applicable. [02-2A090-1]

**QUESTIONS FROM OFFERORS (FEB 2015):** (a) Any prospective Offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Specialist no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the Procurement Specialist, and the solicitation's title and number. Oral explanations or instructions will not be binding. Any information given a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective Offerors. See clause entitled "Duty to Inquire." **We will not identify you in our answer to your question.** (b) Horry County Schools seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Specialist -- as soon as possible -- regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140] [02-2A095-2]

All questions must be directed to: Valiant Sommers via email at [vsommers@horrycountyschools.net](mailto:vsommers@horrycountyschools.net)

All questions should be received no later than the "QUESTIONS MUST BE RECEIVED BY" date/time as noted on the cover paged. The preferred method of receiving questions is via e-mail with the subject "QUESTIONS 2021-33VS" and a Microsoft Word attachment using the following format:

Question Number	Section Reference	Page Number	Question

**REJECTION/CANCELLATION (JAN 2004):** Horry County Schools may cancel this solicitation in whole or in part. Horry County Schools may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R.19-445.2065.] [02-2A100-1]

**RESPONSIVENESS/IMPROPER OFFERS (JUN 2015):** (a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple offers may be submitted as one document, provided that you clearly differentiate between each offer and you submit a separate cost proposal for each offer, if applicable.

(c) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the District cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Specialist. [R.19-445.2070 and Section 11-35-1520(13)]

(d) Price Reasonableness: Any offer may be rejected if the Procurement Specialist determines in writing that it is unreasonable as to price. [R. 19-445.2070].

(e) Unbalanced Bidding. HCS may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid

will result in the lowest overall cost to the District even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

(f) **Do not submit bid samples or descriptive literature unless expressly requested.** Unsolicited bid samples or descriptive literature will not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provisions of the solicitation. S.C. Code Ann. Reg. 19-445.2077(D). [02-2A105-2]

**SIGNING YOUR OFFER (JAN 2004):** Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words by its Partner, and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venture involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal. [02-2A115-1]

**SCHOOLS - HORRY COUNTY OFFICE OF PROCUREMENT SERVICES CLOSINGS:** If an emergency or unanticipated event interrupts normal processes so that offers cannot be received at Horry County Schools Office of Procurement as designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If Horry County School district offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information is available online at:

[http://www.horrycountyschools.net/pages/Horry\\_County\\_Schools/Students\\_Parents/How\\_HCS\\_makes\\_weather-related](http://www.horrycountyschools.net/pages/Horry_County_Schools/Students_Parents/How_HCS_makes_weather-related)

**SUBMITTING CONFIDENTIAL INFORMATION:** (An overview is available at <https://procurement.sc.gov/legal/general-info>) For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret or (b) privileged and confidential. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, Horry County Schools may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror

(1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET"

or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, Horry County Schools will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless Horry County Schools, its officers and employees, from every claim, demand, loss, expense, cost, damage or injury,

including attorney's fees, arising out of or resulting from withholding information by Horry County Schools that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.) [02-2A125-2]

**SUBMITTING AN OFFER OR MODIFICATION (MARCH 2020):** You must submit your offer or modification on line via of the vendor registry system. Paper offers are not accepted due to office closures. See clauses titled "VENDOR REGISTRATION MANDATORY" and "ON-LINE BIDDING INSTRUCTIONS." [Rev02-2A130-2]

**TAX CREDIT FOR SUBCONTRACTING WITH DISADVANTAGED SMALL BUSINESSES (JAN 2008):** Pursuant to Section 12-6-3350, a taxpayer having a contract with this State who subcontracts with a socially and economically disadvantaged small business is eligible for an income tax credit equal to four percent of the payments to that subcontractor for work pursuant to the contract. The subcontractor must be certified as a socially and economically disadvantaged small business as defined in Section 11-35-5010 and regulations pursuant to it. The credit is limited to a maximum of fifty thousand dollars annually. A taxpayer is eligible to claim the credit for ten consecutive taxable years beginning with the taxable year in which the first payment is made to the subcontractor that qualifies for the credit. After the above ten consecutive taxable years, the taxpayer is no longer eligible for the credit. A taxpayer claiming the credit shall maintain evidence of work performed for the contract by the subcontractor. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498. [02-2A135-1]

**TAXPAYER IDENTIFICATION NUMBER:** (a) If Offeror is owned or controlled by a common parent as defined in paragraph (b) of this provision, Offeror shall submit with its Offer the name and TIN of common parent.

(b) Definitions: "Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the Offeror is a member. "Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the Offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(c) If Offeror does not have a TIN, Offeror shall indicate if either a TIN has been applied for or a TIN is not required. If a TIN is not required, indicate whether (i) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States; (ii) Offeror is an agency or instrumentality of a state or local government; (iii) Offeror is an agency or instrumentality of a foreign government; or (iv) Offeror is an agency or instrumentality of the Federal Government.

**VENDOR REGISTRATION MANDATORY (MODIFIED MARCH 2020):** The District has implemented an online, electronic bidding system to receive bids and proposals from prospective offerors. In order to submit offers in response to posted solicitations, prospective must be registered through this electronic system. Registration can be completed through the following link: <https://vrapp.vendorregistry.com/Vendor/Register/Index/horry-county-schools-sc-vendor-registration>. Once registered, suppliers must keep their information current.

**WITHDRAWAL OR CORRECTION OF OFFER (JAN 2004):** Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. [02-2A150-1]

## II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCTIONS

**CLARIFICATION (NOV 2007):** Pursuant to Section 11-35-1520(8), the Procurement Specialist may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of the solicitation. Such communications may be conducted only with Offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation. [02-2B055]

**ELECTRONIC FILES – REQUIRED MEDIA AND FORMAT (REVISED MARCH 2020):** Documents and/or electronic files submitted shall contain the solicitation number and the offeror's name, and be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password. If required by the solicitation, your business and technical proposals must be within separate files. [Rev02-2B070-2]

**MAIL PICKUP (JAN 2006):** The District's Mail Services picks up all mail from the US Postal Service once daily around 9:00 a.m. (excluding weekends and holidays), and disseminates the mail to the Procurement office normally by 12:00 pm. See provision entitled Deadline for Submission of Offer [02-2B080-1]

**OFFERING BY LOT (JAN 2006):** Offers may be submitted for one or more complete lots. Failure to offer on all items within a lot will be reason for rejection. [02-2B095-1]

**ON-LINE BIDDING INSTRUCTIONS (REVISED MARCH 2020-MODIFIED):** (a) Mandatory Registration. You must register before you can submit an offer on line! See clause entitled "VENDOR REGISTRATION MANDATORY."

(b) Steps for On-Line Bidding

1 The link provided on the solicitations Cover Page will take you to our web based on-line bidding system, where you will enter and/or upload your offer.

2 Once registered and signed into the system, choose the solicitation you wish to submit an offer. The system will provide the necessary steps to obtain the required information from you.

3 Only offers with an email status of "Vendor Bid File Submittal" have been received by the District. Offers with a status of "saved" have not been received.

If you have trouble entering your offer, call the Vendor Registry at 844-802-9202 or [cservice@vendorregistry.com](mailto:cservice@vendorregistry.com). The Procurement Office is not able to assist you in entering your offer.

It is STRONGLY recommended that you enter your bid online well before the bid opening date and time.

**PROTEST-CPO – HCS ADDRESS (MODIFIED)(JUN 2006):** Any protest must be addressed to the Chief Procurement Officer, Horry County Schools, 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. [02-2B120-1]

**SAMPLES (Modified):** Prior to final award, a sample may be required for testing and/or evaluation in the actual design and construction designated. If requested, your failure to provide a sample will result in rejection of your offer. If requested, you must send your sample to the Procurement Specialist under separate cover, mark the solicitation number on the outside of the shipping carton, and tag each sample with your name and other pertinent information. Samples submitted shall be used as a measurement of type and quality until all products represented by the samples have been delivered and accepted. The District reserves the right to disassemble any sample and subject such sample to any tests necessary to determine its strength, integrity, quality and fitness for the District's purposes without being responsible for damage to the sample caused thereby. All samples shall become the property of the District unless otherwise stated in the terms of this solicitation. [02-2B135-1]

**UNIT PRICES REQUIRED (JAN 2006):** Unit price to be shown for each item. [02- 2B170-1]

### III. SCOPE OF WORK / SPECIFICATIONS:

#### SEE BIDDING SCHEDULE

**SCOPE OF WORK:** It is the intent of the Horry County Schools Office of Procurement to solicit offers from qualified vendors to provide custom band uniforms for Myrtle Beach High School in accordance with all requirements stated herein. These specifications cover professional services to furnish all supervision, labor, materials, training, technical support, supplies and equipment necessary to provide the services requested.

#### MINIMUM REQUIREMENTS:

All uniforms will be constructed with the realization of the hard usage to which they will be subjected, the year-to-year fitting problems inherent with students and shall feature construction which will assure a long lasting garment. Measurements, will be individually taken, and will be converted to adjusted stock sizes: extra short, short, regular, long and extra-long, with proper adjustments for portly and thin, as required, in order to minimize the alteration charges each year. Patterns for the garments must be both male and female in children, adolescent and adult patterns as required, and will not be "cut-down" adult patterns.

**IDENTIFICATION:** Large black woven permanent numbers on white background will be sewn to each major component of the uniform. These numbers, will reflect the progressive sizes of the uniforms. In addition, there will be a "name and number" list furnished by the manufacturer at the time of the shipment in order to facilitate the issuing of uniforms when first received by the Buyer.

**CARE AND MAINTENANCE BOOKLETS** are to be submitted with each complete order, including a separate booklet on dry-cleaning instructions.

**UNIFORM MANAGEMENT SOFTWARE (UMS):** The software shall be designed to calculate the proper stock uniform size required by a student, based on established sizing criteria used in the uniform industry. The software must consider the following attributes when determining sizes.

- a) **TYPE OF UNIFORM** - The software shall be capable of storing and assigning uniforms of different types (i.e., regular band, front line, drum major, etc.) and to make the correct assignment to the respective student based upon that classification.
- b) **GENDER**- Uniforms produced without using separate male and female patterns result in inferior fit. All uniforms constructed by quality manufacturers are based on separate male and female patterns and as a result, the software must take gender into consideration, which will insure the user of a superior fit while outfitting students of dynamically different proportions.
- c) **HEIGHT AND WEIGHT** - Height and weight are used to determine frame and body proportions. Simply relying on measurements of circumference and length will not assure a proper fit. The software must consider height and weight when determining size.
- d) **DELTOID AND CHEST** - In order to insure that the coat fits the student properly consideration must be given not only to chest size but also the deltoid measurement. Consideration by the software of both the deltoid and chest measurement will assure the coat is full enough for the student to allow for full mobility.
- e) **WAIST AND INSEAM** - To make certain trousers of the correct balance are issued, consideration must be given to waist and inseam. Failure to consider the required length can result in trousers proportioned for a different size student being issued.

The software shall match the student with the proper coat, trousers, and headgear using sizes entered by the user. The software shall be designed in such a way to insure priority is given to maintaining numeric continuity within an individual student's assignment in the assigning process, however the software shall be able to "mix" the numeric assignment when necessitated by the student's sizes and available inventory. The software shall be able to generate lists of the uniform

inventory, student sizes, assigned uniforms, needed sizes, and remaining inventory. The software shall also have the capability of recalling uniform assignments by searching for individual parts.

Refer to ATTACHMENT B questionnaire on page 41.

**BAR CODES**

BAR CODES: Shall be an IPC 8 digit, Interleaved 2 of 5 symbology. They shall be a heat transfer silk screen product printed in reverse image. Once applied they transfer to right reading.

APPLICATION: IPC Bar Codes are applied only by use of a Texas Automation ES or DES-32 & 42 Model machine.

**GENERAL CONSTRUCTION SPECIFICATIONS  
FORWARD**

Read these specifications most carefully before submitting an offer. It is the intent of the buyer to audit and inspect each sample after award for strict compliance to the specifications. They encompass methods and materials yielding only the highest quality garments. These standards are so stated to ensure a garment will have a functional lifetime retention period of at least 10-12 years, with normal care and maintenance.

These materials have been thoroughly tested and have proven to meet the highest industry standards: Abrasion and pilling resistant, crease retention and wrinkle recovery. It shall be understood, that once defined in the style specifications, NO SUBSTITUTIONS are allowed.

\_\_\_\_\_ Fabric identification number: \_\_\_\_\_  
 Supplier: \_\_\_\_\_  
 Content: \_\_\_\_\_

\_\_\_\_\_ Fabric identification number: \_\_\_\_\_  
 Supplier: \_\_\_\_\_  
 Content: \_\_\_\_\_

\_\_\_\_\_ Fabric identification number: \_\_\_\_\_  
 Supplier: \_\_\_\_\_  
 Content: \_\_\_\_\_

\_\_\_\_\_ Fabric identification number: \_\_\_\_\_  
 Supplier: \_\_\_\_\_  
 Content: \_\_\_\_\_

THREAD: All seams, blind-stitching, top-stitching, padding and buttonholes, shall be sewn with FILCO #50 polyester core, cotton wrap, soft left twist thread. It must have a tensile strength of 4.7 to 4.9 pounds and a melting point for heat resistance of 480 degrees. It must be vat non-subliming dyed, boil fast and be dry-cleanable.

BRAID: Shall be of Angel Hair (A.H.) rice quality or equal, color fast under proper dry-cleaning procedures. Most braid designs with very tight turns or curves using 1/4" or wider will be applied with a double needle machine, using two threads for a more secure attachment and to prevent curling of the edges.

