

	<p align="center"><b>State of South Carolina</b></p> <p align="center"><b>Reverse Auction</b></p> <p align="center"><b>Amendment #2</b></p>	<p>Solicitation: <b>5400026238</b>  Date Issued: 02/02/2024  Procurement Officer: DeAna Reed-Sharpe  Phone: (803)896-6389  E-Mail Address: drsharpe@mmo.sc.gov  Mailing Address: SFAA, Div. of Procurement Services  PO Box 101103, 1201 Main Street, Suite 600  Columbia SC 29201-3734</p>
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DESCRIPTION: **STC OFFICE SUPPLIES & PAPER**

USING GOVERNMENTAL UNIT: **Statewide Term Contract**

SUBMIT YOUR OFFER ON-LINE AT THE FOLLOWING URL: <http://www.procurement.sc.gov>

SUBMIT OFFER BY (Opening Date/Time): **02/15/2024 02/20/2024 11:00 AM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS AFTER PRE-BID MUST BE RECEIVED BY: **02/08/24 10:00 AM** **Questions Limited to Amended Parts Only**

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

<p>CONFERENCE TYPE: DATE &amp; TIME:</p> <p>(As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions)</p>	<p>LOCATION:</p>
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<p><b>AWARD &amp; AMENDMENTS</b></p>	<p>Award will be posted on <b>03/07/2024</b>. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <a href="http://www.procurement.sc.gov">http://www.procurement.sc.gov</a></p>
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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.)

<p>NAME OF OFFEROR</p> <p>(full legal name of business submitting the offer)</p>	<p>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.</p>
<p>AUTHORIZED SIGNATURE</p> <p>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</p>	<p>DATE SIGNED</p>
<p>TITLE</p> <p>(business title of person signing above)</p>	<p>STATE VENDOR NO.</p> <p>(Register to Obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a>)</p>
<p>PRINTED NAME</p> <p>(printed name of person signing above)</p>	<p>STATE OF INCORPORATION</p> <p>(If you are a corporation, identify the state of incorporation.)</p>

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)**

<p><b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)</p>     <p>Dunn &amp; Bradstreet # _____ (If you do not have a D&amp;B number, enter N/A)</p>	<p><b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p>    <p>____ Area Code - Number - Extension Facsimile</p> <p>_____ Email Address</p>
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<p><b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)</p>    <p>____ Payment Address same as Home Office Address ____ Payment Address same as Notice Address <b>(check only one)</b></p>	<p><b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</p>    <p>____ Order Address same as Home Office Address ____ Order Address same as Notice Address <b>(check only one)</b></p>
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<b>ACKNOWLEDGMENT OF AMENDMENTS</b>							
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

<p><b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause)</p>	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____ Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009):

Preferences do not apply per 11-35-1524(E)(3)

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE:

Preferences do not apply per 11-35-1524(E)(3)

\_\_\_\_ In-State Office Address same as Home Office Address    \_\_\_\_ In-State Office Address same as Notice Address **(check only one)**

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**IMPORTANT NOTICE: In order to provide a more manageable solicitation, the State has opted to issue a complete new document. This approach has been selected in an effort to ensure the clarity of the contract documents during both the “Pre-Award” and “Post Award” phases of this procurement. Prospective Offerors should discard the original solicitation document and use this document when preparing their on-line bids.**

**In an effort to assist your review of the amendment, we have endeavored to highlight changes in yellow. To use this feature, Offerors will need to view the electronic version of this document.**

**Despite our best efforts, there is a chance that a change was inadvertently left unhighlighted. Therefore, Offerors are cautioned that they are responsible to review the content of the entire document and cannot rely detrimentally on highlights identifying all changes.**

**Refer to the last pages of this solicitation entitled “Questions & Answers” for additional information concerning this solicitation.**

## **I. SCOPE OF SOLICITATION**

### **ACQUIRE SUPPLIES / EQUIPMENT (MODIFIED)**

The State of South Carolina seeks to establish contracts to furnish and provide inside, desktop delivery of office supplies and copy paper, and the delivery of pallet and truckload copy paper. The State (inclusive of state agencies and institutions of higher education, which are all required to purchase off State Contracts) spends approximately \$6.1M a year on Office Supplies. The State’s political subdivisions (entities that are authorized but not required to use State Contracts) spend an estimated additional \$6.4M a year on Office Supplies. Regional total volumes have been historically broken out by the following spend percentages:

- Region I: 20%
- Region II: 42%
- Region III: 38%

Please note the regional spend % breakdowns are based on historical estimates and there is no guarantee of volume.

The intent of this solicitation is to award one (1) contract to a contractor that will provide services statewide and one (1) contract per region of the State for service to each of the three (3) regions identified in the attachment. The State intends to award up to four (4) contracts. During the maximum contract period, it is the State’s intent that customers will have two (2) contractors to choose from in each region; the “statewide” contractor and one (1) regional contractor. A regional contractor may sell only in a region for which it has received an award. The contractor awarded the statewide service will not also be considered for a regional award.

