HORRY GEORGETOWN TECHNICAL COLLEGE	**Request For Quote**	Solicitation Number: Date Issued: Procurement Officer: Phone: E-Mail Address:	**RFQ0020-19** **March 18, 2019** **Dianna Cecala** **843-349-5207** **Dianna.cecala@hgtc.edu**

DESCRIPTION: **Interior Signage for Educational Building**

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

SUBMIT OFFER BY (Opening Date/Time): **04/04/2019, 2:00 p.m.**

See "Deadline for Submission of Offer" provision

NUMBER OF COPIES TO BE SUBMITTED: **(1) One**

SUBMIT YOUR OFFER IN A SEALED ENVELOPE WITH THE BID NUMBER WRITTEN ON THE OUTSIDE TO EITHER OF THE FOLLOWING ADDRESSES: (No electronic copies allowed)

MAILING ADDRESS:
Horry Georgetown Technical College
Procurement Office
PO Box 261966
Conway, SC 29528-6066

PHYSICAL ADDRESS:
Horry Georgetown Technical College
Procurement Office
Bldg. 100, 2nd Floor
2050 Hwy. 501 E, Conway, SC 29526

ALL MAIL IS PICKED UP FROM THE US POSTAL SERVICE ONCE DAILY AT AROUND 2:00 P.M. (EXCLUDING WEEKENDS AND HOLIDAYS)

CONFERENCE TYPE: **N/A** DATE & TIME: **As appropriate, see "Conferences – Pre-Bid/Proposal" & "Site Visit" provisions**	LOCATION:

AWARD & AMENDMENTS	The award will be posted on 5/17/2018. This solicitation, any amendments, and any related notices will be posted at the following web address: http://www.hgtc.edu/purchasing.

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 thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR (full legal name of business submitting the offer)		Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)		TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)
TITLE (business title of person signing above)		STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)
PRINTED NAME (printed name of person signing above)	DATE SIGNED	STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)

___Sole Proprietorship ___Partnership ___Other_____

___Corporate entity (not tax-exempt) ___Corporation (tax-exempt) ___Government entity (federal, state, or local)

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause) _____ Area Code - Number - Extension Facsimile _____ E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause) ____Payment Address same as Home Office Address ____Payment Address same as Notice Address **(check only one)**	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses) ____Order Address same as Home Office Address ____Order Address same as Notice Address **(check only one)**

ACKNOWLEDGMENT OF AMENDMENTS

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____Calendar Days (%)

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): 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.** [11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

____In-State Office Address same as Home Office Address
____In-State Office Address same as Notice Address **(check only one)**

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I. SCOPE OF SOLICITATION

ACQUIRE SERVICES & SUPPLIES / EQUIPMENT (JAN 2006): The purpose of this solicitation is to acquire services and supplies or equipment complying with the enclosed description and/or specifications and conditions. [01-1005-1]

The College is seeking a vendor to supply and install interior signage as specified in section III of this solicitation. The signage is specified as an APCO product, but the College will allow substitutions at their discretion. A drawing must be provided with proposal and a sample must be provided after bid, but before order placement for final approval.

II. INSTRUCTIONS TO OFFERORS - A. GENERAL INSTRUCTIONS

DEFINITIONS, CAPITALIZATION, AND HEADINGS (FEB 2015)
CLAUSE HEADINGS USED IN THIS SOLICITATION ARE FOR CONVENIENCE ONLY AND SHALL NOT BE USED TO CONSTRUE MEANING OR INTENT. EVEN IF NOT CAPITALIZED, THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION, UNLESS EXPRESSLY PROVIDED OTHERWISE.

AMENDMENT means a document issued to supplement the original solicitation document.
BOARD means the South Carolina Budget & Control Board or its successor in interest.
BUSINESS means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other legal entity. [11-35-310(3)]
CHANGE ORDER means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract. [11-35-310(4)]
CONTRACT See clause entitled Contract Documents & Order of Precedence.
CONTRACT MODIFICATION means a written order signed by the procurement officer, directing the contractor to make changes which the clause of the contract titled “Changes,” if included herein, authorizes the Procurement Officer to order without the consent of the contractor. [11-35-310(9)]
CONTRACTOR means the Offeror receiving an award as a result of this solicitation.
COVER PAGE means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.
OFFER means the bid or proposal submitted in response this solicitation. The terms Bid and Proposal are used interchangeably with the term Offer.
OFFEROR means the single legal entity submitting the offer. The term Bidder is used interchangeably with the term Offeror. See bidding provisions entitled Signing Your Offer and Bid/Proposal As Offer To Contract.
PAGE TWO means the second page of the original solicitation, which is labeled Page Two.
PROCUREMENT OFFICER means the person, or his successor, identified as such on either the Cover Page, an amendment, or an award notice.
YOU and YOUR means Offeror.
SOLICITATION means this document, including all its parts, attachments, and any Amendments.
STATE means the Using Governmental Unit(s) identified on the Cover Page.
SUBCONTRACTOR means any person you contract with to perform or provide any part of the work.
US or WE means the using governmental unit.
USING GOVERNMENTAL UNIT means the unit(s) of government identified as such on the Cover Page. If the Cover Page identifies the Using Governmental Unit as “Statewide Term Contract,” the phrase “Using Governmental Unit” means any South Carolina Public Procurement Unit [11-35-4610(5)] that has submitted a Purchase Order to you pursuant to the contract resulting from this solicitation. Reference the clauses titled “Purchase Orders” and “Statewide Term Contract.”
WORK means all labor, materials, equipment, services, or property of any type, provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract.
[02-2A003-2]

AMENDMENTS TO SOLICITATION (JAN 2004)
(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.hgtc.edu/purchasing (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

AUTHORIZED AGENT (FEB 2015)
All authority regarding this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement or the resulting contract. [02-2A007-1]

AWARD NOTIFICATION (FEB 2015)
Notice regarding any award, cancellation of award, or extension of award will be posted at the location and on the date specified on the Cover Page or, if applicable, any notice of extension of award. Should the contract resulting from this Solicitation have a total or potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given. [02-2A010-2]

BID/PROPOSAL AS OFFER TO CONTRACT (JAN 2004)
By submitting Your Bid or Proposal, You are offering to enter into a contract with the Using Governmental Unit(s). 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 on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed. [02-2A015-1]

BID ACCEPTANCE PERIOD (JAN 2004)
In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Officer in writing. [02-2A020-1]

BID IN ENGLISH and DOLLARS (JAN 2004)
Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation. [02-2A025-1]

BOARD AS PROCUREMENT AGENT (FEB 2015)
The Procurement Officer is an employee of the Board acting on behalf of the Using Governmental Unit(s) pursuant to the Consolidated Procurement Code. Any contracts awarded as a result of this procurement are between the Contractor and the Using Governmental Units(s). The Board is not a party to such contracts, unless and to the extent that the Board is a using governmental unit, and bears no liability for any party's losses arising out of or relating in any way to the contract. [02-2A030-2]

