

**CITY OF MYRTLE BEACH
PURCHASING OFFICE
Invitation for Bid (IFB)
17-B0045**

February 27, 2017

Bid Specifications

FOR: Safety Products _____

Bids must be received prior to **2:00 PM on Monday March 13, 2017**

OR deliver bids to: City of Myrtle Beach Purchasing Office
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577

Direct questions to: Ruth Burleson Buyer (843) 918-2173.

NO BIDS WILL BE ACCEPTED UNLESS SUBMITTED ON THE FORMS FURNISHED HEREIN. All bids must be sealed, marked and delivered in accordance with these instructions. Bids will be opened and read publicly at the time specified above.

Bid tabulation will be available on-line at www.cityofmyrtlebeach.com/purchasing.html. If more convenient, tabulations are available for pick-up after final award. No Bid Tabulations will be faxed.

Name and Address of Bidder Submitting this Bid: (Bidder to complete the following information)

Name of Bidder: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Fax Number: _____

Email: _____

***** Bid Number and Opening Date must be shown on the outside of the sealed envelope*****

Please note: Signature Required on Page 10

**CITY OF MYRTLE BEACH
GENERAL INSTRUCTIONS
MUST BE SIGNED AS PART OF BID PACKAGE**

The instructions herein contained are given for the purpose of guidance in properly preparing, as applicable bid. These directions have equal weight and force with the specifications and strict compliance is required with all of the provisions. Unless otherwise stated in the special instructions of the bid, the following general instructions will apply.

- 1. Bids that are incomplete, unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind, will be declared non-responsive.**
2. All bids must be prepared to present suitable evidence of similar work recently completed or goods supplied. Products are to be brand name or equal unless otherwise specified. If submitting an equal product, supporting documents must be provided with proposal.
3. Only written information from the Procurement Manager is binding; therefore no verbal instructions or verbal information from any other source will be binding on the City. The City will not be responsible for any other explanation or interpretation and the decision of the Procurement Manager shall be final and binding upon each offeror.
4. The written specifications are considered clear and complete. Failure of the offeror to call attention in writing to any disputes, definitions, discrepancies, inconsistencies or incompleteness before the opening of the bid in the time and manner set forth herein is a waiver of right to do so upon opening of the bids.
5. Should the Procurement Manager deem it necessary to alter bid specifications, those alterations will be made in the form of written addenda that will be mailed to all offerors. These addenda shall then be considered as part of these specifications.
6. Submission of a bid will be considered as conclusive evidence of the offeror's complete examination, understanding and acceptance of the specifications.
7. When brand names or trade names and model numbers followed by the words "or equivalent" or "or other approved equal" are used, it is for the quality, style and features of those brands and models. Bids on equivalent items of substantially the same quality, style and features are then invited. However, to receive consideration, such equivalent bids must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the units and provide for competitive evaluation with the brands or models.
- 8. Bid and Signature Document are provided as part of the specifications. This form must be used in submitting a bid and all pages of the bid document must be completely filled out and signed by the offeror.**
9. Each bid must be enclosed in a sealed envelope, clearly marked on the outside with information as stated on the cover page and delivered to the Procurement Buyer. If the required information is not clearly stated on the outside of the envelope, the bid considered nonresponsive.
10. No bids may be withdrawn later than 10:30 AM on the day of the bid opening. No modifications, clarifications or explanations of any bids will be allowed after the bid is sealed and delivered to the Purchasing Division, City of Myrtle Beach, 3231 Mr. Joe White Avenue, Myrtle Beach, SC 29577.
11. The City expressly reserves the following rights:

GENERAL INSTRUCTIONS continued

- A. To reject any and/or all irregularities in the bids submitted.
 - B. To reject any and all bids, or parts thereof, as deemed in the best interest of the City.
 - C. To base awards due with regard on quality of services, experiences, compliance with specifications, and other such factors as may be necessary in the circumstances.
 - D. To make the award to any offeror who, in the opinion of management, is in the best interest of the City.
12. The General Instructions, Scope of Work and/or Specifications, and the Bid and Signature Document constitute the bid packet. By submitting a bid, Offeror is deemed to have accepted all of the terms and conditions set forth in the bid packet documents. All bid packet documents, after completion by the Offeror, must be returned with the bid in the same order as received by the Offeror.
13. **NO BIDS WILL BE ACCEPTED UNLESS SUBMITTED ON THE FORMS FURNISHED HEREIN.** All bids must be sealed, marked and delivered in accordance with these instructions. **Bids will be opened and read publicly at the time so specified on the front cover sheet.**
14. Offerors shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment and/or service to be performed as required by the bid conditions. No plea of ignorance by the Offeror of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Offeror to make the necessary examination and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation.
15. The City of Myrtle Beach pays South Carolina State Sales Tax. The City is exempt from Federal Excise Tax and will issue exemption certificates if required. **ALL APPLICABLE TAXES SHOULD BE SHOWN AS SEPARATE LINE ITEMS UNLESS OTHERWISE INDICATED.**
16. The CONTRACTOR agrees to pay all taxes and license fees of whatever nature applicable to conduct business and furnish the CITY, if requested, with duplicate receipts or other satisfactory evidence showing the prompt payment of all taxes and fees when referred to and showing that all licenses are in effect.
17. The award will be made within the time specified to the responsible Offeror meeting the specifications and having the lowest possible cost consistent with the quality and service needed for effective use. The following criteria will be used in making this determination:
- A. Superior quality and specification adherence
 - B. Adequate maintenance and service
 - C. Delivery and/or completion time
 - D. Guarantees and warranties
 - E. Company's reputation and financial status
 - F. Past experience and cost with similar or like equipment or service
 - G. Anticipated future cost and experience
 - H. Performance of proponent's equipment by other agencies, plants, and firms

GENERAL INSTRUCTIONS continued

18. In the event the successful Offeror fails or refuses to execute a formal written contract with the City of Myrtle Beach in form and content acceptable to the City, within ten (10) calendar days after notice of acceptance of the bid, the bid may be revoked, and all obligations of the City in connection with the bid may be canceled.
19. Winning offeror shall be notified within a reasonable time, as judged by the City, after bid opening and evaluation of bids.
20. If required, offeror shall supply a BID BOND of 5% of the total bid amount. The successful Offeror at its own cost and expense shall furnish, if required, a good and sufficient PERFORMANCE BOND and PAYMENT BOND (payable to the City of Myrtle Beach) in the full amount of this agreement conditioned on the full and faithful performance of the work under this agreement in accordance with the specifications and contract documents. Bonds are required if the contract work is more than \$20,000 in cost for construction and/or improvements. The Performance and Payment Bonds shall be executed by the contractor and a bonding company authorized to do business in the State of South Carolina and approved by the State of South Carolina to issue such performance and payment bonds. Only the forms provided by the City for the Performance and Payment Bonds will be accepted.
21. No extras or additional work will be allowed or paid for unless such extras or additional work are/is ordered in writing by the Purchasing Division and with the price for such established and agreed upon before such extras are delivered or work is performed.
22. The City shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the specifications. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the contractor. Any such adjustments in price shall be made in writing.
23. The contractor agrees to indemnify and save harmless the City of Myrtle Beach, its representatives, employees and agents, from all claims, demands, actions, suits and liabilities arising from the contractor's own fault or negligence or through the negligence or fault of the manufacturer of goods supplied by the contractor. This obligation shall extend to and include, all litigation costs and reasonable attorney fees incurred by the City in response to such claims, demands, actions or liabilities, provided it is ultimately determined that such claims result from the contractor's or manufacturer's fault or negligence.
24. The contractor shall not assign or otherwise transfer any of its responsibilities or obligations under the contract to any other person or entity without prior written consent of the City.
25. When samples are required with a bid, they must be submitted with the bid unless approved by the Purchasing Manager or Purchasing Manger's authorized representative.
26. Samples submitted will become the property of the City. The entire cost of the sample(s) shall be paid for by the Offeror unless previous written arrangements are made with the City.
27. When offerors are required to make site visits or attend pre-bid meetings, all expenses shall be paid for by the offeror, unless previous written arrangements are made with the City.
28. Offerors are required to state exactly what they intend to furnish; otherwise, they shall be required to furnish the items as specified.
29. Offerors will submit, with their bid, data necessary to evaluate and determine the quality of the item(s) they are bidding.
30. In the event that materials, supplies, etc. are delivered which do not comply with specifications and have not been approved by the Purchasing Division, the contractor, upon