If at any time during the term of the resulting contract(s), one or more contracts end prematurely for any reason, the State reserves the right to re-solicit for either the statewide or regional contract(s) no longer in force.

Online Reverse Auction: The bidding for this solicitation will be conducted as an online reverse auction with EasiBuy, LLC, (“EasiBuy”). As part of the online reverse auction process, you will receive communications directly from EasiBuy prior to placing your bid. The questions will be related to your intentions to participate in the online reverse auction and possibly other non-solicitation related questions. This communication is NOT considered prohibited communication as described in Section IIA of this solicitation. You are not required to answer their questions prior to the determination of your participation in the online reverse auction. However, if you are planning to participate in the online reverse auction, EasiBuy will need the information before you may participate. Providing them with the information prior to bid opening will have no impact on your bid acceptance. Should Offerors have any questions regarding EasiBuy or its policies and procedures, those questions

shall be addressed directly to EasiBuy. The State will not entertain or respond to questions that are considered internal to EasiBuy, just as EasiBuy will not entertain or respond to questions about the solicitation that are outside the scope of their responsibilities as a participant in this process.

In order to participate in the online auction, Offerors must first be qualified to participate by the State by successfully completing a three-step process.

**Step 1 – Declare your intent to participate by submitting an agreement to the contract terms and conditions before the “Submit Offer By” date and time indicated on the solicitation cover page.**

1. Submit your offer online through SCEIS.
2. Include in your offer all of the information requested in the solicitation (see Section IV).
3. Include in your offer a copy of the signed Cover Page and Page Two.
4. Since this is an online auction, you will need to complete Attachment A Pricing Worksheet **Amend1 Amend2** with MSRP for each item listed in column AC on the “Non-Core” Tab **ONLY**. Complete columns T through AB on the Core tab and columns T through AC on the Non-Core tab. You will then upload your Attachment A Pricing Worksheet **Amend1 Amend2** into SCEIS. In SCEIS, answer the mandatory question(s): “Are you entering a Bid for this item? Yes/ No” to indicate which lots you are offering on during the live auction. For each Lot(s) that you are making an offer on you will enter the value of one penny (\$.01) indicating that you are making an offer on that particular lot. **DO NOT ENTER THE ONLINE PRICING ONLY or MSRP on the “Core” Tab.** Bidding prices will NOT be included with the offer you submit in SCEIS.

**Step 2 – Qualification Determination**

The State will examine the information provided by all Offerors submitting their agreement to the contract terms and conditions to ensure it meets the specifications established in the solicitation. IMPORTANT NOTE: The information you provide with your agreement is NOT evaluated to determine final award. It is only used to ascertain the offer’s initial responsiveness BEFORE pricing is submitted, and to ascertain the Offeror’s responsibility as required by S.C. Code Section 11-35-1810.

Failure to provide all of the requested documents/information with your offer could result in a determination of non-responsiveness or non-responsibility, and you may NOT be permitted to participate in the auction. Please refer to Section IV, Information for Offerors to Submit, for information on what is required.

All responsive and responsible Offerors will be permitted to participate in the online auction.

**Step 3 – EasiBuy Training**

Each vendor authorized to participate in the online auction will receive notice directly from EasiBuy, and NOT the State. Authorized vendors will participate in individually conducted training sessions to become familiar with the EasiBuy processes and software. The auction will not take place until EasiBuy certifies to the State that all vendors are ready to participate.

See also Attachment A **Pricing Worksheet Amend1 Pricing Worksheet Amend2**.

**Important Dates Related to This Solicitation**

Below are projected dates related to this solicitation. The State will make every effort to keep the solicitation on schedule but cannot guarantee that the schedule will remain unchanged. Slight modifications to the projected dates after bid opening will not require an amendment and will be communicated to all participating Offerors via communication through EasiBuy.

**December 20, 2023 – Initial Questions Due.** EasiBuy would like questions related to the market basket submitted prior to the pre-bid meeting to give them time to evaluate them and determine if anything needs to be addressed at the pre-bid. **Questions are NOT limited to the market basket during this period.**

**January 3, 2024 – Pre-Bid Conference**

**January 3, 2024 – Questions After Pre-Bid Due.** Any additional questions that may come up between the initial questions or during the pre-bid meeting.

**February 15 20, 2024 – Submission Deadline / Agreement to Contract Terms and Conditions Due**

**February 20 23, 2024– Qualified Vendors Notification from EasiBuy**

**February 27, 2024 – Vendor training with EasiBuy is completed.**

**March 1, 2024 – Online Reverse Auction**

**MAXIMUM CONTRACT PERIOD - ESTIMATED (MODIFIED)**

Start date: 04/29/2024 End date: 04/28/2029.

Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract - Effective Date/Initial Contract Period".

