

	<b>District Five of Lexington and Richland Counties</b>  <b>Request for Quotation</b>	Solicitation #	<b>2021-005</b>
		Date Issued	<b>September 11, 2020</b>
		Procurement Official	<b>Lynda Robinson</b>
		Phone	<b>(803) 476-8140</b>
		E-Mail Address	<b>D5bids@lexrich5.org</b>

DESCRIPTION	High-Top Cargo Van
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*The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"*

SUBMIT OFFER BY	September 21, 2020 at 11:00 AM
QUESTIONS MUST BE RECEIVED BY	September 15, 2020 at 12:00 PM
NUMBER OF COPIES TO BE SUBMITTED	<b>One</b>

**Offers must be submitted electronically to the following address:**

**[D5Bids@lexrich5.org](mailto:D5Bids@lexrich5.org)**

Please quote your lowest delivered price of the item(s) on the provided quote schedule. The Purchasing Department reserves the right to reject any or all quotes and to waive any or all technicalities. All Quotes must be signed by the vendor's representative per the terms noted. Failure to comply with these instructions may result in disqualification of the Quote. Faxed or Emailed Quotes are accepted. This solicitation conforms to Section 11-35-1550 of the District's Procurement Code.

Vendor Name and Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

FEIN/SSN: \_\_\_\_\_ SC Minority Cert. No.: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

All amendments to and interpretations of this Request for Quotation shall be in writing. The procurement officer shall not be legally bound by any amendment or interpretation that is not in writing.

<b>ACKNOWLEDGMENT OF AMENDMENTS:</b> Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue.							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

Any contract entered into by District Five of Lexington and Richland Counties resulting from this solicitation shall be subject to cancellation at the end of any fiscal or appropriated year unless otherwise provided by law.

Unit prices will govern over extended prices unless otherwise stated. Quoted prices must remain firm for a period of sixty (60) days beyond the RFQ deadline.

Awards will be made in accordance with Section 11-35-1550 of the District's Procurement Code and will be posted to the District's website at [www.lexrich5.org/page/25417](http://www.lexrich5.org/page/25417).

Award will be made to one offeror.

Award will be made to the lowest responsive and responsible bidder whose bid is most advantageous to the District.

All materials and products offered must be guaranteed to meet and comply with the requirements of all specifications, terms, and conditions indicated in this solicitation.

The District reserves the right to: (1) reject any and all quotations and to cancel the solicitation; (2) waive any and all technicalities; (3) reject any quotation in which the delivery time indicated is of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; (4) reject ambiguous quotations which are uncertain as to terms, delivery, quantity, or compliance with specifications.

The successful bidder assumes sole responsibility and shall hold harmless District Five of Lexington and Richland Counties, its directors, officers, employees, and agents from and against any and all claims, actions, or liabilities of any nature which may be asserted against them by third parties in connection with the performance of the successful bidder, its directors, officers, employees, and agents under this agreement. District Five of Lexington and Richland Counties agrees to accept responsibility for claims, actions, or liabilities resulting from negligent acts of its employees occurring within the scope of their employment which may be asserted against them by third parties in connection with the performance of District Five of Lexington and Richland Counties, its members, directors, officers, employees, and agents under this agreement.

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner to state or imply that the products or service provided are endorsed or preferred by the user.

Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina that require such person or entity to be authorized or licensed to do business in this State. Notwithstanding the fact that applicable statutes may be exempt or exclude the successful offeror from requirements that it be authorized or licensed to do business in this State, by submission of this signed quote, the offeror agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

Payment will be made in accordance with Section 11-35-45 of the South Carolina Consolidated Procurement Code and Disbursement Regulations. Delay in receiving invoices, as well as errors and omissions on the invoices, will be considered just cause for withholding payment without losing discount privileges. The District reserves the right to withhold payment or make such deductions as may be necessary to protect the District from loss or damage because of defective work, claims, damages, or to pay for repair of correction of materials furnished hereunder.