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (MAY 2008)
GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

(a) By submitting an offer, the offeror certifies that-

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to—

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or

(2)(i) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal];

(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

(c) If the offeror deletes or modifies paragraph (a)(2) of this certification, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure. [02-2A032-1]

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004)

(a) (1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default.
[02-2A035-1]

CODE OF LAWS AVAILABLE (JAN 2006)

The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at:
http://www.scstatehouse.gov/code/statmast.php

The South Carolina Regulations are available at:
http://www.scstatehouse.gov/coderegs/statmast.php

[02-2A040-2]

DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (FEB 2015)

You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the state may withhold award. Before withholding award on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your offer identifies any services that relate to either this solicitation or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either. [02-2A047-2]

DEADLINE FOR SUBMISSION OF OFFER (JAN 2004)

Any offer received after the Procurement Officer of the governmental body or his designee has declared that the time set for

opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or the governmental body's mail room which services that purchasing office prior to the bid opening. [R.19-445.2070(H)] [02-2A050-1]

DRUG FREE WORK PLACE CERTIFICATION (JAN 2004)
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. [02-2A065-1]

DUTY TO INQUIRE (FEB 2015)
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 State's attention. See clause entitled "Questions from Offerors." [02-2A070-2]

ETHICS CERTIFICATE (MAY 2008)
By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

OMIT TAXES FROM PRICE (JAN 2004)
Do not include any sales or use taxes in your price that the State may be required to pay. [02-2A080-1]

REJECTION/CANCELLATION (JAN 2004)
The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R.19-445.2065] [02-2A100-1]

RESPONSIVENESS/IMPROPER OFFERS (JUN 2015):
(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 State 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. [R.19-445.2070 and Section 11-35-1520(13)]
(d) Price Reasonableness: Any offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. [R. 19-445.2070].
(e) Unbalanced Bidding. The State 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 State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

SIGNING YOUR OFFER (JAN 2004)
Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words by its Partner, and signed by a general partner.

(c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that is has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal. [02-2A115-1]

TAX CREDIT FOR SUBCONTRACTING WITH DISADVANTAGED SMALL BUSINESSES (JAN 2008)

Pursuant to Section 12-6-3350, a taxpayer having a contract with this State who subcontracts with a socially and economically disadvantaged small business is eligible for an income tax credit equal to four percent of the payments to that subcontractor for work pursuant to the contract. The subcontractor must be certified as a socially and economically disadvantaged small business as defined in Section 11-35-5010 and regulations pursuant to it. The credit is limited to a maximum of fifty thousand dollars annually. A taxpayer is eligible to claim the credit for ten consecutive taxable years beginning with the taxable year in which the first payment is made to the subcontractor that qualifies for the credit. After the above ten consecutive taxable years, the taxpayer is no longer eligible for the credit. A taxpayer claiming the credit shall maintain evidence of work performed for the contract by the subcontractor. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498. [02-2A135-1]

VENDOR REGISTRATION MANDATORY (JAN 2006)

You must have a state vendor number to be eligible to submit an offer. To obtain a state vendor number, visit www.procurement.sc.gov and select New Vendor Registration. (To determine if your business is already registered, go to "Vendor Search"). Upon registration, you will be assigned a state vendor number. Vendors must keep their vendor information current. If you are already registered, you can update your information by selecting Change Vendor Registration. (Please note that vendor registration does not substitute for any obligation to register with the S.C. Secretary of State or S.C. Department of Revenue. You can register with the agencies at http://www.scbos.com/default.htm [02-2A145-1]

WITHDRAWAL OR CORRECTION OF OFFER (JAN 2004)

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. [02-2A150-1]

II. INSTRUCTIONS TO OFFERORS -- B. SPECIAL INSTRUCTIONS

DESCRIPTIVE LITERATURE – REQUIRED (JAN 2006): Your offer must include manufacturer's latest literature showing complete product specifications. [02-2B050-1]

MAIL PICKUP (JAN 2006)
Horry Georgetown Technical College picks up all mail from The US Postal Service once daily around 2:000 p.m. (excluding weekends and holidays). See provision entitled Deadline for Submission of Offer. [02-2B080-1]

PREFERENCES - A NOTICE TO VENDORS (SEP 2009)
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. [11-35-1524(E)(4)&(6)] [02-2B111-1]

PREFERENCES - SC/US END-PRODUCT (SEP 2009): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the tangible project identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined by Section 11-35-1524(A). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law. Post award substitutions are prohibited. See "Substitutions Prohibited - End Product Preferences (Sep 2009)" provision. [02-2B112-1]

PREFERENCES - RESIDENT VENDOR PREFERENCE (SEP 2009): 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). [02-2B114-1]

UNIT PRICES REQUIRED (JAN 2006)
Unit price is to be shown for each item. [02-2B170-1]

The college is seeking a sign company to supply, deliver and install interior signs for building 200 on the Grand Strand Campus. Vendor Note: The specifications below are an APCO brand product, but other similar brands will be considered and possibly approved. A drawing of the signs must accompany your quote, and if chosen, a sample must be provided before order will be granted.

See Exhibit A for schedule of signs
See Exhibit B for Directional Sign #1
See Exhibit C for Directional Sign #2
See Exhibit D for Directional Sign #3
See Exhibit E for Directional Sign #4
See Exhibit F for Sample designs of signage (4 pages)

College Logo will be supplied to lowest bidder.
Font for signs will be "Futura".

Specifications for Interior Signs

Sign Type A – Classroom ID:
Arcadia 1000 Series: Mounted with Vinyl Tape
Holder - Extruded Aluminum Curved Face Frame ARH150-150 – Natural Satin/Natural Satin End Caps
Size: O.D. 5.9" x 7.5"
Paper Insert - A78 Pearl Grey with Laser Printed Black Graphics
Insert - ARI-150-215 CL Clear Lens Inserted Over Paper Insert (5.9" x 5.9")
ADA Band ARI 60-150-ACL in Graphite Photopolymer with White 1/32" Raised Graphics and Grade 2 Braille, 3/8" Below Raised Graphics

Sign Type DTM – Office ID:
Arcadia 1000 Series: Mounted with Vinyl Tape
Holder – Extruded Aluminum Curved Face Frame ARH60-215 – Natural Satin/Natural Satin End Caps
Size: O.D. 2.36" x 7.50"
Insert – AR160-215-A (ADA) in A54 Graphite
ADA Graphics – A01 White, Braille same color as background

Sign Type D – Restroom/Stairs ID:
Arcadia 1000 Series: Mounted with Vinyl Tape
Holder – Extruded Aluminum Curved Face Frame ARH8-150 – Natural Satin/Natural Satin End Caps
Size: O.D. 8" x 7.5"
Opaque Insert in A78 Peal grey with Silk Screened Graphics: 4" S48 Stair Symbol in Graphite and HGTCC logo in Black and Graphite
Symbol – S58 Unisex/Accessible, S59 Women, S60 Men
ADA Band ARI 2-150-A in Graphite Photopolymer with White 1/32" Raised Graphics and Grade 2 Braille, 3/8" Below Raised Graphics

Sign Type ELEV – Elevator/Utility Rooms ID:
Arcadia 1000 Series: Mounted with Vinyl Tape
Extruded Aluminum Curved Face Frame ARH 120-215-Natural Satin/Natural Satin End Caps
Opaque Insert in A54 Graphite ARI120-215 with Silk Screened Graphics

DELIVERY DATE – 30 DAYS ARO (JAN 2006): Unless otherwise specified herein, all items shall be delivered no later than thirty days after receipt of the purchase order.