**The initial term of the contract will be one (1) year, and there will be four (1) one-year options to renew for a maximum contract life of five (5) years.**



## **II. INSTRUCTIONS TO OFFERORS - A. GENERAL INSTRUCTIONS**

### **DEFINITIONS, CAPITALIZATION, AND HEADINGS (DEC 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.

AUTHORITY means the State Fiscal Accountability Authority 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.

[02-2A003-3]

### **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.procurement.sc.gov](http://www.procurement.sc.gov)(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 (MODIFIED)**

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 in excess of one hundred thousand dollars, such notice will be sent electronically to all Offerors responding to the Solicitation and any award will not be effective until the calendar day (including weekends and holidays) immediately following the seventh business day after such notice is given.

## **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]

## **AUTHORITY AS PROCUREMENT AGENT (DEC 2015)**

The Procurement Officer is an employee of the Authority 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 Authority is not a party to such contracts, unless and to the extent that the Authority 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. [02-2A030-3]

## **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 nonresponsible.

(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 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]

#### **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]

#### **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]

#### **PROHIBITED COMMUNICATIONS AND DONATIONS (FEB 2015)**

Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

(a) During the period between publication of the solicitation and final award, *you must not communicate, directly or indirectly, with the Using Governmental Unit or its employees, agents or officials regarding any aspect of this procurement activity*, unless otherwise approved in writing by the Procurement Officer. All communications must be solely with the Procurement Officer. [R. 19-445.2010]

(b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. *You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the Using Governmental Unit during the period beginning eighteen months prior to the Opening Date.* [R. 19-445.2165] [02-2A087-1]

#### **PUBLIC OPENING (JAN 2004)**

Offers will be publicly opened at the date/time and at the location identified on the Cover Page, or last Amendment, whichever is applicable. [02-2A090-1]

#### **QUESTIONS FROM OFFERORS (FEB 2015)**

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number.

Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. See clause entitled "Duty to Inquire." **We will not identify you in our answer to your question.** (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer -- as soon as possible -- regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140] [02-2A095-2]

### **QUESTIONS FROM OFFERORS - AMENDMENT (Modified)**

This solicitation is amended as provided herein. Information or changes resulting from questions may be shown in a question and answer format. All questions received have been reprinted and added at the end of the solicitation. The "State's Response" should be read without reference to the questions. The questions are included solely to provide a cross-reference to the potential Offeror that submitted the questions. Questions do not form a part of the contract; the "State's Response" does. Any restatement of part or all of an existing provision of the solicitation does not modify the original provision except as follows: underlined text is added to the original provision. Stricken text is deleted.

### **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.
- (f) **Do not submit bid samples or descriptive literature unless expressly requested.** Unsolicited bid samples or descriptive literature will not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provisions of the solicitation. S.C. Code Ann. Reg. 19-445.2077(D).

[02-2A105-2]

## **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 it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal. [02-2A115-1]

## **STATE OFFICE CLOSINGS (JAN 2004)**

If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the government office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If state offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information may be available at: <https://scemd.org/closings/> [02-2A120-3]

## **DISCLOSURE OF YOUR BID / PROPOSAL and SUBMITTING CONFIDENTIAL DATA (FEB 2021)**

(a) According to Section 11-35-410, any person submitting a document in response or with regard to any solicitation or other request must "comply with instructions provided in the solicitation for marking information exempt from public disclosure. Information not marked as required by the applicable instructions may be disclosed to the public." **IF YOU IDENTIFY YOUR ENTIRE RESPONSE AS EXEMPT FROM PUBLIC DISCLOSURE, OR IF YOU DO NOT SUBMIT A REDACTED COPY AS REQUIRED, THE STATE MAY, IN ITS SOLE DISCRETION, DETERMINE YOUR BID OR PROPOSAL NONRESPONSIVE AND INELIGIBLE FOR AWARD.** (b) By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page, or portion thereof, of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page, or portion thereof, was redacted and conspicuously marked "Trade Secret" or "Confidential" or "Protected", (2) agrees that any information not redacted and marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. (c) If your offer includes any information that you claim is exempt from public disclosure, you must submit one complete copy of your offer from which you have removed or concealed such information (the redacted copy). Except for the information removed or concealed, the redacted copy must be identical to your original offer. (d) Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. If only portions of a page are subject to some protection, do not redact the entire page. The redacted copy must reflect the same pagination as the original and show the empty space from which information was redacted. The Procurement Officer must be able to view, search, copy and print the redacted copy without a password. If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. (e) On the redacted copy, you must identify the basis of your claim by marking each redaction as follows: You must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that you redacted and claim as exempt from public disclosure because it is either (1) a trade secret as defined in Section 30-4-40(a)(1) of the Freedom of Information Act, or (2) privileged and confidential, as that phrase is used in Section 11-35-410. You must separately mark with the words "TRADE SECRET" every page, or portion thereof, that you redacted and claim as exempt from public disclosure as a trade secret pursuant to Section 39-8-20 of the Trade Secrets Act. You must separately mark with the word "PROTECTED" every page, or portion thereof, that you redacted and claim as exempt from public disclosure pursuant to Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. (f) In determining whether to release documents, the State will detrimentally rely on your redaction and marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "Protected". By submitting a response, you agree to defend, indemnify and hold harmless the State of South Carolina, its agencies, officers and employees, from every claim, demand, loss, expense, cost, damage or

injury, including attorney's fees, arising out of or resulting from withholding information by the State of South Carolina or any of its agencies, that you have redacted or marked as "Confidential" or "Trade Secret" or "Protected". (All references to S.C. Code of Laws.) [02-2A125-3]