GENERAL INSTRUCTIONS continued

- notification, shall immediately remove from the premises any such materials, supplies, etc. and replace them with materials, supplies, etc. in full accordance with the specifications.
31. Payments shall be made to the contractor within thirty (30) calendar days of receipt of invoice after inspection by and acceptance of the material, goods and/or service by an authorized representative of the City.
 32. It shall be understood that in all cases the terms and conditions, as detailed in the Specifications, shall supersede terms and conditions, as detailed in the General Instructions. If this bid is for the purchase of equipment, the Offeror guarantees that the equipment offered is standard new equipment, latest model or regular stock product, with parts regularly used for the type of equipment offered; also that no attachment or part has been substituted or applied contrary to the manufacturer's recommendations and standard practices.
 33. Any deviation from specifications must be noted in detail and submitted in writing with this bid. Complete specifications should be attached for any substitutions offered, or when amplifications are desirable or necessary. The absence of a specification deviation statement and accompanying specifications will hold the Offeror strictly accountable to the specifications as written herein.
 34. The specifications, as listed herein, represent our preference in material; however, we are fully cognizant that no two pieces of comparable material are identical and/or same in size, function, and operation; and some of the specifications will not completely coincide with ours as listed. Please list your exceptions and explanations separately. It is not our intent to write specifications for any project on which only one proponent can submit a bid.
 35. Any changes in specifications, after the purchase order/contract has been awarded, must be with the written consent of the Purchasing Division; otherwise, the responsibility for such changes shall be with the offeror.
 36. Bids shall include adequate brochures, latest printed specification and advertising literature describing the product(s) offered in such a fashion as to permit ready comparison with the specifications on an item-by-item basis where applicable.
 37. Unless otherwise stated in the special instructions section of this bid request, submit one complete Bid Package using the attached form(s) for bid price(s).
 - 38. Unless otherwise stated in the special instructions section of this bid request, deliveries will be accepted during the hours between 9:00 AM and 3:00 PM Monday through Thursday, excluding City holidays. NO FRIDAY DELIVERIES UNLESS PRIOR APPROVAL BY WAREHOUSE PERSONNEL.**
 39. The delivery date as stated in the bid shall be the time required to deliver the complete item(s) after the receipt of the order or award of the contract. Where multiple items appear on a bid request, the Offeror shall, unless otherwise stated by the City, show delivery date for each item separately. If only a single delivery date is shown, it will be assumed to mean that all items included in the bid can and will be delivered on or before the specified date. The Offeror certifies that the delivery will be completed in the time the Offeror states, starting at the time the order is placed, provided that the time between the bid opening and the placing of the order does not exceed the number of calendar days stipulated in the bid. The right is reserved to reject any bid on which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended. Successful offeror will be responsible for making any and all claims against carriers for missing or damaged items.