BIDDING INSTRUCTIONS:

BID AS SPECIFIED - See the Specification/Bidding Schedule for details.

- Submitted prices shall be all inclusive.
- Omit sales tax from quote.
- Include freight charges

Deviation from specifications indicated herein will not be permitted.
Failure to provide this information will be considered valid justification for rejection of a bid.

Questions:

Questions must be received by 5:00 p.m. March 28, 2019. NO EXCEPTIONS.
All questions asked will be posted at www.hgtc.edu on the Procurement page. Questions regarding the bid package or process should be directed to Dianna Cecala at (843) 349-5207 or dianna.cecala@hgtc.edu.

V. INFORMATION FOR OFFERORS TO SUBMIT INFORMATION

INFORMATION FOR OFFERORS TO SUBMIT – GENERAL (MAR 2015):
You shall submit a signed Cover Page and Page Two. Your offer should include all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in Part IX. Attachments to Solicitations. You should submit a summary of all insurance policies you have or plan to acquire to comply with the insurance requirements stated herein, if any, including policy types; coverage types; limits, sub-limits, and deductibles for each policy and coverage type; the carrier's A.M. Best rating; and whether the policy is written on an occurrence or claims-made basis. [04-4010-2]

MINORITY PARTICIPATION (JAN 2006):
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: _____
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.)
For a list of certified minority firms, please consult the Minority Business Directory, which is available at the following URL: http://www.govoepp.state.sc.us/osmba/
[04-4015-1]

V. QUALIFICATIONS

QUALIFICATION OF OFFEROR (MAR 2015):
(1) To be eligible for award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. We may consider information from any source at any time prior to award. We may elect to consider (i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was established, and/or (ii) any subcontractor you identify. (2) You must promptly furnish satisfactory evidence of responsibility upon request. Unreasonable failure to supply requested information is grounds for rejection. (3) Corporate subsidiaries are cautioned that the financial capability of an affiliated or parent company will not be considered in determining financial capability; however, we may elect to consider any security, e.g., letter of credit, performance bond, parent-company corporate guaranty, that you offer to provide Instructions and forms to help assure acceptability are posted on procurement.sc.gov, link to "Standard Clauses & Provisions." [05-5005-2]

Successful Offeror must be able to delivery and install all signs on site.

VII. TERMS AND CONDITIONS – Modified

AWARD CRITERIA – BIDS (JAN 2006): Award will be made to the lowest responsible and responsive bidder(s) whose product has been approved as acceptable for the interior signage requested.. [06-6020-1]

CHOICE-OF-LAW (JAN 2006)
The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. [07-7A010-1]

CONTRACT DOCUMENTS & ORDER OF PRECEDENCE (FEB 2015)
(a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Officer, (2) the solicitation, as amended, (3) documentation of clarifications [11-35-1520(8)] or discussions [11-35-1530(6)] of an offer, if applicable, (4) your offer, (5) any statement reflecting the state's final acceptance (a/k/a "award"), and (6) purchase orders. These documents shall be read to be consistent and complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above.
(b) The terms and conditions of documents (1) through (5) above shall apply notwithstanding any additional or different terms and conditions in any other document, including without limitation, (i) a purchase order or other instrument submitted by the State, (ii) any invoice or other document submitted by Contractor, or (iii) any privacy policy, terms of use, or end user agreement. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect.
(c) No contract, license, or other agreement containing contractual terms and conditions will be signed by any Using Governmental Unit. Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect. [07-7A015-2]

DISPUTES (JAN 2006)
Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Richland County, State of South Carolina. Contractor agrees that any act by the Government regarding the Agreement is not a waiver of either the Government's sovereign immunity or the Government's immunity under the Eleventh Amendment of the United State's Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail. [07-7A025-1]

FALSE CLAIMS (JAN 2006)
According to the S.C. Code of Laws Section 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime. [07-7A035-1]

FIXED PRICING REQUIRED (JAN 2006)
Any pricing provided by contractor shall include all costs for performing the work associated with that price. Except as otherwise provided in this solicitation, the contractor's price shall be fixed for the duration of this contract including option terms. This clause does not prohibit contractor from offering lower pricing after award. [07-7A040-1]

NO INDEMNITY OR DEFENSE (FEB 2015)
Any term or condition is void to the extent it requires the State to indemnify, defend, or pay attorney's fees to anyone for any reason. [07-7A045-2]

NOTICE (JAN 2006)
After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used. (B) Notice to contractor shall be to the address identified as the Notice Address on Page Two. Notice to the state shall be to the Procurement Officer's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph. [07-7A050-1]

PAYMENT & INTEREST (FEB 2015)
(a) The State shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract

for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the Government. (b) Unless otherwise provided herein, including the purchase order, payment will be made by check mailed to the payment address on “Page Two.” (c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, or Chapter 6 of Title 29 (real property improvements) when applicable, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, the State shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason. (d) Amounts due to the State shall bear interest at the rate of interest established by the South Carolina Comptroller General pursuant to Section 11-35-45 ("an amount not to exceed fifteen percent each year"), as amended, unless otherwise required by Section 29-6-30. (e) Any other basis for interest, including but not limited to general (pre- and post-judgment) or specific interest statutes, including S.C. Code Ann. Section 34-31-20, are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied as simple interest without compounding. (f) The State shall have all of its common law, equitable and statutory rights of set-off. [07-7A055-3]

PURCHASE ORDERS (JAN 2006)

Contractor shall not perform any work prior to the receipt of a purchase order from the using governmental unit. The using governmental unit 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. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order. [07-7A065-1]

TAXES (JAN 2006)

Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by the State, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by the State. It shall be solely the State's obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by the State to contractor, contractor shall be liable to the State for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the contractor. [07-7A080-1]

VII. TERMS AND CONDITIONS -- B. SPECIAL

RELATIONSHIP OF THE PARTIES (JAN 2006)

Neither party is an employee, agent, partner, or in a joint venture 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. [07-7B205-1]

SHIPPING / RISK OF LOSS (JAN 2006)