### **SUBMITTING A PAPER OFFER OR MODIFICATION (MAR 2015)**

Unless specifically instructed otherwise in the solicitation, you should submit your offer or modification in accordance with the clause titled "ON-LINE BIDDING INSTRUCTIONS." Paper offers are discouraged. If you must submit a paper offer or modification the following instructions apply. (a) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (b) (1) All copies of the offer or modification, and any other documents required to be submitted with the offer shall be enclosed in a sealed, opaque envelope or package. (2) Submit your offer or modification to the address on the Cover Page. (3) The envelope or package must show the time and date specified for opening, the solicitation number, and the name and address of the bidder. If the offer or modification is sent by mail or special delivery service (UPS, Federal Express, etc.), the outermost envelope or wrapper must be labeled "OFFER ENCLOSED" on the face thereof. (c) If you are responding to more than one solicitation, submit each offer in a separate envelope or package. (d) Submit the number of copies indicated on the Cover Page. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. [02-2A130-2]

### **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 (MODIFIED)**

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](http://www.procurement.sc.gov) and select Doing Business with Us. Then select 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 and know your User ID & Password, you can update your information by selecting Update Vendor Registration. If you need to update information but do not have your User ID/Password, you must complete a new vendor registration and On Step 9 – Messages to Administration indicate "Update vendor number" with your existing 10-digit vendor number. (Please note that vendor registration does not substitute for any obligation to register with the S.C. Secretary of State [Index - Business Entities Online - S.C. Secretary of State \(sc.gov\)](http://www.sos.sc.gov) or S.C. Department of Revenue [Withholding \(sc.gov\)](http://www.sos.sc.gov)).

### **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

### MAIL PICKUP (JAN 2006)

The State Procurement Office picks up all mail from The US Postal Service once daily around 8:30 a.m. (excluding weekends and holidays). See provision entitled Deadline for Submission of Offer. [02-2B080-1]

### ON-LINE BIDDING INSTRUCTIONS (MODIFIED)

(a) Mandatory Registration. You must register before you can submit an offer on-line See clause entitled "VENDOR REGISTRATION MANDATORY."

(b) Steps for On-Line Bidding

#1 The link provided on the solicitation's Cover Page will take you to our web based on-line bidding system, where you will enter and/or upload your offer.

#2 Follow the general user instructions posted at [www.procurement.sc.gov](http://www.procurement.sc.gov) under the heading "Doing Business with Us" and then "Submitting Offers."

#3 Confirm your offer has a status of "submitted" by refreshing the "RFx and Auctions" screen.

**Only offers with a status of "submitted" have been received by the State.**

**Offers with a status of "saved" have not been received.**

#4 Save or print a copy of your offer using the "Print Preview" button after your offer has been submitted.

(c) If you have problems entering an on-line offer, you must contact the SCEIS Help Desk for assistance at (803) 896-0001 and follow the prompts. You may also contact the SCEIS Help Desk on-line at <http://www.sceis.sc.gov/vendorrequests/>. Do not contact the Procurement Officer with problems entering an offer into the system. Only questions regarding the solicitation document should be addressed with the Procurement Officer.

(d) Do not wait until the last minute to submit your offer. If an on-line offer is not completed and in a submitted status prior to the submission deadline, the offer will not be considered for award.

### 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](mailto:protest-mmo@mmo.state.sc.us) or

(b) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201.

### UNIT PRICES REQUIRED (JAN 2006)

Unit price to be shown for each item. [02-2B170-1]

### III. SCOPE OF WORK/SPECIFICATIONS

#### **OFFICE SUPPLY AND COPY PAPER SCOPE OF WORK/SPECIFICATIONS**

- A. The awarded statewide Contractor will provide inside, desktop delivery of office supplies, as requested, for all state agencies located in the coastal, midlands and upper regions of South Carolina (See Attachment C – SC Region Map). Use of this contract by local public procurement units is optional.

The awarded regional Contractor(s) will provide inside, desktop delivery of office supplies, as requested, for all state agencies located throughout their awarded region(s).

- B. The contractor shall provide controls which will prevent the purchasing of commodities excluded from the scope of this contract. Also see E., Blocking and Catalog Solution, below.

