



District Five of Lexington and Richland Counties

Request for Quotations

Table with 2 columns: Field Name and Value. Fields include Solicitation # (2020-015), Date Issued (October 1, 2019), Procurement Official (Valerie Smith), Phone ((803) 476-8182), and E-Mail Address (DSbids@lexrich5.org).

Table with 2 columns: DESCRIPTION and Value. Value is Bretford Cube Charging Carts.

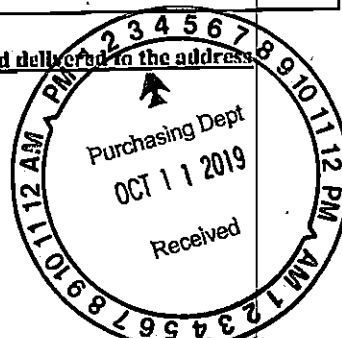
The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"

Table with 2 columns: Field Name and Value. Fields include SUBMIT OFFER BY (October 11, 2019 at 3:00 PM), QUESTIONS MUST BE RECEIVED BY (October 7, 2019 at 2:00 PM), and NUMBER OF COPIES TO BE SUBMITTED (One).

Offers may be submitted electronically to the following address DSbids@lexrich5.org, mailed or hand delivered to the address below.

MAIL OR HAND DELIVER YOUR OFFER TO:

District Five of Lexington and Richland Counties
Purchasing Office
1020 Dutch Fork Road
Irmo, SC 29063



Please quote your lowest delivered price of the item(s) on the provided quote schedule. The Purchasing Department reserves the right to reject any or all quotes and to waive any or all technicalities. All Quotes must be signed by the vendor's representative per the terms noted. Failure to comply with these instructions may result in disqualification of the Quote. Faxed or Emailed Quotes are accepted. This solicitation conforms to Section 11-35-1550 of the District's Procurement Code.

Vendor Name and Address: SDF PROFESSIONAL COMPUTER SERVICES, INC
813 S. EVANS STREET, GREENVILLE - NC 27634

Phone Number: 252-752-3694 Email: SAJMER@SDF-SAI.COM

FED ID # FEIN/SSN: 56-1521129 SC Minority Cert. No.

Print Name: SHIV AJMERA Signature: [Signature]

All amendments to and interpretations of this Request for Quotation 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 District Five of Lexington and Richland Counties resulting from this solicitation shall be subject to cancellation at the end of any fiscal or appropriated year unless otherwise provided by law.

Unit prices will govern over extended prices unless otherwise stated. Quoted prices must remain firm for a period of sixty (60) days beyond the RFQ deadline.

Award will be made to the lowest responsive and responsible bidder.

Award will be made to one offeror.

All materials and products offered must be guaranteed to meet and comply with the requirements of all specifications, terms, and conditions indicated in this solicitation.

The District reserves the right to: (1) reject any and all quotations and to cancel the solicitation; (2) waive any and all technicalities; (3) reject any quotation in which the delivery time indicated is of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; (4) reject ambiguous quotations which are uncertain as to terms, delivery, quantity, or compliance with specifications.

The successful bidder assumes sole responsibility and shall hold harmless District Five of Lexington and Richland Counties, its directors, officers, 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 bidder, its directors, officers, employees, and agents under this agreement. District Five of Lexington and Richland Counties 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 District Five of Lexington and Richland Counties, its members, directors, officers, 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 solicitation, 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 or licensed to do business in this State. Notwithstanding the fact that applicable statutes may be exempt or exclude the successful offeror from requirements that it be authorized or licensed to do business in this State, by submission of this signed quote, the offeror 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.

Payment will be made in accordance with the District's 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 or correction of materials furnished hereunder.

QUESTIONS FROM OFFERORS Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding this solicitation must be received no later than 2:00 pm on October 7, 2019. Submit any communication regarding this solicitation to the Procurement Officer and include the solicitation number and description. Oral explanations or instructions will not be binding. Any information given to a prospective offeror concerning this solicitation will be furnished to all other prospective offerors as an Amendment to the solicitation if that information is necessary for submitting offers or if the lack thereof would be prejudicial to other prospective offerors. Amendments will be posted to the District's website at www.lexrich5.org/page/22912. The District seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer as soon as possible regarding any aspect of this procurement, including this solicitation that unnecessarily or inappropriately limits full and open competition.

