

SCBO Universal Form

Date: June 8, 2017

Choose a category for your solicitation:

- ☐ Architectural/Engineering-Use SE210 or separate SCBO form
☐ Construction-Use SE310 or separate SCBO form
☐ Consultant/Professional
☐ Environmental Remediation
☐ Equipment
☐ Information Technology
☒ Maintenance/Repair
☐ Minor (Under \$50,000)Construction-SE311 may be used.
☐ Printing
☐ Services
☐ Supplies
☐ Auditing-Separate form available
☐ For Sale-Separate form available
☐ Notices-Use separate SCBO form

***Description:**HVAC PROJECTS - MULTIPLE LOCATIONS

Solicitation Number: 16-1771

Solicitation Type (Sealed bid, proposal, quote, etc.):IFB

Delivery Point (City, State where goods/services are to be delivered): RHSD Facilities Services, 2171 West Main Street, Rock Hill, SC 29732

*☒ Pre-bid Conf. ☐ Pre-Proposal Conf. ☐ Site Visit ☐ N/A

☐ Mandatory or ☒ Non-mandatory

Date, Time & Place: June 13, 2017 - 10:00 am - Facilities Services Purchasing Conference Room, 2171 West Main Street, Rock Hill, SC 29732 OR **Contact info for scheduling appointment:**

***Submit Offer By (Date & Time):** June 20, 2017 at 2:00 pm

Opening Date & Time, if different from "Submit Offer By" Date & Time: 2:00pm

Public Solicitation Opening? ☒ Yes ☐ No

***Purchasing Agency/Entity** (Name & address): Rock Hill School District Three

***Buyer:** Nicole Hatch **Phone Number/E-mail address:** 803-981-1154/ nhatch@rhmail.org

***Direct Inquiries To** (Name & contact info if other than Buyer): Nicole Hatch nhatch@rhmail.org

*☒ Bid ☐ Proposal ☐ **Quotation Package May Be Requested From** (Name & contact info if other than Buyer or Contact for Inquiries):

Download Solicitation From:

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- Advertisements are due by Noon each day for that evening's edition.
 - To submit: Fill out form, save to your computer, then attach to an email to scbo@mmo.sc.gov. Emailed ads are confirmed by return email.
 - Please check your ad in SCBO after it appears to make sure it has been included, & that the information contained in it is correct.
 - You can leave out or add any information you wish. One way to do this is to unprotect this document. If you want to be able to tab through the fields, you must have enforcement of the protection start again once you made your change(s). Starred items are necessary to creating a SCBO ad & should be included.
 - Buyers: You can download this form to your computer to a SCBO folder, & fill in the parts that repeat every time you fill out the form, like agency address, buyer's name, etc.. Then each time you open it, do a 'save as,' rename the file, & place it in your SCBO folder. This way you always start with a partially filled out form.