The following items are **EXCLUDED** from this contract. **UNDER NO CIRCUMSTANCES WILL EXCLUDED ITEMS BE SOLD UNDER THE CONTRACT. DOING SO WILL BE CONSIDERED A BREACH OF THE CONTRACT.**

1. Information technology products as defined by the South Carolina Consolidated Procurement Code, General Provisions, Sub article 5, including
  - Copiers and copier supplies,
  - New and refurbished laser toner and printer ink cartridges,
  - Laser Printers,
  - Computers (including laptops), monitors,
  - Keyboards and terminals,
  - Facsimile equipment, and
  - Television equipment.
2. All furniture, whether metal or wood
3. Flags, US and SC
4. Lab Equipment and Supplies
5. Paper Towels and Toilet Tissue
6. Break room supplies
7. Janitorial supplies
8. First-aid supplies
9. Shredders

#### **C. INSIDE DELIVERY DEFINITION**

Inside delivery pertains to deliveries to any location within a customer occupied facility. A using governmental unit may have multiple ordering entities located within the same facility, and the contractor will be required to deliver office supplies to each individual location in said facility, not just to one central location. Office supplies will be required to be delivered to the desktop of the individual ordering, at no additional charge.

#### **D. EXEMPTED ORDERS**

In order to encourage agencies to purchase from small, small minority and women-owned businesses, use of this contract is not mandatory for orders less than \$250.00.

For the purposes of this contract, the State defines a small business as any business consisting of 500 employees or less and having gross sales of less than \$7.5 Million dollars per year.

***NOTE: Using governmental units are prohibited from artificially subdividing their requirements to reduce their order to meet the exception in this clause. Requirements above \$250 MUST be placed through one or more of the awarded contracts.***

#### **E. BLOCKING AND CATALOG SOLUTION**

The awarded Contractor(s) should provide a punch-out catalog. A punch-out catalog is a feature that allows an agency the ability to access a vendor's web site from the South Carolina Enterprise Information System (SCEIS), browse through their contracted items and return a list back into their requisition on SCEIS. The punch-out catalog is not a requirement; however, it is more likely your products will be purchased by those agencies who are SCEIS users. If a Contractor provides a punch-out catalog, below are the requirements for the punch-out:

1. The punch-out catalog requirement conforms to an Open Catalog Interface (OCI).

2. The punch-out catalog shall conform to the technician specifications and implementation requirements provided by our SCEIS Team Manager.
3. The Contractor shall work with our Team Manager to guarantee the successful integration of the punch-out catalog into SCEIS.
4. See Attachment B, SCEIS instructions how to provide a punch-out catalog.

The Contractor shall make only those products awarded under this contract, as determined by MMO, available for purchase from the punch-out catalog. Products not awarded under this contract must be blocked from the punch-out catalog. In addition, the punch-out catalog shall not allow a user to add non-contract items to a shopping cart.

**Note: It is anticipated that during the term of the resulting contracts that the State will transition to some type of eCatalog solution for our customers. At that time, the awarded contractors MUST be able to provide a punch out catalog that interfaces at the OCI level with the eCatalog system. The State will notify the Contractors as the system is being implemented and work with them to ensure both systems are compatible.**

**F. RETAIL, OR “WALK-IN” SOLUTION**

Awarded Contractors should offer a retail or “walk-in” solution allowing using governmental entities to purchase contracted items at, or below contract prices established by the awarded contract, in its retail location(s). Walk-in solutions are not a requirement for consideration for award, and the State makes no promise that, if included, any using governmental unit will participate in their use.

If included as an option to your offer, upon request and after award, document retail store purchasing procedures for walk-in governmental customers as requested in Section IV, “Information for Offerors to Submit.” If purchases may be made in a contractor’s retail location(s), contractor must accommodate such purchases to include validation and auditability of state contract pricing.

**G. REGIONS**

For the purposes of this solicitation, the State is divided into three (3) regions as listed below. Offers may be submitted for one, more than one region, or all regions that the Offeror can supply. The Offeror also has the option to bid on the entire State as well as a region. (See Map – Attachment (C)). As noted in Section I, however, no single bidder will be considered for award for both statewide service and service to an individual region.

**Region I consists of the following counties:**

Oconee	Spartanburg	Cherokee	Chesterfield
Pickens	Abbeville	York	Greenwood
Greenville	Laurens	Chester	Edgefield
Anderson	Union	Lancaster	McCormick

**Region II consists of the following counties:**

Aiken	Lexington	Darlington	Dillon
Saluda	Richland	Kershaw	Marion
Newberry	Sumter	Marlboro	Calhoun
Fairfield	Lee	Florence	

**Region III consists of the following counties:**

Barnwell	Clarendon	Dorchester	Beaufort
Allendale	Hampton	Berkeley	Charleston
Bamberg	Colleton	Williamsburg	Georgetown
Orangeburg	Horry	Jasper	

**H. DELIVERY AND ADDITIONAL ORDERING REQUIREMENTS**

1. All deliveries against these contracts, with the exception of Pallet and Truckload Paper delivery, will be considered inside delivery. Deliveries will be made between the hours of 8:00 AM and 5:00 PM, Monday through Friday. Special delivery hours can be established to ensure personnel are available for acceptance of orders.
2. Standard delivery is 2 business days ARO for in-stock items. Example: Order 4:55 pm Monday deliver Wednesday.
3. Backorder delivery is 4 business days ARO for non-stock items. Example: Order 4:55 pm Monday deliver Friday. All backordered items must have an expected delivery date noted on the packing slip.
4. The contractor is responsible for making details of late deliveries known immediately to agencies. The State reserves the right to request an ad hoc report from the contractor to monitor delivery performance.