Email is the preferred method for submitting questions with "Questions: Solicitation # as the subject of the email. Questions must be submitted in an easily copied format such as Word.

Email: D5bids@lexrich5.org

Questions may also be submitted to the address listed on the Cover Page of this document or faxed to (803) 476-8032.

RELATIONSHIP OF THE PARTIES: Neither party is an employee, agent, partner, or joint venturer of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party.

RESPONSIVENESS/IMPROPER OFFERS: (a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation. (b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple offers may be submitted as one document, provided that you clearly differentiate between each offer and you submit a separate cost proposal for each offer, if applicable. (c) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the District cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer. (d) Price Reasonableness: Any offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. (e) Unbalanced Bidding. The District may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the District even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment. (f) Do not submit bid samples or descriptive literature unless expressly requested. Unsolicited bid samples or descriptive literature will not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provisions of the solicitation.

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 District may require to ensure compliance. Additional information may be viewed at: <http://www.sa.sc.edu/shs/hipaa/>

INDEMNIFICATION - THIRD PARTY CLAIMS – GENERAL: Notwithstanding any limitation in this agreement, and to the fullest extent permitted by law, Contractor shall defend and hold harmless Indemnitees for and against any and all suits or claims of any character (and all related damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities) by a third party which are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property arising out of or in connection with the goods or services acquired hereunder or caused in whole or in part by any act or omission of contractor, its subcontractors, their employees, workmen, servants, agents, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by an Indemnitee, and whether or not such claims are made by a third party or an Indemnitee; however, if an Indemnitee's negligent act or omission is subsequently determined to be the sole proximate cause of a suit or claim, the Indemnitee shall not be entitled to indemnification hereunder. Contractor shall be given timely written notice of any suit or claim. Contractor's obligations hereunder are in no way limited by any protection afforded under workers' compensation acts, disability benefits acts, or other employee benefit acts. This clause shall not negate, abridge, or reduce any other rights or obligations of indemnity which would otherwise exist. The obligations of this paragraph shall survive termination, cancelation, or expiration of the parties' agreement. This provision shall be construed fairly and reasonably, neither strongly for nor against either party, and without regard to any clause regarding insurance. As used in this clause, "Indemnitees" means School District 5 of Lexington and Richland Counties, its instrumentalities, departments, boards, political subdivisions and employees.

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 or any such licenses, permits and /or inspections required by the District to accomplish the work specified in this solicitation and the contract.

CERTIFICATES OF INSURANCE: Certificates of Insurance shall be delivered to the District as requested herein. Such certificates shall also indicate the requirement for advance notice of termination or cancellation of or change in coverage. The contractor must furnish a statement of Worker's Compensation as required by law, or a statement that the contractor is self-insured and will not file a claim against the District. Contractor should submit copy of insurance within seven (7) days of award.

CONTRACTOR'S LIABILITY INSURANCE (GENERAL):

(a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors.

(b) Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy.

(2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

(3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(c) The District and its officers, officials, employees and volunteers must be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

(d) For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the District and its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the District and its officers, officials, employees and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

(e) Prior to commencement of the work, the Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. All certificates are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

(f) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. In addition, the Contractor shall notify the District immediately upon receiving any information that any of the coverages required by this section are or will be changed, cancelled, or replaced.

(g) Contractor hereby grants to the District and all of its officers, officials, employees and volunteers a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of

whether or not the District has received a waiver of subrogation endorsement from the insurer.

(h) Any deductibles or self-insured retentions must be declared to, and approved by the District. The District may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

(i) The District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

COMPLIANCE WITH LAWS: During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

DEFAULT AND TERMINATION: The District may terminate this contract, or any part hereof, for cause in the event of any default by the contractor, or if the contractor fails to comply with any contract terms and conditions, or fails to provide the district, upon request, with adequate assurances of future performance. In the event of termination for cause, the district will not be liable to the contractor for any amount for supplies or services not accepted, and the contractor will be liable to the District for any and all rights and remedies provided by law. If it is determined that the District improperly terminated this contract for default, such termination shall be deemed a termination for convenience. In case of default by the contractor, the District 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 bidder until the assessed charge has been satisfied. In the event that this contract is terminated or cancelled upon request and for the convenience of the District, it may negotiate reasonable termination costs, if applicable.

