



**Office of Procurement
Services**
REQUEST FOR QUOTE

Solicitation Type: Request for Quote (RFQ)
 Solicitation Number: 2122-24AR
 Date Issued: 10/18/2021
 Procurement Specialist: Annette Roberts, NIGP-CPP, CPPB
 Physical Address: 335 Four Mile Road, Conway, SC 29526
 Phone: (843) 488 - 6942
 Email: aroberts@horrycountyschools.net

Offer should be submitted to Procurement Specialist.

SUBMIT OFFER BY (Opening Date/Time): **October 29, 2021 / 12:00 PM (EST)**

Please quote your lowest delivered price of the below listed item(s). The Procurement Office reserves the right to reject any or all quotes and to waive any or all technicalities.

1. If an item cannot be furnished, indicate by **NO QUOTE**
2. All quotes must be signed by the Offeror's representative and terms noted, failure to comply with this instruction may result in disqualification of the quote.
3. No South Carolina sales tax will be paid on freight or labor.
4. *Do not include any sales or use taxes* in your price that the District may be required to pay.
5. The attached *Terms and Conditions* apply to all quotes and supersedes Vendor's Terms and Conditions.
6. Offers may be submitted to the Procurement Specialist *via email*: aroberts@horrycountyschools.net or <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>

ALL QUOTES MUST INCLUDE FREIGHT/SHIPPING. FOB Destination, Freight Prepaid and included to:

Aynor High School
201 Jordanville Road
Aynor, SC 29511

Item No.	Description	Qty.	U/M	Unit Price	Total Extended Price
1.	Provide, deliver, set-up and train on a used showroom condition commercial grade Janome or brand equal Quilt Maker Pro 20 Long Arm Quilting Machine with adjustable 5 foot to 12 foot metal frame as per scope of work and minimum requirements herein. Must be delivered and installed by December 8 th , 2021.	1	Each	\$	\$
	OMIT TAXES IN TOTAL.			TOTAL:	\$

INFORMATION FOR OFFERORS TO SUBMIT

By signing this quote, offeror certifies under penalties of perjury that they have complied with section 12-54-120(B) of the S.C. code of Laws 1976 as amended pertaining to payment of taxes.

Authorized Signature: _____ Printed Name: _____ Date: _____

Company Name: _____ Federal Tax Payer ID /SSN: _____

Phone Number: _____ Fax Number: _____ Email Address: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

SC Minority Certification Number (if applicable) _____

Vendor's Best Delivery Date _____ Days ARO (after receipt of order) Vendor's Discount Terms: _____% _____ Days

Do you collect SC Sales Tax? Yes No SC Tax Registration # (if applicable) _____

ACKNOWLEDGMENT OF AMENDMENTS Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. See "Amendments to Solicitation" Provision	Amend. #	Amend. Issue Date	Amend. #	Amend. Issue Date

SCOPE OF WORK/SPECIFICATIONS:

SCOPE OF WORK: It is the intent of the Horry County Schools Office of Procurement Services to solicit bids from qualified vendors to provide, deliver, set-up and train multiple users on the operation and safety features of one used in showroom condition commercial grade Janome or brand name equal Quilt Maker Pro 20 Long Arm Quilting Machine in accordance with all requirements stated herein. Must be delivered and set-up by December 8th, 2021. Machine must be available for immediate physical review, representative of its condition and be available for delivery within 30 days of this RFQ being awarded to successful bidder.

Bid price shall include delivery, set-up, training for multiple users on the safety features and operation of the quilting machine. Bid price shall not include sales tax.

MINIMUM REQUIREMENTS:

A used in showroom condition commercial grade Janome or brand name equal Quilt Maker Pro 20 Long Arm Quilting Machine in the latest model available to the market. To include the following specifications:

- Quilt Maker Pro 20 Stitcher to include the following accessories: bungee cords, couch feet, echo feet and square feet, pinpoint needle laser, 10 needles, caster and fabric hammock, handlebar and display kit for front and back
- Janome Pro-Stich Designer Software
- Frame to configure from minimum of 5 foot to maximum of 12 foot due to class size restrictions.
- Janome Pro-Stich Robotics
- Equipment shall be in good working condition, no older than one (1) year from manufacturing date.
- 20" Machine Arm
- Speeds up to 2,500 SPM
- Two modes of Stitch Regulation from 4 to 24 SPI
- Manual speed mode with 3 customizable presets
- 5 basting stitch options (1/4", 1/2", 1", 2", 4")
- Built-in telescoping thread stand
- Height adjustable front handlebar with digital touchscreen display for micro quilting
- 2 quick change sewing feet: closed toe foot (installed) and open toe foot included
- Front and rear power switches
- LED light ring mounted above the needle and throat
- High-speed rotary hook with large-capacity M-class bobbin
- Stitch counters
- Needle stop position control
- Bobbin-use estimator with low-bobbin alarm
- Quilting alarm and project timer
- Built-in diagnostics
- Install 8 casters on frame
- Install handwheel kit
- Install QMP 20 Rear Handlebar and display kit
- Install laser for pantograph work
- Warranty for one year
- Onsite training required up to two days.
- Janome Pro-Stitcher Catalog

BID BRAND NAME OR EQUAL: (Note: As used in this clause, the term "brand name" includes identification of products by make and model.)

