



PURCHASING AND  
MATERIALS MANAGEMENT

**City of Myrtle Beach**  
SOUTH CAROLINA

(843) 918-2170  
FAX: (843) 918-2182

## REQUEST FOR QUOTE Quote #041123L

Date: April 11, 2023

The City of Myrtle Beach is interested in obtaining a price quote on the item(s) listed below. If you would like to provide a quote please return this form with your quote information to [lgreenough@cityofmyrtlebeach.com](mailto:lgreenough@cityofmyrtlebeach.com), **NO LATER THAN 12:00 PM on Tuesday April 18, 2023**. If you have any questions, please call 843-918-2184.

### Price Schedule

The City of Myrtle Beach would like to obtain the following items for use by the Myrtle Beach Convention Center with the minimum specifications as listed below:

Item #	Description	Qty.	Unit	Total Bid Price
1	<p>12-foot wide by 20-foot long Pre-Fabricated Storage Shed.</p> <ul style="list-style-type: none"> <li>• <b>Shape:</b> Gable with a 4-foot by 12-foot interior loft</li> <li>• <b>Door:</b> One (1) roll-up style garage door 7-foot by 7-foot, centered on the 12-foot side</li> <li>• <b>Floor:</b> Notched skid floor system – 4-foot x 6-foot pressure treated notched skids with cross fastened 2-foot x 6-foot pressure treated floor joists, 3/4 – inch Advantec Flooring including a 12-inch Advantec Kick Plate protecting all walls</li> <li>• <b>Frame:</b> 1-inch by 1-inch welded steel tube frame/substructure</li> <li>• <b>Siding:</b> 29 Gauge Metal Siding, Power Loc Panel low rib (5/8 inch) panel</li> <li>• <b>Wall Height:</b> Inside Side Wall Height between 6-foot and 7-foot high</li> <li>• <b>Roof:</b> 6/12 Pitch, 29 Gauge Heavy Duty Metal Panel, Panel Loc Panel with Roof Ridge Vent</li> <li>• <b>Warranty:</b> Manufacturers Standard 5 Year Warranty to be included with Quote.</li> <li>• <b>Color:</b> Brilliant White or color selected from standard colors for all components.</li> <li>• Shed will be assembled, delivered, and installed to include blocking &amp; leveling for a complete set up/installation for use at Grand Park Fields, 1050 Forbus Court, Myrtle Beach, SC 29577</li> </ul>	1	each	\$_____

	<ul style="list-style-type: none"> <li>• No Electric</li> <li>• No Workbench</li> </ul>			
2	SC Sales Tax – 9%	1	Lump Sum	\$_____
	Total Items 1 and 2			\$_____

If awarded, Vendors understand that the City of Myrtle Beach will award to the responsible seller whose bid conforms to the solicitation that is most advantageous to the buyer on basis of price, technical capability, delivery, and installation. The City will conduct a direct comparison of quotes in order to determine which quote best provides what the City needs, as identified in this solicitation.

**PRODUCT, WARRANTY AND COMPANY INFORMATION**

Vendors may submit applicable information with the quote that includes literature, specifications and warranty information for the product. A Company Overview can also be included with the quote.

**INSURANCE AND BUSINESS LICENSE**

If awarded, Vendor must obtain and maintain insurance that meets City requirements and a City of Myrtle Beach business license. A business license and insurance are not required to submit a quote; however, any bidder that receives an award under this quote shall be required to obtain a City business license and provide proof of insurance before work can begin. For further information on obtaining a city business license, contact the City Business License Office at 843-918-1200. City of Myrtle Beach Insurance Requirements are included.

**QUOTE PRICES**

The shed must be delivered, assembled and completely installed by trained, certified and/or licensed employees. Upon completion of the installation the shed must be ready for use. Prices for delivery, assembly and installation are to be included in the quote price(s).

Quote price(s) are to include all applicable costs, including but not limited to: licenses and fees, supplies, tools, equipment, labor, supervision, delivery, loading/unloading, truck charges, mileage, travel time, per diem, fuel, fuel surcharges, energy surcharges, hazardous material handling fees, environmental impact fees, and waste disposal fees. No service charges, incidental expenses or demurrage charge(s) of any kind will be allowed.

