

REQUEST FOR QUOTATION

Solicitation Number: Q2512

Description: Student Residence Database Audit for Charleston County School District

Date: November 11, 2024

SUBMIT OFFER BY: November 19, 2024 by 2:00 PM ET

PROCUREMENT OFFICIAL CONTACT: Procurement Services
 Attention: Debra Coen, NIGP-CPP, CPPO, CPPB
 3999 Bridge View Drive
 North Charleston, SC 29405
 Phone: 843-566-1982
 Email: debra_coen@charleston.k12.sc.us

ALL REQUESTS FOR QUOTATIONS MUST BE SIGNED BY A COMPANY OFFICIAL DULY AUTHORIZED TO BIND AN AGREEMENT FOR THAT COMPANY.

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the Opening date.		
Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

OFFEROR'S TYPE OF ENTITY:

Small Women Minority Business Enterprise (Please Check appropriate boxes)

- | | |
|--|--|
| <input type="checkbox"/> MBE – Native American Owned | <input type="checkbox"/> Minority Owned Small Business Certified |
| <input type="checkbox"/> MBE – African American Owned | <input type="checkbox"/> Minority Owned Small Business Non-Certified |
| <input type="checkbox"/> MBE – Asian American Owned | <input type="checkbox"/> HUB Zone Small Business |
| <input type="checkbox"/> MBE – Hispanic Owned | <input type="checkbox"/> Small Business Certified |
| <input type="checkbox"/> Women Owned Small Business Certified | <input type="checkbox"/> Small Business Non-Certified |
| <input type="checkbox"/> Women Owned Small Business Non-Certified | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Minority Owned Small Business Certified | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Minority Owned Small Business Non-Certified | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Other _____ | |

INSTRUCTIONS TO BIDDERS

- Only one copy of the quote is required, unless specified elsewhere herein.
- By submission of a quote, you are guaranteeing that all goods and services meet the requirements of the quote during the contract period.
- Tie quotes will be resolved as outlined in the Charleston County School District Procurement Code.
- Do not include any sales taxes in the quote price shown that the District may be required to pay. This procedure is necessary by S.C. Tax Commission Sales and Use Tax Regulation 117-174.95.
- The District reserves the right to reject any and all quotes and to cancel the solicitation.
- Unit prices will govern over extended prices unless otherwise stated in quote.
- Quote prices which include all handling, packing and transportation charges.
- Delivery by the contractor to a common carrier does not constitute delivery to the District. Any claim for loss or damage shall be between the contractor and the carrier.
- If items have brand name and/or model number, specify same in the quotation.
- **Email quotes will be accepted and are preferred.**
- Faxed quotes will be accepted. Fax quotes to (843) 566-1972. It is not sufficient to confirm mailing prior to deadline. The fax machine is located in a common area with multiple users. The District accepts no responsibility for maintaining confidentiality or non-receipt of faxed quotes or faxed quotes received after deadline.
- It is the quoting firm's responsibility to meet the quotation deadline.
- Contractor agrees to accept payment by the District Purchasing Card for **no extra charge**. The Purchasing Card is issued by Visa. The purchasing card allows state agencies to make authorized purchases from a vendor without the requirement to issue a purchase order.

PREFERENCES - A NOTICE TO VENDORS: On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.

PREFERENCES - RESIDENT VENDOR PREFERENCE: To qualify for the RVP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code).

GENERAL PROVISIONS/CONDITIONS

AFFIRMATIVE ACTION: The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment and 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.

AMENDMENT: All amendments to and interpretations of this quote shall be in writing from Procurement Services. The Procurement Official shall not be legally bound by any amendment or interpretation that is not in writing.

CHEMICALS AND OTHER HAZARDOUS MATERIALS: Chemicals and other hazardous materials will be properly labeled and Material Safety Data Sheets (MSDS) will be provided when shipping such materials to the District. Vendors are required to send updated MSDS when properties of materials are changed and/or physical and health instructions become different.

CONTRACT ADMINISTRATION: Questions or problems arising after award of this contract shall be directed to Procurement Services, 3999 Bridge View Drive, North Charleston, SC 29405, (843) 566-8138.

CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE:

A. Contractor shall not commence work under this contract until all insurance required hereunder has been obtained and such insurance has been approved by Procurement Services, nor shall the contractor allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor has been obtained and approved. Approval of the insurance by Procurement Services shall not relieve or decrease the liability of the contractor hereunder.

B. Compensation and Employer's Liability Insurance: The contractor shall take out and maintain, during the life of this contract, the statutory Workmen's Compensation and Employer's Liability Insurance for all employees to be engaged in work on the project under this contract and in case any such work is sublet the contractor shall require the subcontractor similarly to provide Workmen's Compensation and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.

C. Bodily Injury and Property Damage Liability Insurance: The contractor shall take out and maintain, during the life of this contract, such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Liability Insurance as shall protect the contractor and any subcontractor performing work covered by this contract

from claims for damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under this contract whether such operations be by the contractor or by any subcontractors or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall not be less than:

1. Bodily Injury Liability insurance in an amount not less than one hundred thousand dollars (\$100,000.00) for injuries, including wrongful death on any person and subject to the same limit for each person in an amount not less than three hundred thousand dollars (\$300,000.00) on account of one accident.
2. Property Damage Insurance in an amount not less than one hundred thousand dollars (\$100,000.00).