GENERAL INSTRUCTIONS continued

40. **Unit prices will govern over extended prices** unless otherwise stated in special instructions in this bid request. All prices quoted should be firm. In those cases where a firm bid cannot be made, consideration will still be given to all Offerors. Also, maximum or ceiling prices should be quoted where possible when bids contain non-firm prices.
41. Cash discounts, if allowed, should be so stated on the bid form. Prices must, however, be based upon payment thirty (30) calendar days after delivery.
42. Questions concerning the bid requirements or specifications should be directed in writing to the Procurement Buyer shown on the front page of the Bid package. If you need disability-related accommodations, please contact (843) 918-2170.
43. The City may reject a bid if:
 1. The Offeror misstates or conceals any material fact in the bid: or if,
 2. The bid does not strictly conform to the law or requirements of bid: or if,
 3. The bid is conditional, except that the bid may qualify his or her bid for acceptance by the City on an **“all or none”** basis, or a **“low item”** basis. An **“all or none”** basis bid must include all items upon which bids are invited.
44. The City may, however, reject all bids whenever it is deemed in the best interest of the City to do so, and may reject any part of a bid unless the bid has been qualified as provided in statement.
45. **Bid prices are to be Delivered Price (FOB Destination)**. Bid prices must include all delivery costs, including but not limited to, loading and unloading cost(s), transportation charge(s) and fuel surcharge(s). The City will not be responsible for any demurrage charge(s).
46. Invoice(s), certificates of origin, warranties and guarantees must be submitted at the time of delivery of the item(s).
47. If so requested in the bidding documents, a completed Material Safety Data Sheet for the item(s) indicated must be provided with the bid documents. Failure to submit this form upon request may result in rejection of bid.
48. Offerors shall comply with all local, state, and federal directives, orders, and laws as applicable to this bid and subsequent contract(s) including, but not limited to Equal Employment Opportunity (EEO), in compliance with executive Order 11246, Minority Business Enterprise (MBE), and Occupational Safety and Health Act (OSHA), as applicable to this contract and Immigration Bill H4400 which states that every contractor doing business with the City of Myrtle Beach for the physical performance of services with the total value of the contract to be performed in a twelve month period exceeding fifteen thousand dollars (\$15,000.00) must agree to the following:
 1. Register and participate in the federal work authorization program to verify the employment authorization of all new employees; and require agreement from its sub-contractors to do the same; or
 2. To employ only workers who:
 - a. Possess a valid South Carolina Driver’s License or ID issued by the South Carolina Department of Motor Vehicles;
 - b. Are eligible to obtain a South Carolina Driver’s License or ID card in that they meet the requirements.

GENERAL INSTRUCTIONS continued

- c. Possess a valid Driver's License or ID card from another state where the requirements are at least as strict as those in South Carolina. The South Carolina Department of Motor Vehicles will post on its website a list of states where the license requirements are at least as strict as those in South Carolina.
49. If during the term of the contract entered into as a result of this bid, the cost of material(s) is/are increased through no act on the part of the Contractor other than to comply with any prevailing rise in the market price(s) of material(s) used, it shall be the Contractor's responsibility to notify the City Purchasing Office in writing of the price increase(s) and the effective date of the increase(s). Price(s) shall be increased only to the point of absorbing additional cost(s) of material(s) paid for by the Contractor. At any time during the term of the contract, the City may request that the Contractor provide written documentation from the manufacturer/supplier of the material(s) to substantiate price increase(s). The City reserves the right to accept or reject any price increase(s) and to cancel any and all item(s) under the contract for which price increase(s) is/are considered unacceptable. If during the term of the contract, the cost of material(s) to the Contractor is reduced, then the Contractor shall reduce the contract price(s) and notify the Procurement Buyer in writing.
50. All documents, reports, bids, submittals, working papers or other material submitted to the City from the Offeror shall become the sole and exclusive property of the City, in the public domain, and are not the property of the Offeror. The Offeror shall not copyright, or cause to be copyrighted, any portion of any of said documents submitted to the City as a result of this solicitation.
51. Protest of Bid Specifications, Contract Terms and Intent To Award
 - A. Specifications and contract terms shall be made available for inspection and copying. Unless a different deadline is specified in the Invitation for Bids, protests of the bid specifications or contract terms shall be presented to the City in writing at least five (5) City of Myrtle Beach business days prior to bid closing.
 - B. Such protest or request for change shall include the reasons for protest or request, and any proposed changes to specifications or terms.
 - C. Envelopes containing protests of specifications shall be marked and mailed, or hand delivered in five (5) City of Myrtle Beach business days to the Procurement Buyer.
 - D. No protest against award because of the content of bid specifications or contract terms shall be considered after the deadline established for submitting such protest.
 - E. Submission of a bid without the timely submission of protest of specifications or contract terms is deemed a waiver to the right to protest specifications or contract terms.
 - F. A decision by the Procurement Buyer shall be given in writing in each of such cases at least one (1) City of Myrtle Beach business day before the time set for the opening of bids. A copy of the decision may be obtained at the Procurement Manager's Office. If, in the judgment of the Procurement Manager, the previously mentioned inquiry requires explanation or interpretation, any such explanation or interpretation of said plans, specifications or other contract documents will be made by written addendum duly issued with copies mailed or delivered to each person or firm receiving a set of contract documents.

