

Building success beyond the classroom

Request for Quote Two(2) Cleveland Steamers RFQ Solicitation Number: 113-20-10-17

DATE POSTED: 10/10/13

RETURN QUOTES NO LATER THAN:

CLOSING DATE: October 17, 2013

CLOSING TIME: 10:00 A.M. EST

MAIL, FAX, EMAIL, OR HAND DELIVER QUOTE TO:

SCHOOL DISTRICT OF PICKENS COUNTY

**Attn: Jan Petersen, CPPO, CPPB, Coordinator of Purchasing
1348 Griffin Mill Road**

Easley, SC 29640

Fax: (864) 855-8159

Email: JanPetersen@pickens.k12.sc.us

THE SCHOOL DISTRICT OF PICKENS COUNTY (SDPC) ASSUMES NO RESPONSIBILITY FOR IMPROPERLY MARKED OR MISDIRECTED BID RESPONSES AND/OR CORRESPONDENCE RELATED TO THIS DOCUMENT.

PURCHASING OFFICIAL: Jan Petersen, CPPO, CPPB COORDINATOR OF PURCHASING

PHONE NUMBER: (864) 397-1035

FAX: (864) 855-8159

EMAIL: JanPetersen@pickens.k12.sc.us

OFFERORS MUST PROVIDE THE FOLLOWING INFORMATION:

_____ NAME OF COMPANY	_____ MAILING ADDRESS		
_____ (AREA CODE) PHONE NUMBER	_____ CITY	_____ STATE	_____ ZIP CODE
_____ FACSIMILE NO.	_____ FEDERAL ID OR SOCIAL SECURITY NO.		
_____ SC CONTRACTOR'S LICENSE # (if applicable)			
_____ EMAIL ADDRESS:		_____ MINORITY VENDOR? Yes or No (circle one)	

I/WE THE UNDERSIGNED UNDER PENALTIES OF PERJURY CERTIFY:

- SUBMISSION OF A RESPONSE TO THIS QUOTE/BID/PROPOSAL DOES NOT VIOLATE ANY FEDERAL OR STATE ANTI-TRUST LAWS.
- COMPLIANCE WITH ALL REQUIREMENTS OF THE SOUTH CAROLINA DRUG-FREE WORKPLACE ACT, SECTION 44-107-10, ET SEQ, S.C. CODE ANN, (1976). (Applicable to awards in excess of \$50,000.00).
- COMPLIANCE WITH THE CODE OF LAWS OF SOUTH CAROLINA REGARDING THE ETHICS, GOVERNMENT COMPLIANCE WITH S.C. TAX WITHHOLDING AMENDMENTS SECTION 12-9-310(A) 2(3).
- TO FURNISH ITEM(S) AND OR SERVICE(S) IDENTIFIED HEREIN, AT THE PRICE(S) QUOTED, PURSUANT TO ALL TERMS, CONDITIONS, PROVISIONS, AND SPECIFICATIONS CONTAINED IN THIS DOCUMENT OR ANY SUBSEQUENT WRITTEN AMENDMENTS, WHICH CLEARLY REFERENCE THIS PROPOSAL NUMBER.
- COMPLIANCE WITH ALL PROVISIONS AND CLAUSES BY REFERENCE IDENTIFIED HEREIN.
- RECOGNITION THAT THIS SOLICITATION IS GOVERNED BY THE SCHOOL DISTRICT OF PICKENS COUNTY PROCUREMENT CODE.