ZIPPERS: Shall be solid brass YKK or equal quality, unless specified otherwise, center-butted zippers when required, shall be sandwiched in, rather than sewn on the outside of the inside facing for added strength.

**BUTTONS:** Metal buttons will be of Waterbury quality or equal. All will be secured using two methods only. The use of a two-hole stay button, machine lock-stitched through the metal shank, coat material and two hole stay button, and or, the use of a washer and ring.

**DIRECT EMBROIDERY:** Swiss embroidery shall be applied with the use of a "Barudan" computerized embroidery machine or equal quality, to ensure consistent quality on every uniform from year to year. Bonaz type embroidery shall be made with a Cornely, or equal, embroidery machine.

## JACKETS

**FABRIC:** All "Go Gear" Jackets shall be made of 100% Polyester Fabrics.

**PATTERNS:** Patterns for coats shall be made separately for male and female utilizing a computerized system of Gerber, Micro dynamics, Lectra, Mark-A-Matic, or a similarly approved system. They will be designed specifically for children, adolescent and adult age group reflecting up to date body proportions with ample side body outlets, allowing for simple alterations year to year. All Hard Collar Coats shall have a Four (4) piece front construction, allowing for proper chest, bust and waist suppression in all size ranges, thus eliminating unsightly bust darts. Insleeve and side body seams must be 1" double, to allow for proper alterations.

**SHOULDER PADS:** Must be pre-formed, 3/4" thick in center on the inside near the neck and graduating out to nothing on the outboard sides. This pad is constructed of foam and completely covered with 100% Polyester lining.

**COLLAR CONSTRUCTION:** Standard military hard collar; constructed using a washable 'Mylar', bound with a fabric-backed vinyl binding to prevent the mylar from wearing through the shell fabric. The use of cotton or self-fabric to bind the mylar frame will be deemed unacceptable, for it will not prevent wear of the outer fabric. The hook and eye closure shall be threaded with non-bias tape, then stitched through the mylar frame. All ornamentation on the outer collar shell must be stitched through and through the mylar frame to ensure strength and shape retention. This construction will allow for a self-conforming collar so it will fit several neck sizes without binding or causing discomfort to the wearer. Riveting the hook and eye to the frame could possibly cause the frame to 'crack' under normal use and is not an acceptable procedure.

**JACKET AND SLEEVE LINING:** When requested shall be made of 100% Polyester twill with a Satin Sheen finish. The lining quality will have a yarn count of 120 X 76. The jacket lining will have a generous 1" pleat running vertically down the center back for more freedom of movement and eliminate tightness or sagging. This lining shall be properly cut and fitted to correspond with the style jacket selected. The lining at the 'armhole' must be securely fastened to the jacket by machine 'zig-zag' stitching for strength. Hand sewing or felling, will not provide the needed strength and is not an accepted method.

**SHOULDER STRAPS:** Shoulder straps will be reinforced with a Pellon interfacing for added shape and body retention.

**SLEEVE CUFFS:** A generous 2 1/2" sleeve cuff is to be provided, having the fabric and the lining continue to the bottom, turned back up and blind stitched to the lining to permit sleeve length alteration without disengaging the lining from the sleeve fabric. Positioned on the seam allowance of both the inner and outer sleeve seams and running 4" up from bottom, when requested, a single row of female snap tape with a single male dressmaker snap at the bottom. This method is used for quick and easy sleeve length alteration.

**BUTTONHOLES:** All button holes are to be "cut-first", whether they have a horizontal bar-tack or a fly-tack at the ends. Buttonhole stitches are to completely cover the raw edge of the material and canvas interfacing. A cut-after button hole leaves raw edges and exposes the interfacing, which is unsightly and not acceptable. Thread to be used is Filco #50 for strength and color match. (See Diagram "E").

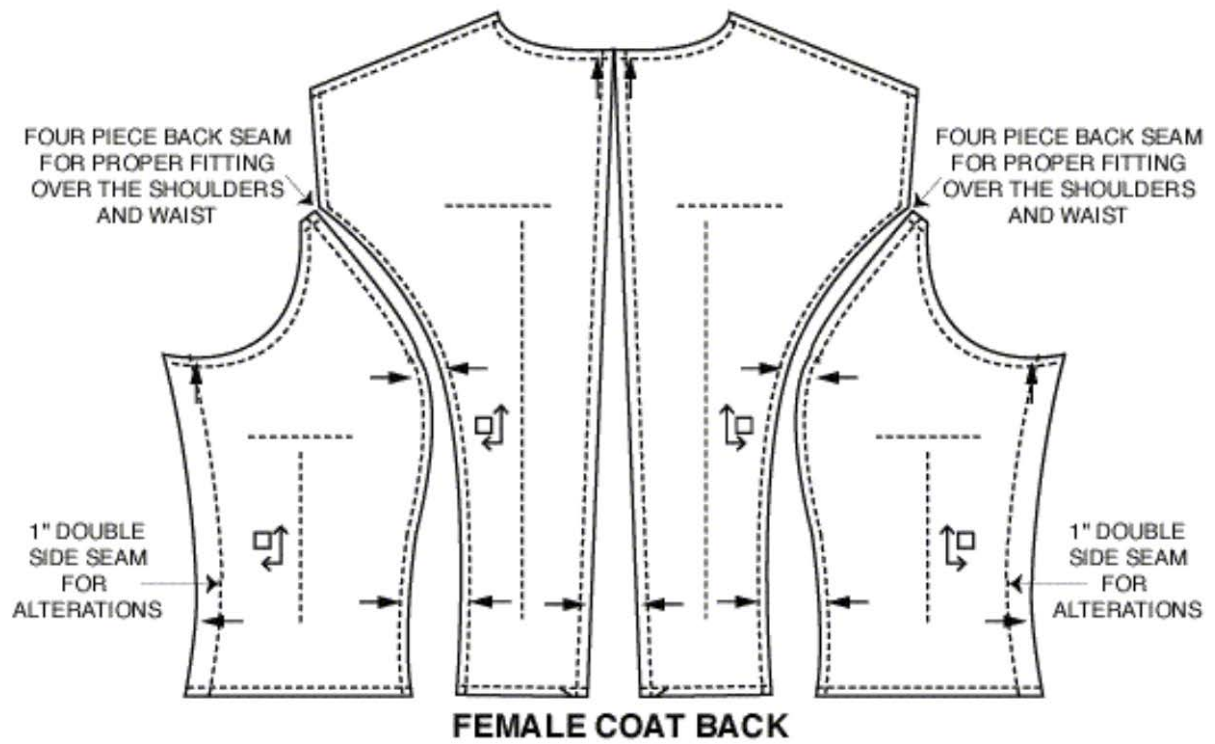
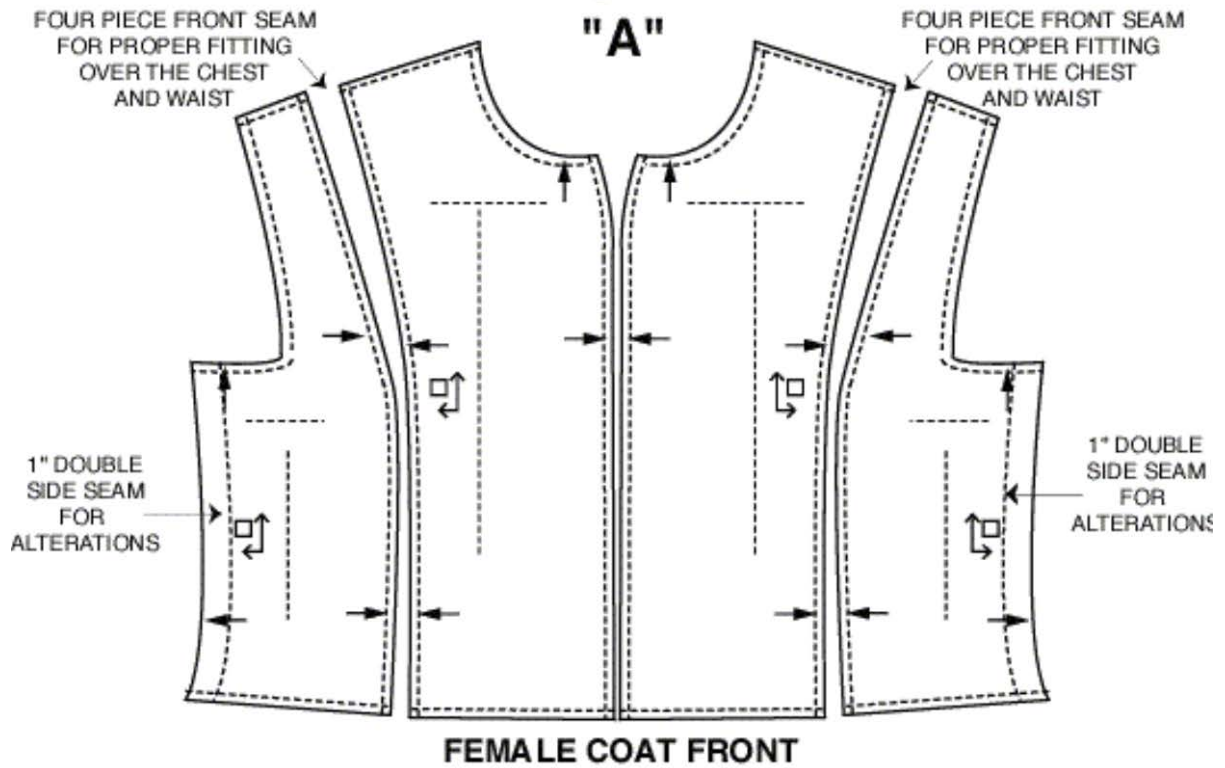
**POCKETS:** Shall be made with fine quality, color fast sized polyester/rayon material and the facing will be reinforced with the shell fabric.

**POCKET FLAPS:** Flaps are to be cut and styled in accordance with the basic style of the coat and will have Pellon interfacing to insure proper shape retention and prevent curling at the edges. This interfacing also prevents sagging and puckering. Flaps are to be lined with the same fabric as the shell of the coat.

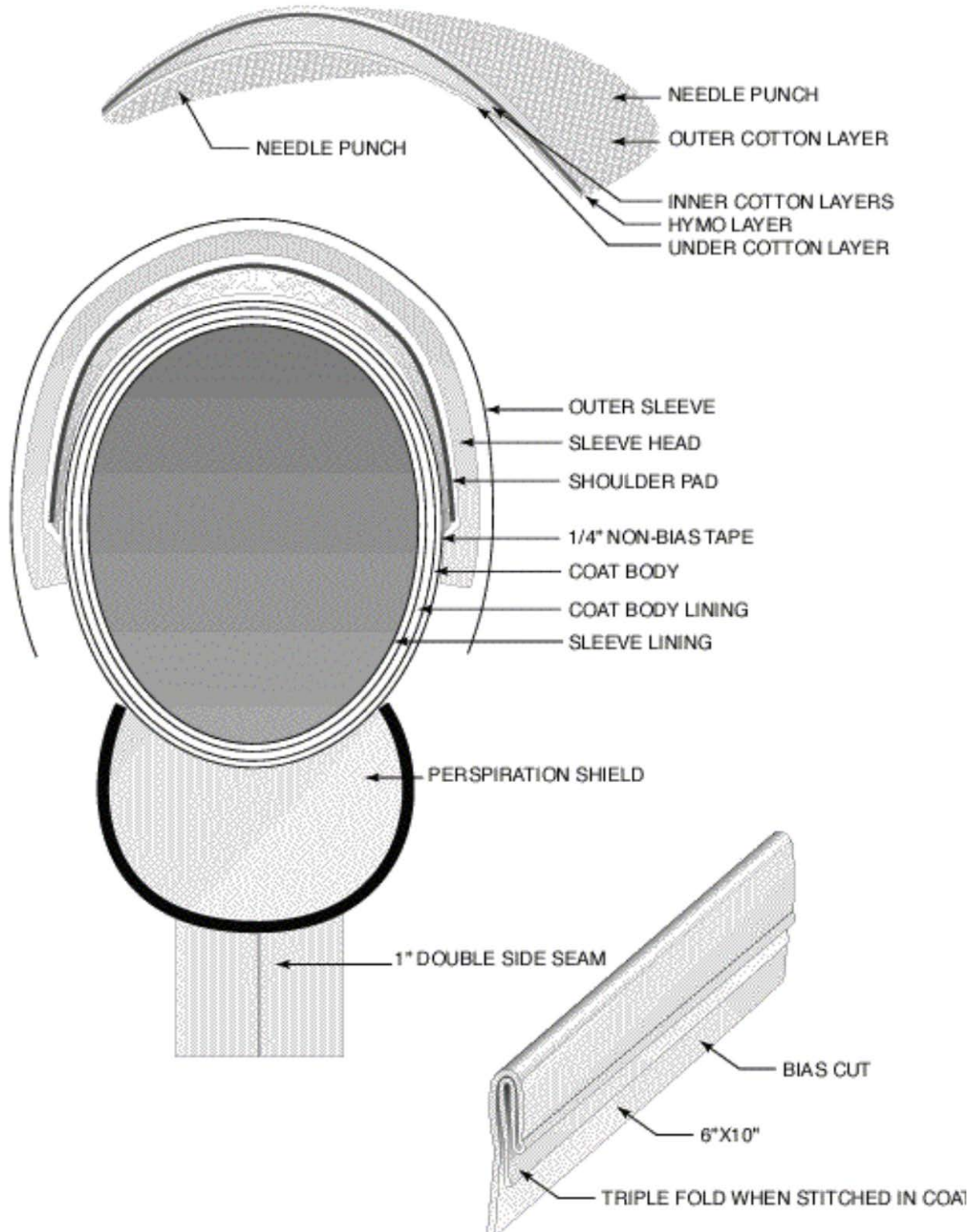
**UNDERPRESSING AND FINAL PRESSING:** After each major sewing operation, the garment will be underpressed and shaped, which insures permanency of contour and style. The final pressing enhances the 'uniforms' overall appearance and style.



