



**SOLICITATION TYPE:
INVITATION FOR BID**

Solicitation Number:	IFB0200-24
Description:	Floor Mats, Mops, Handles and Wipers Rental Service
Procurement Officer:	Toni Richardson
Email:	toni.richardson@hgtc.edu
Telephone:	843-349-3680
Date:	October 10, 2024

This document contains the bidding instructions, scope of work, and the contractual terms and conditions applicable to the solicitation referenced above which is being issued and conducted by Horry-Georgetown Technical College.

ALL BIDS MUST BE MAILED IN A SEALED ENVELOPE MARKED WITH SOLICITATION NAME AND NUMBER TO THE FOLLOWING ADDRESS: Horry-Georgetown Technical College, P.O. Box 261966, Conway, SC 29528 Attn: Procurement Office OR DELIVERED TO THE PHYSICAL ADDRESS: Horry-Georgetown Technical College, Procurement Office, 2050 US-501 East, Building 100, Room 120, Conway, SC 29526

No e-mails or faxes will be accepted.

SUBMIT OFFER BY: (Opening Date/Time)	November 13, 2024 @ 2:00 P.M.	(See "Deadline For Submission Of Offer" provision)
QUESTIONS <u>MUST</u> BE RECEIVED BY:	October 9, 2024 @ 2:00 P.M.	(See "Questions From Offeror" provision)

CONFERENCE TYPE: N/A DATE & TIME (EST): (As appropriate, see "Conferences – Pre-Bid/Proposal" and "Site Visit" provisions.)	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted on November 18, 2024 . The award and any amendments to this solicitation will be posted at the following web address: https://www.hgtc.edu/about_hgtc/administrativedepartments/purchasingandprocurement/invitationforbid.html
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You must submit a signed copy of this form with Your Offer. By signing, 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. (See "Signing Your Offer" provision.)

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.)	DATE SIGNED
TITLE (business title of person signing above)	TAXPAYER IDENTIFICATION NO.
PRINTED NAME (printed name of person signing above)	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

Corporation (not tax-exempt) Corporation (tax-exempt) Government entity (federal, state or local)

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(You must return Page 2 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)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)
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<input type="checkbox"/> Payment Address same as Home Office Address	<input type="checkbox"/> Order Address same as Home Office Address
<input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Notice Address (check only one)

DISCOUNT FOR PROMPT PAYMENT See "Discount for Prompt Payment" clause	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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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. [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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AMENDMENTS TO SOLICITATION (JAN 2004) (Modified)

(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 letter, or (3) 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]

The following changes have been made to the solicitation:

- 1) Page One of the Bid Document - Submit Offer has been changed to 11/13/24 @ 2:00 P.M.
- 2) Page One of Bid Document - Award posting has been changed to 11/18/24.