_____ AUTHORIZED SIGNATURE	_____ AUTHORIZED SIGNATURE (PRINT/TYPED)
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*******QUOTE/BID/PROPOSAL MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID*******

GENERAL PROVISIONS

1. This solicitation does not commit the District to award a contract, to pay any costs incurred in the preparation of the quote/bid or to procure any goods or services.
2. The School District of Pickens County's Procurement Code and Regulations govern and supersede any and all documents, proposals and policies, whether stated or implied.
3. The District assumes no responsibility for the delivery of any solicitation, addendum, solicitation response, or any other such correspondence by the US Postal service, electronic transmission, facsimile, or any other method.
4. In the event that a bid (with \$50,000.00 or greater in value) is unintentionally opened prior to the official time set for the bid opening, the employee opening such a bid shall immediately inform the Coordinator of Purchasing, or designee, who shall in the presence of another employee re-seal the envelope and note on envelope that it was opened in error.
5. **Addenda:** Addenda shall be issued prior to the RFQ/IFB submittal date and time for the purposes of modifying or interpreting the quote/bid/proposal instructions through additions, deletions, clarifications, or corrections. **At the discretion of the District, if it becomes necessary to revise or clarify any part of this RFQ/IFB, an addendum will be posted at www.pickens.k12.sc.us.**

Because this RFQ/IFB is posted electronically, the Owner may not be aware of all potential proposers, particularly those that attained a copy from this web site or other unknown sources. **It is the proposer's responsibility to check this web site periodically to determine if any addenda have been issued. Any addenda issued by the District shall become a formal part of this RFQ/IFB 113-20-10-17.**

Addenda shall be forwarded to all potential offerors who are known by the District to have received a complete copy of the RFQ/IFB. No addenda shall be issued later than three (3) days prior to the RFQ/IFB submittal date except to a) withdraw the RFQ/IFB solicitation, or b) to postpone the RFQ/IFB submittal date and time. The Coordinator of Purchasing, or other District employee, shall not be legally bound by any amendment or interpretation that is not in writing.

Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment(s) with their quote/bid. If this solicitation is amended, then all terms and conditions which are not modified shall remain unchanged.

6. **Affirmative Action:** The Contractor shall comply with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard to or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
7. **Ambiguous Quotes/Bids:** Quotes/bids which are uncertain as to terms, delivery, quantity, or compliance with requirements and/or specifications may be rejected or otherwise disregarded.
8. **Approval of Publicity Releases:** The Contractor shall not have the right to include the District's name in its published list of customers, without prior approval of the District. The Contractor agrees not to publish or cite in any form any comments or quotes from District staff. Contractor further agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the District.

9. **Authorization and Acceptance:** The quote/bid/proposal must be signed by an authorized individual who may bind the Offeror to these services in accordance with the requirements contained in this RFQ/IFB. The quote/bid/proposal must contain a statement to the effect that your bid is firm for a period of thirty (30) days from the quote/bid/proposal due date or longer if so required by the District.
10. **Awarding Policy:** The District reserves the right to reject or accept any or all quotes/bids and to waive any informalities and/or irregularities thereof.

In the event that identical bids/proposals are received on like items, the Coordinator of Purchasing shall award the quote/bid/proposal in accordance with the District's Procurement Code.

11. **Bid/Quote Constitutes Offer:** By submitting a quote/bid, the Offeror agrees to be governed by the terms and conditions as set forth in this document. Any quote/bid containing variations from the terms and conditions set forth herein may, at the sole discretion of the District, render such quote/bid non-responsive. Any inconsistencies between the RFQ/IFB and any other contractual instrument shall be governed by the terms and conditions of this RFQ/IFB, except where subsequent amendments to any contract resulting from this RFQ/IFB award are specifically agreed to in writing by the parties to supersede any such provisions of this RFQ/IFB.

By submitting your quote/bid, you are offering to enter into a contract with the District. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. Any offer may be submitted by one (1) legal entity; joint bids are not allowed.