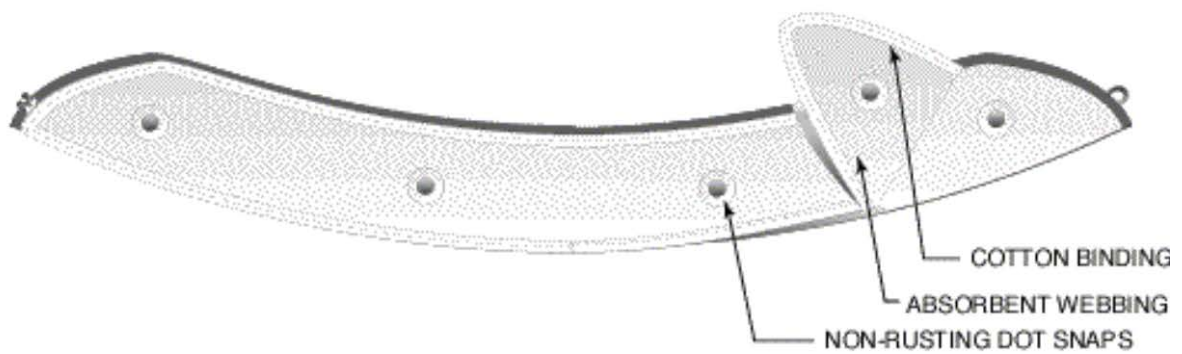
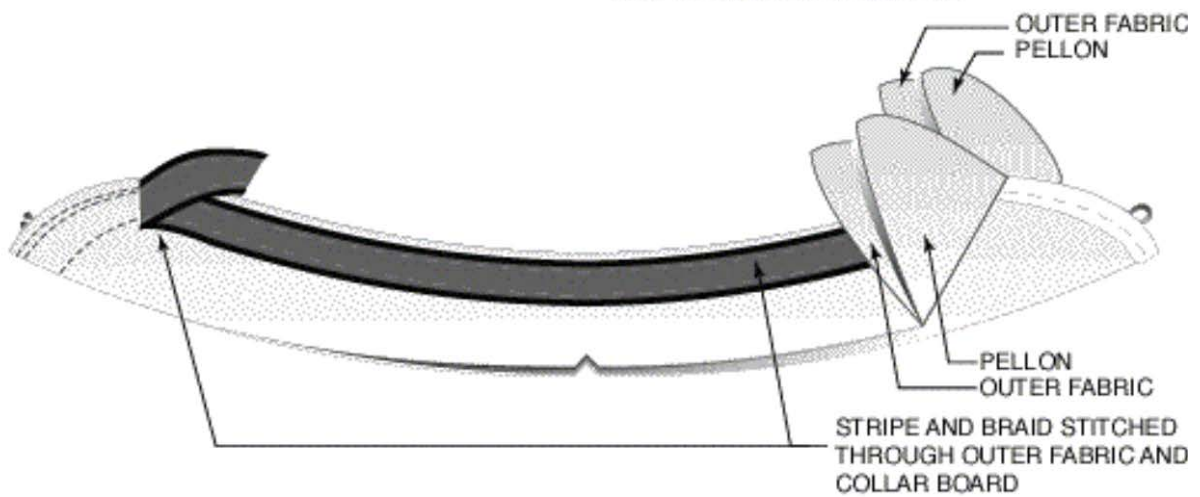
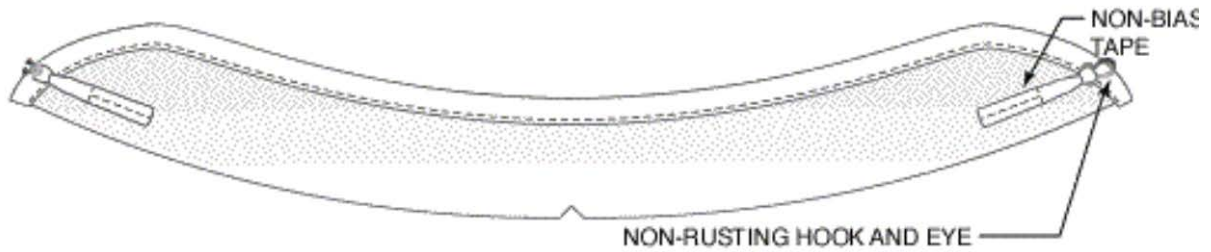
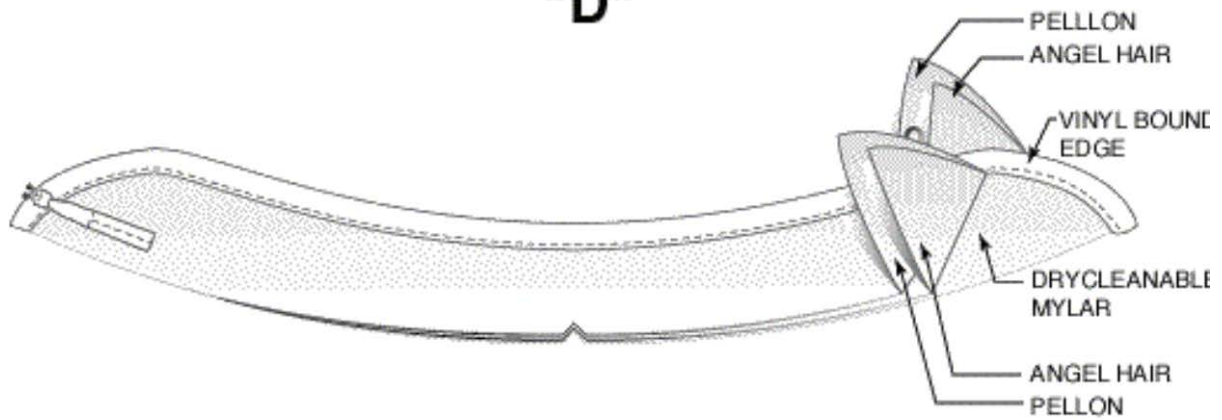
# DIAGRAM "A"



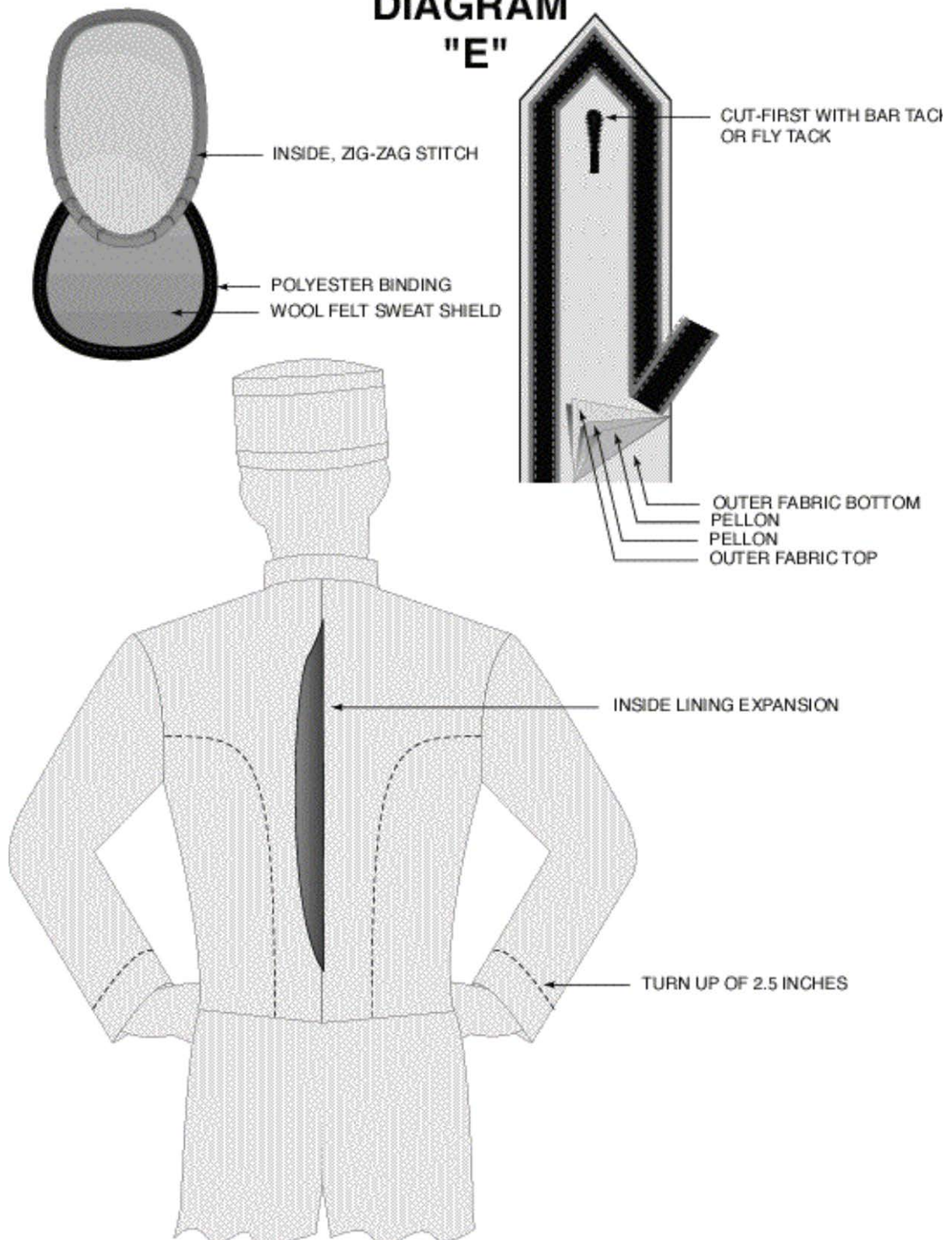
# DIAGRAM "C"



# DIAGRAM "D"



# DIAGRAM "E"



## BIBBERS

**PATTERNS:** Shall be made separately for Male and Female and designed specifically for children, adolescent and adult age groups reflecting up to date body proportions and designed to eliminate peg legs and baggy seats. These patterns must take into consideration the wearers' chest size in addition to the normal trouser requirements. They shall be straight leg and plain front with no cuffs, and designed to permit a high knee-lift, having the extension in the back seat seam area to eliminate any pulling or binding with a full 1 1/2" double in the center back seam to allow for alterations. Facings shall be long enough to cover the bottom of the side spandex gussets. Seams shall be pressed open. (See Diagram "G").

**CROTCH:** There shall be a set of four (4) double crotch pieces, serged and stitched. The crotch linings must be placed on both sides of the reinforced seams. The seat seam shall be constructed using a two (2) needle tandem machine, utilizing four (4) Filco #50 threads. (See Diagram "G").

**FRONT ZIPPER:** Shall be of solid Brass YKK or equal quality and must be guaranteed for the life of the trouser. The fly facing must be serged on all four (4) sides and cut on the bias to prevent twisting of the fly. The zipper will be bar-tacked at the bottom (horizontally) to properly anchor the zipper. This bar-tack shall consist of no less than 39 stitches per tack. Set above zipper will be 2 enamel snaps of complementary color. (See Diagram "G").

**SPANDEX SIDE INSERTS:** All bibbers shall have 7" long spandex elongated pie shaped wedges folded in half, stitched in the upper sides to allow for flexibility in movement. These wedges shall be of the closest color match possible to the garment fabric and stitched with no serging showing on the inside. (See Diagram "G").

**DARTS:** All full bibbers will include a 10" dart each side of the back with center at waistline to create proper waist suppression and insure a tailored fit. (See Diagram "G").

