



**FLORENCE COUNTY**  
**SOUTH CAROLINA**

**REQUEST-FOR-PROPOSALS NO. 02-19/20**

**GAMING EQUIPMENT AND SUPPLIES FOR THE PARKS AND**  
**RECREATION DEPARTMENT**

**SUBMISSION DEADLINE: Thursday, July 18, 2019 at 3:00 p. m.**  
**(EST)**

**DELIVERY OF GAMING EQUIPMENT AND SUPPLIES**  
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Florence County is accepting proposals from qualified vendors to provide and deliver various gaming equipment and supplies to the Florence County Parks & Recreation Administrative Office located at 710 S. Irby St., Florence, SC 29501. Florence County shall also be referred to as the County.

**PROPOSAL SUBMITTALS** must be received no later than 3:00 p.m. EST on Thursday, July 18, 2019 to the address below in a sealed envelope. Submittals shall contain four (4) copies of the information requested. Submittals received after the deadline will not be accepted. Facsimile or e-mailed submittals will be accepted. All submittals should be sent to:

**MAILED TO:**

Florence County Procurement  
Attn: Patrick D. Fletcher  
180 N. Irby Street, MSC-R  
Florence, South Carolina 29501

**HAND-CARRIED TO:**

Florence County Procurement  
Attn: Patrick D. Fletcher  
180 N. Irby Street, Room B-5  
Florence, South Carolina 29501

Please e-mail all electronic submittals to [pfletcher@florenceco.org](mailto:pfletcher@florenceco.org)

Offerors mailing a proposals should allow sufficient mailing time to ensure timely receipt. The County is not responsible for proposals delayed by mail and/or delivery services of any nature. Proposals received after the set time for closing will be returned unopened.

Proposals must be made in the official name of the firm or the individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposals. Proposals must be valid for a minimum of ninety (90) days.

Upon receipt by the County, the proposal shall become the property of the County, without compensation to the offeror, for disposition or usage by the County at its discretion. The County shall have the sole discretion in evaluating both the proposals and the qualifications of the offerors. The County reserves the right to reject any and all proposals and is not bound to accept any proposals, if the proposals acceptance is contrary to the best interest of the County. The particulars of any proposals will remain confidential until a contract is signed with the successful offeror(s).

Florence County under Title VI of the Civil Rights Act of 1964 and related statutes ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

Minority Business Owners (minority or woman owned businesses) will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the County that minority business and women owned business enterprises (MBE/WBE) have an opportunity to participate at all levels of contracting in the performance of City projects to the extent practical and consistent with the efficient performance of the contract.

Florence County reserves the right to engage in discussions with any or all responsible responders who submit proposals for the purpose of clarification to assure full understanding of and responsiveness to this request.

This request for proposals does not commit Florence County to award a contract, to pay any cost incurred in the preparation of proposals or to procure or contract for the articles of goods or services. Florence County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any or all qualified offerors, or to cancel in part or in its entirety this solicitation, if it is in the best interest of the County to do so.

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**IRAN DIVESTMENT ACT- CERTIFICATION (JAN 2015)**

1. The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm> Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you.
2. By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List. [02-2A077-1]

**INSTRUCTIONS FOR OFFERORS**

1. Firms are requested to submit one (1) proposal in an electronic .pdf format or four (4) hardcopies of your proposal.
2. The proposal cover sheet at the end of this RFP is to be the first page of all proposals.
3. All proposals shall be concise and summarize the Company's ability to satisfy the requirements of the RFP in no more than ten (10) pages. The cover sheet will not be included in the total page count. A subject tab should divide/separate each of the criteria stated below. Additional supplemental information may be submitted as a separate electronic document, or under a separate hardcopy cover, in order to aid in firm selection.
4. Proposals must be made in the official name of the firm or the individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposals must be valid for a minimum of ninety (90) days.
5. Proposals may be withdrawn by offeror prior to, but not after, the submission deadline date/time.
6. All questions pertaining to this RFP must be submitted in writing by e-mailing [pfletcher@florenceco.org](mailto:pfletcher@florenceco.org) no later than 5:00 p.m. (EST) on Monday, July 15, 2019. Only written questions will be considered formal. Answers to all questions submitted will be issued in an addendum that will be posted via Vendor Registry on the Florence County website [www.florenceco.org](http://www.florenceco.org), Public Bid section. It is the responsibility of the proposer to be look for the addendum to be posted and acknowledge the addendum in the proposal.
7. Each Offeror shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFP. The failure or omission of the Offeror to acquaint itself with existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the Offeror or to any contract resulting from this RFP.
8. The successful Offeror shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Any failure by the successful Offeror to do so will not relieve the Offeror from the responsibility for successfully performing the work without additional expense to the County. The County assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents or consultants prior to the submission of a proposal or the execution of any contract related thereto, unless such understandings or representations by the County are expressly stated in the Contract Documents.

