

	<b>CITY OF NORTH CHARLESTON</b>  <b>Invitation to Bid</b>	Project Number: Date: Procurement Official: Phone: E-Mail Address:	<b>PQ-09-22</b> October 18, 2022 Willie Atienza, CPPB, (843) 740-5890 watienza@northcharleston.org
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DESCRIPTION: T-SHIRTS FOR THE NORTH CHARLESTON FIRE MUSUEM

*The Term "Offer" Means Your "Bid" or "Proposal".*

SUBMIT OFFER BY: **October 25, 2022 @ 2:00 P.M.** - (See "Deadline for Submission of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **October 21, 2022, 4:00 PM** - (See "Questions from Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Unbound Original** - (See "Submitting Bids" provision)

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

SUBMIT YOUR SEALED OFFER TO:  
 CITY OF NORTH CHARLESTON  
 PROCUREMENT DEPARTMENT  
 Attention: Denise Badillo, CPPB, CPPO  
 PO Box 190016  
 2500 City Hall Lane  
 North Charleston, SC 29419  
 See "Submitting Your Offer" provision

<b>CONFERENCE TYPE: NONE</b> <b>DATE &amp; TIME:</b> As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	<b>LOCATION: N/A</b>
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<b>AWARD &amp; AMENDMENTS</b>	The award, this solicitation, and any amendments will be posted at the following web address: <a href="http://www.northcharleston.org/vendor">http://www.northcharleston.org/vendor</a> <b>It is the responsibility of the offeror to check for amendments.</b>
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>	<b>OFFEROR'S TYPE OF ENTITY:</b> <small>(Check one)</small> <input type="checkbox"/> Small (15 employees or less) <input type="checkbox"/> Women <input type="checkbox"/> Minority <input type="checkbox"/> Other _____  <b>(See "Signing Your Offer" provision.)</b>	
AUTHORIZED SIGNATURE  <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		
TITLE <small>(Business title of person signing above)</small>		
<table border="1"> <tr> <td data-bbox="121 1570 792 1661">           PRINTED NAME  <small>(Printed name of person signing above)</small> </td> <td data-bbox="792 1570 1003 1661">           DATE SIGNED         </td> </tr> </table>		PRINTED NAME <small>(Printed name of person signing above)</small>
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED	

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION	<small>(If offeror is a corporation, identify the state of Incorporation.)</small>
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COVER PAGE

PAGE TWO  
(Return Page Two with Your Offer)

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)          	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)     <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%;">Area Code</td><td style="width: 15%;">Number</td><td style="width: 15%;">Extension</td><td style="width: 15%;">Facsimile</td></tr></table> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>E-mail Address</td></tr></table>	Area Code	Number	Extension	Facsimile	E-mail Address																									
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E-mail Address																															
<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.)          	<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent)          																														
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)																														
<b>ACKNOWLEDGMENT OF AMENDMENTS</b>  Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue.  See "Amendments to Solicitation" Provision	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 10%;">Amendment No.</th><th style="width: 10%;">Amendment Issue Date</th><th style="width: 10%;">Amendment No.</th><th style="width: 10%;">Amendment Issue Date</th><th style="width: 10%;">Amendment No.</th><th style="width: 10%;">Amendment Issue Date</th><th style="width: 10%;">Amendment No.</th><th style="width: 10%;">Amendment Issue Date</th><th style="width: 10%;">Amendment No.</th><th style="width: 10%;">Amendment Issue Date</th></tr></thead><tbody><tr><td style="height: 40px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td style="height: 40px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date																				
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<b>DISCOUNT FOR PROMPT PAYMENT</b>	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)																											
<b>PREFERENCES</b> – Not applicable when using an RFP method of source selection.																															

**CITY OF NORTH CHARLESTON**  
**INFORMAL BID**  
**PQ-09-22**  
**T-SHIRTS FOR NORTH CHARLESTON FIRE MUSEUM**

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**PROJECT TITLE:** T-Shirts for the North Charleston Fire Museum

**PURPOSE:** The City of North Charleston is seeking qualified, experienced, and licensed firm(s) to provide T-Shirts for the City of North Charleston Fire Museum, in accordance with the terms, conditions, and specifications contained in this Informal Bid.

