

**REQUEST FOR QUOTES
LOWCOUNTRY AAA
ELECTRONIC TABLETS AND ACCESSORIES**

The Lowcountry Area Agency on Aging (AAA) is soliciting sealed and competitive quotes from qualified vendors for our Senior Technology Project – being funded with CDBG CV funds through the SC Department of Commerce. The scope of this bid is for the purchase of 200 electronic tablets with insurance and accessories to utilize with our elderly clients for programs and activities.

Quotes will be received by Lowcountry Council of Governments until **2:00 p.m.ET, Tuesday, February 21, 2023** from qualified vendors. All quotes duly received will be publicly opened and read aloud at Lowcountry Council of Governments, located at 634 Campground Road, Point South, South Carolina 29945. Quotes will not be accepted after the above date and time.

The work under this quote will consist of the furnishing of 200 electronic tablets with insurance, screen protectors, and protective cases in accordance with specifications included in “Exhibit A.” These tablets will be utilized by clients served by our Councils on Aging in the four-county area of Beaufort, Colleton Hampton and Jasper County.

Quotes should be submitted as follows:

Submittal: **One (1) original of the bid form must be received on or before 2:00 p.m.ET, Tuesday, February 21, 2023**

Physical Address: **Lowcountry Council of Governments
Attn: Ms. Letisha Scotland, Aging Director
634 Campground Road
Point South, South Carolina 29945**

Mark Envelope: **“QUOTE – Electronic Tablets” (Sealed envelope must be clearly marked with these words on outside)**

Vendor Requirements

Quotes received after the date and time set for receipt will not be accepted. It is the bidder’s responsibility to ensure timely delivery of their bid. Weather, flight delays, carrier errors and other acts of otherwise excusable neglect are risks allocated to bidders and will not be exempted from deadline requirements. Telegraphic, telephone, facsimile, or electronic quotes will not be accepted.

Any offer submitted because of this solicitation shall be binding on the offeror for **Sixty (60) calendar days** following the bid opening date. Any bid for which the offeror specifies a shorter acceptance period may be rejected.

Quotes forms that are not signed will not be accepted as complete and shall not be considered. Quotes must be signed in ink (not typed) in the appropriate space(s) by an authorized officer or employee of the bidder. Quotes must be submitted on the “Bid Form” provided. Bidders can respond that they are not quoting at this time and this will be considered as a “Quote” if it is submitted by the deadline.

Upon receiving the “**NOTICE OF AWARD**”, the successful bidder has ten (10) business days to submit all required insurance certificates, permits, and licenses.

If the Bidder discovers any ambiguity, conflict, discrepancy, omission or other errors in the Bid, Bidder shall immediately notify the Agency of such error in writing and request modification or clarification of the document. The Bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the Bid or it shall be deemed waived.

The successful bidder shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel. The successful bidder will be required to enter into a contract agreement for these services. The agreement will be as provided in this bid package unless otherwise agreed upon by the owner and contractor.

During the performance of the contract, the contractor shall comply with any and all Federal, State or Local laws relating to a Drug Free Workplace.

This project is being funded in whole or in part by the Community Development Block Grant – CV Program (CDBG-CV). All federal CDBG–CV requirements will apply to the contract. All contractors and/or subcontractors are required to be registered in the federal System for Award Management (SAM). Bidders on this work will be required to comply with the President’s Executive Order No. 11246 & Order No. 11375 which prohibits discrimination in employment regarding race, creed, color, sex, or national origin. Bidders are required to adhere to 2 CFR 200 guidelines (as applicable). The owner reserves the right to waive any irregularities, or to reject any or all bids and to make an award in the best interest of the agency. No bidder may withdraw his bid within sixty (60) days after the actual date of the opening thereof.