5. Deliveries shall be FOB destination, freight prepaid. Any claim for loss or damage shall be between the contractor and the carrier.

## **I. ORDER COMPLETENESS**

Order Fill rate shall be maintained at 96% or greater. Order Fill rate is defined as “the number of line items on an order filled completely as ordered divided by the total number of line items on an order.” The State reserves the right to request an ad hoc report from the Contractor to monitor order completeness.

## **J. INSPECTION AND ACCEPTANCE OF ORDERS**

Inspection and acceptance of the individual orders will be the responsibility of the requesting activity (end user) at the time of delivery. If instances arise where this is not feasible, users shall report discrepancies within twenty-four (24) hours after receipt to the contractor. Discrepancies may be resolved either by issuing debits/credits on the next invoice, or by physically taking back or reissuing necessary products. In either case, the contractor should specify the method at the time the discrepancy is reported. Return of stock items ordered in error will be 100% at no charge if the product is returnable in saleable condition within twenty-one (21) days of receipt. Saleable condition includes the original manufacturer’s box and all packaging in good condition. Return of defective items will be 100% at no charge. Contractor representative must be available to resolve all delivery, ordering, invoicing problems and any other related discrepancies.

## **K. PRODUCT RECALL**

In submitting your offer, Bidder expressly assumes full responsibility for prompt notification to the user of any product recall in accordance with the applicable state or federal regulations.

## **L. DESCRIPTIVE LITERATURE**

Contractor(s) are required, within 5 business days of the request of any user and at no charge to using governmental units, to provide the user with office product catalogs and descriptive literature, if requested. Catalogs must contain all categories of products, pertinent descriptive and ordering information, and must be up to date and accurate.

Catalogs must contain the Manufacturer’s Suggested Retail Price (List Price) for all products. Items not included in the Market Basket for Office Supplies are covered under the terms of this contract and will be sold to the participating agencies by the contractor(s) utilizing the discount structure proposed by Contractor for non-Market Basket items.

## **M. NO SUBSTITUTIONS**

No substitutions of catalog items shall be authorized unless previously agreed to by the agency. Contractors may deliver equivalent merchandise if requested items are not available when required, but acceptance or rejection is the prerogative of the using entities, and only when prior authorization from the using governmental unit is obtained prior to delivery.

## **N. CUSTOMER SUPPORT/USER SUPPORT**

Contractor shall provide a customer support sales representative(s) for each region. This sales representative may support multiple users in multiple regions. Users shall have access to their corresponding customer service representative during normal business hours of every business day (8:00 A.M. (ET) to 5:00 P.M. (ET).) When the primary point of contact is not available, the Contractor shall provide sufficient backup to provide customer service to users. User inquiries by phone, email, or fax shall be addressed within 1-2 business days.

## **O. ORDERING INFORMATION**

Contractor(s) will accept orders by phone (toll-free), hard copy, or an electronic media provided by the contractor(s). All orders must be filled on an individual basis as required, with an itemized packing slip and/or delivery memo included with the order. The packing slip must identify using governmental unit, department within the using governmental unit, name of authorized person ordering, order number accounting information, number of packages, department phone number(s), delivery point, purchase order number and contents of packages. An authorized representative of the department must sign all delivery memos.

## **P. SERVICE**

During the initial start-up of the resulting contract(s), the Contractors selected by a using governmental unit from the list of providers in their region must be available to visit that agency individually, hold training seminars, answer questions and monitor the overall complete installation of the program. For any succeeding needs, the contractor will update any changes to the agencies as necessary to introduce new employees/agencies to the system and to update current employees with any changes.

**Q.** With the exception of all items excluded in subparagraph B, Contractor will provide its full line of office products for the discount to be applied against.

- R. Pricing will be evaluated for Exact Match SKUs, and bidders are allowed to bid alternative private label SKUs for any item that is defined as a "Private Label." The private label alternative must meet the form, fit, and function of the original private label SKU. Alternate Like items will be able to be proposed in the "Alternate Like Items" tab in Attachment A Pricing Worksheet **Amend1** **Amend2** but will not be evaluated. See Section VI. Award Criteria for additional detail.