12. **Bid/Quote Expenses:** The District or any of its representatives shall not be held responsible for any expenses incurred in the preparation or subsequent presentation of the vendor's response to this solicitation.
13. **Bidder's Qualification:** No quote, bid or proposal shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that is deemed irresponsible or unreliable to the District.
14. **Clarifications:** The District reserves the right, at any time after opening and prior to award, to request from any Proposer clarification, address technical questions, or to seek or provide other information regarding the Proposer's bid. Such a process may be used for such purposes as providing an opportunity for the Proposer to clarify his quote/bid/proposal in order to assure mutual understanding and/or aid in determinations of responsiveness or responsibility.
15. **Contract Documents:** This RFQ/IFB is the contract between the District and the awarded bidder. The District shall not agree to, enter into, or sign any agreement, contract, or other document that conflicts in any way with the District's General Terms and Conditions and the requirements of this solicitation. Proposers should submit with their quote/bid any other document(s) that the proposer wishes the District to review. Submittal of such document(s) does not constitute and acceptance by the District of any term(s) and/or condition(s) contained in such document(s). Agreements, contracts, or other documents that infringe upon the rights of the District, or are not in the best interest of the District, shall be determined to be non-responsive and unacceptable. The rights and authority of such determination is reserved solely by the staff of the District's Procurement Department. The District's RFQ/IFB supersedes any respondent's proposed document(s).
16. **Contractor Responsibility:** The Contractor alone will be held solely responsible to the District for performance of all Contractor obligations under any contract resulting from their quote/bid.
17. **Covenant against Contingent Fees:** The vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the vendor for the purpose of securing business. For breach or violation of this warranty, the School District of Pickens County shall have the right to annul this contract without liability or in its discretion to

deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

18. **Correction of Errors in the quote/bid/proposal:** All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the quote/quote/bid/proposal. Erasures or use of typewriter correction fluid may be cause for rejection. No quote/bid/proposal shall be altered or amended after specified time for opening.
19. **District Closings:** If an emergency or unanticipated event interrupts normal District processes so that offers cannot be received at the Central Services Office of the District by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal District processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If District offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information may be available at www.pickens.k12.sc.us.
20. **District Regulations:** The vendor(s) and his representatives shall follow all applicable regulations while on District property, including the NO SMOKING, no tobacco, no weapons, and drug-free policies. No work shall interfere with school activities or environments unless an authorized employee for that location gives permission.
21. **Excusable Delay:** The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
22. **Explanation to Prospective Bidders/Proposers:**
 - a. Any prospective Bidder/Proposer desiring an explanation or interpretation of this solicitation shall request it in writing soon enough to allow a reply to reach all prospective Bidders/Proposers before submission of their quote/bid/proposal. **DEADLINE FOR SUBMISSION OF QUESTIONS: MONDAY, OCTOBER 14, 2013 AT 4:00 P.M., EST. QUESTIONS MUST BE SENT VIA EMAIL TO: JANPETERSEN@PICKENS.K12.SC.US.**
Note: No other District personnel of the District shall be contacted regarding this solicitation. Firms or individuals that attempt to contact other District personnel or representatives or obtain information in any way other than the authorized method described herein may have their bid rejected.

Any response to the respondent's request for interpretation of documents will be made by addendum if the Procurement Department believes the interpretation is not clear in the bid/proposal document. The District will not be responsible for any other explanation or interpretations.
 - b. Oral explanation and/or instructions given before the award of the contract shall not be binding.
 - c. Any information given to a prospective Bidder/Proposer pertaining to this solicitation shall be furnished promptly to other prospective Bidders/Proposers as an amendment, if that information is necessary in submitting a quote/bid/proposal, or if the lack of it would be prejudicial to other prospective Bidders/Proposers.
23. **Licenses and Permits:** During the term of the contract, the Contractor shall be responsible for obtaining and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each of any such licenses, permits and/or inspections required by the District, county, city or other government entity or unit to accomplish the work specified in this solicitation document and the contract.