DRUG FREE WORK PLACE CERTIFICATION: By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

DUTY TO INQUIRE: Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. All ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by amendment. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the District's attention. See clause entitled "Questions from Offerors."

ESTIMATED QUANTITY -- PURCHASES FROM OTHER SOURCES: The District may bid separately any unusual requirements or large quantities of supplies covered by this contract.

MATERIAL AND WORKMANSHIP: Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended.

SHIPPING / RISK OF LOSS: F.O.B. Destination. Destination is the shipping dock of the Using Governmental Units' designated receiving site, or other location, as specified herein.

SHIPPING AND HANDLING: Shipping and handling must be included in the cost. The District will not pay a separate shipping and handling charge.

WARRANTY -- ONE YEAR: Contractor warrants all items acquired shall conform to all contractor's representations, the requirements of this contract, and all published documentation.

VENDOR REGISTRATION: Offerors who have not provided products/services to the District in the past or within the past three years should complete a W-9 and submit it with your offer.

WITHDRAWAL OR CORRECTION OF OFFER: Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by S.C. Code Section 11-35-1520 and Regulation 19-445.2085.

Background Checks The vendor and all representatives of the vendor must have an acceptable background check to enter school property. At a minimum, the Bidder shall obtain a complete South Carolina statewide criminal background investigation for all individuals and employees performing work or services for Bidder or any other entities such as subcontractors, sub-sub-contractors, and consultants who will perform work or a service on this project. In the event that the individual being investigated is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of South Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. In addition, the Bidder shall check employees against the National Database of Registered Sex Offenders. Any individual that is registered as a sex offender will not be permitted on school property. All costs associated with these criminal background checks are the responsibility of the bidder. The District reserves the right to request a copy of SLED checks on any representatives of the Vendor who will be on District property. The District reserves the right to deny access to any employee, contractor or person caused to be present on District property by the vendor/contractor. Removal of employees on this basis shall not disrupt the project schedule or cost.

BANKRUPTCY – GENERAL: (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the Using Governmental Unit. This notification shall be furnished within two (2) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all State contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the State upon the contractor's insolvency, including the filing of proceedings in bankruptcy.

EVERY RESULTING CONTRACT IS SUBJECT TO ALL TERMS OF THE DISTRICT PROCUREMENT CODE INCLUDING LIMITATIONS AS TO DURATION, RIGHTS OF THE DISTRICT TO TERMINATE AND MEANS OF DISPUTE RESOLUTION. NO RESULTING CONTRACT IS RENEWABLE EXCEPT TO THE EXTENT PROVIDED IN THE SOLICITATION. NO VENDOR TERMS TAKE PRECEDENCE OVER THE SOLICITATION AND DISTRICT PROCUREMENT CODE.

III. SCOPE OF WORK / SPECIFICATIONS

SCOPE OF WORK: School District Five of Lexington and Richland Counties is seeking quotes for a source of supply for Brettford Cube Charging Carts in accordance with all requirements stated herein.

SPECIFICATIONS: See Bid/Quote Schedule

BRAND NAME: Items included in this solicitation are brand name and model specific.

QUALITY OF PRODUCT: Unless otherwise indicated in this bid, it is understood and agreed that any item offered or shipped on this bid shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

DELIVERY LOCATION: After award, all deliveries shall be made and all services provided to the location specified in the purchase order.

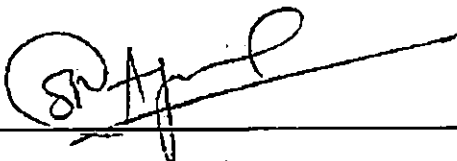
PURCHASE ORDERS: CONTRACTOR SHALL NOT PERFORM ANY WORK PRIOR TO THE RECEIPT OF A PURCHASE ORDER FROM THE DISTRICT. The District shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order.

SWMBE PARTICIPATION: District Five of Lexington and Richland Counties encourages SWMBE businesses to participate in the Solicitation process. All business conducted with SWMBE businesses certified by the South Carolina Governor's Office of Small and Minority Business Assistance is recorded in an annual report submitted to the Board of Trustees. In order to be included in this report, you must submit a copy of your certificate with your proposal.