**QUESTIONS FROM OFFERORS** Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding this solicitation must be received no later than 12:00 pm on September 15, 2020. Submit any communication regarding this solicitation to the Procurement Officer and include the solicitation number and description. Oral explanations or instructions will not be binding. Any information given to a prospective offeror concerning this solicitation will be furnished to all other prospective offerors as an Amendment to the solicitation if that information is necessary for submitting offers or if the lack thereof would be prejudicial to other prospective offerors. Amendments will be posted to the District's website at [www.lexrich5.org/page/25417](http://www.lexrich5.org/page/25417). The District seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer as soon as possible regarding any aspect of this procurement, including this solicitations, that unnecessarily or inappropriately limits full and open competition.

**Email is the preferred method for submitting questions with “Questions: Solicitation # as the subject of the email. Questions must be submitted in an easily copied format such as Word.**

Email: [D5bids@lexrich5.org](mailto:D5bids@lexrich5.org)

Questions may also be submitted to the address listed on the Cover Page of this document or faxed to (803) 476-8032.

**RELATIONSHIP OF THE PARTIES:** Neither party is an employee, agent, partner, or joint venturer of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party.

**PROTECTION OF HUMAN HEALTH AND THE ENVIRONMENT:** The District requires all contractual activities to be performed in a manner that is consistent with all applicable federal, state, and local laws, regulations, rules, rulings, and ordinances concerning “protection of human health and the environment.” These include, but are not limited to: the Occupational Safety and Health Act, the Environmental Protection Act, and the South Carolina Hazardous Waste Management Act

**HIPAA LAW:** The Contractor agrees that to the extent that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability Accountability Act of 1996, P.L. 104-91, as amended (“HIPAA”), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the District may require to ensure compliance. Additional information may be viewed at: <http://www.sa.sc.edu/shs/hipaa/>

**LICENSES AND PERMITS:** During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

**CERTIFICATES OF INSURANCE:** Certificates of Insurance shall be delivered to the District as requested herein. Such certificates shall also indicate the requirement for advance notice of termination or cancellation of or change in coverage. The contractor must furnish a statement of Worker’s Compensation as required by law, or a statement that the contractor is self-insured and will not file a claim against the District. Contractor should submit copy of insurance within seven (7) days of award.

**CONTRACTOR’S LIABILITY INSURANCE – GENERAL:** (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) Every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them, 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 State, every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them. Any insurance or self-insurance maintained by the State, every applicable Using Governmental Unit, or the officers, officials, employees and volunteers of any of them, 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 State with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. All certificates are to be received and approved by the State before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The State 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 State 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 State and every applicable Using Governmental Unit a waiver of any right to subrogation which any insurer of said Contractor may acquire against the State or applicable Using Governmental Unit 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 State or Using Governmental Unit 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 State. The State 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 State reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

**CONTRACTOR'S OBLIGATION:** The contractor shall provide and pay for all materials, tools, equipment, labor and professional and nonprofessional 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.

**DEFAULT AND TERMINATION:** 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 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 District will not be liable to the contractor for any amount for supplies or services not accepted, and the contractor will be liable to the District for any and all rights and remedies provided by law. If it is determined that the District improperly terminated this contract for default, such termination shall be deemed a termination for convenience. In case of default by the contractor, the District reserves the right to purchase any or all items in default in the open market, charging the contractor with any additional costs. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied. In the event that this contract is terminated or cancelled upon request and for the convenience of the District, it may negotiate reasonable termination costs, if applicable.

**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.

**SHIPPING / RISK OF LOSS FOB Destination:** Destination is the shipping dock of the District's designated receiving site, or other location, as specified herein.

**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.

**DRUG FREE WORK PLACE CERTIFICATION:** *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.*

**VENDOR REGISTRATION:** Offerors who have not provided products/services to the District in the past or within the past three years should complete a W-9 and submit it with your offer.

**WITHDRAWAL OR CORRECTION OF OFFER:** 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. The withdrawal and correction of Offers is governed by S.C. Code Section 11-35-1520 and Regulation 19-445.2085.

**Background Checks** The vendor and all representatives of the vendor must have an acceptable background check to enter school property. At a minimum, the Bidder shall obtain a complete South Carolina statewide criminal background investigation for all individuals and employees performing work or services for Bidder or any other entities such as subcontractors, sub-sub-contractors, and consultants who will perform work or a service on this project. In the event that the individual being investigated is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of South Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. In addition, the Bidder shall check employees against the National Database of Registered Sex Offenders. Any individual that is registered as a sex offender will not be permitted on school property. All costs associated with these criminal background checks are the responsibility of the bidder. The District reserves the right to request a copy of SLED checks on any representatives of the Vendor who will be on District property. The District reserves the right to deny access to any employee, contractor or person caused to be present on District property by the vendor/contractor. Removal of employees on this basis shall not disrupt the project schedule or cost.