(a) If items called for by this solicitation have been identified in the schedule by a "brand name or equal" description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. Bids offering "equal" products (including products of the brand name manufacturer other than the one described by brand name) will be considered for award if such products are clearly identified in the bid and are determined by the District to meet fully the salient characteristics requirements listed in the solicitation.

(b) Unless the bidder clearly indicates in the bid that the bidder is offering an "equal" product, the bid shall be considered as offering the brand name product referenced in the solicitation.

c)(1) If the bidder proposes to furnish an "equal" product, the brand name, if any, of the product to be furnished shall be inserted in the space provided in the solicitation, or such product shall be otherwise clearly identified in the bid. The evaluation of bids and the determination as to equality of the product offered shall be the responsibility of the District and will be based on information furnished by the bidder or identified in his/her bid as well as other information reasonably available to the procurement officer. CAUTION TO BIDDERS. The procurement officer is not responsible for locating or securing any information that is not identified in the bid and reasonably available to the procurement officer. Accordingly, to insure that sufficient information is available, the bidder must furnish as a part of his/her bid all descriptive material (such as cuts, illustrations, drawings or other information) necessary for the procurement officer to:

- (i) Determine whether the product offered meets the salient characteristics requirement of the solicitation, and
- (ii) Establish exactly what the bidder proposes to furnish and what the District would be binding itself to purchase by making an award. The information furnished may include specific references to information previously furnished or to information otherwise available to the procurement officer.

(2) If the bidder proposes to modify a product so as to make it conform to the requirements of the solicitation, he/she shall:

- (i) Include in his/her bid a clear description of such proposed modifications, and
- (ii) Clearly mark any descriptive material to show the proposed modifications.

(3) Modifications proposed after bid opening to make a product conform to a brand name product referenced in the solicitation will not be considered.

DELIVERY: Delivery of all items shall be F.O.B. Destination, installed and set in place with operational instructions given. Installation shall mean unpacked, assembled, set in place, tested, and certified by the contractor's representative as operational and ready for use.

DELIVERY DATE - SPECIFIED: Delivery shall be made no later than December 8, 2021. Contractor may request approval to deliver items prior to the delivery date.

DELIVERY TIME: All items and associated services shall be made between the hours of 8:00 am and 2:00 pm EST, Monday through Friday, except for District closures, unless the contractor and ordering school mutually agree upon another time frame. The approved student calendar is available online at the url: <http://www.horrycountyschools.net>, then select, then select Our Schools, Student Calendars under the About Us.

GENERAL CONDITIONS

DEFAULT: In case of default by the Contractor, Horry County Schools reserves the right to purchase any or all items in default in the open market, charging the Contractor with any additional costs. The defaulting Contractor shall not be considered a responsible Contractor until the assessed charge has been satisfied.

All amendments to and interpretation of this RFQ shall be in writing. The procurement officer shall not be legally bound by any amendment or interpretation that is not in writing.

Any contract entered into by Horry County Schools resulting from this quotation shall be subject to cancellation at the end of any fiscal or appropriated year unless otherwise provided by law.

Payment will be made in accordance with Section 11-35-45 of the South Carolina Consolidated Procurement Code and Disbursement Regulations. Delay in receiving invoices, as well as errors and omissions on the invoices, will be considered just cause for withholding payment without losing discount privileges. The District reserves the right to withhold payment or make such deductions as may be necessary to protect the District from loss or damage because of defective work, claims, damages or to pay for repair of correction of materials furnished hereunder.

Quoted prices must remain firm for a period of thirty (30) days beyond the Request for Quotation deadline.

Unit prices will govern over extended prices unless otherwise stated.

Horry County Schools shall not consider payment discounts in the award of this contract when such discounts are for thirty (30) days or more after final inspection and acceptance of contract requirements. Payment discounts for less than thirty days are encouraged but shall not be a factor in award determination. Please state your discount terms using the above referenced information as the District's position on the matter.