BID/QUOTE SCHEDULE

ITEM #	QTY	PART #	PRODUCT DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	23	TVC32PAC-CK UNSPSC: 56101535	Bretford Cube Charging Cart	\$815.00	\$18,745.00

Total Price: \$18,745.00

Signature of Authorized Official: 

Print name and Title: SHIV AJMERA - PRESIDENT

SDF PROFESSIONAL COMPUTERS, INC
dba SAI COMPUTERS
813 SOUTH EVANS STREET
GREENVILLE, NC 27834-3267

NOTE: FREE SHIPPING IF ONE TIME PURCHASE OF
ALL (23) UNITS AND TO ONE LOCATION

IX. ATTACHMENTS TO SOLICITATION

- A. Minority Participation Affidavit
- B. Offeror's Checklist

ATTACHMENT A

MINORITY PARTICIPATION AFFIDAVIT

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: STATE OF NORTH CAROLINA

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? _____

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? _____

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- Traditional minority
- Traditional minority, but female
- Women (Caucasian females)
- Hispanic minorities
- DOT referral (Traditional minority)
- DOT referral (Caucasian female)
- Temporary certification
- SBA 8 (a) certification referral
- 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.)

The Department of Administration, Division of Small and Minority Business Contracting and Certification, publishes a list of certified minority firms. The Minority Business Directory is available at the following URL: <http://osmba.sc.gov/directory.html>
[04-4015-3]

ATTACHMENT B

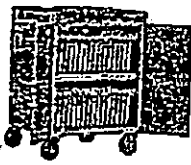
OFFEROR'S CHECKLIST
AVOID COMMON MISTAKES!
(Review this checklist prior to submitting your offer)

- ✓ COMPLETED & SIGNED ALL REQUIRED DOCUMENTS.
- ✓ DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- ✓ UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES!
- ✓ MAKE SURE YOUR OFFER DOES NOT TAKE EXCEPTION TO ANY OF THE DISTRICT'S MANDATORY REQUIREMENTS!
- ✓ MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE INSTRUCTIONS: "SUBMITTING CONFIDENTIAL INFORMATION." DO NOT MARK YOUR ENTIRE RESPONSE AS CONFIDENTIAL, TRADE SECRET OR PROTECTED! DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!
- ✓ PROPERLY ACKNOWLEDGED ALL AMENDMENTS?
- ✓ MAKE SURE THAT YOUR OFFER INCLUDES THE SOLICITATION COVER PAGE. MAKE SURE THE COVER PAGE IS SIGNED BY A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS.
- ✓ MAKE SURE YOUR OFFER INCLUDES THE NUMBER OF COPIES REQUESTED.
- ✓ CHECK TO ENSURE YOUR OFFER INCLUDES EVERYTHING REQUESTED!
- ✓ IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A QUESTION & ANSWER PERIOD OR A PRE-SOLICITATION CONFERENCE, RAISE YOUR QUESTIONS AS PART OF THAT PROCESS.

This checklist is included only as a reminder to help offerors avoid common mistakes. Responsiveness will be evaluated against the solicitation, not against this checklist. You do not need to return this checklist with your offer.

SUBMIT WITH OFFER:

1. Cover Page
2. Quote/Bid Schedule
3. Attachment A Minority Participation Affidavit
4. Completed W-9 (if needed)



BRET FORD

MFR#: TVC32PAC-CK

DESCRIPTION

Description: *CUBE CHRG CART 32 AC BACK PANEL 1.4IN W*

Bretford Cube Charging Cart - Cart (charge only) for 32 tablets / notebooks - charcoal

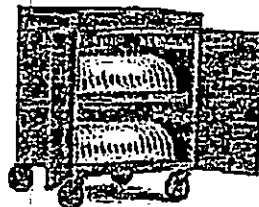
Keep devices charged, secured and managed with the latest advances, innovations and safety requirements for deployment and provisioning of your mobile devices. The CUBE charging cart offers footprints for charging 16, 32, or 36 devices.

WHAT'S IN THE BOX

Ready to Use: Built to last, each unit is fully-welded and produced with USA-sourced steel. Ships fully assembled ready to use with power cord and combination padlock.

