

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

**17-B0030
December 21, 2016**

Invitation for Bid Specifications

**FOR: SCI-FIT PRO1000 UPPER BODY EXERCISER AND SCI-FIT
TRAINER LATERAL STABILITY**

Bids must be received prior to **2:00 PM on Tuesday, January 10, 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.

**BIDS WILL NOT BE ACCEPTED UNLESS SUBMITTED ON ALL FORMS FURNISHED
HEREIN.** All bids must be sealed, marked on the outside with the Bid name and number, opening
date, vendor name 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 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 ALL FORMS.

BID 17-B0030**SPECIFICATIONS**

CLIN	QTY	UNIT	Description	Unit Price	Total
0001	1	EA	SCI FIT LATITUDE LATERAL STABILITY TRAINER (BRAND NAME ONLY) Bi-Directional Circular Motion Dimensions: 70" L, 34" W, 40.5" H Easy Entry and Exit with a step-through design and Highly adjustable seat Seat removes for simple wheelchair access	\$_____	\$_____
0002	1	EA	SC SALES TAX (8%)	\$_____	\$_____
0003	1	EA	Delivery Charge	\$_____	\$_____
0004	1	EA	TOTAL including SC sales tax and delivery charge	\$_____	\$_____

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

Authorized Signature: _____

Company Name: _____

Date: _____

SPECIFICATIONS

CLIN	QTY	UNIT	Description	Unit Price	Total
0001	1	EA	SCI FIT PRO1000 UPPER BODY EXERCISER (BRAND NAME ONLY) Bi-Directional Circular Motion Crank arms adjust easily (4 Rom settings) and reverse for ideal positioning and range of motion training. Easy Entry and Exit with a step-through design and Highly adjustable seat Dimensions: 61”L x 30”W x 62”H Seat removes for simple wheelchair access	\$_____	\$_____
0002	1	EA	SC SALES TAX (8%)	\$_____	\$_____
0003	1	EA	Delivery Charge	\$_____	\$_____
0004	1	EA	TOTAL including SC sales tax and delivery charge	\$_____	\$_____

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

Authorized Signature: _____

Company Name: _____

Date: _____

CONDITIONS
Bid 17-B0030

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 after receipt of order, deliver F.O.B. Myrtle Beach, SC.

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

INSTRUCTIONS

Bid 17-B0030

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. If descriptive matter is attached to bid, offeror's name must be on sheet containing descriptive matter.
5. Please seal and mark your bid envelope with the bid number and opening date.
6. All bids should be addressed to:
City of Myrtle Beach
Purchasing Office
Attn: Teresa Welch
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29578-2468



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: _____

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.