F.O.B. Destination. Destination is the shipping dock of the Using Governmental Units’ designated receiving site, or other location, as specified herein. (See Delivery clause) [07-7B220-1]

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

PRICE PROPOSAL (JAN 2006):
Notwithstanding any other instructions herein, you shall submit the following price information on this Document only: [08-8015-1]

QUOTATION SCHEDULE

Item	Quantity	Unit of Measure	Cost	Extended
1.	**69**	each	$	$
Item Description: Type "A" Sign for Offices and Classrooms				
Resident Vendor Preference _____ SC End Product Preference _____ US End Product Preference _____				

Item	Quantity	Unit of Measure	Cost	Extended
2.	**42**	each	$	$
Item Description: Type "DTM" Sign for Interior Office Names				
Resident Vendor Preference _____ SC End Product Preference _____ US End Product Preference _____				

Item	Quantity	Unit of Measure	Cost	Extended
3.	**4**	each	$	$
Item Description: Type "D" Sign for Rest Rooms				
Resident Vendor Preference _____ SC End Product Preference _____ US End Product Preference _____				

Item	Quantity	Unit of Measure	Cost	Extended
4.	**4**	each	$	$
Item Description: Type "ELEV" Sign for Utility Rooms				
Resident Vendor Preference _____ SC End Product Preference _____ US End Product Preference _____				

Item	Quantity	Unit of Measure	Cost	Extended
5.	**1**	each	$	$
Item Description: Directional Sign – Exhibit B				
Resident Vendor Preference _____ SC End Product Preference _____ US End Product Preference _____				

Item	Quantity	Unit of Measure	Cost	Extended
6.	**1**	each	$	$
Item Description: Directional Sign – Exhibit C				
Resident Vendor Preference _____ SC End Product Preference _____ US End Product Preference _____				

Item	Quantity	Unit of Measure	Cost	Extended
7.	**1**	each	$	$
Item Description: Directional Sign – Exhibit D				
Resident Vendor Preference _____ SC End Product Preference _____ US End Product Preference _____				

Item	Quantity	Unit of Measure	Cost	Extended
7.	**1**	each	$	$
Item Description: Directional Sign – Exhibit E				
Resident Vendor Preference _____ SC End Product Preference _____ US End Product Preference _____				

Item	Quantity	Unit of Measure	Cost	Extended
7.	**1**	each	$	$
Item Description: Shipping Charges				

Item	Quantity	Unit of Measure	Cost	Extended
7.	**1**	each	$	$
Item Description: Installation Charges				

GRAND TOTAL:		$

SC Certified Minority Vendor: Y ____ N ____ S.C. Cert. # _____

NOTE: PRICING MUST BE SUBMITTED ON THIS PAGE WITH A GRAND TOTAL PRICE FILLED IN.

IX. ATTACHMENTS TO SOLICITATION

- Non-Resident Taxpayer Registration Affidavit Income Tax Withholding
- Offerer's Check List
- Exhibit A - E

NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING

IMPORTANT TAX NOTICE - NONRESIDENTS ONLY

Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed $10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

The withholding requirement applies to every governmental entity that uses a contract ("Using Entity"). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of $1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department's website at: **www.sctax.org**

This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-896-1420.

PLEASE SEE THE "NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING" FORM (FORM NUMBER I-312) LOCATED
AT: **http://www.sctax.org/Forms+and+Instructions/withholding/default.htm**

[09-9005-1]

OFFEROR'S CHECKLIST (JUN 2007)

OFFEROR'S CHECKLIST -- AVOID COMMON BID/PROPOSAL MISTAKES

Review this checklist prior to submitting your bid/proposal.
If you fail to follow this checklist, you risk having your bid/proposal rejected.

- Do not include any of your standard contract forms!

- Unless expressly required, do not include any additional boilerplate contract clauses.

- Reread your entire bid/proposal to make sure your bid/proposal does not take exception to any of the state's mandatory requirements.

- Make sure you have properly marked all protected, confidential, or trade secret information in accordance with the instructions entitled: SUBMITTING CONFIDENTIAL INFORMATION. **DO NOT mark your entire bid/proposal as confidential, trade secret, or protected! Do not include a legend on the cover stating that your entire response is not to be released!**

- Have you properly acknowledged all amendments? Instructions regarding how to acknowledge an amendment should appear in all amendments issued.

- Make sure your bid/proposal includes a copy of 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 Bid/proposal includes the number of copies requested.

- Check to ensure your Bid/proposal 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 pre-bid/proposal conference or a question & answer period, raise your questions as a part of that process!** Please see instructions under the heading "submission of questions" and any provisions regarding pre-bid conferences.

Sign Location	Sign Type	Quantity	Tactile Message	Non-Tactile Message	Notes
Building Classrooms and Office Signs					
1	A	1	101	Testing Center	
2	A	1	102	Student Success & Tutoring Center	
3	A	1	103	Testing Center	
4	A	1	104	Wavenet Central	
5	A	2	105	Classroom	
6	A	1	106	Classroom	
7	A	1	107	Classroom	
8	A	1	108	Cont Ed/Workforce Development	
9	DTM	1	108A	Jeanny Nicholson	
10	DTM	1	108B	Betty Turner	
11	A	1	109	Classroom	
12	A	1	110	Accademic Affairs	
13	DTM	1	110A	Dual Enrollment/Pace Ann Reed Springs	
14	DTM	1	110B	Academic Affairs	
15	A	1	111	Conference Room	Need Occupied/Not Occupied sign
16	A	1	112	Public Safety	
17	A	1	113	VP for Workforce Development & CE , Provost	Greg Mitchell
18	A	1	116	Student Engagement	Destiny Lewis
19	DTM	1	117A	Enrollment Advisor	Vacant
20	DTM	1	117B	Enrollment Adivsor/PACE	Hope Wofford
21	DTM	1	117C	Enrollment Advisor	Susan Greer
22	DTM	1	117D	Student Engagement	Jen Parler
23	DTM	1	No Number	Career, Disability & Personal Counseling	
24	A	1	118	Faculty Lounge	
25	A	1	119	Student Accounts	
26	A	1	121	Faculty Office	Lawson Holland
27	A	1	124	Classroom	
28	A	1	125	Faculty Office	
29	DTM	1	125A	Faculty Office	Scott Blackmon
30	DTM	1	125B	SC Department of Commerce	Eileen Patonay
31	DTM	1	125C	Cont Ed/Workforce Dev	Julie Golden
32	DTM	1	125D	Faculty Office	Mark Fandel
33	DTM	1	125E	Faculty Office	Jeff Long
34	A	1	126	Classroom	
35	A	1	127	Faculty Office	
36	DTM	1	127A	Faculty Office	Vacant
37	DTM	1	127B	Faculty Office	Vacant
38	DTM	1	127C	Faculty Office	Zachary Smith
39	DTM	1	127D	Faculty Office	Ramona Zup
40	DTM	1	127E	Faculty Office	Chris Wheeler
41	DTM	1	127F	Faculty Office	Sheryl Lindquist

