



Waccamaw Economic Opportunity Council, Inc.
The Community Action Agency serving Horry, Georgetown and Williamsburg Counties



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BID ITEM: Window Air Conditioning Units for LIHEAP Program

BID DUE: Friday, May 19, 2017 at 2:00pm

BID NUMBER: 2017-03

POINT OF RECEIPT: Waccamaw Economic Opportunity Council, Inc.
1261 Highway 501 East, Suite B
Conway, South Carolina 29526
Bid No. 2017-03
Attn: Mrs. Janice Wideman

Waccamaw Economic Opportunity Council, Inc.
Post Office Box 1467
Conway, South Carolina 29528-1467
Bid No. 2017-03
Attn: Mrs. Janice Wideman

**WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR
ALL BIDS. IT FURTHER RESERVES THE RIGHT TO AWARD
THIS BID IN WHOLE OR IN PART.**

Waccamaw Economic Opportunity Council, Inc. is accepting bids for the purchase of air conditioning units for the Low Income Energy Assistance Program (LIHEAP) Program. *(This bid is solely for the purchase of the air conditioning units and not for installation).*

Sealed bids shall be enclosed and secured in a sealed envelope/package and properly marked as follows:

Bid # 2017-03
Air Conditioning Units
Attn: Mrs. Janice Wideman

No other information shall be written on the outside of the Bid envelope or package. Waccamaw Economic Opportunity Council, Inc. SHALL NOT be responsible for unidentified bids.

Bids shall be submitted no later than 2:00 PM, Friday, May 19, 2017 in the Waccamaw Economic Opportunity Council, Inc. Administrative Office. Bids received later than the specified time/date will **NOT** be accepted/considered.

Waccamaw Economic Opportunity Council, Inc. encourages minority businesses to participate.

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 responsibility for such changes shall be with the bidder. VERBAL INFORMATION OBTAINED OTHERWISE WILL NOT BE CONSIDERED IN AWARDING OF BIDS.

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 issue by Waccamaw Economic Opportunity Council, Inc. must be acknowledged on the form provided.

Waccamaw Economic Opportunity Council, Inc. reserves the right to accept or reject any or all bids and to purchase in the best interest of the Agency.

By submission of the bid, the bidder guarantees that all goods and services meet the requirements of the solicitation.

BID DOCUMENT CHECK-OFF

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

Bidder's Information Sheet and References, Page 4

Complete Bid Price Schedule, Page 5

Complete Non-Collusion Affidavit, Page 7

Complete Indemnification Form, Page 8

Complete Acknowledgement of Addenda, Page 9

Complete W-9 Form

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.

Bidder's Information
Bid: 2017-03
Waccamaw EOC, Inc.
A/C Unit Bid

Company Name

Address

Phone/Fax

Email

Authorized Signature

Printed Name

References supplied by Contractor

- 1.) _____
Company Name/ Address/ Phone/Contact Person
- 2.) _____
Company Name/ Address/ Phone/Contact Person
- 3.) _____
Company Name/ Address/ Phone/Contact Person

Bid Price Schedule
SPECIFICATIONS

Quantity: 130

8,000 BTU Energy Star (must have the Energy Star or comparable energy efficiency label.)
Window Air Conditioning Units for the LIHEAP program to assist clients.

Price per Unit \$ _____

Tax per Unit \$ _____

Total of 130 \$ _____

Delivery Charge \$ _____

Availability: _____

If Agency is able to place a second order for additional units after the initial first order, please quote the price per unit.

Price per Unit \$ _____

Tax per Unit \$ _____

Total per Unit \$ _____

Delivery Charge \$ _____

Availability: _____

Company

Address

Phone Fax

Email

Authorized Representative

Waccamaw Economic Opportunity Council, Inc. will need units delivered to three different locations. A representative from Waccamaw EOC, Inc. will contact the vendor with delivery dates. The locations are as follows:

Horry County-1261 Highway 501 East, Suite D, Conway, SC 29526

Georgetown County – 1837 North Fraser, Georgetown SC 29440

Williamsburg County-128 E. Mill Street, Suite B, Kingstree SC 29556

STATEMENT OF NO BID

Date _____

Mr. 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: _____

Required Form

NONCOLLUSION AFFIDAVIT
(This Affidavit is Part of the Bid Document)
Bid #2017-03

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__.

Required Form

INDEMNIFICATION

(This form is Part of the Bid Document)

The CONTRACTOR will indemnify and hold harmless the OWNER and the Waccamaw EOC, 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 EOC, 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 EOC, Inc. or its agents or employees arising out of the reports, survey, CHANGE ORDERS, designs, or SPECIFICATIONS.

CONTRACTOR _____

BY: _____

DATE: _____

TELEPHONE: _____

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.

**Acknowledge of Addenda
BID# 2017-03**

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 _____