

CITY OF NORTH CHARLESTON  
INFORMAL BID  
PQ-08-22  
REPLY TO FAX (843) 745-1083  
OR EMAIL – [dbadillo@northcharleston.org](mailto:dbadillo@northcharleston.org)

INFORMAL BID REQUEST: Executive Certificate Folders

REQUESTED BY: Executive Department

FOR TECHNICAL QUESTIONS PLEASE CONTACT Denise Badillo @ 843-740-5899 or  
[dbadillo@northcharleston.org](mailto:dbadillo@northcharleston.org).

PRICE QUOTES MUST BE SUBMITTED BY August 30, 2022 @ 11:00 AM

Faxed bids or emailed bids are acceptable and encouraged. Submit bid by completing Bid Sheet portion of this form and other required forms and **forward to the Purchasing Department at the above fax number or email address.**

**Bid Submission Requirements:** Several forms provided further on comprise the complete bid submission ‘package’. All forms must be completed and submitted to ensure your bid is considered. Failure to submit all required forms may cause your bid to be declared non-responsive and discarded. Forms required when submitting your bid are:

BID SHEET  
CERTIFICATION OF DRUG FREE WORKPLACE  
CERTIFICATION OF NONSEGREGATED FACILITIES  
CERTIFICATION REGARDING ILLEGAL IMMIGRATION  
VENDOR PREFERENCE (IF APPLICABLE)

## BID SHEET

### PQ-08-22, Executive Certificate Folders

<b>DATE ISSUED</b> 8/17/22	<b>THIS INQUIRY IMPLIES NO OBLIGATION ON THE PART OF THE CITY OF NORTH CHARLESTON</b>		<b>BIDS TO BE SUBMITTED NOT LATER THAN 08/30/22, 11:00 AM</b>	
<b>DESCRIPTION</b>	18 x 12 SCORED AND FOLDED TO 9 x 12 12 pt. COATED COVER FULL COLOR LOGO 1 SIDE (ATTACHED) 4 SLIT DIE CUT FOR CERTIFICATE			
<b>QUANTITY</b>	<b>200 PORTRAIT</b>	<b>350 PORTRAIT</b>	<b>50 LANDSCAPE</b>	<b>150 LANDSCAPE</b>
<b>UNIT PRICE</b>				
<b>EXTENDED AMOUNT</b>				
<b>SHIPPING CHARGES</b>				
<b>SC SALES TAX @ 8.5%</b>				
<b>TOTAL COST</b>				

\*\*\*\*This is for the determination of which quantity will be ordered by price. All quantities will not be ordered.

\*\*\*THE WINNING BIDDER MAY NOT PUT THEIR COMPANY NAME ON THE FOLDER FOR REORDER INFORMATION.

**ARTWORK WILL BE PROVIDED TO THE AWARDED VENDOR.**

COMPANY SUBMITTING QUOTE: \_\_\_\_\_

COMPANY MAILING ADDRESS: \_\_\_\_\_

COMPANY PHONE NUMBER: \_\_\_\_\_ FAX NO \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

(Signature)

(Typed or written name)

City of North Charleston  
Purchasing Department  
P O Box 190016  
North Charleston SC 29419  
Phone (843) 740-5899 Fax (843) 745-1083



## **GENERAL INFORMATION**

This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the City of North Charleston, in writing, so as to be received two (2) days prior to the submission date. The solicitation may or may not be changed, but a review of such notification will be made prior to award.

### **AWARD OF BID:**

Award of the Bid will be on an all or none basis. Bids will be analyzed, and the award made to the lowest responsible, responsive Bidder whose Bid conforms to the specifications. The City shall be the sole judge of weights, given these factors. Selection of a Bid shall not imply the rejection of any other Bid. The City of North Charleston may reject any or all Bids without cause or explanation, and without incurring obligation to any Bidder.

### **RESIDENT VENDOR PREFERENCE:**

A Resident Vendor Preference of one percent (1%) of the aggregate bid amount shall be given to all qualified Resident Vendors in the award of all formal bids/proposals. Award of a Request for Proposals, where evaluation and selection of a vendor is determined by an evaluation committee based on suitability of the item, shall not be subject to the Resident Vendor Preference. Should the evaluation committee determine that the item offered by two vendors are identical and suitable for use by the City, and one of the vendors is a Resident Vendor, then the Resident Vendor Preference shall be used in determining award.

- a. Any vendor claiming the Resident Vendor Preference must submit a North Charleston Resident Vendor Preference Affidavit and a copy of their current North Charleston business license as part of the vendor's bid. The affidavit shall be included with each bid package furnished to a vendor. Failure of a vendor to return the affidavit and a copy of their current North Charleston business license with their bid shall disqualify the vendor for consideration of the Resident Vendor Preference.
- b. Nothing in the Resident Vendor Preference program shall be construed as increasing or decreasing the actual price of any bid. The actual cost which will be paid shall be the same as those bid. The percentage calculation is used only for award determination.
- c. The bid or proposal shall be awarded to the Resident Vendor if such bid does not exceed the lowest qualified bid from a nonresident vendor by more than one percent (1%).
- d. The Resident Vendor Preference shall not exceed a total amount of \$3,000.00 for any one bid or proposal award.
- e. In the event the procurement is to be made pursuant to State or Federal guidelines that prohibit or restrict local preference, then there shall be no local preference used in award.

CITY OF NORTH CHARLESTON RESIDENT VENDOR PREFERENCE  
AFFIDAVIT

Personally appeared before me \_\_\_\_\_ who, being duly sworn, certifies that the vendor identified in this bid response meets the following qualifications for the resident vendor preference: Has a principal place of business located within the corporate limits of the City of North Charleston. (A post office box or temporary construction or office trailer shall not be considered a place of business). Has a valid City of North Charleston business license and is in compliance with any state requirements or local ordinances regarding the type of business engaged in.

By this written claim bidder requests that the one percent (1%) resident vendor preference (not to exceed \$3,000.00) be exercised in consideration of contract award of this bid. Failure to complete and return this affidavit and a copy of your current City of North Charleston business license with your bid will result in not being eligible to receive the benefits of the resident vendor preference.

BUSINESS NAME: \_\_\_\_\_

NORTH CHARLESTON STREET ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_ State of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Commission Expires

## **CERTIFICATION OF DRUG FREE WORKPLACE**

The bidder certifies that he maintains a drug-free workplace and has or will establish a drug-free awareness program that informs employees about the dangers of workplace drug abuse; the bidder's intent to maintain a drug-free workplace; the existence of any available drug counseling, rehabilitation or employee assistance programs; and the penalties that may be imposed upon employees who abuse controlled substances in the workplace.

In the event of the bidder's noncompliance with the drug free workplace certification of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the bidder may be declared ineligible for further contract awards with the City of North Charleston.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Official Address (including Zip Code) \_\_\_\_\_

\_\_\_\_\_

## **CERTIFICATION OF NONSEGREGATED FACILITIES**

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and washrooms, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

In the event of the bidder's noncompliance with nondiscrimination clauses of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the bidder may be declared ineligible for further contract awards with the City of North Charleston.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Official Address (including Zip Code) \_\_\_\_\_

\_\_\_\_\_

## CERTIFICATION REGARDING ILLEGAL IMMIGRATION

The contractor certifies that he/she will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act, 2008 S.C. Act no. 280) and agrees to provide to the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractor's language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractor's language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Official Address (including Zip Code) \_\_\_\_\_

\_\_\_\_\_