Sign Location	Sign Type	Quantity	Tactile Message	Non-Tactile Message	Notes
42	A	1	128	Classroom	
43	A	1	129	Classroom	
44	A	1	130	Classroom	
45	A	1	131	Classroom	
46	A	1	132	Classroom	
47	A	1	133	Fitness Center	
48	A	1	134	Classroom	
49	A	1	135	Classroom	
50	A	1	136	IT Help Desk	
51	DTM	1	136D	IT Office	Rhonda Todd
52	DTM	1	136E	IT Office	
53	DTM	1	136F	IT Office	
54	DTM	1	136G	IT Area	
55	DTM	1	136H	IT Office	Esther Pope
56	DTM	1	136I	IT Office	Dottie Purvis
57	DTM	1	136J	IT Conference Room	Not sure this is correct
58	A	1	137	Classroom	
59	A	1	139	Classroom	
60	A	1	141	DLi Office Suite	Sandra Lowes
61	DTM	1	141A & B	Faculty Office	Dan Hoppe & Alicia Bolton
62	A	1	142	Faculty Office	
63	DTM	1	142B	Faculty Office	Jeanne Bennett
64	DTM	1	142C	Faculty Office	Yashica Holmes-Smith
65	DTM	1	142D	Faculty Office	
66	DTM	1	142E	Faculty Office	Valerie Falbo
67	A	1	143	Classroom	
68	A	1	144	Classroom	
69	A	1	145	Classroom	
70	A	1	146	Classroom	
71	A	1	147	Classroom	
72	A	1	148	Classroom	
73	A	1	149	Classroom	
74	A	1	150	Faculty Office	Heidi Webb
75	A	1	155	Faculty Office	Donna McQueen
76	DTM	1	156A	Faculty Office	Christina Fieber
77	DTM	1	156B	Faculty Office	Kathryn “Kif” Cook
78	A	1	159	Classroom	
79	A	1	160	Classroom	
80	A	1	161	Classroom	
81	A	1	162	Classroom	
82	A	2	163	Classroom	
83	A	2	164	Classroom	
84	A	1	169	Classroom	
85	A	1	170	Faculty Office	Tina Donnelly
86	A	1	171	Faculty Office	Georgia Christian

Sign Location	Sign Type	Quantity	Tactile Message	Non-Tactile Message	Notes
87	A	1	186/181	Classroom	
88	A	1	189	Classroom	
89	A	1	191	Classroom	
90	A	1	192	Classroom	
91	DTM	1	192A	Faculty Office	Robyn Causey
92	DTM	1	192B	Adjunct Office	
93	DTM	1	192C	Storage for Esthetics	
94	DTM	1	192D	Adjunct Office	
95	DTM	1	192E	Adjunct Office	
96	A	1	193	Classroom	
97	A	1	194	Classroom	
98	A	2	1110	Classroom	
99	A	2	1108	Classroom	
100	A	2	1109	Classroom	
101	A	1	1111	Faculty Office	Vacant
102	A	1	1115	Faculty Office	
103	DTM	1	1115A	Faculty Office	Christine Bonaparte
104	DTM	1	1115B	Faculty Office	Leila Rogers
105	DTM	1	1115C	Faculty Office	Dean Blumberg
106	A	1	1120	Faculty Office	Casey King
107	A	1	1121	Faculty Office	Michael Williams
108	A	2	2209	Classroom	
109	A	2	2214	Classroom	
110	A	1	2202	Faculty Office	John Markley
111	A	1	2205	Faculty Office	Stuart Cohen

Other Miscellaneous Signage					
104	D	8		Restroom Women	
105	D	8		Restroom Men	
106	D	4		Restroom Women/Men	
107	D	4		Stairs Graphics	
108	ELEV	2		Elevator Handicap Only	
109	Standard	2		In Case of Fire Use Stairs	
110	ELEV	7		Mechanical Room	
111	ELEV	7		Electrical Room	
112	ELEV	4		Communications Closet	