## **PALLET AND TRUCKLOAD COPY PAPER SCOPE OF WORK/SPECIFICATIONS**

### **A. PACKAGING**

Standard packaging must be stated correctly. When it is necessary to bid a standard pack that is different from that stated in the bid invitation, provide a description of the packaging to be used under brand and grade. Alternate packaging and/or packing will be given consideration. All packaging shall conform to the current standards, acceptable by the trade and ICC regulations.

### **B. PALLETIZING**

Palletized products must be furnished on hardwood pallets.

### **DELIVERY DATE -- 15 DAYS ARO (MODIFIED) FOR PALLET PAPER**

Unless otherwise specified herein, all items shall be delivered no later than fifteen days after contractor's receipt of the purchase order. If the using governmental unit requests delivery sooner than the time specified, contractor may invoice the ordering entity any additional shipping charges approved by the ordering entity on the purchase order.

### **DELIVERY DATE -- 30 DAYS ARO (MODIFIED) FOR TRUCKLOAD PAPER**

Unless otherwise specified herein, all items shall be delivered no later than thirty days after contractor's receipt of the purchase order. If the using governmental unit requests delivery sooner than the time specified, contractor may invoice the ordering entity any additional shipping charges approved by the ordering entity on the purchase order.

### **C. DELIVERY, FOB REQUIREMENTS, AND MINIMUM ORDERS FOR TRUCKLOAD**

Deliveries shall be FOB destination, freight prepaid. It is agreed by the parties hereto that delivery by the contractor to the common carrier does not constitute delivery to the State. Any claim for loss or damage shall be between the contractor and the carrier. Minimum Order quantity is defined as a truckload of copy paper which equates to 840 cases (21 pallets).

### **D. INSIDE DELIVERY**

Standard delivery is to a loading dock/single delivery location. The end user may request inside delivery. Each bidder must include the charge, if applicable, for inside delivery to designated office(s) or print shop. This charge shall be listed on the pricing worksheet in the line entitled "Inside Delivery of Core-5 per case" (line Core-5a) of Attachment A Pricing Worksheet **Amend1** **Amend2** and will be evaluated.

## **GENERAL SCOPE OF WORK/SPECIFICATIONS**

### **SEE BIDDING SCHEDULE**

See Bidding Schedule [03-3005-1]

### **DELIVERY/PERFORMANCE LOCATION -- PURCHASE ORDER (JAN 2006)**

After award, all deliveries shall be made and all services provided to the location specified by the Using Governmental Unit in its purchase order. [03-3015-1]

## **DELIVERY COSTS -- EXEMPTION (JAN 2006)**

For individual orders involving less than \$ 50.00, contractor shall ship these orders prepaid, add the shipping charges to the invoice as a separate charge and include in the invoice total for payment by Using Governmental Unit. [03-3035-1]

## **DELIVERY DATE -- 30 DAYS ARO (JAN 2006)**

Unless otherwise specified herein, all items shall be delivered no later than thirty days after contractor's receipt of the purchase order. If the using governmental unit requests delivery sooner than the time specified, contractor may invoice the ordering entity any additional shipping charges approved by the ordering entity on the purchase order. [03-3037-1]

## **QUALITY -- NEW (JAN 2006)**

All items must be new. [03-3060-1]

## **ADMINISTRATIVE SERVICES FEE - COLLECTION AND REPORTING (JUN 2015)**

(a) Procurement Services (PS) establishes and maintains master State contracts for the benefit of all South Carolina state and local public entities. These contracts allow all public entities both to maximize the State's purchasing power by aggregating their requirements and to benefit from increased efficiencies in the acquisition process. Procurement Services' cost for this central purchasing activity is offset by an administrative fee which each contractor includes in its contract pricing (though not separately itemized or invoiced) and is paid to the vendor by each participating public entity. The contractor collects the fee as a fiduciary for the State and remits the same as calculated in accordance with the clause titled "ADMINISTRATIVE SERVICES FEE - CALCULATION." The price stated in the contractor's bid or proposal must include all amounts necessary for contractor to meet this obligation.

(b) As used in this clause, the term "reporting period" means each full calendar quarter (Jan. - Mar., Apr. - Jun., Jul. - Sep., and Oct. - Dec.) and any remaining periods less than a full calendar quarter during the term of this contract. For each reporting period, contractor shall report to PS its total sales pursuant to this contract for the period and shall remit the fee to the PS Reports Manager. Payment for each reporting period is due no later than the last day of the month immediately following the end of the reporting period (Example: payment for the reporting period ending March 31 is due April 30). If the amount due for a reporting period is less than \$10.00, no payment is required. The procurement officer will provide contractor an information packet, including a detailed explanation of reporting and payment requirements, within fifteen (15) calendar days following contract award. You may contact the Reports Manager at:

Procurement Services Division  
Attn: Reports Manager  
1201 Main Street, Suite 600  
Columbia, SC 29201

Phone: (803) 896-8956 (ask to speak to the Reports Manager)

### ***Failure to receive the information packet does not relieve contractor from its obligations hereunder.***

(c) Contractor shall submit a usage report for each reporting period, even if no payment is due for the reporting period. The usage report shall include any information requested by PS to verify the amount due. At a minimum, each usage report shall reflect the following information for the applicable reporting period: contractor's name, contract number, contract description, reporting period/quarter, total dollar value of sales (excluding sales taxes and showing any adjustments for credits or refunds), total number of units (if practicable), and the number, date, and amount of contractor's check to PS. Unless otherwise specified by the reports manager, the usage report shall be submitted electronically according to instructions in the information packet. If the reports manager requires the contractor to provide a more detailed usage report, the reports manager will work directly with the contractor to determine the appropriate content and format of the report.