GENERAL INSTRUCTIONS continued

- G. The written Purchase Order shall constitute a final decision of the City to award the contract if no written protest is filed with the City within five (5) calendar days of the posting of the Bid Tab. If a protest is timely filed, the Purchase Order is a final decision of the City only upon issuance of a written decision denying the protest and affirming the award.
 - H. Purchasing Buyer shall notify the winning Offeror at which time the Bid Tab shall be posted on the City of Myrtle Beach website. It is the responsibility of the Offeror to monitor the website. Any actual Offeror who is adversely affected or aggrieved by the award of the contract to another Offeror on the same solicitation shall have five (5) business days after the posting of the Bid Tab to submit to the City a written protest of the award. The written protest shall specify the grounds upon which the protest is based. The City shall not entertain a protest submitted after the time period established in this rule or such different period as may be provided in the City's Invitation for Bids.
 - I. Offerors must submit written protests of the intent to award to the Procurement Manager in five (5) business days. The written protest must contain name and contact information of the protestor, solicitation name and number, specify the grounds upon which the protest is based and relief expected.
- 52. Bids may be withdrawn on a written request, received from Offerors prior to the bid closing. Negligence on the part of the Offeror in preparing the bid creates no right for withdrawal of the bid after the bid has been opened.
 - 53. The BID response must not contain any erasures or corrections unless the Offeror initials each change.
 - 54. Bid prices, terms and conditions shall be firm for a period of at least one hundred and twenty (120) calendar days from the deadline for receipt of submittal, or until such time as established in the BID. The successful bid shall not be subject to future price escalation or changes of terms if accepted during the one hundred and twenty (120) day period, or the specified BID time. Price decreases or changes in terms by others after the acceptance of a bid will not be considered.
 - 55. The contractor shall be wholly responsible for the performance of all subcontractors and for their acts and omissions, and those of persons either directly or indirectly employed by the contractor, and the fact that subcontractors are subject to the approval of the City shall not affect the contractor's responsibility in this regard.
 - 56. The contractor shall bind every subcontractor to all terms and conditions anywhere contained in the contract documents as far as applicable to the work of such subcontractor so that the subcontractor assumes toward the contractor and toward the work all the obligations and responsibilities that the contract assumes toward the City as to the performance of the subcontractor's portion of the work.
 - 57. The selected Offeror will be required to assume responsibility for coordination, engineering, delivery, installation, and maintenance of all equipment, software and services offered in their bid, whether they are the manufacturer or producer of them.
 - 58. Further, the City will consider the selected Offeror to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the lease or purchase of the entire service equipment and software configuration, when applicable. Only

GENERAL INSTRUCTIONS continued

service and equipment offered by Offerors who have installed similar systems of comparable size will be considered. All service and equipment offered will be in current standard production and of the latest design.

59. The selected Contractor shall assign a competent account representative acceptable to the City who will represent the Contractor in providing contracted services to the City. If the account representative is removed by the Contractor, the new representative must be acceptable to the City.
60. If any doubt or difference of opinion arises between the City and the Contractor as to the interpretation of this BID, the decision of the City will be final and binding upon all parties.
61. The City reserves the right to obtain clarification on any point in the Offeror's bid. The failure of the Offeror to make additional information available could result in the rejection of the response. Such clarification might involve the delivery of demonstration equipment to the City for evaluation purposes. Such hardware will be provided at no cost to the City. The City is not obliged to evaluate any or all products.
62. The award of a contract is accomplished by executing a written agreement that incorporates the entire bid, Offeror's response, clarifications, addenda, and additions. All such materials constitute the contract documents. The Offeror agrees to accept the contract terms unless substantive changes are made without the approval of the Offeror. The procurement office is the sole point of contact for the issuance of the contract.
63. The City will not be responsible for the loss or damage of any items during the BID process.
64. In the event that the Offeror fails to perform any material obligations, the City reserves the right to give the Offeror written notice of such failure. The Offeror will then have thirty (30) calendar days to resolve the failure. If the failure is not resolved within thirty (30) calendar days, the City reserves the right to withhold all money that is due and payable to the Offeror. Such a remedy is in addition to other remedies that might be available to the City. Moreover, the City reserves the right to terminate the contract if the Offeror exceeds thirty (30) calendar days of non-performance.
65. The authorized signer of the Bid shall represent and warrant that they have been sufficiently informed in all matters relating to the specified products; that they have checked their bid for errors and omissions; that the prices stated in their bid are correct and as intended are a complete and correct statement of prices.
66. By Signature below the Offeror avers that they have examined, understands and accepts all instructions, specifications and conditions, and will provide for appropriate insurance, deposits, and performance bonds if required, and will comply fully with specifications as attached for the agreed contract, especially where materials and work are involved, and that any and all registration requirements where required for contractors as set forth in law are met.