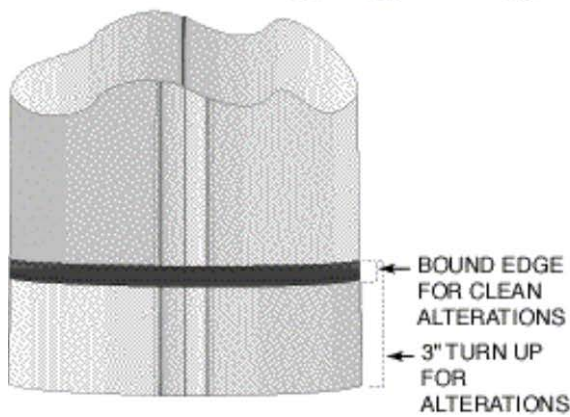
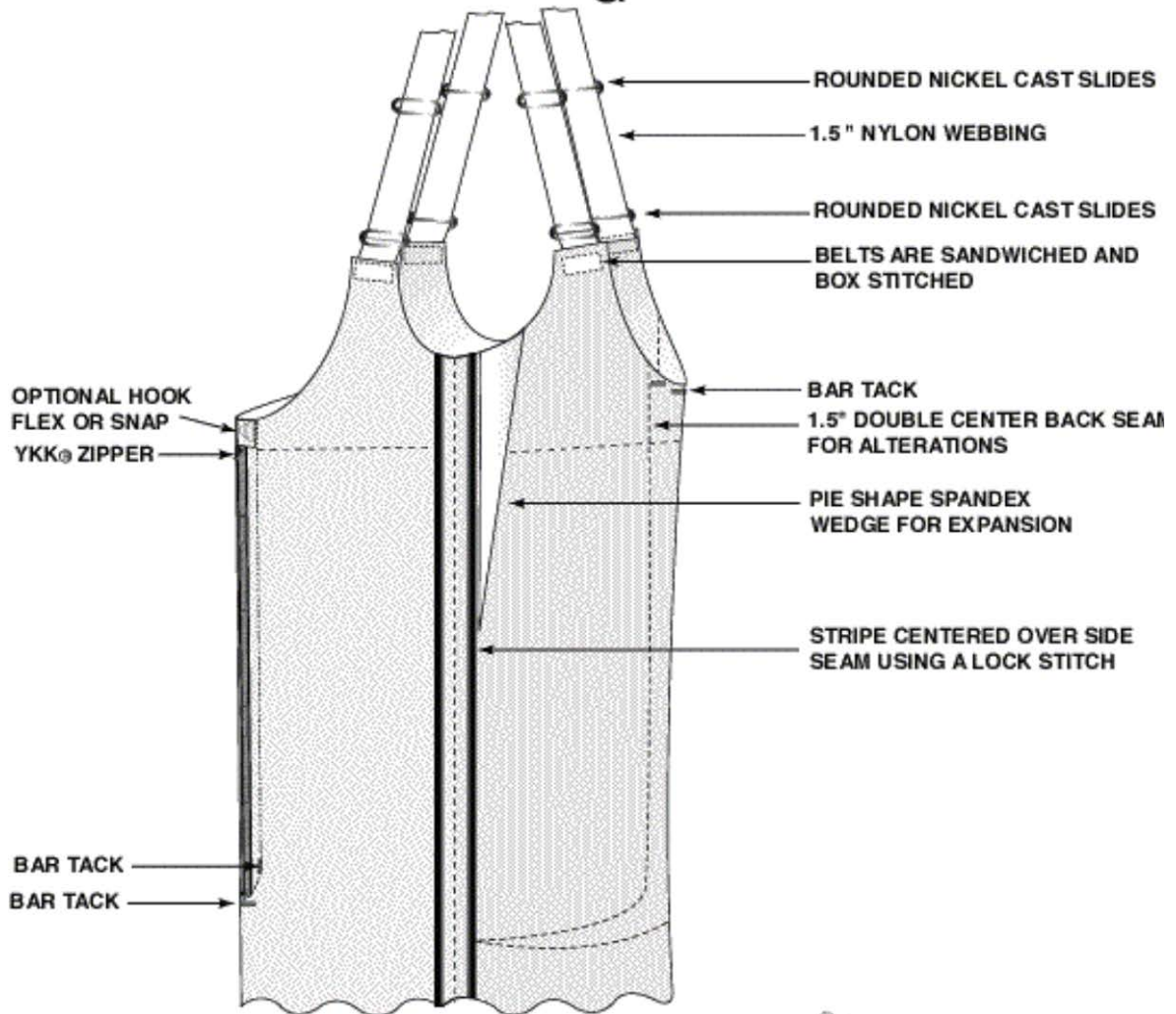
**BARTACKING:** All areas of stress on the bibbers shall contain a heavy duty 39 stitch bar tack. The bibbers will be bartacked in a minimum of 4 stress points. (See Diagram "G").

**STRIPES:** All trouser stripes shall be sewn over the center of the outseam and will be applied with a Lock-Stitch machine. The stripe shall run the full length of the trouser including the turn-up, which shall be a minimum of 3". This type of application will afford a neat, straight stripe appearance. Serged stripes that are set forward or back of the outseam will appear off-center and stripes that applied with a chain-stitch can come loose through wear and abrasion and should not be accepted. (See Diagram "G").

**HEMS:** When hemmed, must have a generous 3" turn-up, bound with 1/2" rayon binding so as to allow for easy alterations and alleviate 'bulkiness' in the cuff. (See Diagram "G").

**PERMANENT SUSPENDERS:** A built-in suspender will be included in all bibbers. It shall be made of a durable, white or black 1 1/2" nylon webbing material, the same fabric as auto seat belts. It will be sandwiched between the outer shell fabric and the facing, top stitched, ensuring that it will withstand above normal tension. The adjusters will be made of cast nickel metal that will not rust. (See Diagram "G").

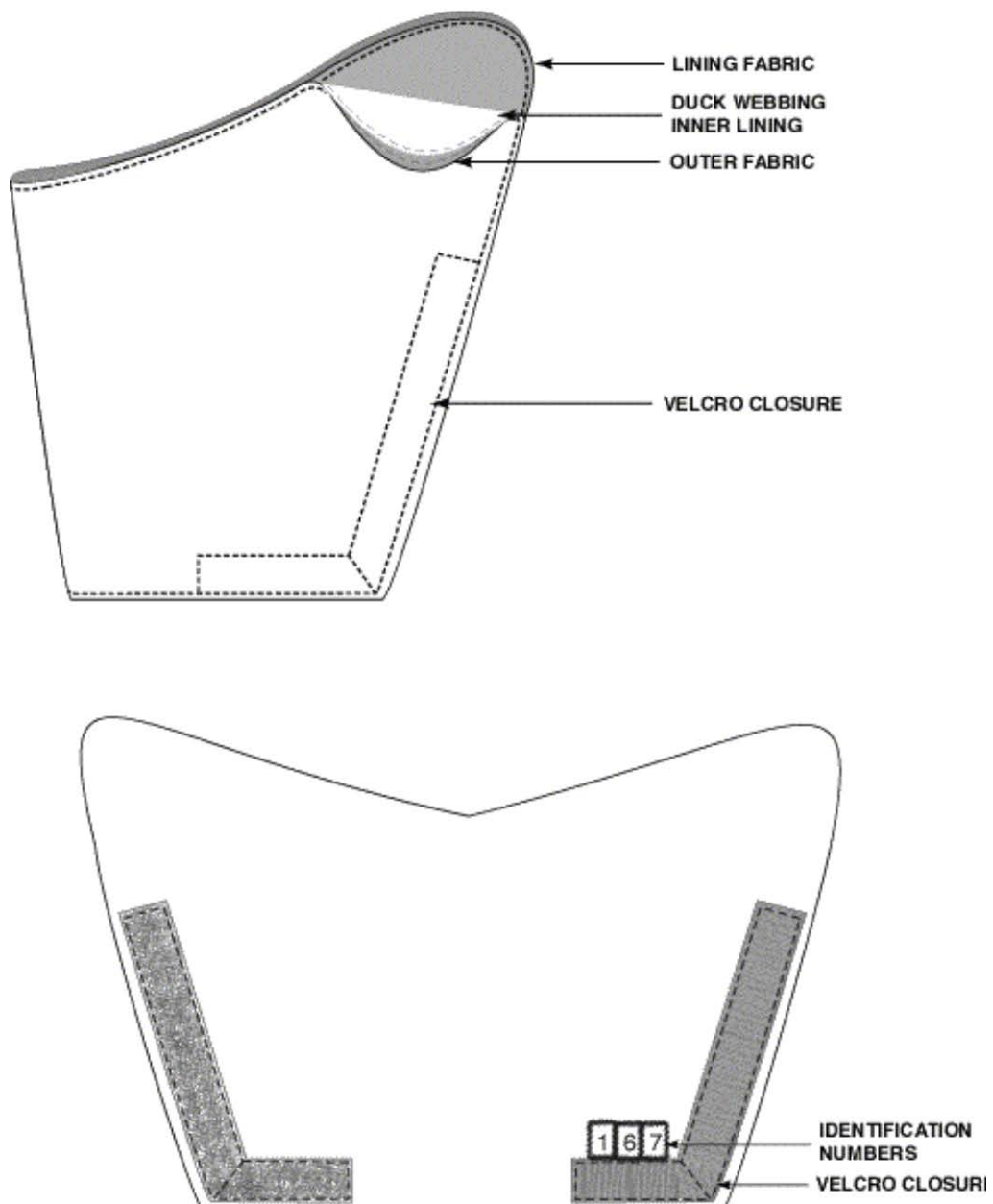
# DIAGRAM "G"



## GAUNTLETS SPECIFICATIONS

GAUNTLETS: Will be double faced and bound for uniformity and comfort. All seams to be turned and clean finished, so that no raw edges are exposed. Trim will be applied before gauntlets are lined. Standard closure will consist of Velcro for easy size adjustment. (See Diagram "M").

### DIAGRAM "M"



## SHAKOS

**SHAKO FRAMES:** The frame shall be molded in one solid piece of high impact Acrylonitrile Butadiene Styrene (ABS) material not less than 16 ounces, before molding process. This will ensure the frame will not split, crack, melt or disintegrate for the lifetime of the shako under normal usage. (See Diagram "H").

**PLUME SOCKET:** The one-piece nylon plume socket will be attached with a stove bolt and nut attachment, coated with "Loctite" so it will not vibrate or come loose, not riveted, which could split and damage the frame. (See Diagram "H").

**SHAKO HEADREST:** Shall be constructed with expanded, knit-backed marshmallow vinyl, using the "cushion-aire" method of application, stitched completely on the inboard side of the frame. This prevents the thread to come in contact with the wearers head, eliminating perspiration or hair oil to be absorbed into the thread, thus adding years of life and wear. The identification label, stitched to the headrest itself, must list order number, shako number, correct size, city, state and school, must be covered by clear plastic. (See Diagram "H").

**VISOR:** Constructed using a three-layer design, consisting of a plastic top, duroboard and a 3153 Kelly Green under ply to shade the eyes of the wearer. A 3/4" back tacking is required, using monofilament thread sewn through the frame to prevent the visor from tearing loose. (See Diagram "H").

**CHIN STRAPS:** Are to be 3/4" pliable plastic material to conform to the shape of the chin and will be reinforced with metal eyelets at each end. Chin strap to have an adjustable metal buckle of either nickel or gilt and are supported by a center back hook on the shako when not in use. (See Diagram "H").

**BUTTONS:** Will be 40 ligne with prongs no less than 1 1/2" in length. This button will pass through a brass eyelet to firmly attach chin strap, front chain and go through the outer shell fabric, plastic frame and the headrest. In order that the buttons will lay perfectly flat, the front chain will have a special clip and eyelet attachment at each end. (See Diagram "H").

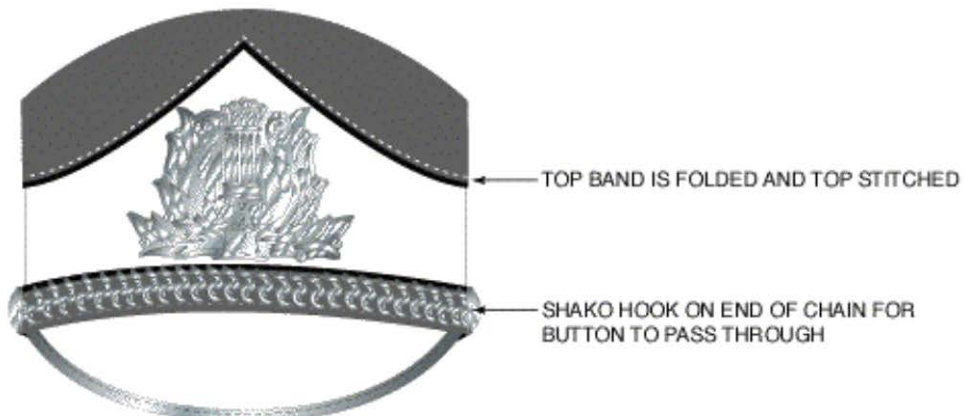
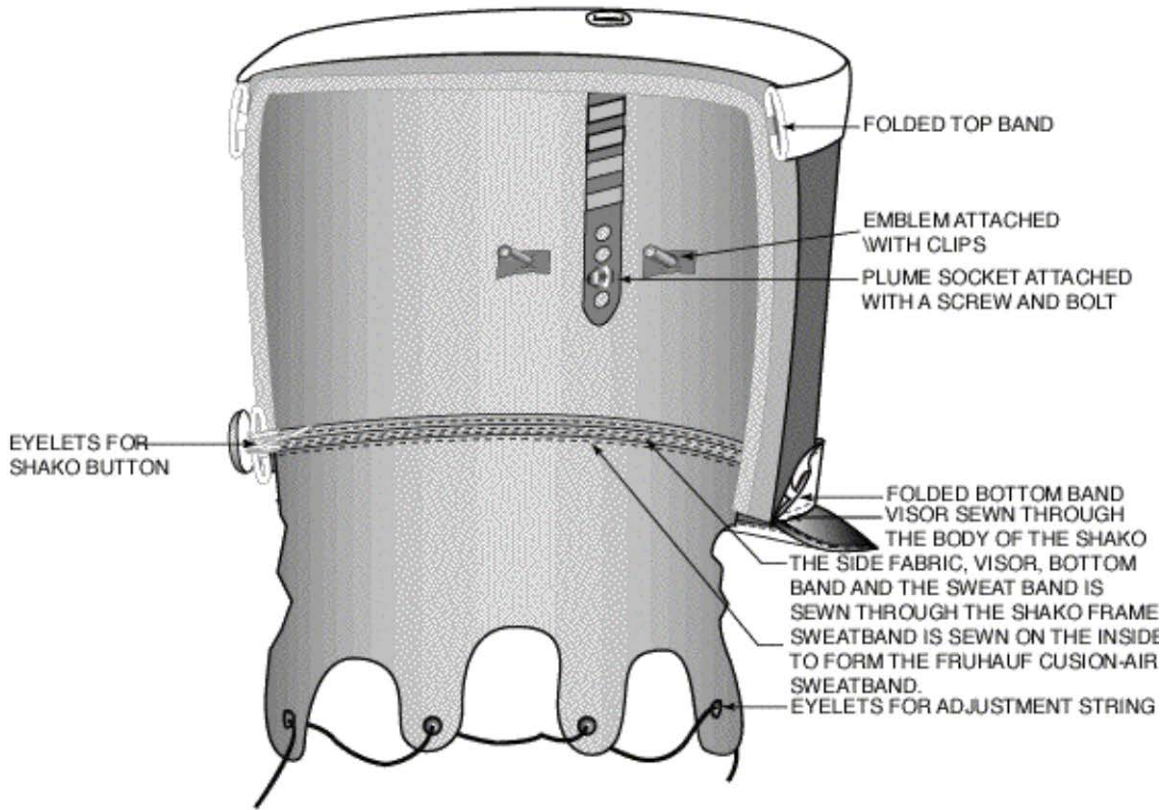
**EMBLEMS:** Must be of heavy gauge plastic with extra-long prongs for attachment through the outer fabric, shako frame and be secured with "lock-washers". Any method of gluing or riveting is not acceptable, repair or replacement would be very difficult. Embroidered emblems are optional. (See Diagram "H").

