



**Office of Procurement  
Services**  
**REQUEST FOR QUOTE**

Solicitation Type: Request for Quote (RFQ)  
 Solicitation Number: 2122-50AR  
 Date Issued: 01/25/2022  
 Procurement Specialist: Annette Roberts, CPPB, NIGP-CPP  
 Physical Address: 335 Four Mile Road, Conway, SC 29526  
 Phone: (843) 488 - 6942  
 Email: [aroberts@horrycountyschools.net](mailto:aroberts@horrycountyschools.net)

Offer should be submitted to Procurement Specialist.

**SUBMIT OFFER BY** (Opening Date/Time): **February 7, 2022 / 3:00 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 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](mailto: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:

**Shipping Address:** Horry County Schools  
 335 Four Mile Road,  
 Conway, SC 29526

Item No.	Description *See Scope of Work/Specifications - pg. 2	Qty.	U/M	Unit Price/month	Total Extended Price
1.	Inchy Bookworm Book vending machines with custom token mechanism and 100 gold tokens or name brand equal Manufacturer name: _____per specifications herein.	1	Each	\$	\$
2.	Gold tokens, additional	1	Each	\$	\$
3.	Freight/Shipping FOB Destination, Freight Prepaid, Liftgate service	1	Each	\$	\$
	<b>**Bid as Specified. Omit taxes in total.</b>			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. #	Ame nd. Issue Date

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

**SCOPE OF WORK:** It is the intent of the Horry County Schools Office of Procurement Services, to solicit quotes from qualified vendors to provide and deliver book vending machines. The District may purchase up to a quantity of four on an as needed basis. The District does not guarantee to buy any specified item or total amount. The maximum dollar amount of this contract will be \$25,000.00.

### **SPECIFICATIONS:**

- \*Model: Global Vending Group or similar**
- \*Manufacturer model: Book Vending Machine**
- \*Holds 200-300 books**
- \*Hold up to 20 different books**
- \*Customizable Tray Shelving for different size books.**
- \*Custom coin mechanism designed for tokens to include 100 coins with purchase of a machine**
- \*Power Outlet: 110v**
- \* Freight/Shipping FOB Destination, Freight Prepaid, Liftgate service**
- \* Standard manufacturer's warranty**

## **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.

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 Board, 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.

**DRUG FREE WORKPLACE CERTIFICATION (JAN 2004):** By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

**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.

**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 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.

**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.

### **SPECIAL CONDITIONS**

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 (OSHA), The Environmental Protection Act (EPA), The South Carolina Hazardous Waste Management Act.

**CERTIFICATES OF INSURANCE** COVERAGE TO BE FURNISHED PRIOR TO COMMENCEMENT OF SERVICES UNDER CONTRACT.

**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.

**ESTIMATED QUANTITY-** The total quantity of purchases for this contract will be up to a quantity of four on an as needed basis. The District does not guarantee that the District will buy any specified item or total amount.

**TERM OF CONTRACT – EFFECTIVE DATE / INITIAL CONTRACT PERIOD (JAN 2006):** The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is one year. Regardless, this contract expires no later than the last date stated on the final statement of award. [07-7B240-1]

**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.

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

**VENDOR REGISTRATION:** The District requires the awarded vendor to complete the following forms in order to begin working with the District. The vendor application forms can be found here: [Vendor Application](#)

**WARRANTY – STANDARD:** Contractor must provide the manufacturer’s standard written warranty upon delivery of product. Contractor warrants that manufacturer will honor the standard written warranty provided.

**INFORMATION FOR OFFEROR'S 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.)