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Invitation to Bid: Purchase of (2) Seven Passenger Vans or approved equal.

Bid#: 2023-01-01

Date Issued: 05/01/2023

Contact: Janice Wideman, Finance Director

Phone: (843) 234-4100 ext. 227

Email: janice.wideman@weoc.org

INVITATION TO BID: Waccamaw EOC, Inc. is accepting bids to purchase (2) Seven Passenger vans or approved equal.

SUBMIT OFFER/RESPONSES BY: Wednesday, May 17, 2023, by 2:00 pm.

SUBMIT QUESTIONS TO: All questions shall be in writing: janice.wideman@weoc.org. The agency is accepting questions concerning the bid up until five (5) days prior to the specified time/date for receipt of bids.

Bid packets must be submitted in a sealed package.

The offer's name, bid item name, bid, and number must appear on the exterior of the package.

SUBMIT YOUR SEALED BIDS TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Waccamaw EOC, Inc.
Post Office Box 1467
Conway, South Carolina 29528-1467
Attention: Janice Wideman

PHYSICAL ADDRESS:

Waccamaw EOC, Inc.
1261 Highway 501, East, Suite B
Conway, South Carolina 29526
Attention: Janice Wideman

IMPORTANT OFFEROR NOTES

1. The Bid Number and Title must be shown on the outside of the package.
2. Federal Express and UPS do **not** guarantee delivery to Waccamaw Economic Opportunity Council, Inc. before 2:00 P.M. Eastern Time on Next day Service.
3. If this bid was downloaded from our website, you must register a contact name, company name, fax number and/or e-mail with the Procurement Specialist to ensure that your name will be added to the contact list for future amendments and addenda.

This solicitation does not commit Waccamaw Economic Opportunity Council, Inc. to award a contract, to pay any cost incurred in the preparation of a bid/proposal, or to procure or contract for goods or services. It is the responsibility of each bidder to see that Waccamaw Economic Opportunity Council, Inc. receives bids on or before the date and time specified for the receipt of bids. No bid will be accepted thereafter, Waccamaw Economic Opportunity Council, Inc. assumes no responsibility for delivery of bids that are mailed. Waccamaw Economic Opportunity Council, Inc. reserves the right to accept or reject any or all bids and to waive any informalities and technicalities in the bid/proposal process.

No plea of not being aware of conditions that exists or may hereafter exist regarding this bid/proposal as a result of failure to make necessary investigations and examinations will be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill in every detail all the requirements of the contract documents and to complete the work for the consideration set forth therein, or as any basis for any claim whatsoever.

INSTRUCTIONS FOR BIDDERS

Written sealed bids will be received in the Waccamaw Economic Opportunity Council, Inc. Administrative Building, 1261 Highway 501 East, Suite B, Conway, South Carolina until the deadline for receipt. Bids that are not in the Procurement Specialist’s possession prior to the time/date of receipt of bids will be considered **non-responsive** and will remain unopened. An official authorized to bind the offer must sign all proposals submitted.

One (1) ORIGINAL and two (2) photocopies of bids must be submitted in a sealed envelope and clearly marked as follows:

**OFFEROR’S NAME
 BID ITEM NAME
 BID NUMBER
 ATTN: JANICE WIDEMAN**

No bidder may submit more than one bid. Multiple bids for different manufacturers but represented by the same firm will not be accepted. Bids offered directly from manufacturers shall indicate if a local dealer/representative will be involved.

WITHDRAWAL OF BID

No bidder/proposer may withdraw a proposal/bid after the date and hour set for the receipt of the bid.

Faxed or Emailed bids will NOT be accepted by Waccamaw Economic Opportunity Council, Inc.

Any deviations from the specifications or modification of this bid and any extra or incidental work or reductions in work shall be set forth in writing and signed by both parties prior to making such change. Any increase or decrease in the bid price resulting from such change shall be included in writing.

AFFIRMATIVE ACTION

The vendor will take affirmative action in complying with all Federal and State requirements concerning fair employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited.

GENERAL CONDITIONS

Bids will not be reviewed if they are late or not responsive, i.e., containing all requested specifications, costs and other information, and submitted in the manner prescribed.

Bids will be reviewed solely on the material they contain. No modifications, additions, or substitutions to any bid will be accepted from bidders after the closing date and time.

Small, minority and women owned businesses are encouraged to submit bids, with due consideration given to all bidders.

Oral explanation and/or instructions given before the award of the contract shall not be binding.

Each bid should include an anticipated date of delivery of goods and services, as well as all applicable taxes, quantity or other discounts, insurance costs, shipping and handling costs and other costs associated with the goods or services to be procured.