**INFORMATION OR CLARIFICATION:** For information concerning procedures for responding to this solicitation, contact Director of Procurement, Willie Atienza at (843) 740-5890 or email at [watienza@northcharleston.org](mailto:watienza@northcharleston.org). Such contact shall be for clarification purposes only.

For information concerning technical specifications please contact Director of Procurement, Willie Atienza at (843) 740-5890 or email at [watienza@northcharleston.org](mailto:watienza@northcharleston.org). Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire bid response must be submitted in accordance with all specifications contained in this solicitation.

It is the sole responsibility of the Contractor to ensure that their bid is submitted electronically or reaches the City of North Charleston, Procurement Department, 3rd floor, 2500 City Hall Lane, North Charleston, SC 29406 in a sealed envelope marked on the outside with the ITB solicitation number and Contractor's name, no later than the time and date specified in this solicitation.

**ELIGIBILITY:** To be eligible for award of a contract in response to this solicitation, the Contractor must demonstrate that they have successfully completed services, as specified in the Technical Specifications / Scope of Services section of this solicitation, are normally and routinely engaged in performing such services, and are properly and legally licensed to perform such work. In addition, the Contractor must have no conflict of interest with regard to any other work performed by the Contractor for the City of North Charleston.

**PRICING/DELIVERY:** Contractor must quote a firm, fixed price for all services stated in the ITB, which includes any travel associated with coming to the City of North Charleston. Failure to provide costs as requested in this ITB may deem your bid non-responsive.

**BID DOCUMENTS:** The Contractor shall examine this bid carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

## **BID SUBMISSION REQUIREMENTS:**

**Bid Submission:** Bids to be submitted not later than **2:00 P.M., Tuesday, October 25, 2022.**

E-mailed or Faxed bids are acceptable and encouraged. Submit bid by completing Bid Sheet portion of this document and other required forms and **forward to the Procurement Department Attn.: Willie Atienza via email: [watienza@northcharleston.org](mailto:watienza@northcharleston.org) or via fax number (843) 745-1083.**

Bids may also be mailed, or hand delivered to arrive not later than the above submission time and date.

Bids are requested for services as described on the attached scope of work. All interested contractors are advised that at a minimum, the following insurance coverage is required: Commercial General Liability insurance and; Workmen's Compensation Insurance as required by applicable State or territorial law for all of his employees to be engaged in work at the site of the project and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of his employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance.

**Vendor is responsible for ensuring his or her bid is received on time.**

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:

- COVER PAGE 1 & 2
- BID FORM
- STATEMENT OF BIDDERS QUALIFICATIONS
- REFERENCES
- LIST OF SUBCONTRACTORS (If applicable).
- CITY OF NORTH CHARLESTON RESIDENT VENDOR PREFERENCE (If applicable).
- CERTIFICATION OF DRUG FREE WORKPLACE
- CERTIFICATION OF NONSEGREGATED FACILITIES
- CERTIFICATION OF ILLEGAL IMMAGRATION

If you choose not to submit a bid for this item, it is suggested that you submit a **NO RESPONSE** to ensure your company remains on the bidder's list.

Bids are requested for services as described on the attached scope of work. All interested contractors are advised that at a minimum, the following insurance coverage is required: Commercial General Liability insurance and; Workmen's Compensation Insurance as required by applicable State or territorial law for all of his employees to be engaged in work at the site of the project and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of his employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance.

The successful bidder will be required to provide a copy of his/her insurance certificate prior to starting any work. It is recommended that all interested vendors fax a copy of their insurance certificate along with their bid response. This insurance certificate will be kept on file for future informal bid awards and alleviate the need for furnishing a copy each time a bid is submitted, or work is started.

**METHOD OF AWARD:** Contractor must bid on all items. Partial bids will not be considered.

The City also reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City.

**PRICE VALIDITY:** Prices provided in this Invitation to bid (ITB) are valid for 90 days from time of ITB opening. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

**CONTRACTORS' COSTS:** The City shall not be liable for any costs incurred by proposers in responding to this solicitation.

**RULES AND SUBMITTALS OF BIDS:** The signer of the bid must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the bid is made without collusion with any other person(s), company or parties submitting a bid; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the bid has full authority to bind the principal bidder.