**SHIPPING AND HANDLING:** Shipping and handling must be included in the cost. The District will not pay a separate shipping and handling charge.

**SWMBE PARTICIPATION:** District Five of Lexington and Richland Counties encourages SWMBE businesses to participate in the Solicitation process. All business conducted with SWMBE businesses certified by the South Carolina Governor's Office of Small and Minority Business Assistance is recorded in an annual report submitted to the Board of Trustees. In order to be included in this report, you must submit a copy of your certificate with your proposal.

**EVERY RESULTING CONTRACT IS SUBJECT TO ALL TERMS OF THE DISTRICT PROCUREMENT CODE INCLUDING LIMITATIONS AS TO DURATION, RIGHTS OF THE DISTRICT TO TERMINATE AND MEANS OF DISPUTE RESOLUTION. NO RESULTING CONTRACT IS RENEWABLE EXCEPT TO THE EXTENT PROVIDED IN THE SOLICITATION. NO VENDOR TERMS TAKE PRECEDENCE OVER THE SOLICITATION AND DISTRICT PROCUREMENT CODE.**

## SCOPE OF WORK / SPECIFICATIONS

**SCOPE OF WORK:** School District Five of Lexington and Richland Counties is seeking quotes for the immediate purchase of a new, unused, model year 2020 or 2021, high-top cargo van as specified in this solicitation. Bidders may submit more than one bid that meets the specifications herein.

**BRAND NAME OR EQUAL:** Reference in these specifications to and the use of the name and model number of any article, product, material or item of furniture and equipment by proprietary name, manufacturer or manufacturer's model or catalog number in describing an item, is intended to establish a standard of type, quality and design, and is therefore not intended to limit competition. **Vendors may submit bids for products which are of a different manufacturer and model number from that which is specified, provided that the manufacturer's published description, catalog, or other descriptive document, explaining in detail, exactly what is being proposed is submitted with the bid. The District shall reserve the exclusive right to determine products and or services which are approved as equal to those specified herein.**

**DELIVERY DATE:** Unless otherwise specified herein, all items shall be delivered no later than five (7) business days after contractor's receipt of the purchase order. If the District requests delivery sooner than the time specified, contractor may invoice the District any additional shipping charges approved by the District on the purchase order.

**QUALITY OF PRODUCT:** Unless otherwise indicated in this bid, it is understood and agreed that any item offered or shipped on this bid shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging

**DELIVERY LOCATION:** After award, all deliveries shall be made and all services provided to the location specified in the purchase order.

**PURCHASE ORDERS:** 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. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order.

### SPECIFICATIONS

1. Acceptable Make and Models:
  - Dodge Ram ProMaster 3500 High Roof Cargo, Ford Transit 350 Cargo Van High Roof or approved equal.
2. Minimum Requirements:
  - 1-ton chassis, high top, long body
  - GVWR: Minimum of 9350 lbs.
  - Color: Exterior-White, Interior-Darkest Available
  - Engine 3.6L V6
  - Electronic Stability Control (ESC) And Roll Stability Control (RSC)
  - Transmission:6-Speed Automatic
  - Fuel: Gasoline
  - 24-Gal Fuel Tank
  - Gauges: Speedometer, Odometer, Engine Coolant Temp, Tachometer Trip Odometer and Trip Computer
  - Towing Equipment: Trailer Sway Control

3. Equipment – The vans shall be furnished complete with all equipment customarily furnished as standard and all standard safety equipment as required by Federal standards. The following shall be **factory installed** in addition to, or in place of, the regular equipment.