EXHIBIT B

Solicitation Number: RFQ0020-19

Solicitation Name: Interior Signage for GS Bldg. 200

Directional Sign #1

Size Approximately 24”W x 24” L

Double-Sided Projection Mounted

Quantity – 1 each

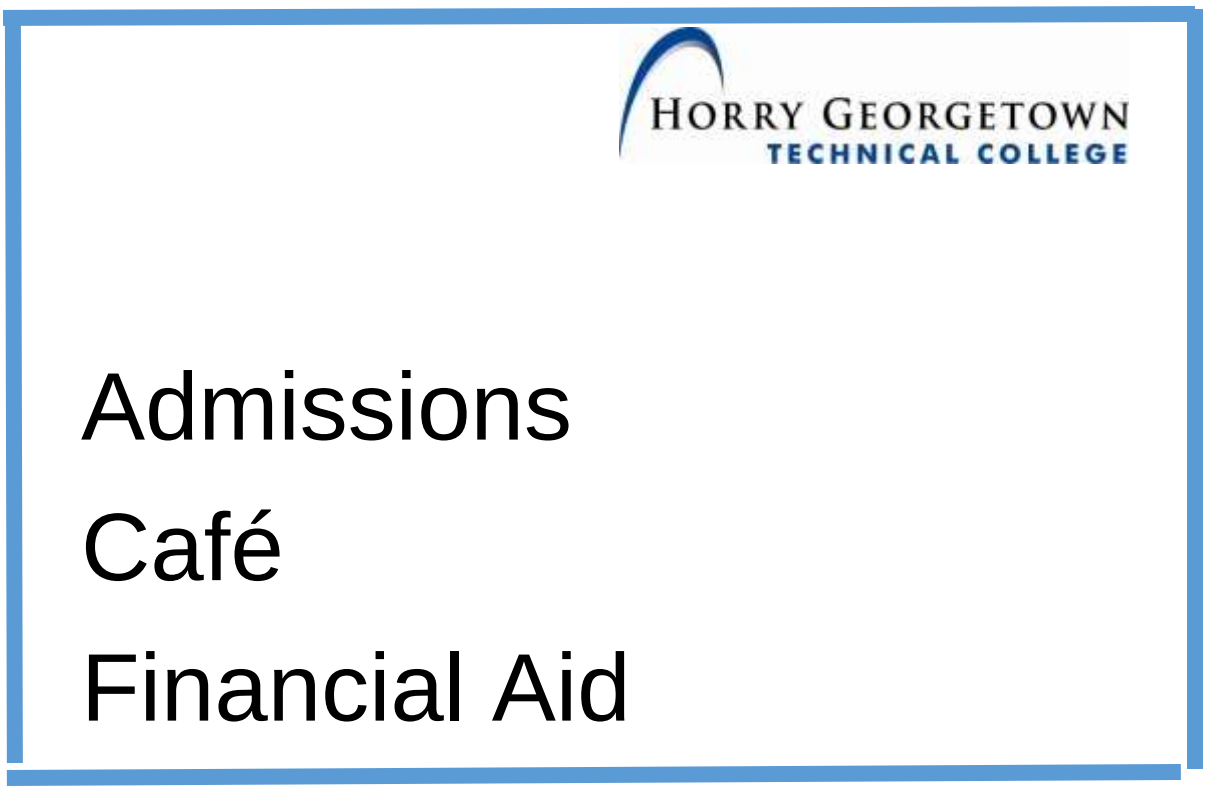


EXHIBIT C

Solicitation Number: RFQ0020-19

Solicitation Name: Interior Signage for GS Bldg. 200

Directional Sign # 2

Size Approximately 24”W x 24” L

Single Sided, mounted to wall

Quantity – 1 each

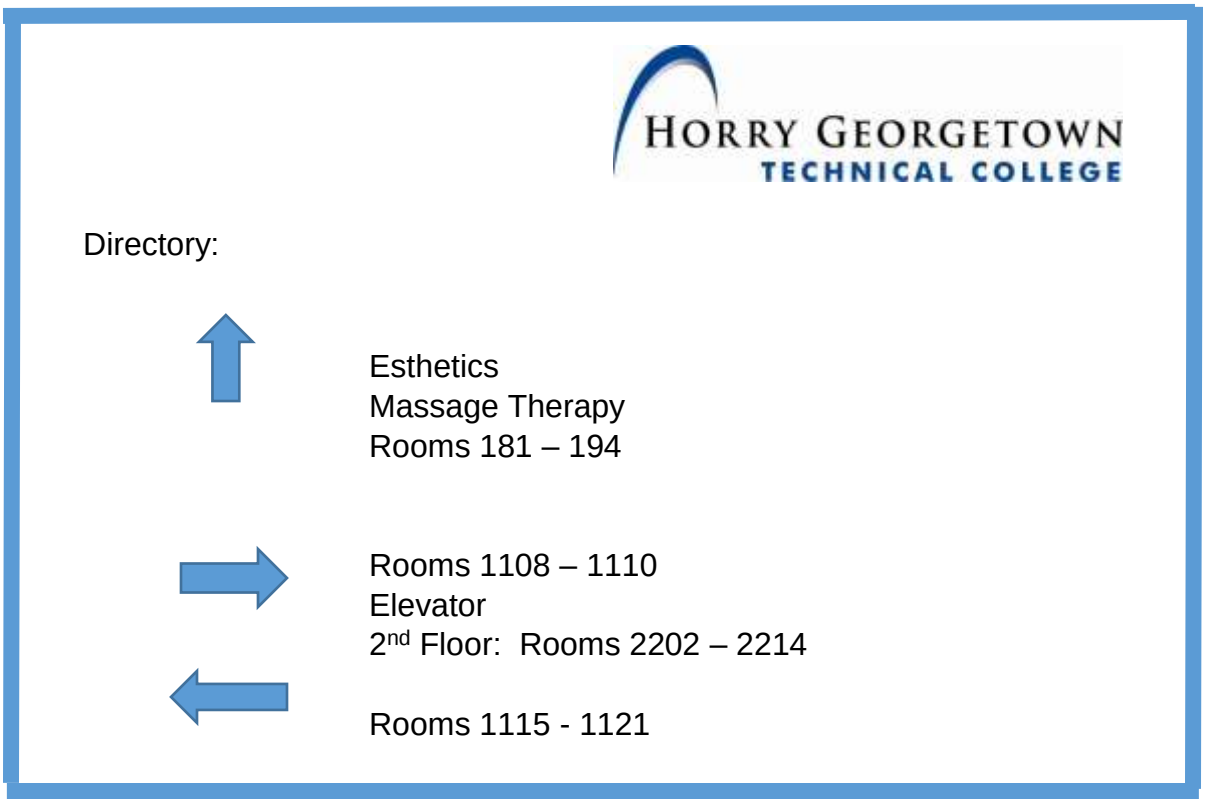


EXHIBIT D

Solicitation Number: RFQ0020-19

Solicitation Name: Interior Signage for GS Bldg. 200

Directional Sign # 3

Size Approximately 24”W x 24” L

Single Sided, mounted to wall

Quantity – 1 each

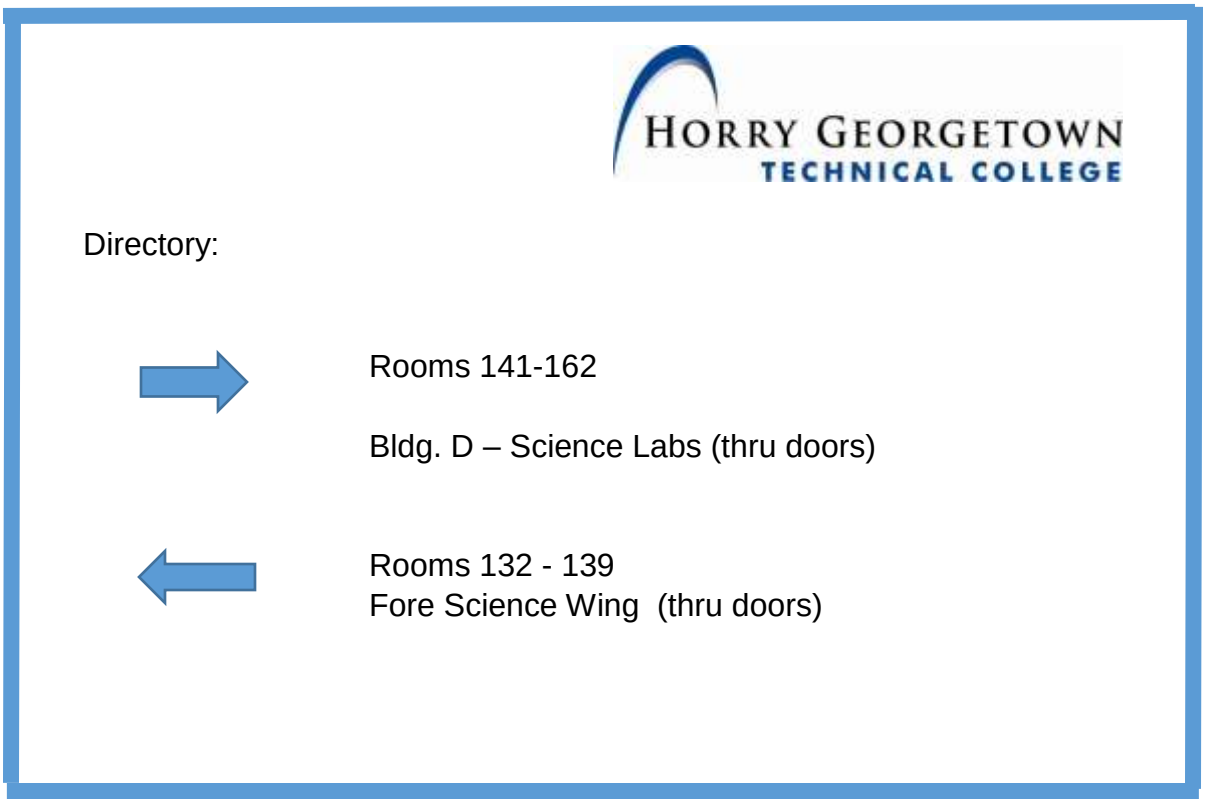


EXHIBIT E

Solicitation Number: RFQ0020-19

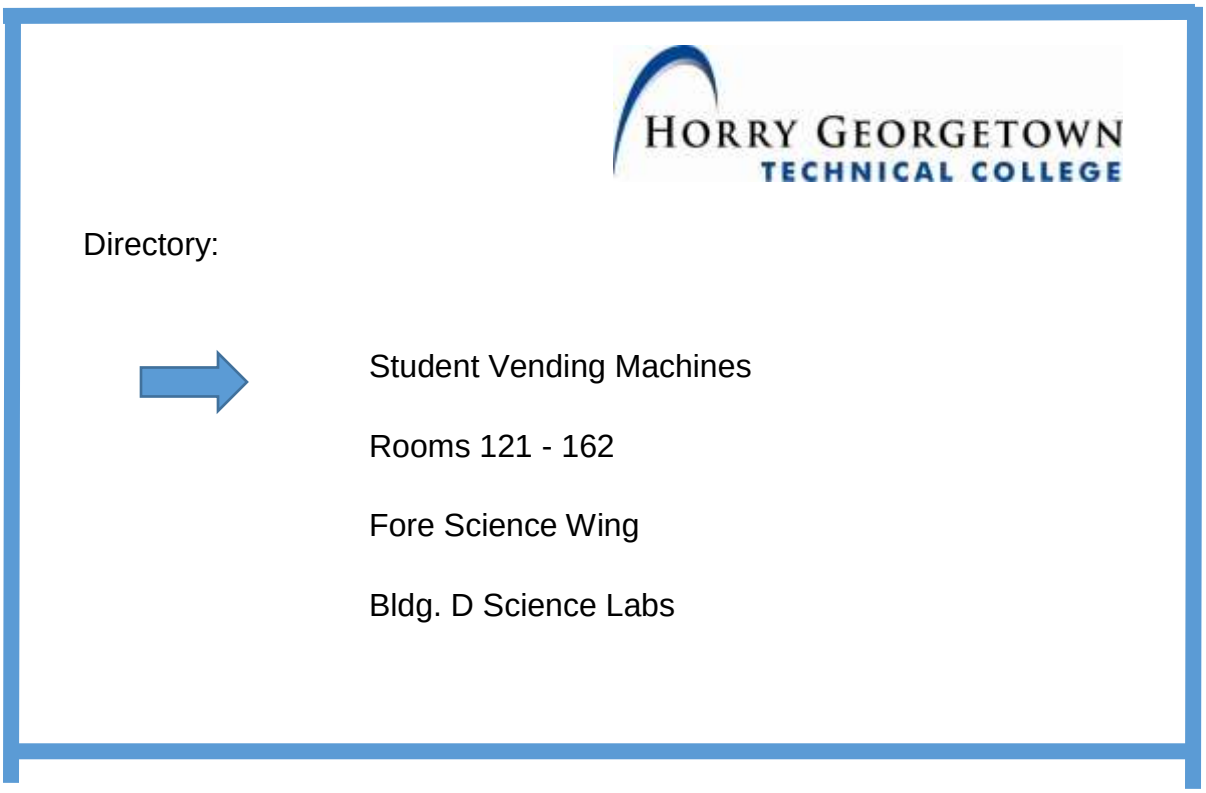
Solicitation Name: Interior Signage for GS Bldg. 200

Directional Sign # 4