**APPROVED EQUAL OR ALTERNATIVE PRODUCT PROPOSALS:** The Technical Specifications contained in this solicitation are to be used as a reference only and are not to be considered of a proprietary nature. These specifications represent a level of quality and features that are desired by the City of North Charleston. The City is receptive to any product that would be considered by qualified City personnel as an approved equal.

The Contractor must state clearly in their bid pages any variance to the specifications. If proposing an approved equal or alternate product, it will be the Contractor's responsibility to provide adequate information in their proposal to enable the City to ensure that the Contractor meets the required criteria. If adequate information is not submitted with the bid, it may be rejected.

The City of North Charleston will be the sole judge in determining if the product proposed qualifies as approved equal. The City reserves the right to award to that Contractor which will best serve the interest of the City as determined by the City. The City further reserves the right to waive minor variations to specifications and in the bidding process.

**WARRANTIES OF USAGE:** Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

**COST ADJUSTMENTS:** Prices quoted shall be firm for the contract term. No cost increases shall be accepted in this contract term. Please consider this when providing your pricing for this ITB.

**LICENSES:** All Bidders submitting a Bid shall have a currently valid "Contractor's License" for the State of South Carolina. These license numbers shall be shown on the bid form. Subcontractors who will be engaged by the General Contractor shall also hold the required licenses.

The successful Bidder will be required to obtain a Business License from the City of North Charleston prior to beginning work, if said Bidder does not have a current license. Business License information may be obtained from the City of North Charleston by calling (843) 740-2634.

**SUBCONTRACTORS:** Any bidder or proposer in response to a bid/proposal shall include the name and the location of the place of business of each subcontractor who will perform work or render service to the prime contractor on or during the construction, and who will specifically fabricate and install a portion of the work. Failure to list subcontractors shall render the prime contractor's bid or offer unresponsive. No prime contractor, whose bid/proposal is accepted, shall substitute any person as subcontractor in place of the subcontractor listed in the original bid/proposal, except with the consent of the awarding authority, for good cause shown.

**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 bids. 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.

## **TERMINATION:**

- a. Termination for Non-Compliance with Drug Free Workplace Act: In accordance with the Drug Free Workplace Act, this contract is subject to immediate termination, suspension of payment, or both, if the Contractor fails to comply with the terms of the Drug Free Workplace Act.
- b. Termination for Cause: If the Contractor fails to perform the work or any separable part thereof in a timely or workmanlike manner in accordance with the Contract Documents, or otherwise fails, in the sole opinion of the City, to comply with any of the terms and conditions of the Contract Documents, then this Contract may be cancelled and terminated by the City at any time within the Contract period without advance written notice, and the Contractor and his Surety shall be liable to the City for any excess cost occasioned the City. Default or breach of any clause of this contract shall constitute "cause" for termination.

Further, any act of omission by the Contractor which is contrary to law or public policy shall be considered "cause" allowing termination as provided herein. The City will not be liable for any termination costs where termination is for cause. Whether or not the Contractor's right to proceed with the work is terminated, it and its sureties shall be liable for any damage to the City resulting from Contractor's default/breach.

- c. Termination for Convenience: The City shall have the right to terminate this Contract for convenience upon ten (10) days advance written notice. In the event that this Contract is terminated or cancelled upon the request and for the convenience of the City, then the City shall pay Contractor for all materials purchased to date on the City's behalf and for the value of services rendered to date (including reasonable profit margin). The City shall not otherwise pay for costs of termination, opportunity costs, or any costs or amounts of other description. As a prerequisite to Contractor receiving payment for goods purchased on City's behalf, the Contractor shall first turn over possession and all right title or other interest in the materials to the City.
- d. Termination for Non-Appropriation of Funds: The City, by written advance notice, may terminate this Contract in whole or in part in the event that sufficient appropriation of funds from any source (whether a Federal, State, City or other source) are not made or sufficient funds are otherwise unavailable, in either case, to pay the charges under this Contract. If this Contract is so terminated, the Contractor shall be compensated for all necessary and reasonable direct costs of performing the work actually provided to the date of such termination. The Contractor will not be compensated for any other costs in connection with a termination for non-appropriation. Contractor will not be entitled to recover any damages in connection with a termination for non-appropriation, including, but not limited to, lost profits.
- e. Termination for Harassment/Discrimination: Neither Contractor, nor any employee or agent of Contractor, shall discriminate against or harass any person because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to ensure that such conduct does not occur. Violation of this clause may result in immediate termination of all contracts between the City and the Contractor "for cause" and may further result in Contractor being suspended or debarred from bidding on future contracts.