**TOP AND BOTTOM STRAPS:** Shall always be turned and top-stitched. All thread used in shako manufacturing must be monofilament. Cotton thread will deteriorate and is not an acceptable method. (See Diagram "H").

**TUF-TOTE SHAKO BOX:** Should be constructed of black, hi-density, 100% polyethylene with a tensile strength of no less than 4800 P.S.I. and carry a minimum 2-year warranty with normal use and care.



# DIAGRAM "H"



## DETAILED SPECIFICATIONS FOR REGULAR BAND UNIFORMS

### COAT

STYLE: "BLACK LABEL", EURO-LENGTH FRONT & BACK, 18" LONG ON 38R MALE, 3" FRONT BOTTOM POINT OFF-SET TO THE LEFT W/STRAIGHT ANGLE TO SIDES, STRAIGHT BOTTOM BACK, CENTER BACK CLOSURE, 7" WIDE SHOULDERS, SPLIT COLORED FRONT W/NO CENTER SEAM OR FITTING SEAMS, WHITE PRE-COVERED FOAM SHOULDER PADS, SPLIT SLEEVES, WHITE FLX SWEAT SHIELDS, 2" TAPERED WAIST FIT, BARCODE

MATERIAL: 1933-3153 KELLY GREEN  
WHITE FLX  
BLACK FLX

LINING: FRONT: WHITE INDESTRUCTABLE  
BACK & SLEEVES: WHITE HERRINGBONE

COLLAR: 1 3/4" TWO PIECE "LAPPED" STYLE IN FRONT W/ROUNDED FRONT & CENTER BACK CLOSURE. LEFT FRONT TO SHOULDER SEAM IS 1933-3153 KELLY GREEN & ENTIRE BACK & RT. FRONT BLACK FLX. RT. FRONT OVERLAPS THE LEFT W/30L GILT DOME TACK BACK BUTTON SET ON THE 2" OVERLAPPING END. COLLAR IS LINED W/BLACK FLX W/NO COLLAR LINER

SHOULDER STRAPS: NONE

FRONT TRIM: ABSTRACT SPLIT COLORED FRONT W/TOP RT. WHITE FLX, BOTTOM RT. BLACK FLX, LEFT SIDE 1933-3153 KELLY GREEN, & INVERTED "V" GLITTER GOLD. 3/8" STRIPE OF BLACK FLX ON BOTH SIDES OF THE GOLD SHAPE & TO CONTINUE UP THE WHITE GREEN COLOR SPLIT TO THE NECK. SET ON THE LEFT CHEST, APPROX. 4" GILT METALLIC DIRECTOR SWISS EMB. "MB" LOGO.

CLOSURE: CENTER BACK FLY ZIPPER W/3 SNAPS, TO ZIP UP.

SLEEVES TRIM: ADJUST-A-LENGTH HEMS. RIGHT SLEEVE IS WHITE FLX W/LEFT SLEEVE 1933-3153 KELLY GREEN. NO TRIM.

BACK TRIM: ENTIRE BACK IS BLACK FLX – NO TRIM.

LINING POCKET: NONE

### BIBBERS #1

STYLE: **GEN5** EXTREME EURO-FIT, BLACK WEB SUSPENDERS W/BLACK PLAST. SLIDES, BLACK DOUBLED SPANDEX GUSSET UNDER ARM, CENTER FRONT NON-SEPARATING ZIPPER W/SPECIAL SHAPED SEP. FLY FACING TURNED BACK & TOP STITCHED DOWN FORMING LINING POCKET EACH SIDE FRONT (NO SNAPS), 3" OUTLET IN BACK, BACK WAIST DARTS, 16" BOTTOMS ON 38R MALE, BARCODE

MATERIAL: BLACK FLX

3" HEM: ADJUST-A-LENGTH

TRIM: SET ON THE LEFT CHEST, APPROX. 3" GILT METALIC DIRECTOR SWISS EMBLEM "MB" LOGO.

### BIBBERS #2

STYLE: **GEN5** EXTREME EURO-FIT, WHITE WEB SUSPENDERS W/WHITE PLASTIC SLIDES, WHITE DOUBLED SPANDEX GUSSET UNDER ARM, CENTER FRONT NON-SEPARATING ZIPPER W/SPECIAL SHAPED SEP. FLY FACING TURNED BACK & TOP STITCHED DOWN FORMING LINING POCKET EACH SIDE FRONT (NO SNAPS), 3" OUTLET IN BACK, BACK WAIST DARTS, 16" BOTTOMS ON 38R MALE, BARCODE

MATERIAL: WHITE FLX

3" HEM: ADJUST-A-LENGTH

TRIM: SET ON THE LEFT CHEST, APPROX. 3" GILT METALIC DIRECTOR SWISS EMBLEM "MB" LOGO.

**DETAILED SPECIFICATIONS FOR REGULAR BAND UNIFORMS**

PR. GAUNTLETS #1

STYLE: SQUARED CORNERS, APPROX. 18" WIDE ACROSS THE TOP, 10" WIDE ACROSS THE BOTTOM, 7 1/2" TALL, VELCRO CLOSURE, INNERLINED W/PELLON, TOP & SIDES BAGGED, BOTTOM BOUND W/BLACK FLX, BARCODE

MATERIAL: BLACK FLX

LINING: BLACK INDESTRUCTABLE

TRIM: 1/2" STRIPE OF GLITTER GOLD SET 1/2" DOWN FROM TOP EDGE & OUT EACH END

PR. GAUNTLETS #2

STYLE: SQUARED CORNERS, APPROX. 18" WIDE ACROSS THE TOP, 10" WIDE ACROSS THE BOTTOM, 7 1/2" TALL, VELCRO CLOSURE, INNERLINED W/PELLON, TOP & SIDES BAGGED, BOTTOM BOUND W/WHITE FLX, BARCODE

MATERIAL: WHITE FLX

LINING: WHITE INDESTRUCTABLE

TRIM: 1/2" STRIPE OF GLITTER GOLD SET 1/2" DOWN FROM TOP EDGE & OUT EACH END

PR. GAUNTLETS #3

STYLE: TUBULAR PERCUSSION STYLE, SQUARED CORNERS, APPROX. 18" WIDE ACROSS THE TOP, 10" WIDE ACROSS THE BOTTOM, 7 1/2" TALL, VELCRO CLOSURE, INNERLINED W/PELLON, TOP & SIDES BAGGED, BOTTOM BOUND W/BLACK FLX, BARCODE

MATERIAL: BLACK FLX

LINING: BLACK INDESTRUCTABLE

TRIM: 1/2" STRIPE OF GLITTER GOLD SET 1/2" DOWN FROM TOP EDGE & OUT EACH END

PR. GAUNTLETS #4

STYLE: TUBULAR PERCUSSION STYLE, SQUARED CORNERS, APPROX. 18" WIDE ACROSS THE TOP, 10" WIDE ACROSS THE BOTTOM, 7 1/2" TALL, VELCRO CLOSURE, INNERLINED W/PELLON, TOP & SIDES BAGGED, BOTTOM BOUND W/WHITE FLX, BARCODE

MATERIAL: WHITE FLX

LINING: WHITE INDESTRUCTABLE

TRIM: 1/2" STRIPE OF GLITTER GOLD SET 1/2" DOWN FROM TOP EDGE & OUT EACH END

COMPRESSION SHIRTS

FULLY PRINTED LONG SLEEVE SHIRT TO DESIGN OF DIRECTOR'S CHOOSING

## DETAILED SPECIFICATIONS FOR REGULAR BAND UNIFORMS

### SHAKO

STYLE NO: HR-1, FLAT TOP (BARCODE)

TOP FABRIC NO: BLACK FLX

SIDE FABRIC NO: REFER TO HAT TRIM DESCRIPTION

TOP BAND FABRIC NO: NONE

BOTTOM BAND FABRIC NO: BLACK FLX

HAT TRIM DESCRIPTION: SET IN FRONT IS A CONTOURED INVERTED "V SHAPE OF GLITTER GOLD FLANKED FLUSH BOTH SIDES W/1/4" STRIPE OF BLACK FLX W/RT. SIDE OF HAT TO RT. SIDE BUTTON WHITE FLX, LEFT SIDE TO BUTTON 1933-3153 KELLY GREEN, & ENTIRE BACK HALF BLACK FLX.

FRONT STRAP: GOLD MIRROR STRAP

CHINSTRAP: CLEAR W/GILT BKL.

VISOR: BLACK W/GILT EDGE

PLUMEHOLDER: TOP CENTER FRONT

FRONT EMBLEM: NONE

BUTTONS: 45L GILT SHINY DOME

### ACCESSORIES

PLUME #1: 14" BLACK FRENCH UPRIGHT W/GILT MYLAR

PLUME #2: 14" WHITE FRENCH UPRIGHT W/GILT MYLAR

SHAKO BOX: BLACK PLASTIC TUF-TOTE

GARMENT BAG #1: BLACK HEAVY WEIGHT POLYESTER 44" LONG, W/ACCESSORY IDENTIFICATION POCKET (IDP), WEB HANDLE, & ONE COLOR SCREEN PRINTED LOGO

GARMENT BAG #2: BLACK HEAVY WEIGHT POLYESTER 65" LONG, W/ACCESSORY IDENTIFICATION POCKET (IDP), WEB HANDLE, & ONE COLOR SCREEN PRINTED LOGO

RAINCOAT: FROSTY CLEAR PVC W/SNAP FRONT & UNDERARM VENTS, HOOK W/DRAWSTRINGS, & OVERSIZED POCKETS (SIZED S – 3XL)

DRUM MAJOR UNIFORMS TO BE INCLUDED NOT TO EXCEED THE UNIT COST OF ONE COMPLETE REGULAR BAND UNIFORM, W/EXACT DETAILS TO BE WORKED OUT W/SUCCESSFUL BIDDER

COLOR GUARD UNIFORMS TO BE INCLUDED W/EXACT DETAILS TO BE WORKED OUT W/SUCCESSFUL BIDDER

PLUME TOTE – 102 PLUME CAPACITY 20" DEEP, CONSTRUCTED OF 1000 DENIER CORDURA NYLON WITH WATER REPELLENT FINISH, DOUBLE ACCESS DOORS WITH #10 HEAVY YKK ZIPPER COVER, PADDED HAND STRAP, WATER PROOFED INNERLINER, BOUND EDGES WITH VINYL, WITH OR WITHOUT OPTIONAL LUGGAGE CARRIER

## DEVIATIONS FROM SPECIFICATIONS

- A. Any deviation from these specifications must be documented on the enclosed Attachment C deviation form found on page 42. It is the intent of the school for the uniform to be manufactured strictly adhering to these construction, design and fabric specifications and deviations are not expected. If deviations are not documented fully, the bidder may be disqualified.
- B. It is the intention of the buyer to offer equal opportunity to all bidders. The use of company names when referring to styles are for descriptive purposes only and are not intended to be restrictive. Materials and items referred to in these specifications are available to all firms.

**BID BRAND NAME OR EQUAL:** (Note: As used in this clause, the term “brand name” includes identification of products by make and model.)

(a) If items called for by this solicitation have been identified in the schedule by a “brand name or equal” description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. Bids offering “equal” products (including products of the brand name manufacturer other than the one described by brand name) will be considered for award if such products are clearly identified in the bid and are determined by the District to meet fully the salient characteristics requirements listed in the solicitation.

(b) Unless the bidder clearly indicates in the bid that the bidder is offering an “equal” product, the bid shall be considered as offering the brand name product referenced in the solicitation.

(c)(1) If the bidder proposes to furnish an “equal” product, the brand name, if any, of the product to be furnished shall be inserted in the space provided in the solicitation, or such product shall be otherwise clearly identified in the bid. The evaluation of bids and the determination as to equality of the product offered shall be the responsibility of the District and will be based on information furnished by the bidder or identified in his/her bid as well as other information reasonably available to the procurement officer. CAUTION TO BIDDERS. The procurement officer is not responsible for locating or securing any information that is not identified in the bid and reasonably available to the procurement officer. Accordingly, to insure that sufficient information is available, the bidder must furnish as a part of his/her bid all descriptive material (such as cuts, illustrations, drawings or other information) necessary for the procurement officer to:

- (i) Determine whether the product offered meets the salient characteristics requirement of the solicitation, and
- (ii) Establish exactly what the bidder proposes to furnish and what the District would be binding itself to purchase by making an award. The information furnished may include specific references to information previously furnished or to information otherwise available to the procurement officer.