24. **Offeror Responsibility:** Each Proposer shall fully acquaint himself/herself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFQ/IFB. It is expected that this will sometimes require on-site observation. The failure or omission of a Proposer to acquaint himself/herself with existing conditions shall in no way relieve the Proposer of any obligations with respect to this RFQ/IFB or contract.
25. **Proper Invoice:** Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:
- Name of business
 - Contract number or other authorization for delivery of service or property
 - Complete description
 - Price and quantity of property or service actually delivered or executed
 - Shipping and payment terms.
 - Name where applicable
 - Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and
 - Other substantiating documentation of information as required by the contract.
26. **Proposer's Qualifications:** Quotes/Bids shall be considered only from Proposers who are regularly established in the business called for and who in the judgment of the District are financially responsible and able to show evidence of their reliability, ability, experience, equipment supervised by them to render prompt and satisfactory service in the volume called for under this contract.
27. **Rejection/Cancellation:** The District reserves the right, to accept or reject, in part or in entirety, any or all quotes/bids/proposals, to negotiate with all qualified proposers and to cancel in part or in entirety this solicitation if it is in the best interest of the District. Further, the District reserves the right to waive any or all informalities or technicalities in order to serve the best interest of the District.
28. **Responses:** All responses to this solicitation must comply completely with the requirements and schedule indicated in this solicitation to be considered for evaluation. All vendor(s) must be able to meet or exceed any and all requirements.
29. **Time of Completion:** **Date of delivery/installation shall be a consideration factor in the awarding process.** The Proposer shall include with his/her quote/bid/proposal delivery dates for each item as requested, and shall furnish all items in accordance with the quote/bid solicitation.
30. **Unlawful Acts:** The District interprets a signed quote/bid/proposal as signifying that the accompanying quote/bid/proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under the state of South Carolina or United States laws.
31. **Withdrawal of Proposal Response:** A quote/bid/proposal response cannot be withdrawn after it is filed, unless the respondent makes a written request to the Coordinator of Purchasing prior to the last date and time set for receipt of the quote/bid/proposal responses. If the District fails to accept the response or award a contract within thirty (30) days after the quote/bid/proposal opening date, the respondent must inform the District, in writing, that they do not wish for their response to continue to be considered.

GENERAL TERMS AND CONDITIONS

1. **Assignment:** No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Procurement Officer.
2. **Default:** In case of default by the contractor, the District reserves the right to purchase any or all items in default in open market, charging the contractor with any additional costs. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.
3. **Drug-free Workplace:** By signing and submitting a bid, a proposer is certifying that it will comply with all requirements of the South Carolina Drug-Free Workplace Act, Section 44-107-10, ET Seq., S.C. Code Ann, (1976).
4. **Equal Opportunity:** The successful firm agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical handicap.

Note: No qualified individual with a disability shall, by reason of such disability, be excluded from participating in or be denied the benefits of services, materials, and/or equipment, or be subjected to discrimination by the School District of Pickens County (Title II ADA).

5. **FOIA Requests:**
Any vendor or general member of the public requesting information in regards to any bids/proposals received or any award made as a result of this solicitation, will be billed based on the amount of information requested (i.e., copies of documentation, etc.) and the amount of time spent by District staff to compile the information. The following rates will apply:
 - a. Cost per copy: \$ 0.25/page (one-sided); \$ 0.50/page (two-sided)
 - b. Hourly rate for staff compiling data: \$ 19.46/hour
6. **Governing Laws:** All proposal documents submitted in response to this solicitation are governed under the laws of the State of South Carolina. Contractor must be authorized and/or licensed to do business in the State of South Carolina. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offeror from requirements that it be authorized and/or licensed to do business in said state, by signing of this Agreement, Contractor agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina or federal courts as to all matters and disputes arising or to arise under the Agreement and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.
7. **Illegal Immigration:** *(applicable to service contracts only)* By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of laws and agree to provide to the District, 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 (5) 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.
8. **Indemnification:** The vendor(s) shall agree to hold the District harmless and to indemnify the District from every expense, liability, or any payment arising out of or through injury (including death) to any person(s) or damage to any property of any location in which work is located arising out of or suffered through any at or omission of the vendor(s).