f. Excusable delays: The right of the Contractor to proceed shall not be terminated for any delays in the completion of the work due:

- i) To any acts of the Government, including controls or restrictions on requisitioning of materials, equipment, tools, or labor by reason of war, National Defense, or any other National Emergency.
- ii) To any acts of the City.
- iii) To causes not reasonably foreseeable by the parties to this Contract which are beyond the control and without the fault of negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, acts of another Contractor in the performance of some other Contract with the City, fires, floods, epidemics, quarantine, restrictions, strikes, freight embargoes, and weather of unusual severity such as hurricanes, tornadoes, cyclones, and other extreme weather conditions;

To any delay of any subcontractor occasioned by any of the causes specified in subparagraphs above. Provided, however, the Contractor promptly notifies the City within ten (10) consecutive calendar days in writing of the cause of the delay. Upon receipt of such notification the City shall ascertain the facts and the cause and extent of delay. If upon the basis of the facts and the terms of this Contract, the delay is properly excusable, the City shall extend the time for completing the work for a period of time commensurate with the period of excusable delay.

#### **TECHNICAL SPECIFICATIONS/ SCOPE OF WORK:**

**Due to the gradient colors in the design the City recommends Direct to Garment (DTG) printing**

**Gildan 5400 – Adult Long Sleeve T-Shirt, No Pockets, 100% US Cotton, Color: Navy**

A physical sample of the shirt must be provided for color approval prior to printing.

Sample(s) can be hand delivered or mailed to the attention of Max Sterling (843-740-5550 x221) at the North Charleston Fire Museum, 4975 Centre Pointe Drive, North Charleston, SC 29418.

Please send all proofs or any technical questions to Max Sterling, 843-740-5550 x221; or [msterling@northcharleston.org](mailto:msterling@northcharleston.org).

Shirts shall be delivered to the North Charleston Fire Museum, 4975 Centre Pointe Drive, North Charleston, SC 29418. Contact Max Sterling (843-740-5550;) [msterling@northcharleston.org](mailto:msterling@northcharleston.org) to coordinate delivery.

**T-SHIRT FRONT EXAMPLE**



**The Art pictured above is for reference only.**

## **T-SHIRT BACK EXAMPLE**



**The Art pictured above is for reference only.**

## T-SHIRT FRONT & BACK EXAMPLE



The Art pictured above is for reference only.

## **BID FORM**

Firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

the City of \_\_\_\_\_ County of \_\_\_\_\_,

and State of \_\_\_\_\_, hereinafter called "Bidder".

**This Bid shall be signed only by a person legally authorized to bind the Bidder to a Contract.**

By: \_\_\_\_\_  
Signature Print or Type Name

\_\_\_\_\_  
Title Date

**PROJECT:** T-Shirts for the North Charleston Fire Museum  
**INFORMAL BID NO:** PQ-09-22

**CITY OF NORTH CHARLESTON  
INFORMAL BID REQUEST  
PQ-09-22**

**T-Shirts for the North Charleston Fire Museum**

ITEM NO.	QTY	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
1.	20-Adult Small 30-Adult Medium 50-Adult Large 50-Adult XL 30-Adult 2XL 20-Adult 3XL  <u>200 Total</u>	<p><b><u>Due to the gradient colors in the design the City recommends Direct to Garment (DTG) printing</u></b></p> <p>Quotes to be given on <u>Gildan 5400 – Adult Long Sleeve T-Shirt – No Pockets, 100% US Cotton,</u> <u>Color: Navy</u></p> <p>Pricing to include all materials, digital artwork, and labor.</p> <p>Example art file attached.</p>	<p>S \$ _____</p> <p>M \$ _____</p> <p>L \$ _____</p> <p>XL \$ _____</p> <p>2XL \$ _____</p> <p>3XL \$ _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
		<b>ITEM TOTAL</b>	\$	
		<b>SHIPPING/DELIVERY</b>	\$	
		<b>SUB-TOTAL</b>	\$	
		<b>SC Sales Tax</b>	\$	
		<b>TOTAL</b>	\$	

Estimated Delivery Date: \_\_\_\_\_

**TECHNICAL/DELIVERY INFORMATION**

**A physical sample of the shirt must be provided for color approval prior to printing.**

Sample(s) can be hand delivered or mailed to the attention of Max Sterling (843-740-5550 x221) at the North Charleston Fire Museum, 4975 Centre Pointe Drive, North Charleston, SC 29418.