Size Approximately 24”W x 24” L

Single Sided, mounted to wall

Quantity – 1 each



SIGN SPECIFICATIONS

Arcadia 1000 Series
Mounting: VT

Holder:
Part Code: ARH150-150
Size: O.D. 150mm x 190mm *(5.90" x 7.48")*
Part Color: Natural Satin
Top/Bottom Cap: Natural Satin

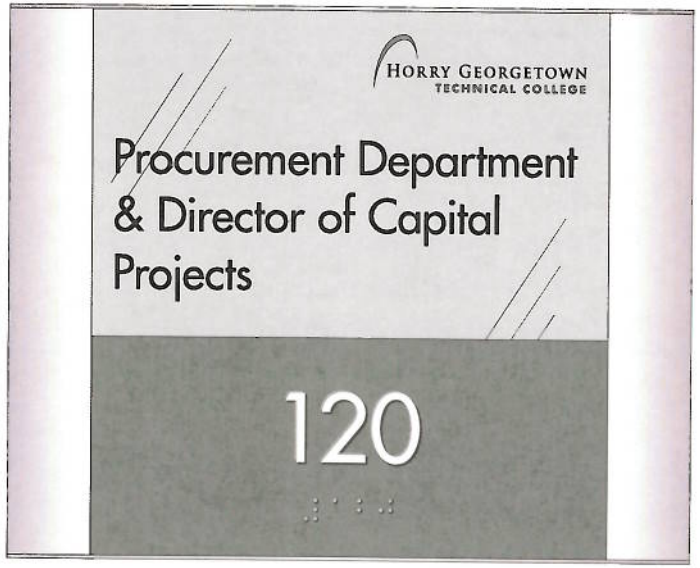
Insert(s):
Part Code: ARI150-150-CL (ClearLens)
I.D. Size: 150mm x 150mm *(5.90"x 5.90")*
ADO Paper Color: A78 Pearl Grey

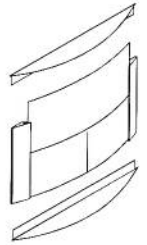
ADO Graphics:
Logo: L7075 (Horry Georgetown)
Size: 5/8"
Color: A54 Graphite
30% A02 Black
A02 Black

Laser Printed Graphics:
Copy: Futura (FUT)
Size: 3/8"
Color: Laser Printed Black

Part Code: ARI60-150-ADA (ADA Laminate on ClearLens)
I.D. Size: 60mm x 150mm *(2.36"x 5.90")*
Part Color: A54 Graphite

Raised Graphics:
Copy: Futura (FUT)
Size: 3/4"
Color: A01 White
(Braille Color: Same as backgrd.)





