

Tri-County Technical College Request for Written Quotes

SOLICITATION NUMBER: TCTC-22-WorkStations

DATE ISSUED: 12/12/2022

PROCUREMENT OFFICER: Matt Whitten

PHONE: 864-646-1633

EMAIL ADDRESS: mwhitten@tctc.edu

MAILING ADDRESS: PO Box 587 Pendleton, SC 29670

DESCRIPTION: 28 cubicle style workstations to be installed at our Pendleton Campus

SUBMIT YOUR OFFER TO: mwhitten@tctc.edu

DEADLINE TO SUBMIT BID BY: **12/19/2022 @ 12:00 PM** (See "Deadline For Submission Of Offer" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One (1) copy to be emailed to mwhitten@tctc.edu**

Award is scheduled to be posted on or before **12/22/2022 if applicable**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: www.tctc.edu/purchasing

By submitting a quote, 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.

SPECIFICATIONS

Products should meet or exceed the specifications below for quotes to be accepted. By submitting an offer, you are confirming that your products meet or exceed the specifications in this document.

Tri-County Technical College (TCTC) intends to purchase a quantity of 28 cubicle style workstations with the minimum requirements specified below.

The work station cubicles should have interior measurements of 7'6" by 6' and be 54" high. The exterior dimensions should not exceed 8' by 6'6". They should have integrated horizontal work surfaces on 2 adjacent sides at a height of 29"-30". One end or corner section will be electrically height adjustable. The top 12" of each partition section should be of a frosted glass type. The interior partitions should be a neutral color fabric, with the exterior a hard, faux wood grain texture. Each work station should come with 2 mobile file storage pedestals with cushioned tops. Units should have integrated power and data wiring troughs.

We need 2 sections of 4 units each that will go along a wall, 12 units laid out in a 6x2 format and 8 units laid out in a 4x2 format.

Each work station should be in excellent condition and TCTC reserves the right to inspect workstations for quality and reject if condition is not acceptable.

The location for the install is Tri-County Technical College, 7900 Highway 76, Pendleton SC 29670.

Cost is to include delivery and installation as well as removal and clean-up of any packaging or installation materials.

Please note your estimated delivery timeframe on your quote.

Business name and contact information must be included within the quote.

The following clauses apply to this Request for Written Quotes. Any additional conditional terms and conditions included with your quote will deem your quote non-responsive.

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 opening. [R.19-445.2070(G)] [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]

OPEN TRADE REPRESENTATION (JUN 2015):

By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

PROTESTS (MAY 2019)

If you are aggrieved in connection with the solicitation or award of the contract, you may be entitled to protest, but only as provided in Section 11-35-4210. To protest a solicitation, you must submit a protest within fifteen days of the date the applicable solicitation document is issued. To protest an award, you must (i) submit notice of your intent to protest within seven business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled "Protest-CPO". The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided. [02-2A085-2]

PROTEST - CPO - MMO ADDRESS (Modified)

Any protest must be addressed to the Chief Procurement Officer, Materials Management Office, and submitted in writing
(a) by email to protest-mmo@mmo.state.sc.us ,
(b) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201. [02-2B122-1]

NO PUBLIC OPENING

No public opening will be held for Requests for Quotations.

SIGNING YOUR OFFER (MODIFIED)

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 it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal. (f) An Offer may be submitted via email by an authorized agent with authority to bind the Offeror.

AWARD TO ONE OFFEROR (JAN 2006):

Award will be made to one Offeror. [06-6040-1]