The offer, solicitation, or acceptance of gratuities or compensation intended to influence the bidder selection process is expressly prohibited. Waccamaw Economic Opportunity Council, Inc. reserves the right to disqualify, (with reason), a vendor from the qualified bidders list.

ADJUSTMENT OF SERVICES

Written consent from the Executive Director of Waccamaw Economic Opportunity Council, Inc. shall be submitted should any changes be made after the purchase order/contract has been awarded; otherwise, the changes shall be with the bidder. VERBAL INFORMATION OBTAINED OTHERWISE WILL NOT BE CONSIDERED IN AWARDING OF BIDS.

QUESTIONS: All questions **must** be submitted in writing and directed to Janice Wideman. Proper reference to this Request for Bids is required. The deadline for submitting questions is five (5) days prior to the time affixed for the receipt of bids.

Contractor warrants to Waccamaw Economic Opportunity Council, Inc. that all work performed as a result of this contract will be performed in a professional manner consistent with industry standards.

Services provided shall be subject to inspection by the Waccamaw Economic Opportunity Council, Inc. All work not in accordance with the Contract shall be corrected by the contractor within twenty-four (24) hours after notification of the deficiency.

ADDENDUM TO BID: If it becomes necessary to revise any part of this bid, an addendum will be provided in writing to all bidders receiving this bid. All addendums issued by Waccamaw

Economic Opportunity Council, Inc. must be acknowledged in writing by the bidder. All addendums will be posted on the Agency's website at www.weoc.org.

DEVIATIONS: Any deviations from the scope of work indicated herein must be submitted in writing and clearly noted and explained in detail on a separate form and attached and submitted to bids. Otherwise, it will be considered that items offered are in strict compliance with these specifications and successful bidder shall be held responsible thereto.

Any bid withdrawal, or modification received after the established due date at the place designated for receipt of bids is late. No late bids, late modification, or late withdrawal will be considered unless received prior to contract award, and the bid, modification, or withdrawal would have been timely but for the action of or the inaction of Waccamaw Economic Opportunity Council, Inc.

Applicable Laws

This agreement shall be governed by, and construed in accordance with the State of South Carolina as well as local and federal laws.

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC. RESERVES THE RIGHT TO REJECT ALL BIDS OR ANY PART OF ANY BID, WAIVE INFORMALITIES AND AWARD THE CONTRACT TO THE MOST RESPONSIVE AND RESPONSIBLE BIDDER TO BEST SERVE THE AGENCY. IT FURTHER RESERVES THE RIGHT TO AWARD THIS BID IN WHOLE OR IN PART.

Award of Bid

In determining the most responsive and responsible bidder, in addition to price, there shall be considered the following:

- a. Specialized experience or technical expertise of the company and its personnel in connection with the type of services to be provided and complexity of the project;
- b. Past record of performance on contracts with the county and other clients, including quality of work, timeliness and cost control;
- c. Capacity of company to perform the work within time limitations, taking into consideration the current and planned workload of the company; and
- d. Familiarity of the company with the type of problems applicable to the project.
- e. Delivery date.

CONTRACT PROVISIONS - The following are requirements that the contractor/vendor must comply with:

- **Equal Employment Opportunity**
- **Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)**
- **Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)**
- **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)**
- **Rights to Inventions Made Under a Contract or Agreement**
- **Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended**
- **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**
- **Debarment and Suspension (E.O.s 12549 and 12689)**

Vehicle Required Reference Sheet

(2) 7 Passenger Vans or approved equal
Year: 2023

Alternative Bid: Year 2022

STANDARD EQUIPMENT: The vehicle or approved equal shall be equipped with all standard equipment as specified by the manufacturer for this model, and shall comply with all EPA Emission standards and all motor Vehicle Safety Standards as established by the U.S. Department of Transportation regarding the manufacture of motor vehicles.

STANDARD EQUIPMENT

Air Conditioning

AM/FM Radio

Power Steering

Power Brakes

Power Windows & Mirrors

Power Door Locks

Rear View camera with a reverse sensing system

Cruise Control

Vinyl and/or Leather Seats

Color Exterior-White or Pearl White if Available

Color Interior- Coordinating factory color.

Bluetooth capabilities.

Delivery Requirements-Vehicles are to be delivered with a **full** tank of gas.

Availability and Delivery will be a factor in the evaluation process due to the need of the vehicle.

BID DOCUMENT CHECK-OFF

This bid document check-off list is to ensure that all documents required are enclosed with your bid packet.