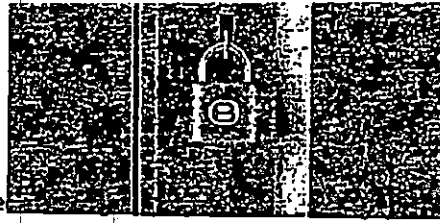
The all-new CUBE Cart from Bretford is our simplest, most affordable solution for charging up to 32 devices. Offered in a variety of exciting, fun colors, the CUBE Cart has the standard features and quality you've come to expect from Bretford.

A versatile solution, at an affordable no-frills price.



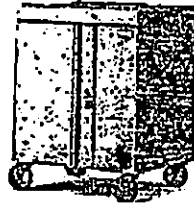
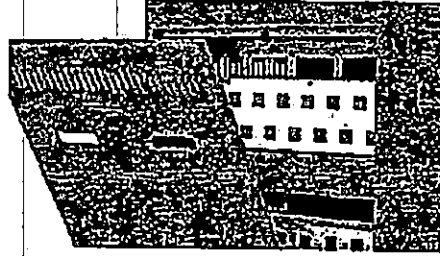
Secured

Front door is secured with a heavy-duty combination padlock.



Removable Back Panel

The removable back panel allows quick access to cord management.



Options

Available in two models. The TVC16PAC offers 1 shelf supporting charging up to 16 devices and TVC32PAC offers 2 shelves supporting charging up to 32 devices.

DOCUMENTS

 Product Data Sheet - Brochure - Bretford Cube Charging Cart (TVC32PAC-CK).pdf

SPECS

MAIN SPECIFICATIONS

Product Description	Bretford Cube Charging Cart - cart
Product Type	Cart
Dimensions (WxDxH)	30 in x 26.5 in x 37.5 in
Weight	143.08 lbs
Recommended Use	32 tablets / notebooks
Outlets Qty	32
Color	Charcoal
Package Content	Power cord, padlock
Manufacturer Warranty	12-year warranty

EXTENDED SPECIFICATIONS

General

Width	30 in
Depth	26.5 in
Height	37.5 in

Package Content	Power cord, padlock
AV Furniture	
Type	Cart
Recommended Use	32 tablets / notebooks
Cart Functionality	Charge
Shelf Qty	1
Assembly Required	No
Power Device	
Outlets Qty	32
Manufacturer Warranty	
Service & Support	Limited warranty - cart - 12 years ; Limited warranty - electrical components - 3 years

AVAIL

WARRANTY

END USER S.P.A.s

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
SDF PROFESSIONAL COMPUTER SERVICES, INC

2 Business name/disregarded entity name, if different from above
SAI COMPUTERS

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

5 Address (number, street, and apt. or suite no.) See instructions.
813 SOUTH EVANS STREET

6 City, state, and ZIP code
GREENVILLE, NC 27834

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

			-						
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or

Employer identification number

5	6	-	1	5	2	1	1	2	9
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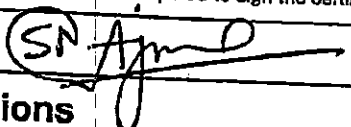
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Signature of U.S. person ▶ 

Date ▶ **06-21-2018**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

SDF Professional Computer Services, Inc.
D/B/A SAI Computers
813 S. Evans Street
Greenville, NC 27834
(252) 752-3694 Phone
(252) 752-8109 Fax
sajmera@sdf-sai.com

Educational Institution References:

1. Mr. Rick Hunter – Wake County Public School, Raleigh, NC
1551 Rock Quarry Road
Raleigh, NC 27610
Email: rhunter@wcpss.net
Phone: 919-694-8729
Fax: 919-856-8107
Project: Monitors, projectors
Enrollment: 155,184
2. Debra Bair – Brunswick County Schools
199 Sessions Dr.
Bolivia, NC 28422
Email: dbair@bcswan.net
Phone: 910-253-1096
Fax: 910-253-2983
Project: Laptops, Desktops
Enrollment: 12,274
3. Mary Jablonski/Audrey Mehls – Thompson School District
2890 North Monroe Avenue
Loveland, CO 80537
Email: mary.jablonski@thompsonschoools.org
audrey.mehls@thompsonschoools.org
Phone: 970-613-6876
Phone: 970-613-5158
Fax: 970-613-5120
Project: Chromebooks & Licenses
Enrollment: 15,000
4. Tammy Hamlette/Robert Yancey – Wayne County Schools
710 Argo Street
Goldsboro, NC 27530
Email: RobertYancey@wcps.com
Phone: 919-705-6117
Fax: 919-705-6199
Project: Computers, projectors
Enrollment: 4,120
5. David Grove- Champaign Unit 4 School District
703 S New Street
Champaign, IL 61820
Email: groveda@champaignschools.org
Phone: 217-351-3801
Project: Chromebooks, Licenses
Enrollment: 9,600
6. Erik Olson-Lake Pend Oreille School District
901 Triangle Drive
Ponderay, ID 83852
Email: erik.olson@lposd.org
Phone: 208-255-7445
Fax: 208-263-5053
Project: Chromebooks, Licenses
Enrollment: 2,752