(2) If the bidder proposes to modify a product so as to make it conform to the requirements of the solicitation, he/she shall:

- (i) Include in his/her bid a clear description of such proposed modifications, and
- (ii) Clearly mark any descriptive material to show the proposed modifications.

(3) Modifications proposed after bid opening to make a product conform to a brand name product referenced in the solicitation will not be considered

**DELIVERY / PERFORMANCE LOCATION – PURCHASE ORDER:** After award, all deliveries shall be made and all services provided to the location specified by the HCS school/location in its purchase order. [03-3015-1]

**DELIVERY TIME:** All items and associated services shall be made between the hours of 8:00 am and 2:00 pm EST, Monday through Friday, except for District closures, unless the contractor and ordering school mutually agree upon another time frame. The approved student calendar is available online at the URL: <http://www.horrycountyschools.net>, then select, then select Our Schools, Student Calendars under the About Us.

**DELIVERY AND FOB REQUIREMENTS**– All shipments shall be F.O.B. destination, freight prepaid and Allowed to the district locations specified in the purchase order or purchasing card authorization. The term FOB destination shall mean delivered and unloaded at either the delivery location, with all charges for transportation and unloading paid by Contractors. These charges are to be included in the price of the product, not invoiced separately by Contractors.

**PACKAGING:** All items shall be packed in substantial commercial boxes of the type, size, and kind commonly used for the purpose to insure a safe delivery to the school.

Purchase order numbers and / or contract number(s) as appropriate, must be clearly stated on each carton or package, shipping ticket, invoice, and any/all other information related to the order. All orders received must be accompanied by a packing list indicating quantities ordered, quantities shipped, a description of the item and a purchase order number, must be delivered with all items. Until receipt and acceptance by the District, items furnished will remain the liability of the contractor, including all risk of loss and damage in any stage of shipment. Deliveries must be signed for by the school contact.]

**QUALITY – NEW:** All items must be new. [03-3060-1]

#### IV. INFORMATION FOR OFFERORS TO SUBMIT:

**INFORMATION FOR OFFERORS TO SUBMIT – GENERAL (MAR 2015):** Offeror shall submit a signed Cover Page and Amendments (if applicable). Offeror should submit all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in section IX. Attachments to Solicitations. [04-4010-2]

Offers shall include the following with their response:

1. A list of references from at least three (3) commercial accounts the Offeror has performed or is currently performing a similar or larger scale scope of work within the past three (3) years. Provide the name of the business, address, contact person, telephone and/or email address. HCSD reserves the right to contact references provided. The District prefers that Horry County Schools not be listed as references. The District reserves the right to contact any, all or none of the references provided pursuant to this section.
2. Submit a brief description of prior experience proving similar services.
3. Offeror shall list all contact information of the factory-trained area representative who will be performing under this contract and provide the information on the vendor profile and questionnaire.
4. List of failed projects, suspensions, debarments, and significant litigation. If none exists, include a statement stating such, indicate your response on page two of solicitation.

**SUBMITTING REDACTED OFFERS (MODIFIED):** You are required to mark the original copy of your offer to identify any information that is exempt from public disclosure. You must do so in accordance with the clause entitled "Submitting Confidential Information." In addition, you must also submit one complete copy of your offer from which you have removed any information that you marked as exempt, i.e., a redacted copy. The information redacted should mirror in every detail the information marked as exempt from public disclosure. The redacted copy should (i) reflect the same pagination as the original, (ii) show the empty space from which information was redacted, and (iii) be submitted on a CDThumb/Flash Drive. Except for the redacted information, the CD must be identical to the original hard copy. Portable Document Format (.pdf) is preferred. Redacted copy must be readily accessible to copy or print by HSC. Redacted copy must be accessible for reproduction and distribution by HCS upon request under the Freedom of Information Act. If your offer does not contain "Confidential Information", no redacted copy is required.

## V. QUALIFICATIONS:

**QUALIFICATION OF OFFEROR (MAR 2015):** (1) To be eligible for award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. We may consider information from any source at any time prior to award. We may elect to consider (i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was

established, and/or (ii) any subcontractor you identify. (2) You must promptly furnish satisfactory evidence of responsibility upon request. Unreasonable failure to supply requested information is grounds for rejection. (3) **Corporate subsidiaries are cautioned that the financial capability of an affiliated or parent company will not be considered in determining financial capability;** however, we may elect to consider any security, e.g., letter of credit, performance bond, parent company corporate guaranty, that you offer to provide Instructions and forms to help assure acceptability are posted on [procurement.sc.gov](http://procurement.sc.gov), link to "Standard Clauses & Provisions." [05-5005-2]

1. Offeror must be in the custom band uniform service.
2. Offeror shall have a minimum of five (5) years demonstrated experience in providing professional band uniform services.

**SUBCONTRACTOR – IDENTIFICATION (FEB 2015):** If you intend to subcontract, at any tier level, with another business for any portion of the work and that portion either (1) exceeds 10% of your cost, (2) involves access to any "District information," as defined in the clause entitled "Information Security - Definitions," if included, or (3) otherwise involves services critical to your performance of the work (err on the side of inclusion), your offer must identify that business and the portion of work which they are to perform. Identify potential subcontractors by providing the business' name, address, phone, taxpayer identification number, **and point of contact**. In determining your responsibility, the state may evaluate your proposed subcontractors. [05-5030-2]

## VI. AWARD CRITERIA:

**AWARD BY LOT:** Award will be made by complete lot(s). [06-6015-1]

**AWARD CRITERIA – BIDS:** Award will be made to the lowest responsible and responsive bidder(s). [06-6020-1]

**AWARD TO ONE OFFEROR:** Award will be made to one Offeror. [06-6040-1]

**COMPETITION FROM PUBLIC ENTITIES (JAN 2006):** If a South Carolina governmental entity submits an offer, the Procurement Specialist will, when determining the lowest offer, add to the price provided in any offers submitted by non-governmental entities a percentage equivalent to any applicable sales or use tax. S.C. Code Ann. Regs 117-304.1 (Supp. 2004) [06-6057-1]

**UNIT PRICE GOVERNS (JAN 2006):** In determining award, unit prices will govern over extended prices unless otherwise stated. [06-6075-1]

## VII. TERMS AND CONDITIONS – A. GENERAL:

**ASSIGNMENT, NOVATION AND CHANGE OF NAME, IDENTITY, OR STRUCTURE (FEB 2015):** (a) Contractor shall not assign this contract, or its rights, obligations, or any other interest arising from this contract, or delegate any of its performance

obligations, without the express written consent of the responsible Procurement Specialist. The foregoing restriction does not apply to a transfer that occurs by operation of law (e.g., bankruptcy; corporate reorganizations and consolidations, but not including partial asset sales). Notwithstanding the foregoing, contractor may assign monies receivable under the contract provided that the state shall have no obligation to make payment to an assignee until thirty days after contractor (not the assignee) has provided the responsible Procurement Specialist with (i) proof of the assignment, (ii) the identity (by contract number) of the specific state contract to which the assignment applies, and (iii) the name of the assignee and the exact address or account information to which assigned payments should be made. (b) If contractor amends, modifies, or otherwise changes its name, its identity (including its trade name), or its corporate, partnership or other structure, or its FEIN, contractor shall provide the Procurement Specialist prompt written notice of such change. (c) Any name change, transfer, assignment, or novation is subject to the conditions and approval required by Regulation 19-445.2180, which does not restricts transfers by operation of law. [07-7A004-2]

**AFFIRMATIVE ACTION:** During the term of the contract, contractors 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. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.

**BANKRUPTCY – GENERAL (FEB 2015):** (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to Horry County Schools. This notification shall be furnished within two (2) days of the initiation of the proceedings relating to the

bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all HCS contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is cancellable and subject to immediate termination by HCS upon the contractor's insolvency, including the filing of proceedings in bankruptcy. [07-7A005-2]

**CHOICE-OF-LAW (JAN 2006):** The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. [07-7A010-1]

**CONTRACT DOCUMENTS & ORDER OF PRECEDENCE (FEB 2015):** (a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Specialist, (2) the solicitation, as amended, (3) documentation of clarifications or discussions of an offer, if applicable, (4) your offer, (5) any statement reflecting HCS' final acceptance (a/k/a "award"), and (6) purchase orders. These documents shall be read to be consistent and complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above. (b) The terms and conditions of documents (1) through (5) above shall apply notwithstanding any additional or different terms and conditions in any other document, including without limitation (i) a purchase order or other instrument submitted by HCS or (ii) any invoice or other document submitted by Contractor, or (iii) any privacy policy, terms of use, or end user agreement. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect. (c) No contract, license, or other agreement containing contractual terms and conditions will be signed by HCS. Any document signed or otherwise agreed to by persons other than the Chief Procurement Officer shall be void and of no effect. [07-7A015-2]

**CONTRACT VIOLATION:** During the term of the contract, contractors who violate this contract will be considered in breach and subject to cancellation for cause. Contractors may be suspended or debarred from doing business with the District. Examples of vendor violations, include, but are not limited to: (1) Adding items to the contract without approval (2) Increasing contract price without approval. (3) Misrepresentation of the contract to any District entity.

**DISCOUNT FOR PROMPT PAYMENT (JAN 2006):** (a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the Offeror. As an alternative to offering a discount for prompt payment in conjunction with the



offer, Offerors awarded contracts may include discounts for prompt payment on individual invoices. (b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided HCS annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or a legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day. [07-7A020-1]

**DISPUTES (JAN 2006):** (1) Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Florence County, State of South Carolina. Contractor agrees that any act by the Government regarding the Agreement is not a waiver of either the Government's sovereign immunity or the Government's immunity under the Eleventh Amendment of the United State's Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail. [07-7A025-1]

**EQUAL OPPORTUNITY (JAN 2006):** Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference. [07-7A030-1]

**FALSE CLAIMS (JAN 2006):** According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime. [07-7A035-1]

**FIXED PRICING REQUIRED (JAN 2006):** Any pricing provided by contractor shall include all costs for performing the work associated with that price. Contractor's price shall be fixed for the duration of this contract, including option terms, except as otherwise provided in this solicitation. This clause does not prohibit contractor from offering lower pricing after award. [07-7A040-1]

**NO INDEMNITY OR DEFENSE (FEB 2015):** Any term or condition is void to the extent it requires HCS to indemnify, defend, or pay attorney's fees to anyone for any reason. [07-7A045-2]

**NOTICE (JAN 2006):** (A) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used. (B) Notice to contractor shall be to the address identified on Cover Page. Notice to HCS shall be to the Procurement Specialist's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph. [07-7A050-1]

**OPEN TRADE (JUN 2015):** During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [07-7A053-1]

**PAYMENT & INTEREST (FEB 2015):** HCS shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on

partial deliveries accepted by HCS. (b) Unless otherwise provided herein, including the purchase order, payment will be made by check mailed to the payment address on "Page Two." (c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, or Chapter 6 of Title 29 (real property improvements) when applicable, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, HCS shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason. (d) Amounts due to HCS shall bear interest at the rate of interest established by the South Carolina Comptroller General pursuant to Section 11-35-45 ("an amount not to exceed fifteen percent each year"), as amended, unless otherwise required by Section 29-6-30. (e) Any other basis for interest, including but not limited to general (pre- and post-judgment) or specific interest statutes, including S.C. Code Ann. § 34-31-20, are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied as simple interest without compounding. (f) The District shall have all of its common law equitable and statutory rights of set-off. [07-7A055-3]

**PAYMENT WITH PROPER INVOICE:** Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:

- Name of business concern
- Contract number or other authorization for delivery of service or property
- Complete description per individual line item
- Price and quantity of property or service actually delivered or executed.
- Shipping and payment terms.
- Name where applicable
- Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and
- Other substantiating documentation of information as required by the contract.

Invoices shall be provided to Horry County Schools at the address below. An itemized invoice shall be provided even if payment is made with a District purchase card.

Horry County Schools  
 Attn: Accounts Payable  
 PO Box 260005  
 Conway, SC 29528  
 Email: [accountspayable@horrycountyschools.net](mailto:accountspayable@horrycountyschools.net)

**PUBLICITY (JAN 2006):** Contractor shall not publish any comments or quotes HCS employees, or include HCS in either news releases or a published list of customers, without the prior written approval of the Procurement Specialist. [07-7A060-1]

**PURCHASE ORDERS (JAN 2006):** CONTRACTOR SHALL NOT PERFORM ANY WORK PRIOR TO THE RECEIPT OF A PURCHASE ORDER FROM HORRY COUNTY SCHOOLS. The District shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order. [07-7A065-1]

**SURVIVAL OF OBLIGATIONS (JAN 2006):** The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit. [07-7A075-1]

**RECORDS RETENTION AND RIGHT TO AUDIT:** Horry County Schools has the right to audit the books and records of the vendors they pertain to this purchase order, both independent of, and pursuant to, the District Procurement Code. Such books and records shall be maintained for three (3) years from the date of final payment under the purchase order.

The District may conduct, or have conducted, performance audits of the vendor. The District may conduct, or have conducted, audits of specific requirements of this bid as determined necessary by the District.

Pertaining to all audits, vendor shall make available to the District access to its computer files containing the history of purchase order performance and all other documents related to the audit. Additionally, any software used by the vendor shall be made available for auditing purposes at no cost to the District.