GENERAL INSTRUCTIONS continued

Print Name of Offeror

Signature of Offeror

Date of Signature

*** Offeror's Company Name, Bid Number, Bid Name, Due Date and Time must be shown on the outside of the sealed envelope. If this criteria is not met, your Bid may be rejected.**

Bid tabulations will be available on-line at www.cityofmyrtlebeach.com/purchasing.html. If more convenient, tabulations are available for pick-up after final award. No Bid Tabulations will be faxed.

SPECIFICATIONS

The purpose of this bid is to establish a Blanket Purchase Order for safety supplies to be ordered on an “as needed” basis. The PO will be for a period of one (1) year with an option to renew for four (4) additional one (1) year terms. Prices are firm for the period of the PO and may be increased upon renewal with a not-to-exceed rate established as a result of this bid.

Prices are to be Delivered Price and no other fees allowed except tax.

Qty	Unit	Description	Unit Cost	Total Price
1	ea	25 ft. Tape Measure – Lufkin	\$	\$
1	Pk	Batteries, AA, 24/pk	\$	\$
1	Pk	Batteries, AAA, 24/pk	\$	\$
1	Pk	Batteries, 9V, 12/pk	\$	\$
1	Pk	Batteries, C, 12/pk	\$	\$
1	Pk	Batteries, D, 12/pk	\$	\$
1	Pr	Driving Gloves, 100% Cow Grain Leather Size M	\$	\$
1	Pr	Driving Gloves, 100% Cow Grain Leather Size L	\$	\$
1	Pr	Driving Gloves, 100% Cow Grain Leather Size XL	\$	\$
1	Pr	Driving Gloves, 100% Cow Grain Leather Size XXL	\$	\$
1	Pr	Driving Gloves, 100% Cow Grain Leather Size XXXL	\$	\$
1	Ea	DeWalt Safety Glasses ONLY, Clear	\$	\$
1	Ea	DeWalt Safety Glasses ONLY, Tinted	\$	\$
1	Ea	Coolers, 3 Gallon	\$	\$
1	Ea	Coolers, 5 Gallon	\$	\$
1	Pr	Memphis Flex Plus Double Dip Gloves S	\$	\$
1	Pr	Memphis Flex Plus Double Dip Gloves, M	\$	\$
1	Pr	Memphis Flex Plus Double Dip Gloves, L	\$	\$
1	Pr	Memphis Flex Plus Double Dip Gloves, XL	\$	\$

1	Ea	3" x 1000' Caution Tape, Body Guard	\$	\$
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Signature: _____

Company _____

The City, at its sole discretion, reserves the right to accept in whole or in part or reject any or all proposals received, negotiate administrative details or details of terms of the contract with any/all qualified applicants that submitted proposals or waive minor irregularities, technicalities or informalities in submitted proposals. The City also reserves the right to cancel in part or in its entirety this proposal if it is deemed to be in the best interest of the City to do so. Neither the City nor any person acting as an agent for the City will be obligated in any way by an applicant's response to this proposal.

TERM OF CONTRACT

The initial term of the contract shall be for a period of one (1) year effective upon award of the contract. Upon successful completion of the initial term of the contract, the contract may be renewed for four (4) additional one (1) year periods provided both parties agree and the renewal is documented by contract and/or Purchase Order.

TERMINATION FOR CONVENIENCE

For convenience, either party may terminate the contract by providing written notice a minimum of thirty days prior to the proposed termination date.