North Carolina
Department of Administration

Beverly Eaves Perdue, Governor
Britt Cobb, Secretary

Office for Historically Underutilized Businesses
Bridget L. Wall-Lennon, Asst. to the Secretary for
HUB Outreach

July 24, 2009

Shiv Ajmera
SDF Professional Computer Inc. (Minority Owned)
813 South Evans Street
Greenville, NC 27834

Re: Approval of HUB Certification

Dear Shiv Ajmera:

The Office for Historically Underutilized Businesses (HUB Office) is pleased to inform you that your company is now certified as a HUB firm with the Statewide Uniform Certification (SWUC) Program. This certification will remain in effect for four (4) years from the date of this letter at which time you must apply for recertification. Until that time, you must keep your information current and submit the attached "Annual Status Update Affidavit" every year prior to your certification expiration date. You will receive a 60-day and 30-day email reminder notice, however, it is your responsibility to submit the Annual Status Affidavits and apply for recertification every four years. As a courtesy, the email reminder notice will be sent to the email address that you have provided in Vendor Link.

As you are likely aware, the HUB Office was given the authority and responsibility for developing a Statewide Uniform Certification Program. This program was developed for the purposes of streamlining the certification of minority and women-owned businesses and creating a centralized HUB and minority/women business database. Starting July 1, 2009, minority and women business firms must be certified through the HUB Office to be listed in the database, which will be used by local and state entities for HUB participation and reporting purposes. Maintaining your status as a certified HUB firm will ensure that you are included in the Statewide Uniform Certification database.

You must notify the HUB Office in writing within 30 days of any changes affecting your compliance with the SWUC Program eligibility requirements, including changes in ownership, day-to-day management and/or control. Any changes made to your company's business ownership or structure may require the HUB Office to re-evaluate your company's eligibility. Failure to notify the HUB Office of any changes, submission of the Annual Status Update Affidavits and/or applying for recertification in a timely manner, may cause your company to lose its HUB Certification for failure to comply.

Mailing Address:

Office for Historically Underutilized Businesses
Department of Administration
1336 Mall Service Center
Raleigh, NC 27699-1336

Telephone (919) 807-2330
Fax (919) 807-2335
State Courier #51-01-00

Location:
116 West Jones Street
Administration Building
Suite 2109
Raleigh, NC 27603

An Equal Opportunity/Affirmative Action Employer

You may also make changes to your address, telephone number, goods, services and construction codes by updating your profile in Vendor Link by going to:

- <https://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>
- Select "Change Vendor Information" to access the Login Screen
- Enter your User ID and Password (if you are unable to remember your User ID and Password, Please call 919-807-4502 for assistance)
- Select "Add/Modify HUB Information" and then provide the requested information.

In addition to receiving bid notifications via the Vendor Link system, we also encourage you to register in the NC E-Procurement/E-Quote system at <https://vendor.ncgov.com/login.jhtml> to increase your company's potential of doing business with state agencies.

The HUB Office collaborates with the local Minority/Women/Small Business (M/W/SBE) Offices to provide assistance to certified HUB firms with identifying contract opportunities with the state and local public sector entities. Please contact the M/W/SBE Office closest to your business location where they can also provide assistance with business assessments, business development and training. A listing of the M/W/SBE Offices and contact information is located on our website at www.doa.no.gov/hub.

Thank you for your interest in becoming certified as a Historically Underutilized Business firm with the State of North Carolina. We believe you will find the new Statewide Uniform Certification Program beneficial and encourage you to obtain more information on it by visiting our website. If you have any questions or if I can assist further, you may contact me at (919) 807-2330.

Sincerely,

Lena Ridley

Lena Ridley
Certification Specialist