- 1 12V DC Power Outlet, 12V REAR AUXILIARY POWER OUTLET
- 180 Amp Alternator
- 3.86 Axle Ratio
- 3760# Maximum Payload
- 4-Wheel Disc Brakes w/4-Wheel ABS Front and Rear Vented Discs Brake Assist and Hill Hold Control
- 50 State Emissions
- 95-Amp Maintenance Free Battery w/Run Down Protection
- Auxiliary switches
- Aero-Composite Halogen Headlamps
- Analog Display
- Bucket Seats
- Manual Side Mirrors w/Convex Spotter Manual Folding and Turn Signal Indicator
- Brake Actuated Limited Slip Differential
- Cab Clearance Lights
- Cargo Space Lights
- Center Wheel Cap
- Clearcoat Paint
- Curtain 1st Row Airbags
- Driver/Passenger 6-Way Adjustable Lumbar Seats
- Day-Night Rearview Mirror
- Driver Foot Rest
- Dual Stage Driver and Passenger Front Airbags
- Dual Stage Driver and Passenger Seat-Mounted Side Airbags
- Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- Engine Immobilizer
- Engine Oil Cooler
- Fade-To-Off Interior Lighting
- Fixed Front Head Restraints
- Front and Rear Anti-Roll Bar
- Front Cloth Headliner
- Locking Glove Box
- Front Cupholder
- Front Map Lights
- Front Only Vinyl/Rubber Floor Covering
- Front-Wheel Drive
- Full-Size Spare Tire Mounted Underbody
- Fully Galvanized Steel Panels
- Gas-Pressurized Shock Absorbers
- Glove Box
- Hydraulic Power-Assist Steering
- Heavy Duty Suspension
- Instrument Panel Bin
- Covered Dashboard Storage
- Driver and Passenger Door Bins
- Integrated Roof Antenna
- Integrated Voice Command w/Bluetooth
- Leaf Rear Suspension w/Leaf Springs
- Light Tinted Glass
- Cargo Area Led Lighting
- Manual Air Conditioning
- Manual Telescoping Steering Column
- Media Hub (USB AUX)
- Media Input Hub
- Outside Temp Gauge
- Rear Parking Assistance
- Back-Up Camera
- Power Windows w/Driver and Passenger 1-Touch Down
- Power Door Locks w/Autolock Feature
- Radio w/Seek-Scan Clock and Speed Compensated Volume Control
- Remote Keyless Entry w/Integrated Key Transmitter and Illuminated Entry
- Speed Control
- Side Impact Beams
- Sliding Rear Passenger Side Door
- Split Swing-Out Rear Cargo Access
- Steel Spare Wheel
- Steering Wheel Mounted Audio Controls
- Streaming Audio
- Strut Front Suspension w/Coil Springs
- Systems Monitor
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Tire Specific Low Tire Pressure Warning
- Trailer Style Mirrors
- Transmission w/Driver Selectable Mode Sequential Shift Control and Oil Cooler
- Trip Computer
- Variable Intermittent Wipers

## **SPECIAL CONDITIONS**

1. The van is to be prepared in the on-site facilities of a factory-authorized dealership having adequate personnel and equipment to perform all factory required pre-delivery service. The successful bidder shall furnish factory service bulletins, to include warranty bulletins for a minimum period of 2 years from the beginning of the contract. One copy of the Shop Service Manual and one copy of the Emission and Drivability Manual with Electronic Schematic Diagrams are to be furnished to the District upon delivery of the van. The van shall be new, unused, and complete. The entire van must be properly serviced, and ready for immediate operation, including anti-freeze. When delivered, the van shall be complete in every way with all necessary and usual appurtenances, fixtures and equipment commonly furnished on vehicles sold for commercial purposes, even though not specified herein. The van and all parts and all equipment shall be new, sound and of workmanlike finish and appearance. All parts not specifically mentioned in this specification shall conform to the best-accepted standards in design, material and workmanship.
2. Where the words "heavy duty" are used to describe a specified item, they shall mean that if the Manufacturer customarily offers a heavier vehicle than the standard item, the optional unit shall be furnished. Furthermore, in the event no heavier duty option is available, the District reserves the right to decide if the standard vehicle is of acceptable quality and capacity, and to reject any bid proposing to supply standard equipment components which are considered inadequate.
3. The District reserves the right to reject any and all bids proposing to furnish equipment, in the opinion of the District that is not satisfactory for its use in the proposed application.
4. After the van is serviced, the dealer prep form will be completed, signed, and delivered with the van.
5. The van shall carry the manufacturer's standard warranty, which shall begin when the purchaser places the unit into service. The successful vendor shall perform the administrative details of adjusting the warranty start date.
6. Price shall include delivery to the District office located at 1020 Dutch Fork Road, Irmo, SC 29063.