The deadline for written questions is **2:00 p.m. on Monday, February 13, 2023**. Any revisions to the bid request will be issued and distributed as an addendum and bidders are advised to check our website at www.lowcountrycog.org for updates. Bidders are specifically directed not to contact any other agency personnel for meetings, conferences, or technical discussions related to this Bid. Failure to adhere to this policy may be ground for rejection of bids/quotes.

Offerors are cautioned that any statements made by the contact of agency staff persons that materially change any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.

This bid request is being issued by Lowcountry Council of Governments. Unless otherwise directed, all communication and questions must be submitted in written format to the owner at the following:

Lowcountry Council of Governments
Attn: Ms. Letisha Scotland, Aging Director
634 Campground Road
POB 98
Yemassee, South Carolina 29945
Phone: (843) 473-3959
Fax: (843) 726-2165
Email: lscotland@lowcountrycog.org

The right is reserved by Lowcountry Council of Governments to reject any or all bids; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the bids submitted; and to award contract according to the bid which best serves the interest of the Town.

All costs incurred by the bidder associated with bid preparations and subsequent interviews and/or negotiations, which may or may not lead to the execution of an agreement, shall be borne entirely and exclusively by the bidder.

Protest of Solicitation or Award

Solicitation – Lowcountry Council of Governments allows any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation of this contract to protest to the Executive Director within fourteen (14) calendar days of the date of issuance of the Request for Bids/quotes or Request for Proposals or other solicitation documents, whichever is applicable, or any amendment thereto. Any protest shall be in writing, submitted to the Executive Director, as stated above, and shall set forth the grounds of protest and the relief requested with enough particularity to give notice of the issues to be decided.

Award – Any bidder, offeror or contractor who is aggrieved in connection with the intended award or award of this contract should protest to the Executive Director within fourteen (14) calendar days of the date the notification of award is posted in accordance with this policy. Any protest shall be in writing, submitted to the Executive Director, as stated above, and shall set forth the grounds of protest and the relief requested with enough particularity to give notice of the issues to be decided.

Proprietary and/or Confidential Information

Your proposal or bid is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid or proposal.

All information that is to be treated as confidential and/or proprietary must be clearly identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold. *All information not so noted and identified shall be subject to disclosure by the Agency.*

The words “Quote,” “Bid”, “Bidder”, “Offeror”, “Proposer”, “Vendor”, and “Contractor” are used interchangeably throughout this document, and are used in place of the person, firm, or corporation.

**LOWCOUNTRY COUNCIL OF GOVERNMENTS
EXHIBIT A – SPECIFICATIONS FOR ELECTRONIC TABLETS FOR THE LOWCOUNTRY
AAA WITH ACCESSORIES**

Tablet:

- Minimum 10 inch screen display with resolution of 2000x1200.
- Minimum 3GB of RAM with 64 GB memory and external options.
- Keyboard supported.
- Android or comparable operating system.
- Wi Fi and Bluetooth compatible

Accessories:

- Accompanying case that is damage resistant (example Otterbox brand or equivalent).
- Tempered glass screen protector.
- Insurance coverage to protect against damage and/or theft for a period of 24 months

Warranty

- At minimum, one-year manufacturer's warranty.

**Lowcountry AAA
Senior Technology Project CDBG CV (CV1-010)**

QUOTE FORM

PROJECT DESCRIPTION Electronic Tablet Purchases	PROJECT NUMBER CV1-010
PROPOSING FIRM / CONTACT NAME	EMAIL
ADDRESS	PHONE NUMBER

BASE	
ITEM	TOTAL COST
Provide a cost for 200 electronic tablets with insurance, and accessories, as outlined in Exhibit A.	
***Attach details of each item including brand name (manufacturer) of tablet and accessories quoted.	\$ -
ALTERNATE	
ITEM	TOTAL COST
Provide a cost for each additional electronic tablet with insurance & accessories as noted above.	
	\$ -

- There is a monthly service fee of \$_____.
- There is not a monthly service fee.

Are tablets capable of running with LTE? _____

Submitted by

Name

Title

Signature

Date