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## **STATEMENT OF BIDDER'S QUALIFICATIONS**

If necessary, questions may be answered on separate sheets. The Bidder may submit any additional information he/she desires.

1. Name of Bidder
2. Permanent main office address
3. When organized
4. If a corporation, where incorporated
5. How many years have you been engaged in the contracting business under your present firm or trade name?
6. List at the minimum three (3) on-going or recent contracts with others on the provided references sheet.
7. Provide a listing of current or past contracts that are similar in size and scope, as evidence of the bidder's ability to successfully complete the services required by this ITB. Emphasis should be placed on contracts that are similar in size and scope to the work required by this ITB. A description of all such contracts should be included and should show how such contracts relate to the ability of the firm to complete the services required by this ITB.
8. Have you ever failed to complete any work awarded to you?
9. Have you ever defaulted on a contract?
10. List your major equipment available for this contract on separate sheet and attach to bid.
11. Give Bank reference
12. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the City?

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this Statement of Bidders Qualifications.

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

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

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

## CONTRACT REFERENCES SHEET

1. Name of Business/Individual: \_\_\_\_\_

Mailing Address including Zip: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Contact's Fax: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Project Description and Dollar Amount: \_\_\_\_\_

Roles and Responsibilities on This Project: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

2. Name of Business/Individual: \_\_\_\_\_

Mailing Address including Zip: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Contact's Fax: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Project Description and Dollar Amount: \_\_\_\_\_

Roles and Responsibilities on This Project: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

## CONTRACT REFERENCES SHEET

3. Name of Business/Individual: \_\_\_\_\_

Mailing Address including Zip: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Contact's Fax: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Project Description and Dollar Amount: \_\_\_\_\_

Roles and Responsibilities on This Project: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

4. Name of Business/Individual: \_\_\_\_\_

Mailing Address including Zip: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Contact's Fax: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Project Description and Dollar Amount: \_\_\_\_\_

Roles and Responsibilities on This Project: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

**STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE  
NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT  
INCOME TAX WITHHOLDING**

The undersigned nonresident taxpayer on oath, being first duly sworn, hereby certifies as follows:

1. Owner, Partner(s), or Corporate Name of Nonresident Taxpayer: \_\_\_\_\_
2. Trade Name (Doing Business As): \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Federal Identification Number: \_\_\_\_\_
5. Hiring or Contracting with:  
    City of North Charleston  
    P.O. Box 190016, North Charleston, SC 29419-9016
6. I hereby certify that the above-named nonresident taxpayer is currently registered with (check the appropriate statement below):  
    \_\_\_\_\_ The South Carolina Secretary of State or  
    \_\_\_\_\_ The South Carolina Department of Revenue  
    Date of Registration: \_\_\_\_\_
7. I understand that by this registration, the above-named nonresident taxpayer has agreed to be subject to the jurisdiction of the South Carolina Department of Revenue and the courts of South Carolina to determine its South Carolina tax liability, including estimated taxes, together with any related interest and penalties.
8. I understand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code Section 12-9-310 at any time it determines that the above-named nonresident taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax liability.

The undersigned understands that fine; imprisonment or both could punish any false statement contained herein.

Recognizing that I am subject to the criminal penalties under Code Section 12-54-40(b)(6)(f)(5), I declare that I have examined this affidavit and to the best of my knowledge and belief, it is true, correct and complete.

\_\_\_\_\_ (Seal)

\_\_\_\_\_  
(Signature of Owner, Partner or Corporate Officer)

\_\_\_\_\_  
(Date)

If corporate officer state title: \_\_\_\_\_

(Name - please print): \_\_\_\_\_

## **CERTIFICATION OF NON-SEGREGATED 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 Contractor's noncompliance with nondiscrimination clauses of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor 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 OF DRUG FREE WORKPLACE**

The contractor 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 contractor'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 Contractor'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 Contractor may be declared ineligible for further contract awards with the City of North Charleston.

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) \_\_\_\_\_

\_\_\_\_\_