

**CITY OF MYRTLE BEACH
PURCHASING OFFICE
Invitation for Bid (IFB)
17-B0033**

**January 17, 2017
Bid Specifications**

FOR: Institutional Washer-Extractor for Fire Department Turn Out Gear

Bids must be received prior to 2:00 PM on Thursday, February 2, 2017

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

Direct questions to: Teresa Welch, Procurement Buyer (843) 918-2172.

**NO BID WILL BE ACCEPTED UNLESS SUBMITTED ON THE FORMS FURNISHED
HEREIN. All pages of the Bid must be returned in a sealed envelope and the front of the
envelope must be marked as follows:**

- Offeror's Company Name
- Bid Name
- Bid Number
- Time/Date of Bid Opening

**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 sent.**

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

Name of Offeror: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Fax Number: _____

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

Please note: All signatures required

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THESE FORMS.

SPECIFICATIONS

CLIN	QTY	UNIT	Description	Unit Price	Total
			<u>SPECIFICATIONS FOR WASHER FOR FIRE DEPARTMENT TURN OUT GEAR</u>		
0001	1	EA	Institutional washer-extractor Turn-Out Gear Washer M-30 controls. Field programmable for TEEEX recommended cycles, recommended by TEEEX, 5 speeds, 100g's high extract, 6.34 cu. Ft. cylinder volume, stainless steel top/front/tubs/door. 208-240/60/1 or 3ph. (or equivalent)	\$_____	\$_____
0002	1	EA	ACBF40X8X110002 Metal Base frame (or equivalent)	\$_____	\$_____
0003	1	EA	SC Sales Tax	\$_____	\$_____
0004	1	EA	Delivery Charge	\$_____	\$_____
0005	1	EA	TOTAL including SC sales tax and delivery charge	\$_____	\$_____
			<u>We require a minimum one year warranty (or as specified by manufacturer)</u> <u>Please specify warranty information in your response to this bid.</u>		

SEE CONDITIONS AND INSTRUCTIONS TO OFFEROR'S ON ATTACHED PAGE, ALL ITEMS MUST BE FILLED IN.

Authorized Signature: _____

Company Name: _____

Company Address: _____

E-mail: _____

Date: _____

CONDITIONS
Bid 17-B0033

1. All bids shall be for furnishing apparatus, supplies, materials, equipment and/or work and services in accordance with the applicable plans and specifications prescribed by the City of Myrtle Beach.
2. The City reserves the right to evaluate all bids, especially where there is a wide range in specifications or to reject any and all bids and further specifically reserves the right to make the award and/or awards in the best interest of the City of Myrtle Beach.
3. In case of default of the contractor, the City may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.
4. Payment by City due thirty (30) calendar days after delivery in Myrtle Beach and inspection unless other specifically provided, subject to any discounts provided.
5. The City reserves the right to award all bids as a whole unit or in a part.
6. Any fees or licenses required will be the responsibility of the successful offeror unless otherwise noted.

In compliance with the above request for bids, and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within 30 calendar days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item and unless specified, within 15 days after receipt of order, deliver F.O.B. Myrtle Beach, SC.

Company: City Business License No.: South Carolina Sales Tax Registration No.: If SC Sales Tax No. not supplied, please state reason: Federal Tax ID No. (FEIN) (Required): Print name of Authorized Signature: By: (Authorized to sign bids)	Mailing Address: City/State/Zip: Remittance Address: City/State/Zip: Telephone No.: Fax No.: Email: Title: Date:
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INSTRUCTIONS
Bid 17-B0033

1. Samples of items, when required, must be furnished free of expense, prior to the opening of bids, and if not destroyed, will upon request, be returned at the offeror's expense. Request for the return of samples must be made within 10 days following the opening of bids. Each individual sample must be labeled with offeror's name and item number.
2. Prices should be stated in units of quantity specified with packing included.
3. If the item bid upon has a trade name or brand, such trade name or brand must be stated in the bid.
4. Seller agrees to deliver and set new equipment in place, connect equipment to existing utilities, drains and vent(s), vents (if applicable to this installation) and test. Final connections to utilities are to be included at the time of delivery.
5. If descriptive matter is attached to bid, offeror's name must be on sheet containing descriptive matter.
6. **All pages of the Bid must be returned in a sealed envelope and the front of the envelope must be marked as follows:**
 - Offeror's Company Name
 - Bid Name
 - Bid Number
 - Time/Date of Bid Opening
7. All bids should be addressed to:
City of Myrtle Beach
Purchasing Office
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577



First in Service

CITY OF MYRTLE BEACH
LOCAL VENDOR PREFERENCE
TO QUALIFY FOR LOCAL PREFERENCE
FORM MUST BE SUBMITTED WITH BID

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 a current **City of Myrtle Beach Business License** a minimum of ninety (90) calendar days prior to the request for bid 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: _____

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.