Complete Bidders Price Sheet, Page 7 & 8

Complete Acknowledgement of Addenda, Page 9

Complete Non-Collusion Affidavit, Page 10

Complete Indemnification Form, Page 11

Complete Exceptions Sheet, Page 12

Complete W-9 Form, Page 14

This check-off list is for your guidance in completing the bid packet and is not a required form to be included in the submittal of your packet.

Bid# 2023-01
Vehicle Bid
Waccamaw EOC, Inc.

Year: **2023**

List Make / Model: _____

Delivery Time: _____

Pricing:

(2) 7 Passenger van \$ _____
Or approved equal

Taxes \$ _____

Delivery Fees \$ _____

Total Bid Price \$ _____

Company Name

Contact Person

Address

Phone/Fax

Email

Authorized Signature

Printed Name

Bid# 2023-01
Vehicle Bid
Waccamaw EOC, Inc.

Alternative Bid

Year: **2022**

List Make / Model: _____

Delivery Time: _____

Pricing:

(2) 7 Passenger vans \$ _____
Or approved equal

Taxes \$ _____

Delivery Fees \$ _____

Total Bid Price \$ _____

Company Name

Contact Person

Address

Phone/Fax

Email

Authorized Signature

Printed Name

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.

**Acknowledgement of Addenda
BID# 2023-01**

Proposer hereby acknowledges receipt of all Addendas through and Addendum

No. _____, dated _____

No. _____, dated _____

No. _____, dated _____

No. _____, dated _____

Company _____

Address _____

Authorized Signature _____

Print Name _____

Phone _____

Fax _____

Required Form

**FORM OF NONCOLLUSION AFFIDAVIT
(This Affidavit is Part of the Bid Proposal)
Bid #2023-01**

STATE OF _____)

COUNTY OF _____)

Being first duly sworn, deposes and says that he/she is

(Sole owner, a partner, president, secretary, etc.)

of _____

the party making the foregoing Bid Proposal that such Bid Proposal is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived, or agreed directly or indirectly, with any Bidder or person to put in a sham Bid Proposal, or that such other person shall refrain from offering and has not in any manner, directly or indirectly sought by agreement or collusion, or communication of conference, with any person, to fix the bid proposal price of affiant or any other Bidder, or to fix any overhead, profit or cost element of said bid proposal price, or that of any other Bidder to secure any advantage against OWNER any person interested in the proposed Contract; and that all statements in said Bid Proposal are true; and further, that such Bidder has not, directly or indirectly submitted this bid proposal, or the contents thereof, or divulged information or data relative there to any association or to any member or agent thereof.

(Bidder)

Sworn to and subscribed before me this _____ day of _____, 20__.

_____ State _____ County _____

Notary Public in and for

My commission expires _____, 20__.

INDEMNIFICATION

The CONTRACTOR will indemnify and hold harmless the OWNER and the Waccamaw Economic Opportunity Council, Inc. and their agents and employees from and against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from the performance of the WORK provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting there from, and is caused by any negligent or willful act or omission of the CONTRACTOR, and anyone directly or indirectly employed by him or anyone for whose acts any of them may be liable.

In any and all claims against the OWNER or Waccamaw Economic Opportunity Council, Inc. or any of their agents or employees by an employee of the CONTRACTOR, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR under the workman's compensation acts, disability benefit acts, or other employee benefit acts.

The obligation of the CONTRACTOR under this paragraph shall not extend to the liability of Waccamaw Economic Opportunity Council, Inc. or its agents or employees arising out of the reports, survey, CHANGE ORDERS, designs, or SPECIFICATIONS.

CONTRACTOR _____

BY: _____

DATE: _____

TELEPHONE: _____

EXCEPTIONS PAGE

MANDATORY BID SUBMISSION FORM

Please state any areas where you cannot or will not comply with the specifications or terms contained within the proposal document.

STATEMENT OF NO BID

Date _____

James L. Pasley, Jr.
Executive Director
Waccamaw EOC, Inc.
PO Box 1467
Conway SC 29528-1467

Dear Mr. Pasley:

We, the undersigned, have declined to submit a bid on Bid No. _____

_____ for the following reason(s):

_____ We do not offer these services.

_____ Our schedule would not permit us to perform.

_____ Unable to meet specifications (please note below).

_____ Delete our firm from your vendor's list as we are unable to comply.

We understand that if a letter is executed and returned, our name will be retained on the list of qualified bidders, unless otherwise specified (as stated above).

Company Name: _____

Authorized Signature: _____

Printed Name: _____

Phone/Fax #: _____

Unable to meet specifications because: _____