**TAXES (JAN 2006):** Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by HCS, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by HCS. It shall be solely HCS' obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by HCS to contractor, contractor shall be liable to HCS for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the contractor. [07-7A080-1]

**TERMINATION DUE TO UNAVAILABILITY OF FUNDS (JAN 2006):** Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefore. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. Contractor will not be reimbursed any costs amortized beyond the initial contract term. [07-7A085-1]

**THIRD PARTY BENEFICIARY (JAN 2006):** This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise. [07-7A090-1]

**WAIVER (JAN 2006):** HCS does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Specialist has actual authority to waive any of HCS' rights under this Contract. Any waiver must be in writing. [07-7A095-1]

## VII. TERMS AND CONDITIONS – B. SPECIAL:

**BANKRUPTCY – DISTRICT INFORMATION (FEB 2015):** (a) All District information (as defined in the clause herein entitled "Information Security - Definitions") shall belong exclusively to the District, and Contractor has no legal or equitable interest in, or claim to, such information. Contractor acknowledges and agrees that in the event Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, District information in its possession and/or under its control will not be considered property of its bankruptcy estate.

(b) Contractor agrees to notify the District within forty-eight (48) hours of any determination that it makes to file for bankruptcy protection, and Contractor further agrees to turn over to the District, before such filing, all District information that is in Contractor's possession in a format that can be readily utilized by the District.

(c) In order to protect the integrity and availability of District information, Contractor shall take reasonable measures to evaluate and monitor the financial circumstances of any subcontractor that will process, store, transmit or access District information. [07-7B007-1]

**CHANGES (JAN 2006):** (1) Contract Modification. By a written order, at any time, and without notice to any surety, the Procurement Specialist may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:

- (a) Drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for HCS in accordance therewith;
  - (b) Method of shipment or packing;
  - (c) Place of delivery;
  - (d) Description of services to be performed;
  - (e) Time of performance (i.e., hours of the day, days of the week, etc.); or,
  - (f) Place of performance of the services.
  - (g) Product upgrades and new products that are offered by manufacturer.
- Subparagraphs (a) to (c) apply only if supplies are furnished under this contract. Subparagraphs (d) to (f) apply only if services are performed under this contract.

(2) Adjustments of Price or Time for Performance. If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the District promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

(3) Time Period for Claim. Within 30 days after receipt of a written contract modification under Paragraph (1) of this clause, unless such period is extended by the Procurement Specialist in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the District is prejudiced by the delay in notification.

(4) Claim Barred After Final Payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract. [07-7B025-1 Revised 2017 06]

**CISG (JAN 2006):** The parties expressly agree that the UN Convention on the International Sale of Goods shall not apply to this agreement. [07-7B030-1]

**COMPLIANCE WITH LAWS (JAN 2006):** During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs. [07-7B035-1]

**CONTRACTOR'S LIABILITY INSURANCE – GENERAL (FEB 2015) (MODIFIED):**(a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors.

(b) Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than

\$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy.

(2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

(3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(c) Horry County Schools, and the officers, officials, employees and volunteers, must be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

(d) For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the District, and the officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the District, or the officers, officials, employees and volunteers, shall be excess of the Contractor's insurance and shall not contribute with it.

(e) Prior to commencement of the work, the Contractor shall furnish the District if requested with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

(f) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. In addition, the Contractor shall notify the District immediately upon receiving any information that any of the coverages required by this section are or will be changed, cancelled, or replaced.

(g) Contractor hereby grants to the District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

(h) Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

(i) The District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. [07-7B056-2]

**CONTRACTOR PERSONNEL (JAN 2006):** The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. [07-7B060-1]

**CONTRACTOR PERSONNEL – OBLIGATION:** Contractors are responsible for the conduct of their employees, representatives and agents and for their subcontractors' and sub-subcontractors' employees, representative and agents. Suppliers are considered contractors, subcontractors or sub-subcontractors when the performance of their

work (including deliveries) is conducted on District property. All such businesses/individuals shall comply with the following:

1. No drugs, alcohol, tobacco products, knives, firearms or other weapons on District property.
2. No fraternizing with, threats to, use of abusive or profane language or improper attire or actions while on District property or adjacent thereto.
3. Take all necessary precautions to ensure the safety of children and employees when performing contracted work or making/accepting deliveries on District property.
4. Secure SLED (State Law Enforcement Division) criminal background checks on every employee, representative and agent performing work, making deliveries or in any other way conducting business on District property. Ensure that no person having been convicted of violent crimes, crimes against children, illegal drug distribution, or other crimes of moral turpitude is assigned or performs work on District property. SLED background checks shall be maintained on file at the main office of the Contractor and made available to District personnel or the District's legal counsel immediately upon request.
5. Not employ or contract with, during the performance of the contract, any illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986, as may be amended.
6. Not violate the provisions of the South Carolina Illegal Immigration Reform Act, as may be amended, beginning January 1, 2009, and abide by this Act regardless of the number of employees employed. Participation in E-Verify through the Dept. of Homeland Security is required by the District regardless of the number of employees you employ.
7. Provide picture ID badges for all persons performing work on District property and ensure they are worn at all times. The ID shall include the name of the individual, his/her picture and the name of their employer.

Contractors are to ensure that their subcontractors, sub-subcontractors, as well as suppliers who meet the "contractor, subcontractor or sub-subcontractor" definition above are advised of these requirements and comply with them. These are mandatory conditions for doing business (whether directly or indirectly) with Horry County Schools. The District, at its discretion, may perform random compliance checks. Any Contractor, subcontractor, sub-subcontractor, or supplier found not to be in compliance with these requirements shall result in termination of any existing contract or non-award of a contract.

**CONTRACTOR'S OBLIGATION – GENERAL (JAN 2006):** The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements. [07-7B065-1]

**DEFAULT – SHORT FORM:** The District may terminate this contract, or any part hereof, for cause in the event of any default by the contractor, or if the contractor fails to comply with any material contract terms and conditions, or fails to provide the state, upon request, with adequate assurances of future performance. In the event of termination for cause, the state shall not be liable to the contractor for any amount for supplies or services not accepted, and the contractor shall be liable to the state for any and all rights and remedies provided by law. If it is determined that the state improperly terminated this contract for default, such termination shall be deemed a termination for convenience. [07-7B080-2]

**ILLEGAL IMMIGRATION (NOV 2008):** (An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov)) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the District upon request any documentation required to establish either:

(a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or

(b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

**INDEMNIFICATION - THIRD PARTY CLAIMS – GENERAL (NOV 2011):** Notwithstanding any limitation in this agreement, and to the fullest extent permitted by law, Contractor shall defend and hold harmless Indemnitees for and against any and all suits or claims of any character (and all related damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities) by a third party which are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property arising out of or in connection with the goods or services acquired hereunder or caused in whole or in part by any act or omission of contractor, its subcontractors, their employees, workmen, servants, agents, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by an Indemnitee, and whether or not such claims are made by a third party or an Indemnitee; however, if an Indemnitee's negligent act or omission is subsequently determined to be the sole proximate cause of a suit or claim, the Indemnitee shall not be entitled to indemnification hereunder. Contractor shall be given timely written notice of any suit or claim. Contractor's obligations hereunder are in no way limited by any protection afforded under workers' compensation acts, disability benefits acts, or other employee benefit acts. This clause shall not negate, abridge, or reduce any other rights or obligations of indemnity which would otherwise exist. The obligations of this paragraph shall survive termination, cancelation, or expiration of the parties' agreement. This provision shall be construed fairly and reasonably, neither strongly for nor against either party, and without regard to any clause regarding insurance. As used in this clause, "Indemnitees" means Horry County Schools, its instrumentalities, agencies, departments, boards, and all their respective officers, agents and employees. [07-7B100-2]

**MATERIAL AND WORKMANSHIP:** Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended. [07-7B120-1]

**OWNERSHIP OF DATA & MATERIALS: (JAN 2006)** All data, material and documentation either prepared for HCS pursuant to this contract shall belong exclusively to HCS. [07-7B125-1]

**PRICING DATA -- AUDIT – INSPECTION (JAN 2006):** [Clause Included Pursuant to Section 11-35-1830, - 2210, & - 2220] (a) Cost or Pricing Data. Upon Procurement Specialist's request, you shall submit cost or pricing data, as defined by 48 C.F.R. Section 2.101 (2004), prior to either (1) any award to contractor pursuant to 11-35-1530 or 11-35-1560, if the total contract price exceeds \$500,000, or (2) execution of a change order or contract modification with contractor which exceeds \$100,000. Your price, including profit or fee, shall be adjusted to exclude any significant sums by which the state finds that such price was increased because you furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date agreed upon between parties. (b) Records Retention. You shall maintain your records for three years from the date of final payment, or longer if requested by the chief Procurement Specialist. The state may audit your records at reasonable times and places. As used in this subparagraph (b), the term "records" means any books or records that relate to cost or pricing data submitted pursuant to this clause. In addition to the obligation stated in this subparagraph (b), you shall retain all records and allow any audits provided for by 11-35-2220(2). (c) Inspection. At reasonable times, the state may inspect any part of your place of business which is related to performance of the work. (d) Instructions Certification. When you submit data pursuant to subparagraph (a), you shall (1) do so in accordance with the instructions appearing in Table 15-2 of 48 C.F.R. Section 15.408 (2004) (adapted as necessary for the state context), and (2) submit a Certificate of Current Cost or Pricing Data, as prescribed by 48 CFR Section 15.406-2(a) (adapted as necessary for the state context). (e) Subcontracts. You shall include the

above text of this clause in all of your subcontracts. (f) Nothing in this clause limits any other rights of the state. [07-7B185-1]

**PURCHASING CARD (JAN 2006):** Contractor agrees to accept payment by the Horry County Schools Purchasing Card for no extra charge. The Purchasing Card is issued by Master Card. The purchasing card allows state agencies to make authorized purchases from a vendor without the requirement to issue a purchase order. [07-7B200-1]

**QUALITY ASSURANCE:** All work is subject to inspection by the HCS Representative or designee. Contractor may be required to correct any defective workmanship or to replace any defective materials with no further cost to HCS.

**SHIPPING / RISK OF LOSS (JAN 2006):** F.O.B. Destination. Destination is the shipping dock of HCS' designated receiving site, or other location, as specified herein. (See Delivery clause). [07-7B220-1]

**TERMINATION FOR CONVENIENCE – SHORT (JAN 2006):** The Procurement Officer may terminate this contract in whole or in part, for the convenience of the District. In such a termination, the Procurement Specialist may require the contractor to transfer title and deliver to the District in the manner and to the extent directed by the Procurement Officer: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. Upon such termination, the contractor shall (a) stop work to the extent specified, (b) terminate any subcontracts as they relate to the terminated work, and (c) be paid the following amounts without duplication, subject to the other terms of this contract: (i) contract prices for supplies or services accepted under the contract, (ii) costs incurred in performing the terminated portion of the work, and (iii) any other reasonable costs that the contractor can demonstrate to the satisfaction of the District, using its standard record keeping system, have resulted from the termination. The contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided. As a condition of payment, contractor shall submit within three months of the effective date of the termination a claim specifying the amounts due because of the termination. The absence of an appropriate termination for convenience clause in any subcontract shall not increase the obligation of the district beyond what it would have been had the subcontract contained such a clause. [07-7B260-1]

**WARRANTY – STANDARD:** Contractor must provide the manufacturer's standard written warranty upon delivery of product. Contractor warrants that manufacturer will honor the standard written warranty provided. [07-7B280-1]



**VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL:**

Name of Offeror as identified on the cover page: \_\_\_\_\_  
(Full legal name of business submitting the offer)

Authorized Signature: \_\_\_\_\_  
(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

Include Attachment A: Bidding Schedule, available online at:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>

All bidders are to electronically complete the Bidding Schedule and submit it with their bid response in the Excel format as provided with formulas.

ATTACHMENT B

UNIFORM SOFTWARE INFORMATION SHEET

It is the desire of our band program to have a software system available with the following features:

- A Uniform Management System (UMS) that is "cloud" or "web" based.
- UMS that easily assigns uniforms based on just a few measurements or pieces of information.
- UMS that is accessible with any desktop or laptop computer or any handheld device wherever an internet connection is available.
- UMS that is accessible with login and password that can be adjusted and changed by the user.
- UMS that is free of the need for "upgrades" performed by the customer. All upgrades will be performed by the program administrator.
- UMS that is available for examination prior to actual purchase of uniforms.
- UMS that is provided at no charge and is free of any yearly charges or fees.

Please fill out the questions below and return this signed page with your proposal.

1. Do you provide a UMS program at no additional cost?  Yes  No
2. If yes, is your program "cloud" or "web" based?  Yes  No
3. If not, how is your program delivered? \_\_\_\_\_
4. Can your UMS program be accessed by any computer or hand held device that has a web/internet connection?  Yes  No
5. Will your UMS program be available prior to order?  Yes  No
6. Are there any yearly fees for the use of your UMS program?  Yes  No

I hereby confirm that the above answers are correct to the best of my knowledge.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ATTACHMENT C

DEVIATION FORM

NOTE: The Buyer will not accept the general statement:

“ALL UNIFORMS WILL BE CONSTRUCTED USING OUR STANDARD MANUFACTURING PROCEDURES WHICH ARE EQUAL TO, IF NOT BETTER THAN THOSE CALLED FOR IN THE SPECIFICATIONS.”

Any, and all, deviations in construction MUST be documented below. Any proposal submitted without the detailed deviation documentation will be rejected.

