

CITY OF NORTH CHARLESTON  
INFORMAL BID  
PQ-24-17  
*REPLY TO FAX (843) 745-1083*  
OR EMAIL – [watienza@northcharleston.org](mailto:watienza@northcharleston.org)

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INFORMAL BID REQUEST: Citibot Door Hangers

REQUESTED BY: Executive Department

FOR TECHNICAL QUESTIONS PLEASE CONTACT Willie Atienza @ 843-740-5890 or [watienza@northcharleston.org](mailto:watienza@northcharleston.org).

PRICE QUOTES MUST BE SUBMITTED BY September 22, 2017 @ 10:00 AM

**Emailed and Faxed bids are encouraged and acceptable.**

Submit bids by completing the Bid Form portion of this package and any other required forms and **EMAIL** to Willie Atienza, Buyer, City of North Charleston @ [watienza@northcharleston.org](mailto:watienza@northcharleston.org) or **FAX** to the North Charleston Purchasing Department at (843) 745-1083 (PQ-24-17, Citibot Door Hangers, Attn: Willie Atienza)

Bids sent by regular mail should be addressed to: City of North Charleston, Purchasing Department, P.O. Box 190016, North Charleston, SC 29419-9016.

Bids hand delivered or sent by courier service should be addressed to: City of North Charleston, Purchasing Department, 2500 City Hall Lane, North Charleston, SC 29406.

**Bid Submission Requirements:** 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:

BID FORM

VENDOR PREFERENCE (IF APPLICABLE)

CERTIFICATION OF DRUG FREE WORKPLACE

CERTIFICATION OF NONSEGREGATED FACILITIES

CERTIFICATION REGARDING ILLEGAL IMMIGRATION

**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

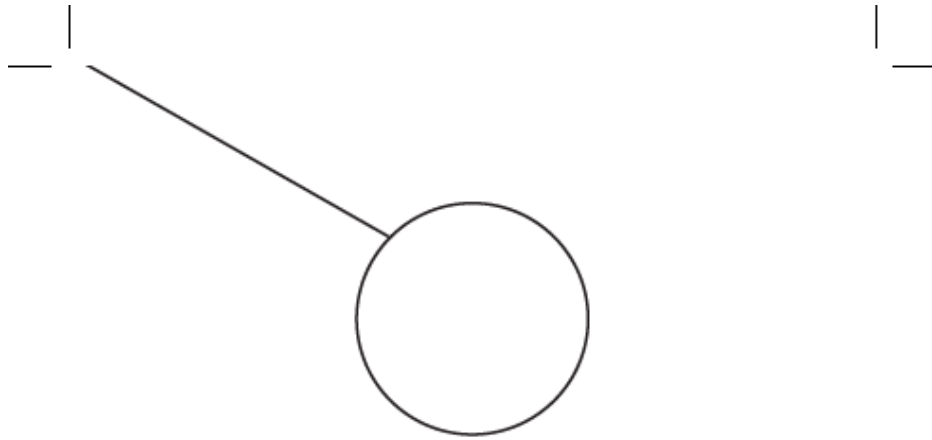
**PROJECT: CITIBOT DOOR HANGERS**

**INFORMAL BID NO: PQ-24-17**

**CITY OF NORTH CHARLESTON  
INFORMAL BID REQUEST  
PQ-24-17**

We propose to furnish Pre-cut advanced 3.50" x 8.50" door hangers requiring no extra cutting or finishing. Door hangers shall be printed on Premium 90# glossy card stock, Full color logo 1 side (example attached). Door hangers shall be delivered to the North Charleston Public Works, Building A, located at 5800 Casper Padgett Way, North Charleston, SC 29406, at the price stated below. Art files will be supplied to the awarded bidder. The awarded bidder may not put their name or logo on the door hanger. We understand and agree that Bids cannot be withdrawn for a period of sixty (60) days after opening.

<u>ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>EXTENDED PRICE</u>
1.	36,000	Citibot Door Hangers, 3.50" x 8.50", Premium 90# glossy card stock, Full Color Logo 1 Side (Attached), Pre-cut advanced door hangers requiring no extra cutting or finishing.	\$_____	\$_____
			SHIPPING/DELIVERY CHARGES	\$_____
			SUBTOTAL	\$_____
			SALES TAX	\$_____
			TOTAL COST	\$_____



**CITIBOT**

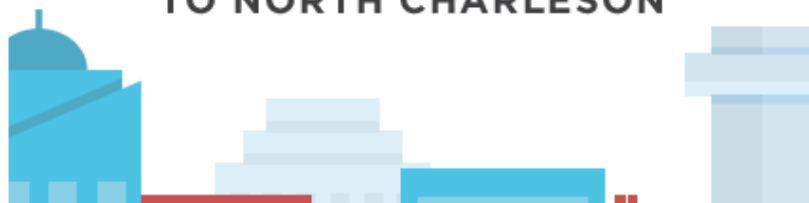
# DON'T TRASH THIS!

Citibot puts communication with the City of North Charleston at your fingertips. Use Citibot to report a broken stoplight, fix a pothole or to ask city staff a question.

Start the conversation today by texting:

**"HELLO"** to **843.806.0204**

**CITIBOT CONNECTS YOU  
TO NORTH CHARLESON**



## **GENERAL INFORMATION**

This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the City of North Charleston, in writing, so as to be received two (2) days prior to the submission date. The solicitation may or may not be changed, but a review of such notification will be made prior to award.

### **AWARD OF BID:**

Award of the Bid will be on an all or none basis. Bids will be analyzed and the award made to the lowest responsible, responsive Bidder whose Bid conforms to the specifications. The City shall be the sole judge of weights, given these factors. Selection of a Bid shall not imply the rejection of any other Bid. The City of North Charleston may reject any or all Bids without cause or explanation, and without incurring obligation to any Bidder.

### **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 bid. 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.

**CITY OF NORTH CHARLESTON RESIDENT VENDOR PREFERENCE  
AFFIDAVIT**

Personally appeared before me \_\_\_\_\_ who, being duly sworn, certifies that the vendor identified in this bid response meets the following qualifications for the resident vendor preference: Has a principal place of business located within the corporate limits of the City of North Charleston. (A post office box or temporary construction or office trailer shall not be considered a place of business). Has a valid City of North Charleston business license and is in compliance with any state requirements or local ordinances regarding the type of business engaged in.

By this written claim bidder requests that the one percent (1%) resident vendor preference (not to exceed \$3,000.00) be exercised in consideration of contract award of this bid. Failure to complete and return this affidavit and a copy of your current City of North Charleston business license with your bid will result in not being eligible to receive the benefits of the resident vendor preference.

BUSINESS NAME: \_\_\_\_\_

NORTH CHARLESTON STREET ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_ State of \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Commission Expires

**CERTIFICATION OF DRUG FREE WORKPLACE**

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

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

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

Date: \_\_\_\_\_

Official Address (including Zip Code) \_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION OF NONSEGREGATED 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 bidder's noncompliance with nondiscrimination clauses of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the bidder 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 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 subcontractors 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-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

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

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

Date: \_\_\_\_\_

Official Address (including Zip Code) \_\_\_\_\_

\_\_\_\_\_