D. Owner's Protective Liability Insurance: The contractor shall take out, furnish to Procurement Services and maintain during the life of this contract, complete Owner's Protective Liability insurance in an amount as specified in Paragraph (C) above, for Bodily Injury Liability Insurance and for Property Damage Liability Insurance...

DEFAULT: 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.

DISCUSSION WITH BIDDERS: Discussions may be conducted with apparent responsive bidders for the purpose of clarification to assure full understanding of the requirements of the invitation for bids. All bids, in the procurement official's sole judgment needing clarification shall be accorded such an opportunity.

NON-APPROPRIATIONS: Any contract entered into by the District resulting from this quote 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.

PUBLICITY RELEASES: Contractor 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.

REJECTION: The District reserves the right to reject any quote that contains prices for individual items or services that are unreasonable when compared to the same or other quotes if such action is in the best interest of the District.

SAVE HARMLESS: (This clause does not apply to quotes for service requirements.) The successful bidder shall indemnify and save harmless the District and all District officers, agents, and employees, from all suits or claims of any character brought by reason of infringing on any patent, trade mark or copyright. Bidder shall have no liability to the District if such patent, trade mark or copyright infringement or claim is based upon the Bidder's use of material furnished to the Bidder by the District.

S. C. LAW CLAUSE: Upon award of a contract under this quote, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed bid, the bidder agrees to be subject 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.

SUBCONTRACTOR SUBSTITUTION PROHIBITED - RESIDENT SUBCONTRACTOR PREFERENCE: If you receive an award as a result of the subcontractor preference, you may not substitute any business for the subcontractor upon which you relied to qualify for the preference, unless first approved in writing by the procurement officer. If you violate this provision, CCSD may terminate your contract for cause and you may be debarred. In addition, the procurement officer may require you to pay CCSD an amount equal to twice the difference between the price paid by CCSD and the price offered by the next lowest bidder, unless the substituted subcontractor qualifies for the preference. [11-35-1524(D)(5)(c)]

TERMINATION: Subject to the conditions below, the contract may be terminated for any reason by Procurement Services providing a thirty (30) day advance notice in writing is given to the contractor.

For Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of the District without the required thirty (30) days advance written notice, then the District may negotiate reasonable termination costs, if applicable.

For Cause: Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing conditions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default clause in this bid shall apply.

SPECIAL NOTES

Questions and quotes should be directed to Procurement Official:

Debbie Coen, NIGP-CPP, CPPO, CPPB

3999 Bridge View Drive

North Charleston, SC 29405

843-566-1982

debra_coen@charleston.k12.sc.us

SPECIFICATIONS

Project Goals

Charleston County School District is in need of services to build a database to audit addresses where students are registered for school attendance versus where they actually reside.

Vendor Qualifications

- All work will be performed during normal business hours—Monday through Friday between the hours of 8:00 A.M. and 5:00 P.M. (local time).

AWARD:

AWARD WILL BE MADE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER FOR THE OPTION THAT BEST MEETS THE NEEDS OF THE DISTRICT.

QUALIFICATIONS

To be eligible for award of a contract, a prospective contractor must be responsible. In evaluating an Offeror's responsibility, CCSD Standards of Responsibility [R.19-445.2125] and information from any other source may be considered. An Offeror must, upon request of CCSD, furnish satisfactory evidence of its ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award. S.C. Code Section 11-35-1810.

Quotation Schedule:

QTY	ITEM DESCRIPTION	UOM	Unit Price	Extended Price
50,139	<p>FURNISH ALL MATERIAL AND LABOR TO: PERFORM A STUDENT RESIDENCE DATABASE AUDIT (PER STUDENT COST) IN ACCORDANCE WITH SPECIFICATIONS</p> <p>SC Resident Contractor Preference Are you requesting the SC Resident Contractor Preference? See the SC Procurement Code, Section 11-35-1524(C) (1) (iii) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see www.procurement.sc.gov/preferences</p> <p>Yes/No</p> <p>In-State Office Address:</p> <p>Resident Subcontractor Preference-2% (Line-Services) Are you requesting the SC Resident Subcontractor Preference-2%? See the SC Procurement Code, Section 11-35-1524(D) and solicitation for more information. For a FAQ on these preferences, please see www.procurement.sc.gov/preferences</p> <p>Yes/No</p> <p>Resident Subcontractor Preference-4% (Line-Services) Are you requesting the SC Resident Subcontractor Preference-4%? See the SC Procurement Code, Section 11-35-1524(D) and this solicitation for more information. For a FAQ on these preferences, please see www.procurement.sc.gov/preferences</p> <p>Yes/No</p>	EA		
	TOTAL	XX	XXXX	

QUESTIONNAIRE

The Bidder shall answer the following questionnaire which shall be used in the bid evaluation process in order to determine the responsible bidder. **Bidder shall provide references from K-12 environments if possible.**

1. SAFETY:

Have you had any OSHA fines within the last three (3) years? YES NO

Have you had jobsite fatalities within the last five (5) years? YES NO

If you have answered **YES** to either of the above questions, you **MUST** submit on a separate sheet the details describing the circumstances surrounding each incident.

2. EXPERIENCE:

Years in business under present name: _____

Licenses currently valid in force: _____

3. REFERENCES

Provide three references from similar agencies you have performed similar services for in the past one (1) year.

Reference #1

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone #/email: _____

Reference #2

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone #/email: _____

Reference #3

Industry: _____

Organization: _____

Address: _____

Contact Name & Title: _____

Telephone #/email _____