**INVOICING**

Invoicing shall be submitted upon satisfactory installation/completion of the shed. All invoices must reference the purchase order number, quantity, unit price, and extended price of each item purchased.

Invoices shall be submitted to:

City of Myrtle Beach  
 Finance Department/Accounts Payable  
 PO Box 2468  
 Myrtle Beach, SC 29578-2468

or via email to: [accountspayable@cityofmyrtlebeach.com](mailto:accountspayable@cityofmyrtlebeach.com)

**ADDITIONAL TERMS AND CONDITIONS**

1. Include with your quote at least three (3) references of similar products provided by your company. Telephone number and person to contact must be included for quote consideration.

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List any exceptions to specifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City of Myrtle Beach**  
**INSURANCE REQUIREMENTS**

**PUBLIC LIABILITY AND PROPERTY DAMAGE**

The Contractor shall purchase and thereafter maintain for the term of this agreement, and any subsequent extensions hereto, public liability insurance to protect Contractor from claims for bodily injury and/or property damage which may result from Contractor's performance of this agreement. The policy shall provide a combined single limit of liability of \$1,000,000 per occurrence for bodily injury and property damage with an aggregated limit of not less than \$1,000,000.

**AUTOMOBILE LIABILITY**

The Contractor shall purchase and thereafter maintain for the term of this agreement and any subsequent extensions hereto, comprehensive automobile liability insurance to protect the Contractor from claims for bodily injury and property damage which may arise from Contractor's use of motor vehicles in the performance of this agreement. The policy shall provide for a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage.

**WORKERS' COMPENSATION INSURANCE**

Prior to beginning the work, the Contractor shall take out full compensation insurance for all persons which may be employed directly or indirectly in the performance of this agreement, coverage is to apply to all employees for statutory limits in compliance with the applicable state and federal laws. The policy must provide Employers Liability coverage in the amount of \$500,000 each accident; \$500,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit and shall be maintained in full force and effect during the term and any subsequent extensions hereto.

**EXCESS LIABILITY POLICY**

At the option of the Contractor, the limits of the primary general liability, automobile liability and employer's liability policies may be less than stipulated herein, with an excess policy providing the additional limits needed. This form of coverage must be approved by the City and will only be acceptable when both the primary and excess policies include the coverage and endorsements required herein.

**POLICY ENDORSEMENTS**

The following requirements shall apply to the policy(s) indicated below:

**A. General Liability and Automobile Liability**

It is understood and agreed that the City of Myrtle Beach, its officials, agents and employees are recognized as additional insured under the policy and, as such, will be provided thirty (30) days written notice by mail of non-renewal, exhaustion of aggregate limit, modification of coverage or cancellation for any reason, and the company hereby agrees to provide such notice. Failure of the company to provide the required notice shall cause the coverage to continue in force for the benefit of the City, its officials, agents and employees until proper notification, as required herein, is provided, the provisions of the policy or any Certificate of Insurance to the contrary notwithstanding.

**B. Workers' Compensation**

The cancellation provision is hereby amended to provide that the City of Myrtle Beach will be provided thirty (30) days written notice via mail in the event of coverage cancellation.

## **INSURANCE REQUIREMENTS continued**

### **NOTIFICATION OF INSURANCE COMPANIES**

It is the responsibility of the Contractor to notify all insurance companies to familiarize themselves with all the terms and conditions of this agreement. The insurance companies shall waive their right of notification by the City of any change or modification of this contract, or of decreased or increased work, or of the cancellation of this agreement or of any other acts by the City or its authorized employees or agents under the terms of this agreement. The waiver by the insurance companies shall in no way relieve them of their obligations under this agreement.

### **CERTIFICATES OF INSURANCE**

Contractor shall file with the City a Certificate of Insurance, which shall be approved by the City prior to the inception of any work. Renewal certificates shall be sent to the City thirty (30) days prior to any expiration date.

### **INSURER LICENSING AND RATING**

All insurance companies providing coverage to the City, shall be licensed to do business in the State and have an A.M. Best rating of "A-" or better.

### **INSURANCE COVERAGE ADJUSTMENTS**

In response to changing circumstance of loss exposures, the City reserves the right to modify the insurance coverage, limits of liability, policy endorsements and policy terms required in this contract. The City will provide written notice to the Contractor, which outlines such changes and allow Contractor a reasonable period of time in which to comply with the new requirements. However, in no event shall Contractor compliance period be longer than thirty (30) days.