All materials and products offered must be guaranteed to meet and comply with the requirements all the specifications, terms and conditions indicated or referred to.

The award will be made in accordance with Section 11-35-1550 (b) of the South Carolina Consolidated Procurement Code.

The District reserves the right to reject any and all quotations and to cancel the solicitation; waive any and all technicalities; the District reserves the right to reject any quotation in which the delivery time indicated to be of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; ambiguous quotations which are uncertain as to terms, delivery, quantity or compliance with specifications may be rejected.

The contractor assumes sole responsibility and shall hold harmless Horry County Schools, its Board of Education, employees and agents from and against any and all claims, actions or liabilities of any nature which may be asserted against them by third parties in connection with the performance of the successful Contractor, its Boars, employees and agents under this agreement. Horry County Schools agrees to accept responsibility for claims, actions or liabilities resulting from negligent acts of its employees occurring within the scope of their employment which may be asserted against them by third parties in connection with the performance of Horry County Schools, its Board, employees and agents under this agreement.

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner to state or imply that the products or service provided are endorsed or preferred by the user.

Upon award of a contract under this quotation, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina that require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may be exempt or exclude the successful Contractor from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed quote, the Contractor agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.

EQUAL EMPLOYMENT OPPORTUNITY: Contractor is referred to and shall comply with all applicable provisions, if any, of with E.O. 11246—Equal Employment Opportunity, as amended by E.O. 11375—Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60—Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

FERPA LAW: By submitting an offer, the offeror certifies that the Offeror has and will comply and will not make available or distribute any student education records it receives from the District in violation of the federal Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. section 1232g. Contractor agrees to limit access to records provided by the District to its employees with a legitimate need to know in order for the Contractor to fulfill its obligations under this agreement. Contractor warrants that it has procedures in place to prevent unauthorized access to data provided by the District, and the procedures will be documented and available to the District upon request. Contractor will notify the District immediately in the event of a security breach that could or does impact the District records or data. Contractor agrees that District data will not be shared or sold to third parties without prior written authorization from the District. Contractor agrees to notify the District immediately if it receives a subpoena, court order or other request for District data so the District can take appropriate action if needed.

HIPAA Law: The Contractor agrees that to the extent that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability Accountability Act of 1996, P.L. 104-91, as amended (“HIPAA”), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Horry County Schools may require to ensure compliance.

OPEN TRADE REPRESENTATION: By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300.

QUALITY – USED: Item must be used and in showroom condition. Showroom condition means an item in pristine and new condition just off the sales floor.

Termination: Subject to the provisions below, the contract may be terminated for any reason by the District providing a thirty-day advance notice in writing is given to the contractor.

Termination for Cause: Termination by the District for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty-day advance notice requirement is waived and the default provision in this bid shall apply.

Termination for Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the District may negotiate reasonable termination costs, if applicable.

SPECIAL CONDITIONS

LICENSES, PERMITS, INSURANCE: All costs for required licenses, permits and insurance shall be borne by the Contractor.

CERTIFICATES OF INSURANCE: CERTIFICATES OF INSURANCE COVERAGE TO BE FURNISHED PRIOR TO COMMENCEMENT OF SERVICES UNDER CONTRACT. [A250-1]

Horry County Schools requires all contractual activities to be performed in a manner that is consistent with all applicable federal, state and local laws, regulations, rules, rulings and ordinances. These include but are not limited to: The Occupational Safety and Health Act, The Environmental Protection Act, The South Carolina Hazardous Waste Management Act.

IMPORTANT– Please Note - Contractors, we MUST have your Federal ID # (company) or Social Security # (individual) before processing any invoices for payment. Failure to provide this information will result in delay of payments until this information is received. Please include this information with your quote.

INFORMATION FOR OFFERORS TO SUBMIT

MINORITY PARTICIPATION (JAN 2006)

Is the bidder a South Carolina Certified Minority Business? Yes NO

Is the bidder a Minority Business certified by another governmental entity? Yes NO

If so, please list the certifying governmental entity:

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? Yes
NO

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor?
Yes NO

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? Yes NO

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? Yes NO

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- | | | |
|--|--|--|
| <input type="checkbox"/> Traditional minority | <input type="checkbox"/> Traditional minority, but female | <input type="checkbox"/> Women (Caucasian females) |
| <input type="checkbox"/> Hispanic minorities | <input type="checkbox"/> DOT referral (Traditional minority) | <input type="checkbox"/> DOT referral (Caucasian female) |
| <input type="checkbox"/> Temporary certification | <input type="checkbox"/> SBA 8 (a) certification referral | <input type="checkbox"/> Other minorities (Native American, Asian, etc.) |

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)