1. Does your uniform deviate from attached specifications?

YES       NO

If YES, indicate below any and all deviations from the construction specifications:

2. Will your uniform be manufactured using “Smart Wick Technology” fabrics?

YES       NO

If NO, indicate what type fabric will be used along with manufacturer and specifications:

\_\_\_\_\_  
AUTHORIZED SIGNATURE

## IX. ATTACHMENTS TO SOLICITATION –

The following documents are attached to this solicitation:

**NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING**

**REQUIRED SUBMITTALS: ATTACHMENTS A, B, C)**

**VENDOR PROFILE & QUESTIONNAIRE**

**OFFEROR'S CHECKLIST**

The following documents are attached to this solicitation:

### Instructions for Non-Resident Taxpayer Registration

#### **NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING**

#### **IMPORTANT TAX NOTICE - NONRESIDENTS ONLY (JAN 2016)**

Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

The withholding requirement applies to every governmental entity that uses a contract ("Using Entity"). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-896-1420.

For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department's website at:

<https://dor.sc.gov>

This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-896-1420. [https://dor.sc.gov/forms-site/Forms/I312\\_05182015.pdf](https://dor.sc.gov/forms-site/Forms/I312_05182015.pdf) [09-9005-3]

**REQUIRED SUBMITTALS for Solicitation # 2021-33VS**

Offerors are advised that, notwithstanding any instructions or inferences elsewhere in this solicitation, the instructions provided and the documents shown on this sheet need to be submitted with and made part of their proposal. Other documents may be required after the submittal deadline, but prior to award. Offerors are advised that failure to follow these instructions or submit the documents shown on this sheet and return the forms in the condition indicated MAY RENDER THE PROPOSAL NON-RESPONSIVE and eliminate it from further consideration.

**NOTE: Only those instructions or items marked with an (X) are applicable to this procurement.**

<input checked="" type="checkbox"/>	Pages 1 & 2 (COVER SHEET)
<input type="checkbox"/>	SUBMITTALS REQUIRED as per II. Instructions to Offerors – B. Special Instructions:
<input type="checkbox"/>	SUBMITTALS REQUIRED as per III. Scope of Work / Specifications:
<input checked="" type="checkbox"/>	SUBMITTALS REQUIRED as per IV. Information for Offerors to Submit:
<input type="checkbox"/>	SUBMITTALS REQUIRED as per V. Qualifications:
<input checked="" type="checkbox"/>	Page 41 BIDDING SCHEDULE/PRICE-BUSINESS PROPOSAL
<input checked="" type="checkbox"/>	SUBMITTALS NOT LISTED ELSEWHERE: Page 42 UMS Questionnaire, Page 43 Deviation Form, Page 46 Vendor Profile & Questionnaire

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			
Area Representative:			

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			

Procurement Office Use Only		
VENODR ID #	INITIALS	DATE

**HORRY COUNTY SCHOOL DISTRICT VENDOR APPLICATION FORM**

<b>BUSINESS FULL LEGAL NAME &amp; ADDRESS:</b>	<b>REMITTANCE ADDRESS (Attach a blank copy of your invoice.):</b>
_____	_____
_____	_____
_____	_____

PHONE: _____	FAX: _____	PHONE: _____	FAX: _____
TOLL: _____	CELL: _____	TOLL: _____	CELL: _____

→ WEBSITE ADDRESS: \_\_\_\_\_

→ **EMAIL ADDRESS FOR ELECTRONIC PURCHASE ORDER TRANSMITTALS TO BE EMAILED:** \_\_\_\_\_

NAMES OF OWNERS, OFFICERS, PARTNERS AUTHORIZED TO BIND THE COMPANY:

OWNER/PRESIDENT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

→ EMAIL ADDRESS FOR OWNER / PRESIDENT: \_\_\_\_\_

PARTNER : \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SALES REPRESENTATIVE: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

→ EMAIL ADDRESS FOR MAIN SALES CONTACT: \_\_\_\_\_

<p><b>INFORMATION ABOUT TYPE OF BUSINESS:</b></p> <p>TYPE: (Check all that apply)</p> <table border="0"> <tr> <td><input type="checkbox"/> Attorney</td> <td><input type="checkbox"/> Partnership (LLP)</td> </tr> <tr> <td><input type="checkbox"/> Construction (Inc.)</td> <td><input type="checkbox"/> Partnership (not Inc.)</td> </tr> <tr> <td><input type="checkbox"/> Construction (not Inc.)</td> <td><input type="checkbox"/> Research &amp; Dev</td> </tr> <tr> <td><input type="checkbox"/> Corporation (Inc.)</td> <td><input type="checkbox"/> Sales &amp; Service</td> </tr> <tr> <td><input type="checkbox"/> Distributor / Dealer</td> <td><input type="checkbox"/> Sales (only)</td> </tr> <tr> <td><input type="checkbox"/> Governmental</td> <td><input type="checkbox"/> Service Provider</td> </tr> <tr> <td><input type="checkbox"/> Individual</td> <td><input type="checkbox"/> Small Business</td> </tr> <tr> <td><input type="checkbox"/> Manufacturer</td> <td><input type="checkbox"/> Wholesaler / Retailer</td> </tr> <tr> <td><input type="checkbox"/> Medical Services</td> <td><input type="checkbox"/> Other _____</td> </tr> </table> <p>Are you subject to IRS 1099 reporting for income tax purposes?  <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> I don't know</p> <p>STATUS: <input type="checkbox"/> Minority Owned *   <input type="checkbox"/> Woman Owned</p> <p>*Must be at least 51% owned/controlled by minorities (non-whites) or women. Check all that apply even if not State certified.</p> <p>SC Certification #: _____</p>	<input type="checkbox"/> Attorney	<input type="checkbox"/> Partnership (LLP)	<input type="checkbox"/> Construction (Inc.)	<input type="checkbox"/> Partnership (not Inc.)	<input type="checkbox"/> Construction (not Inc.)	<input type="checkbox"/> Research & Dev	<input type="checkbox"/> Corporation (Inc.)	<input type="checkbox"/> Sales & Service	<input type="checkbox"/> Distributor / Dealer	<input type="checkbox"/> Sales (only)	<input type="checkbox"/> Governmental	<input type="checkbox"/> Service Provider	<input type="checkbox"/> Individual	<input type="checkbox"/> Small Business	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Wholesaler / Retailer	<input type="checkbox"/> Medical Services	<input type="checkbox"/> Other _____	<p><b>INFORMATION ABOUT PRODUCTS / SERVICES:</b></p> <p>(Find "best fit" category(ies). Check all that apply.)</p> <table border="0"> <tr> <td><input type="checkbox"/> Books &amp; Similar Materials</td> <td><input type="checkbox"/> Furniture</td> </tr> <tr> <td><input type="checkbox"/> Computer Hdw / Software</td> <td><input type="checkbox"/> Landscaping / Lawn Maint.</td> </tr> <tr> <td><input type="checkbox"/> Construction (Specify Below)</td> <td><input type="checkbox"/> Printing</td> </tr> <tr> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Rentals (specify)</td> </tr> <tr> <td><input type="checkbox"/> Masonry</td> <td><input type="checkbox"/> Repairs(specify)</td> </tr> <tr> <td><input type="checkbox"/> Mechanical / HVAC</td> <td><input type="checkbox"/> Services (specify)</td> </tr> <tr> <td><input type="checkbox"/> Painting</td> <td><input type="checkbox"/> Supplies (specify)</td> </tr> <tr> <td><input type="checkbox"/> Plumbing</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Roofing</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other (specify)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Equipment</td> <td><input type="checkbox"/> Telecommunications</td> </tr> <tr> <td><input type="checkbox"/> Food Products</td> <td><input type="checkbox"/> Vehicles / Trucks</td> </tr> <tr> <td><input type="checkbox"/> Other (specify)</td> <td></td> </tr> </table>	<input type="checkbox"/> Books & Similar Materials	<input type="checkbox"/> Furniture	<input type="checkbox"/> Computer Hdw / Software	<input type="checkbox"/> Landscaping / Lawn Maint.	<input type="checkbox"/> Construction (Specify Below)	<input type="checkbox"/> Printing	<input type="checkbox"/> Electrical	<input type="checkbox"/> Rentals (specify)	<input type="checkbox"/> Masonry	<input type="checkbox"/> Repairs(specify)	<input type="checkbox"/> Mechanical / HVAC	<input type="checkbox"/> Services (specify)	<input type="checkbox"/> Painting	<input type="checkbox"/> Supplies (specify)	<input type="checkbox"/> Plumbing		<input type="checkbox"/> Roofing		<input type="checkbox"/> Other (specify)		<input type="checkbox"/> Equipment	<input type="checkbox"/> Telecommunications	<input type="checkbox"/> Food Products	<input type="checkbox"/> Vehicles / Trucks	<input type="checkbox"/> Other (specify)	
<input type="checkbox"/> Attorney	<input type="checkbox"/> Partnership (LLP)																																												
<input type="checkbox"/> Construction (Inc.)	<input type="checkbox"/> Partnership (not Inc.)																																												
<input type="checkbox"/> Construction (not Inc.)	<input type="checkbox"/> Research & Dev																																												
<input type="checkbox"/> Corporation (Inc.)	<input type="checkbox"/> Sales & Service																																												
<input type="checkbox"/> Distributor / Dealer	<input type="checkbox"/> Sales (only)																																												
<input type="checkbox"/> Governmental	<input type="checkbox"/> Service Provider																																												
<input type="checkbox"/> Individual	<input type="checkbox"/> Small Business																																												
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Wholesaler / Retailer																																												
<input type="checkbox"/> Medical Services	<input type="checkbox"/> Other _____																																												
<input type="checkbox"/> Books & Similar Materials	<input type="checkbox"/> Furniture																																												
<input type="checkbox"/> Computer Hdw / Software	<input type="checkbox"/> Landscaping / Lawn Maint.																																												
<input type="checkbox"/> Construction (Specify Below)	<input type="checkbox"/> Printing																																												
<input type="checkbox"/> Electrical	<input type="checkbox"/> Rentals (specify)																																												
<input type="checkbox"/> Masonry	<input type="checkbox"/> Repairs(specify)																																												
<input type="checkbox"/> Mechanical / HVAC	<input type="checkbox"/> Services (specify)																																												
<input type="checkbox"/> Painting	<input type="checkbox"/> Supplies (specify)																																												
<input type="checkbox"/> Plumbing																																													
<input type="checkbox"/> Roofing																																													
<input type="checkbox"/> Other (specify)																																													
<input type="checkbox"/> Equipment	<input type="checkbox"/> Telecommunications																																												
<input type="checkbox"/> Food Products	<input type="checkbox"/> Vehicles / Trucks																																												
<input type="checkbox"/> Other (specify)																																													

**IDENTIFICATION AND CERTIFICATION:**  
 In compliance with Internal Revenue Service and State of South Carolina regulations, please provide us with the following taxpayer identification information. We are required by law to obtain this information when making a reportable payment to you. Failure to provide the information may subject future payments to a 31% backup withholding and \$50 penalty. \*\* This serves as a substitute Federal W-9\*\*

→For individuals, enter social security number (SSN):	_____
→For sole proprietors, enter owner's SSN or Federal Employer's Identification Number (FEIN):	_____
→For partnerships, corporations or others, enter FEIN:	_____
→For verification of sales tax collection authority, enter State of SC Sales Tax License Number:	_____

Under penalties of perjury, I certify that the numbers provided above are true and correct and I am not subject to backup withholding because: (a) I am exempt, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding. I further certify that all information supplied herein is correct and the applicant nor anyone in connection with the applicant as a principal or officer, so far as is known, is now debarred, suspended or otherwise declared ineligible to do business with any agency of the State of South Carolina, the Federal government or Horry County Schools.

Authorized Signatory _____	Print Name & Title _____	Date Completed _____
----------------------------	--------------------------	----------------------

## OFFEROR'S CHECKLIST AVOID COMMON BID/PROPOSAL MISTAKES

Review this checklist prior to submitting your bid/proposal.  
If you fail to follow this checklist, you risk having your bid/proposal rejected.

- DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES.
- REREAD YOUR ENTIRE BID/PROPOSAL TO MAKE SURE YOUR BID/PROPOSAL DOES NOT TAKE EXCEPTION TO ANY OF THE DISTRICT'S MANDATORY REQUIREMENTS.
- MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL, OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE INSTRUCTIONS ENTITLED: SUBMITTING CONFIDENTIAL INFORMATION.
  - ***DO NOT MARK YOUR ENTIRE BID/PROPOSAL AS CONFIDENTIAL, TRADE SECRET, OR PROTECTED!***
  - ***DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!***
- HAVE YOU PROPERLY ACKNOWLEDGED ALL AMENDMENTS? INSTRUCTIONS REGARDING HOW TO ACKNOWLEDGE AN AMENDMENT SHOULD APPEAR IN ALL AMENDMENTS ISSUED.
- MAKE SURE YOUR BID/PROPOSAL INCLUDES A COPY OF THE SOLICITATION COVER PAGE. MAKE SURE THE COVER PAGE IS SIGNED BY A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS.
- MAKE SURE YOUR BID/PROPOSAL INCLUDES THE NUMBER OF COPIES REQUESTED.
- CHECK TO ENSURE YOUR BID/PROPOSAL INCLUDES EVERYTHING REQUESTED!
- IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! **AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A PRE-BID/PROPOSAL CONFERENCE OR A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS!** PLEASE SEE INSTRUCTIONS UNDER THE HEADING "SUBMISSION OF QUESTIONS" AND ANY PROVISIONS REGARDING PRE-BID/PROPOSAL CONFERENCES.

This checklist is included only as a reminder to help Offerors avoid common mistakes. Responsiveness will be evaluated against the solicitation, ***not*** against this checklist. You do not need to return this checklist with your response. [09-9010-1]

**END OF SOLICITATION**