9. **Installation:** Where equipment is called for to be installed under this RFQ/IFB, it shall be placed, leveled and accurately fastened into place by the vendor. He/she shall be responsible for obtaining dimensions and other such data which may be required to assure exact fit to work under another contract or as intended by the District. The vendor shall be responsible for providing an appropriate amount of lead-in for equipment requiring electrical, water or other basic service. The District will normally be responsible for bringing the appropriate service to the lead-in. The vendor shall completely remove from the premises all packaging, crating, and other litter due to his/her work. He/she shall also be responsible for the cost of repair of any damage to existing work which is caused by him/her during the installation of his/her equipment.
10. **Minority Business:** Specify if your firm is a South Carolina certified minority business. If so, please provide the District with a copy of the certificate.
11. **Non-Appropriations:** Any contract entered into by the District or its departments, employees or agents resulting from this RFQ/IFB shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.
12. **Delivery and Installation:** Delivery (*must be FOB Destination, Freight Prepaid*) and installation shall be made as follows:
 - a. One (1) Steamer to be delivered and installed at Crosswell Elementary School, 161 School Road, Easley, SC 29640. Installation MUST be completed no later than Friday, December 13, 2013.
 - b. One (1) Steamer to be delivered and installed at Central Elementary School, 608 Johnson Road, Central, SC 29630. Installation MUST be completed no later than Friday, December 13, 2013.
13. Purchase order numbers and/or contract number(s) as appropriate, must be clearly stated on each carton or package, shipping ticket, invoice, and any/all other information related to the order.
14. **Patent and Copyright Liability:** If notified promptly in writing by the District of any actions (and all prior claims relating to such action) brought against the District, based on a claim that the District's use of the services or any products offered, including software, infringes a United States patent or copyright, the proposer will defend such action at its expense and will pay the costs and damages awarded in such action, provided that the proposer shall have sole control of the defense of any such action and all negotiation for its settlement or compromise. The District shall give the proposer prompt written notice of such claim and full right and opportunity to conduct the defense thereof, together with full information and reasonable cooperation. No costs or expenses shall be incurred for the Account of the proposer without its written consent. If principles of government or public law are involved, the District may participate in the defense of any action. If, in the opinion of the proposer, the products furnished thereunder are likely to, or do become, the subject of a claim of infringement of a United States patent or copyright, then, without diminishing its obligation to satisfy a final award, the proposer may, at its option and expense, (a) obtain the right for the District to continue to use such goods; or (b) substitute for the alleged infringing products other equally suitable products that are satisfactory to the District; or (c) take back such products, provided however, that the proposer will not exercise option (c) until the proposer and the District have evaluated options (a) and (b). In such event, proposer will reimburse the District for the purchase price of any goods removed pursuant to option (c).
15. **Protection Of Existing Vegetation, Structures, Equipment, Utilities, And Improvements:**
 - a. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as grass, trees, and shrubs) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees broken during contract performance, or by any careless operation of equipment, or by workmen, the Contractor shall

trim those limbs or branches with a clean cut and paint the cut with tree pruning compound as directed by the District representative(s).

- b. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are known to or should be known by the Contractor. The Contractor shall repair any damages to those facilities, including those that are the property of a third party resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damaged property, the District representative(s) may recommend that the necessary work be performed and charge the cost to the Contractor.

16. **Quality of Product:** (This clause does not apply to solicitations for service requirements). Unless otherwise indicated in this bid it is understood and agreed that any item offered or shipped on this RFQ/IFB shall be new and of first quality. Refurbished and/or remanufactured items will not be accepted.

17. **Subcontractors:** Any bidder in response to this RFQ/IFB shall set forth in his quote/bid/proposal the name of each subcontractor. If the bidder determines to use his own employees to perform any portion of the work for which he would otherwise be required to list a subcontractor and if the proposer is qualified to perform such work under the terms of the RFQ/IFB, the proposer shall list himself in the appropriate place in his quote/bid/proposal and not subcontract any of that work except with the approval of the District for good cause shown.

If you intend to subcontract with another business for any portion of the work and that portion exceeds 10% of your price, your offer must identify that business and the portion of work which they are to perform. Identify potential subcontractors by providing the business name, address, phone number, taxpayer identification number, and point of contact. In determining your responsibility, the District may evaluate your proposed subcontractors.