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**SCOPE OF WORK/SERVICES**

**The minimum required equipment and products to be provided and delivered for the County is as follows:**

- Competitive gaming specific desks and chairs (20 each).
- Compatible competitive gaming specific computer mouse, keyboards, & headsets (20 each).
- Compatible competitive gaming specific monitors (20 each).
- Compatible and competitive gaming specific mouse pads (20 each).
- Delivery of all products by Sept. 1, 2019.
- **IMPORTANT REQUIREMENT:** All equipment provided by the vendor shall be capable being transportable to different locations/facilities throughout Florence County.

**SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS**

**Ability to Provide Requested Provided products. (25 evaluation points).** Vendor is to give the County a complete list of all equipment (Brand Names and Model Numbers) to be offered by the vendor.

**Quality and Visual appeal of products. (45 evaluation points).** Vendor must provide visuals (i.e. photos and spec sheets of all equipment to be offered by the vendor.

**Vendor's ability to meet deadline for delivery of products. (20 evaluation points).** Vendor must state the maximum delivery and set-up time (in calendar days) from the date of issuance of the purchase order by Florence County.

**Total Cost to the County. (10 points).** The vendor shall provide a detailed pricing and total cost price sheet for all products to be offered by the vendor. The price sheet shall also include 8% SC tax and all deliver charges.

TOTAL POSSIBLE POINTS OF EACH EVALUATION – 100 points

**SELECTION PROCESS**

The selection committee will rank each firm based on the overall evaluation point total selection criteria average.

Upon the completion of the evaluation process, the committee will recommend one (1) firm for approval.

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The registered or licensed to do this type of service in South will be considered. Failure to meet this requirement will result in disqualification.

Florence County reserves the right to accept or reject any or all Proposals in whole or in part and to amend or supplement this RFP.

NOTE: By submission of your proposal in response to this solicitation, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any governmental department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform Florence County.

NOTE: No proposer shall, directly or indirectly, engage in any conduct (other than the submission of a proposal or other prescribed submissions and/or presentations before the Evaluation or Selection Committees) to influence any employee or elected official of Florence County concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the proposer from further participation in the solicitation for services or goods sought herein, or from participation in future Florence County solicitations or contracts.

**PROTEST PERIOD**

It is the responsibility of the prospective offeror to review the entire RFP packet and to notify the Procurement Department if the specifications/scope of work are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received by the Procurement Department not less than five (5) days prior to the proposal submission deadline. These requirements also apply to specifications or instructions that are ambiguous.

**PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION**

The successful firm(s) shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful firm shall name Florence County, South Carolina, its elected and appointed officials, officers, and employees "Additional Insured" as their interests may appear but only with respect to services performed or provided by successful firm on behalf of the County under Consultant's commercial general liability insurance policy. The successful firm shall, within 10 calendar days of the full execution of any contract resulting from this RFQ, provide the County's Procurement Officer with a certificate(s) of insurance evidencing the coverage required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 calendar days after the insurer or the selected firm gives written notice to the County.

Without limiting the provisions of paragraph above, the selected firm shall during the term of any contract resulting from this purchase and maintain insurance with limits not less than those set forth below:

The successful firm(s) shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the firm(s) shall require all subcontractor(s) also to provide workers' compensation and employer's liability

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insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.

Employer's Liability Insurance - \$1,000,000 each accident, \$1,000,000 disease policy limit, \$1,000,000 disease each employee

Commercial General Liability Insurance - \$1,000,000 per occurrence (bodily injury and property damage) / \$1,000,000 general aggregate

Automobile Liability Insurance - \$1,000,000 combined single limit (bodily injury and property damage), each accident

Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate

*Professional Services:* The selected firm(s) shall indemnify and hold Florence County, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected firm's professional services under any contract resulting from this RFQ, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected firm(s) to perform any of the work or anyone for whose acts, errors, or omissions the selected firm(s) may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

The selected firm shall require any subconsultants (if any) to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected firm. In addition, the selected firm shall require any subconsultants (if any) to assume the selected firm's indemnification obligations under any contract resulting from this RFQ to the extent they relate to the subconsultant's obligations under any contract with the selected firm.

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**PROPOSAL COVER SHEET**

Company's Name	
Company's Address	
Name and Title of Officer and Point of Contact of Company (please print)	
Signature and Date of Authorized Company Representative	
Acknowledgement	By signing above, proposer acknowledges the he / she has carefully received read and accepted all proposal documents and addenda receipt of all of which is hereby acknowledged. The Offeror agrees that this Proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.