**BIDDING SCHEDULE**

VENDOR NAME \_\_\_\_\_

**BID PRICE SHOULD INCLUDE ALL COST ASSOCIATED WITH THE PURCHASE AND DELIVERY OF THE EQUIPMENT AS SPECIFIED IN THIS REQUEST FOR QUOTATION.**

QUANTITY	ITEM	PRICE
1	Model Year 2020 or 2021 New High-Top Cargo Van	\$
	SC Sales Tax	\$500.00
	Delivery Fee	\$
	Grand Total	\$

**Signature of Authorized Official:** \_\_\_\_\_

**Print name and Title:** \_\_\_\_\_

## **IX. ATTACHMENTS TO SOLICITATION**

- A. Questionnaire
- B. Minority Participation Affidavit
- C. Offeror's Checklist

**Attachment A**

**QUESTIONNAIRE**  
**(To be completed and returned with bid)**

- 1. Make: \_\_\_\_\_
- 2. Model: \_\_\_\_\_
- 3. Body Style: \_\_\_\_\_
- 4. GVW: \_\_\_\_\_
- 5. Horsepower: \_\_\_\_\_
- 6. # Cylinders: \_\_\_\_\_
- 7. Engine: CID: \_\_\_\_\_ Liters: \_\_\_\_\_
- 8. Transmission: Make: \_\_\_\_\_ Seed: \_\_\_\_\_ Type: \_\_\_\_\_
- 9. Battery rating: (ampere) \_\_\_\_\_ Cold cranking amps: \_\_\_\_\_
- 10. Tire: Size: \_\_\_\_\_ X \_\_\_\_\_, \_\_\_\_\_ Ply
- 11. Length of body: \_\_\_\_\_
- 12. Brakes: \_\_\_\_\_
  
- 13. Exceptions to specifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Include pictures

**ATTACHMENT B**

**MINORITY PARTICIPATION AFFIDAVIT**

Is the bidder a South Carolina Certified Minority Business?  Yes  No

Is the bidder a Minority Business certified by another governmental entity?  Yes  No

If so, please list the certifying governmental entity: \_\_\_\_\_

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor?  Yes  No

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? \_\_\_\_\_

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor?  Yes  No

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? \_\_\_\_\_

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- Traditional minority
- Traditional minority, but female
- Women (Caucasian females)
- Hispanic minorities
- DOT referral (Traditional minority)
- DOT referral (Caucasian female)
- Temporary certification
- SBA 8 (a) certification referral
- Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

The Department of Administration, Division of Small and Minority Business Contracting and Certification, publishes a list of certified minority firms. The Minority Business Directory is available at the following URL: <http://osmba.sc.gov/directory.html>  
[04-4015-3]

## ATTACHMENT C

### OFFEROR'S CHECKLIST

#### AVOID COMMON MISTAKES!

(Review this checklist prior to submitting your offer)

- ✓ COMPLETED & SIGNED ALL REQUIRED DOCUMENTS.
- ✓ DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- ✓ UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES!
- ✓ MAKE SURE YOUR OFFER 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: "SUBMITTING CONFIDENTIAL INFORMATION." DO NOT MARK YOUR ENTIRE RESPONSE AS CONFIDENTIAL, TRADE SECRET OR PROTECTED! DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!
- ✓ PROPERLY ACKNOWLEDGED ALL AMENDMENTS?
- ✓ MAKE SURE THAT YOUR OFFER INCLUDES 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 OFFER INCLUDES THE NUMBER OF COPIES REQUESTED.
- ✓ CHECK TO ENSURE YOUR OFFER 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 QUESTION & ANSWER PERIOD OR A PRE-SOLICITATION CONFERENCE, RAISE YOUR QUESTIONS AS PART OF THAT PROCESS.

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 offer.

#### SUBMIT WITH OFFER:

1. **Cover Page**
2. **Quote/Bid Schedule**
3. **Attachment A Questionnaire**
4. **Attachment B Minority Participation Affidavit**
5. **Completed W-9 (if needed)**