**Request for Written Quotes**

**Solicitation Number**
TCTC-19-AirHandlers

**Date Issued**
11/8/2019

**Procurement Officer**
Matt Whitten

**Phone**
(864) 646-1633

**E-Mail Address**
mwhitten@tctc.edu

### DESCRIPTION:
Provide two rooftop air handling units for the Tri-County Technical College Pendleton Campus

### USING GOVERNMENTAL UNIT:
TRI-COUNTY TECHNICAL COLLEGE

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

**SUBMIT OFFER BY (Opening Date/Time):** 12/04/2019 2:00 PM

**QUESTIONS MUST BE RECEIVED BY:** 11/22/2019 5:00 PM

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

### SUBMIT YOUR WRITTEN QUOTE TO EITHER OF THE FOLLOWING ADDRESSES OR EMAIL TO:** mwhitten@tctc.edu

**MAILING ADDRESS:**
Tri-County Technical College  
Attn: Purchasing  
PO Box 587  
Pendleton, SC 29670

**PHYSICAL ADDRESS:**
Tri-County Technical College  
7900 Highway 76  
Ruby Hicks Hall, Suite 280  
Pendleton, SC 29670

### AWARD & AMENDMENTS
Award notification will be posted at [http://www.tctc.edu/purchasing](http://www.tctc.edu/purchasing). The award, this solicitation, and any amendments will be posted at the same web address.

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)

**OFFEROR'S TYPE OF ENTITY:**
(Check one)
- □ Sole Proprietorship
- □ Partnership
- □ Corporation (tax-exempt)
- □ Corporate entity (not tax-exempt)
- □ Government entity (federal, state, or local)
- □ Other _________________________

(See "Signing Your Offer" provision.)

**AUTHORIZED SIGNATURE**
(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

**TITLE**
(Business title of person signing above)

**PRINTED NAME**
(Printed name of person signing above)

**DATE SIGNED**

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. 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.

**STATE OF INCORPORATION**
(If offeror is a corporation, identify the state of Incorporation.)

**TAXPAYER IDENTIFICATION NO.**
(See "Taxpayer Identification Number" provision)

**STATE VENDOR NO.**
(Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov))
**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)

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<tr>
<th>Area Code</th>
<th>Number</th>
<th>Extension</th>
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**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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**ORDER ADDRESS** (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)

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

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<th>Amendment No.</th>
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**DISCOUNT FOR PROMPT PAYMENT**
(See "Discount for Prompt Payment" clause)

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<tr>
<th>10 Calendar Days (%)</th>
<th>20 Calendar Days (%)</th>
<th>30 Calendar Days (%)</th>
<th>____Calendar Days (%)</th>
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**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](http://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)).

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<tr>
<th>In-State Office Address same as Home Office Address (check only one)</th>
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<tr>
<td>____ In-State Office Address same as Home Office Address</td>
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<td>____ In-State Office Address same as Notice Address</td>
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TCTC-19-AirHandlers
Notice of Bid Deadline Extension
Bid Deadline Extended Until 12/04/19 @ 2:00 PM
Question Deadline Extended Until 11/22/19 @ 5:00 PM

The bid due date and question due date has been extended due to the revised unit schedule (see Attachment C) to allow more time for vendors to create their bid. Bids are due no later than 12/04/19 @ 2:00 PM.