



**Office of Procurement
Services**

REQUEST FOR QUOTE

Solicitation #: 2021-14MJ
 Date Issued: 09/2/2020
 Procurement Specialist: B. Maurice Jackson
 Physical Address: 335 Four Mile Rd., Conway, SC 29526
 Phone/Fax: (843) 488- 6929
 Email: mjackson@horrycountyschools.net

Offer should be submitted to the Procurement Specialist.
 SUBMIT OFFER BY (Opening Date/Time): **September 10, 2020 / 1:00 PM (EST)**

ALL QUOTES MUST INCLUDE FREIGHT/SHIPPING. FOB Destination, Freight Prepaid and included to:
Horry County Schools Facilities Dept.
1160 E. Hwy. 501
Conway, SC 29526

Please quote your lowest **delivered** price of the below listed item(s). The Procurement Office reserves the right to reject any or all quotes 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 Officer via: fax to (843) 488-6945; email at mjackson@horrycountyschools.net ; hand delivered to the physical address of 335 Four Mile Road, Conway, SC 29526; or submitted electronically to <https://vrapp.vendorregistry.com/Bids/View/BidList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>.

Item No.	Description	Qty.	U/M	Unit Price	Total Price
1.	2-ton Bard unit (wall-mount air conditioning) W24HBDA04	1	Each	\$	\$
2.	4-ton Bard unit (wall-mount air conditioning) W48HCDA05	1	Each	\$	\$
3.	2.5-ton Bard unit (wall-mount air conditioning) W30HBDA05	2	Each	\$	\$
<i>BID ONLY AS SPECIFIED. NO ALTERNATES WILL BE ACCEPTED</i>					
TOTAL PRICE (including shipping & omitting taxes)					\$
<i>Provide lead time for units after receipt of Purchase Order:</i>					

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

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 forty-five (45) 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 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.

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.

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 (JUN 2015): 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. [02-2A083-1]

SPECIAL CONDITIONS

Licenses, Permits, Insurance: All costs for required licenses, permits and insurance shall be borne by the Contractor. 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: Occupational Safety and Health Act, the Environmental Protection Act, and the South Carolina Hazardous Waste Management Act.

Quality – New (JAN 2006): All items must be new. [03-3060-1]

Operational Manuals (JAN 2006): Unless otherwise specified, contractor shall provide one operational manual for each item acquired. [03-3055-1]

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.

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 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.)