### **COVERAGE CANCELLATION OR UNSATISFACTORY COVERAGE**

If at any time any of the foregoing policies shall be or become unsatisfactory to the City, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the City, the Contractor shall, upon notice to that effect from the City, promptly obtain a new policy and submit the same for approval to the City. Upon failure of the Contractor to furnish, deliver and maintain the insurance coverage's required herein, this agreement, at the sole discretion of the City, may be forthwith declared suspended, discontinued or terminated. Failure of the Contractor to take out and/or maintain any required insurance shall not relieve the Contractor from any liability under this agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the Contractor concerning indemnification.

### **HOLD HARMLESS**

Contractor agrees to protect, defend, indemnify and hold the City, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, cost, charges, professional fees or other expenses and liabilities of every kind and character arising out of, or relating to, any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind in connection with or arising out of this agreement, and/or the performance hereof, that are due to the negligence of the Contractor, its officers, employees or agents. The Contractor further agrees to investigate, handle, respond to, provide defense for and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

## INSURANCE REQUIREMENTS continued

### SAMPLE

<i>CERTIFICATE OF INSURANCE</i>					CERTIFICATE NUMBER	
<b>PRODUCER</b> Insurance Agent Name 4000 Insurance Pkwy Anytown, USA 99999			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE POLICY. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN.			
<i>COMPANIES AFFORDING COVERAGE</i>						
<b>INSURED</b> Bidding Firm's Name 1000 Any Street Anytown, USA 99999			<b>COMPANY A</b> <b>ABC INSURANCE COMPANY</b> COMPANY B COMPANY C COMPANY D			
<i>COVERAGES-THIS CERTIFICATE SUPERCEDES AND REPLACES ANY PREVIOUSLY ISSUED CERTIFICATE FOR THE POLICY NOTED BELOW</i>						
This is to certify that policies of insurance described herein have been issued to the insured named herein for the policy indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Aggregate limits shown may have been reduced by paid claims.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<i>General Liability</i> <input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims Made <input checked="" type="checkbox"/> Occur <input type="checkbox"/> Owners & Contractor's Prot	XYZ1234	00/00/00	00/00/00	General Aggregate Products-Comp/Op Agg Personal & Adv Injury Each Occurrence Fire Damage (any 1 fire)	\$ 1,000,000 \$ 1,000,000 \$ 1,000,000 \$ 1,000,000 \$ 50,000
A	<i>Automobile Liability</i> <input checked="" type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos	XYZ1234	00/00/00	00/00/00	Combined Single Limit Bodily Injury (Per person) Bodily Injury (Per accident) Property Damage	\$ 1,000,000 \$ \$ \$
	<i>Garage Liability</i> <input type="checkbox"/> Any Auto		00/00/00	00/00/00	Auto Only-Ea Accident Other than auto only: Each Accident Aggregate	\$ \$ \$ \$
	<i>Excess Liability</i> <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other than Umbrella Form		00/00/00	00/00/00	Each Occurrence Aggregate	\$ \$
A	<i>Workers Compensation (and Employer's Liability)</i> The Proprietor/Partners Executive Officers Are: <input checked="" type="checkbox"/> Inc <input type="checkbox"/> Excl	XYZ1234	00/00/00	00/00/00	<input checked="" type="checkbox"/> WC Statutory Limits <input type="checkbox"/> Other EL Each Accident EL Disease-Policy Ltd EL Disease-Ea Employee	\$ 500,000 \$ 500,000 \$ 500,000
	<i>Other</i>					
<b>Description of Operations/Locations/Vehicles/Special Items:</b> City of Myrtle Beach is named as additional insured with respect to General and Automobile Liability						
<b>CERTIFICATE HOLDER</b>			<b>CANCELLATION</b>			
City of Myrtle Beach Attn: Purchasing Division Drawer 2468 Myrtle Beach, SC 29578-2468			Should any of the policies described herein be cancelled before the expiration date thereof, the insurer affording coverage will endeavor to mail <b>30</b> days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer affording coverage, its agents or representatives, or the issuer of this certificate.			
<b>INSURANCE AGENT SIGNATURE</b>						