18. **Submission of Data:** Each Proposer, upon request, shall submit evidence of liability insurance, Workmen's Compensation (if required), and other data regarding experience relating to this Quote/bid/proposal and proposes to satisfy the requirements of this solicitation and fulfillment of a contract. The contractor shall maintain during the entire period of his performance under this contract, the required minimum insurance covering all properties and activities that are encompassed in the performance of the Proposal requirements. The successful vendor must furnish a statement of Workers' Compensation as required by law and by entering into contract guarantees that said contractor will not file a claim against the School District of Pickens County.

Upon request and/or prior to the commencement of work hereunder, potential proposers shall furnish to the District, a certificate of the above insurance requirements. The policies evidencing required insurance shall contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interests of the District in such insurance shall not be effective without fifteen (15) days advance written notice to the District. Failure to replace any cancelled insurance shall be deemed a breach of contract by the contractor.

The insurance coverage listed below must be procured by the vendor(s) at their own expense:

- a) Owner's Protective Liability Insurance: Per injury, including death – limits of \$250,000 for each person and \$500,000 for each accident.
- b) Vendor(s) Public Liability Insurance: Personal injury, including death – limits of \$250,000 for each person and \$500,000 for each accident;
- c) Property Damage: limits of \$50,000 for each accident and \$100,000 for the aggregate.

19. **Unit Price Governing:** Unit prices will govern over extended prices unless otherwise stated in the RFQ/IFB.

SCOPE OF WORK

1. The School District of Pickens County is seeking quotes from authorized equipment dealers for the purchase, delivery, and installation of two (2) new Cleveland Electric Floor Steamers, Model # 22CET6.1, in accordance with the requirements of this solicitation. No other makes or models will be accepted.

PROPOSED PROCUREMENT SCHEDULE:

1. The *anticipated* procurement schedule is listed below:

Task	Date
Issue Request for Quotes	October 10, 2013
Deadline for Questions	Monday, October 14, 2013 at 4:00 p.m., EST
Quote/Bid Due Date/Time	Thursday, October 17, 2013 at 10:00 a.m. EST
Execute Contract(s)	Thursday, October 17, 2013

PROJECT & INSTALLATION REQUIREMENTS:

1. Vendor will be responsible for delivery and installation. The District will be responsible for all necessary electrical connections.
2. One (1) unit to be delivered/installed at Crosswell Elementary School and One (1) unit to be delivered/installed at Central Elementary School. Both units **must** be delivered and installation completed no later than Friday, December 13, 2013. Equipment availability and proposed project completion will be considered in the awarding of a contract resulting from this solicitation. Equipment availability and proposed completion dates must be provided on the attached Quote Form.

Note: Delivery Docks are available at both sites.

MINIMUM EQUIPMENT SPECIFICATIONS:

1. Two (2) new Cleveland SteamChef 6 Double Deck 12-Pan Electric Floor Steamers, Model # 22CET6.1.
 - a) Two Stacked single compartment high-speed electric convection steamers, broiler free.
 - b) Must be 480v, 3-phase, 4 wire.
 - c) A ES26304066E stainless steel equipment stand and install hardware.
 - d) Standard with Sure Cook Compartment Controls.
 - e) 60-minute electro-mechanical timer with load compensating feature.
 - f) (2) 12kw electric heating elements in aluminum blocks, ENERGY STAR.
 - g) Must include ½" valve style automatic drain.
 - h) Automatic water level controls.
 - i) Heavy-duty 14 guage stainless steel cooking compartment door and latch.
 - j) KleanShield clean cavity protection.
 - k) 4" adjustable legs with flanged feet.
 - l) Right-hand door hinging, controls on left (DHR).
 - m) Minimum 2-year warranty.