BID AND SIGNATURE DOCUMENT
Bid Number: 17-B0045

The undersigned, as bidder, declare that we have examined all bid documents contained herein and will contract, thereon, with the City of Myrtle Beach (hereinafter referred to as the "City") to do everything necessary for the fulfillment of this contract. We agree any addenda received are part of the bid documents. (If no addenda has been received, please place a zero in the space provided.)

In addition, we propose to furnish the following services in strict conformance to the bid specifications and bid invitation issued by the City of Myrtle Beach for this bid. Any exceptions are clearly noted as required.

We understand that any false statements made to meet any requirements may result in contract cancellation or initiation of action under Federal or State laws or both.

Bidder-Company Name _____ Addenda Numbers Received _____

City Business License Number _____ Telephone Number _____

Authorized Signature _____ Fax Number _____

Printed Name _____ Email _____

South Carolina Sales Tax Registration No.:

If SC Sales Tax No. not supplied, please state reason:

Federal Tax ID No. (FEIN):

Mailing Address _____ Date _____

City, State, Zip _____

Total Bid Price: \$ _____

Remittance Address (If different from mailing address) **(Price includes materials, labor, equipment, licenses, taxes and fees applicable)**

City, State, Zip

**Not-to-Exceed % Increase for
Years 2, 3, 4 and 5 _____%**



CITY OF MYRTLE BEACH

LOCAL VENDOR PREFERENCE

**TO QUALIFY FOR LOCAL PREFERENCE
FORM MUST BE SUBMITTED WITH BID**

First in Service

APPLICATION OF ELIGIBILITY TO QUALIFY FOR LOCAL VENDOR PREFERENCE WITHIN THE DEFINED BOUNDARIES: MYRTLE BEACH CITY LIMITS, Horry COUNTY, NESA AREA (NESA area is comprised of Horry, Georgetown, Williamsburg, Florence, Marion, Darlington, Dillon, Chesterfield, and Marlboro Counties).

City of Myrtle Beach Business License: (To qualify for Local Vendor Preference vendor must have had a City of Myrtle Beach Business License a minimum of ninety (90) days prior to the request for bid/ proposal being made public)

**City of MB Business License Number: _____ Date issued: _____
*NOT Horry County License Number**

Complete all areas below. Incomplete forms may be rejected.

1. LEGAL NAME OF BUSINESS: _____

**Mailing Address: _____
_____**

**Physical Address: _____
_____**

(To qualify vendor must have maintained a physical address and office as a principal place of business within the defined boundaries of the category sought for at least one (1) year, and during that time have had a majority of full-time employees, chief officers and managers regularly conducting work and business from this office.)

2. Year business was established in the City of Myrtle Beach / Horry County / NESA area:

**Year: _____ County: _____
(Name of County)**

Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the City in an attempt to qualify for local preference shall be prohibited from bidding on City of Myrtle Beach products and services for a period of one (1) year.

Authorized Signature: _____ Date: _____

Printed Name & Title: _____ Phone: _____

LOCAL VENDOR PREFERENCE continued

<u>Bid Amount</u>	<u>Within City Limits</u>	<u>Within Horry County</u>	<u>Within NESAs Area</u>
Up to \$5000.00	5% of Bid	4% of Bid	3% of Bid
\$5001.00 to \$10,000.00	\$250.00 plus 4% of amount between \$5001.00 and \$10,000.00	\$200.00 plus 3% of amount between \$5001.00 and \$10,000.00	\$150.00 plus 2% of amount between \$5001.00 and \$10,000.00
\$10,001.00 and up	\$450.00 plus 3% of amount above \$10,000.00 with the maximum being \$2000.00, including the \$450.00	\$400.00 plus 2% of amount above \$10,000.00 with the maximum being \$1800.00, including the \$400.00	\$300.00 plus 1% of amount above \$10,000.00 with the maximum being \$1600.00, including the \$300.00

If company/individual performs services on City property a Certificate of Insurance must be provided prior to commencement of work meeting requirements of the City.

The vendor must submit a copy of their Local Vendor Preference Certificate with their bid.

An eligible business shall maintain such status throughout the term of any contract with the City. Failure to maintain such status or to keep current on all fees and taxes owed the City shall be grounds to terminate the contract.