Colors depicted are a general representation of the color specif
If color selection is critical, please request sample for approv

Scale Test
0" 1/4" 1/2" 3/4" 1"

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388 Grant Street SE
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Ph: 404.688.9000, Fax: 404.577.3847
Email: sales@apcosigns.com

Project Reference:		Status:	Date:	Drawn By:	Production Info:	Sign Type:
Project:	Buildings 100-200 - Horry Gerogetown CC	Draft	29, March 2016	J.Underwood	Work Order #: **Draft**	**A**
					Approved By:	**Room ID**
Sales Rep:	Brenda Dunaway				Approved Date:	**Arcadia 1000 Series**
CSR/PM:	Alex Moreno				Customer approval is required prior to production.	Scale: 1/2" = 1"

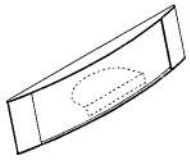
SIGN SPECIFICATIONS

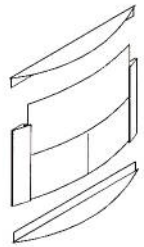
Arcadia 1000 Series
Mounting: [redacted] Tape

Holder:
Part Code: ARH60-150
Size: O.D. 60mm x 190mm *(2.36" x 7.48")*
Part Color: Natural Satin
Top/Bottom Cap: Natural Satin

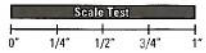
Insert(s):
Part Code: ARI150-150-CL (ClearLens)
I.D. Size: 60mm x 150mm *(2.36"x 5.90")*
Paper Color: A78 Pearl Grey

Laser Printed Graphics:
Copy: Futura (FUT)
Size: 1/2"
Color: Laser Printed Black





ARDSA-STD
Standard Formed Aluminum Clip



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Project Reference:		Status:	Date:	Drawn By:	Production Info:	Sign Type:
Project:	Buildings 100-200 - Horry Gerogetown CC	Draft	29, March 2016	J.Underwood	Work Order #: **Draft**	**DTM**
					Approved By:	**Room ID**
Sales Rep:	Brenda Dunaway				Approved Date:	**Arcadia 1000 Series**
CSR/PM:	Alex Moreno				Customer approval is required prior to production.	Scale: 1/2" = 1"

SIGN SPECIFICATIONS

Arcadia 1000 Series
Mounting: VT

Holder:
Part Code: ARH8-150
Size: O.D. 8" x 190mm *(8" x 7.48")*
Part Color: Natural Satin
Top/Bottom Cap: Natural Satin

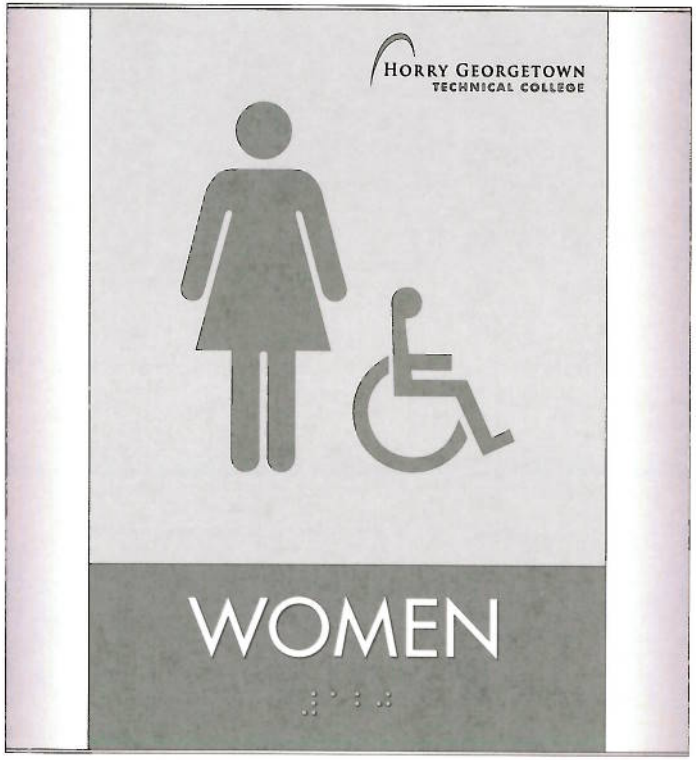
Insert(s):
Part Code: ARI6-150-CL (ClearLens)
I.D. Size: 6" x 150mm *(6"x 5.90")*
Part Color: A78 Pearl Grey

Printed Graphics:
Logo: L7075 (Horry Georgetown)
Size: 5/8"
Color: A54 Graphite
30% A02 Black
A02 Black

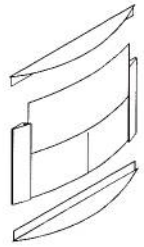
Symbol: S59 (Women/Accessible)
Symbol *(thumbnail)*: S60 (Men/Accessible)
Size: 4"
Color: A54 Graphite

Part Code: ARI2-150-A (ADA)
I.D. Size: 2" x 150mm *(2"x 5.90")*
Part Color: A54 Graphite

Raised Graphics:
Copy: Futura (FUT)
Size: 5/8"
Color: A01 White
(Braille Color: Same as backgrd.)



ALTERNATE LAYOUT
Scale: 1/4" = 1"



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Scale Test
0" 1/4" 1/2" 3/4" 1"

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Project Reference:		Status:	Date:	Drawn By:	Production Info:	Sign Type:
Project:	Buildings 100-200 - Horry Gerogetown CC	Draft	29, March 2016	J.Underwood	Work Order #: **Draft**	**D**
					Approved By:	**Restroom ID**
					Approved Date:	**Arcadia 1000 Series**
Sales Rep:	Brenda Dunaway				Customer approval is required prior to production.	Scale: 1/2" = 1"
CSR/PM:	Alex Moreno					

SIGN SPECIFICATIONS

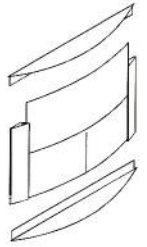
Arcadia 1000 Series
Mounting: VT

Holder:
Part Code: ARH120-215
Size: O.D. 120mm x 260mm *(4.72" x 10.23")*
Part Color: Natural Satin
Top/Bottom Cap: Natural Satin

Insert(s):
Part Code: ARI120-215-A (ADA)
I.D. Size: 120mm x 215mm *(4.72" x 8.46")*
Part Color: A54 Graphite

Raised Graphics:
Symbol: S3 (Accessible)
Size: 2"
Color: A01 White

Copy: Futura (FUT)
Size: 5/8"
Color: A01 White
(Braille Color: Same as backgrd.)



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Scale Test
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Project Reference:		Status:	Date:	Drawn By:	Production Info:	Sign Type:
Project:	Buildings 100-200 - Horry Gerogetown CC	Draft	29, March 2016	J.Underwood	Work Order #: **Draft**	**ELEV**
					Approved By:	**Accessible Elevator ID Arcadia 1000 Series**
Sales Rep:	Brenda Dunaway				Approved Date:	
CSR/PM:	Alex Moreno				Customer approval is required prior to production.	Scale: 1/2" = 1"