SERVICE REQUIREMENTS:

1. Upon completion of installation, equipment will be started and demonstrated to the kitchen staff.

INSTRUCTIONS TO PROPOSERS:

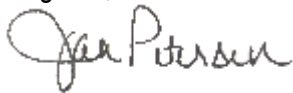
1. Quotes are due in the Procurement Department of the School District of Pickens County prior to 10:00 a.m. on October 17, 2013. Late quotes will not be accepted in accordance with the District's procurement policy.
2. A current copy of contractor's Certificate of Liability Insurance will be required by the awarded vendor, prior to installation.
3. ***The attached Quote/Bid Form must be used when responding to this RFQ/IFB and must be completed and submitted as required.*** All quotes/bids should be complete and must convey all of the information requested by the District. If significant errors are found in an Offeror's quote/bid, or if an Offeror's quote/bid fails to conform to the requirements of this solicitation, the District may elect to reject the quote/bid.
4. **Do Not** include any taxes in the quote/bid price. Taxes are not included in the tabulation of quotes/bids.

NOTIFICATION:

The contract resulting from this request shall be awarded to the most responsive and responsible offeror whose quote/bid/proposal is determined to be the most advantageous to the District. However, the right is reserved to reject any and all, or portions of bids/proposals received, and in all cases, the District will be the sole judge as to whether an Offeror's quote/bid has or has not satisfactorily met the requirements of the RFQ/IFB. The District is not required to furnish a statement of the reason(s) why a quote/bid/proposal was not deemed to be the most advantageous nor will it be required to furnish any information regarding the RFQ/IFB.

Thank you for your interest in meeting our district's needs. We look forward to receiving your quote/bid/proposal.

Regards,



Jan Petersen, CPPO, CPPB
Coordinator of Purchasing

Attachment

QUOTE/BID FORM
Solicitation # 113-20-10-17
Two (2) Cleveland Electric Floor Steamers

QUOTE OF: _____
 (Vendor/Contractor)

SUBMIT TO: The School District of Pickens County
 1348 Griffin Mill Road
 Easley, SC 29640

The undersigned, having examined all the Bidding Documents and acknowledging all addendum(s) as follows:
 Addendum(s) # _____, shall execute the entire work in the Bidding Documents.

EQUIPMENT	MODEL #	QUANTITY	BID UNIT PRICE	BID TOTAL
Cleveland SteamChef 6 Double Deck Pan Electric Floor Steamer	22CET6.1	2	\$	\$
Installation			\$	\$
			BASE BID TOTAL	\$

Equipment Availability Date: _____

Proposed Installation Completion Date: _____

WARRANTIES:

Please list any extended warranties available, including pricing and contract terms:

The Contractor shall not incur any expenses until the contract has been awarded. An award requires that either the Contract be signed by both the awarding authority and the Contractor, or a Purchase Order has been issued.

LISTING OF SUBCONTRACTORS:

Section 11-35-3020(2)(b)(l) of the South Carolina Code of Laws, 1976, as amended provides: Any bidder in response to an invitation for bids shall set forth in his bid the name of each subcontractor so identified in the invitation for bids. If the bidder determines to use his own employees to perform any portion of the work for which he would otherwise be required to list a subcontractor and if the bidder is qualified to perform such work under the terms of the invitation for bids, the bidder shall list himself in the appropriate place in his bid and not subcontract any of that work except with the approval of the using agency for good cause shown.

Description of Work

Subcontractor

BUSINESS NAME: _____

ADDRESS: _____

PHONE #: _____

TAXPAYER ID #: _____

CONTACT NAME: _____

Description of Work

Subcontractor

BUSINESS NAME: _____

ADDRESS: _____

PHONE #: _____

TAXPAYER ID #: _____

CONTACT NAME: _____

All subcontractor listings shall be based only on specified items or substitutions approved at the time of bidding. Failure to list subcontractors in accordance with the code shall render the prime contractor's bid unresponsive. No prime contractor whose bid is accepted shall substitute any person as subcontractor listed in the original bid, except for one or more of the reasons listed in Section 11-35-3020(2)(b)(iii).

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

By submission of this quote certifies that the Contractor will provide a "drug-free workplace" as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by complying with the requirements set forth in Title 44, Chapter 107.

In compliance with this Request for Quote # 113-20-10-17, and subject to all conditions thereof, the contractor offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified. My signature certifies that the above quote is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business.