(d) During the term of this contract and for a period of three years thereafter, PS or its authorized representatives shall be afforded access at reasonable times to contractor's records (including, without limitation, bank statements, deposits, checks; invoices; correspondence; ledgers; receipts; transmittals) in order to audit all transactions involving goods sold, work

performed, or fees due pursuant to this contract. If the audit indicates that contractor has materially underpaid PS, then contractor shall remit the balance found to be due (including any amounts assessed pursuant to subparagraph (e)) and reimburse PS for all costs of the audit.

(e) Payments of the fee which are due and unpaid by the contractor (including amounts disclosed by audit) shall accrue interest as provided in the Payment and Interest clause for amounts due to the State. In addition to the fee and interest, contractor agrees to pay to PS its reasonable expenses of collection, including costs and attorneys' fees (and fees for inside counsel), whether or not PS commences legal action.

(f) If the contractor fails to (i) timely submit accurate usage reports; (ii) remit to PS the fee when due; or (iii) promptly and fully cooperate with an audit request, the State may, without prejudice to any other remedy available to the State, take any one or more of the following actions:

(1) direct the contractor to not accept any further orders under the contract until PS determines that the cause for such direction has been eliminated;

(2) terminate this contract;

(3) direct the contractor to not accept any further orders under any other master State contract established by PS until PS determines that the cause for such direction has been eliminated.

(g) For purposes of this clause, PS is intended as a third-party beneficiary of this contract.

[03-3090-3]

#### **ADMINISTRATIVE SERVICES FEE - CALCULATION - SPO (MODIFIED)**

For each reporting period, Contractor shall pay to PS a fee equal to one (1.00%) percent of the total dollar amount (excluding sales taxes and adjusted for credits or refunds) of purchases made by any public procurement unit from Contractor pursuant to this contract.

## IV. INFORMATION FOR OFFERORS TO SUBMIT

### INFORMATION FOR OFFERORS TO SUBMIT -- GENERAL (MAR 2015)

You shall submit a signed Cover Page and Page Two. If you submit your offer electronically, you must upload an image of 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]

In addition to the items listed above, Offerors should attach a completed copy of Attachment B Point of Contact and Attachment A Pricing Worksheet **Amend1 Amend2** with MSRP for each item listed in the "Non-Core" Tab **ONLY**. You will then upload your Attachment A Pricing Worksheet **Amend1 Amend2** into SCEIS. In SCEIS, answer the mandatory question(s): "Are you entering a Bid for this item? Yes/ No" to indicate which lots you are offering on during the live auction. For each Lot(s) that you are making an offer on you will enter the value of one penny (\$.01) indicating that you are making an offer on that particular lot. Do **NOT** submit pricing with the agreement to the terms and conditions.

### ONLINE REVERSE AUCTION

Offerors should take SPECIAL NOTICE that pricing will be determined via an online reverse auction conducted by EasiBuy, in accordance with the terms of this solicitation. The bidder's final submitted pricing from the online reverse auction will then be submitted upon conclusion of the online reverse auction process.

### MINORITY PARTICIPATION (DEC 2015)

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.)

The Department of Administration, Division of Small and Minority Business Contracting and Certification, publishes a list of certified minority firms. The Minority Business Directory is available at the following URL:

<http://osmba.sc.gov/directory.html>.

[04-4015-3]

## V. QUALIFICATIONS

### QUALIFICATIONS 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](http://procurement.sc.gov), link to "Standard Clauses & Provisions." [05-5005-2]

### QUALIFICATIONS -- REQUIRED INFORMATION (MODIFIED)

If requested by Procurement Officer after bid opening, submit the following information or documentation for you and for any subcontractor (at any tier level) that you identify pursuant to the clause titled Subcontractor - Identification. Err on the side of inclusion. You represent that the information provided is complete. (a) The general history and experience of the business in providing work of similar size and scope. (b) Information reflecting the current financial position. Include the most current financial statement and financial statements for the last two fiscal years. If the financial statements have been audited in accordance with the following requirements, provide the audited version of those statements. [Reference Statement of Financial Accounting Concepts No. 5 (FASB, December, 1984), as amended.] (c) A detailed, narrative statement listing the three most recent, comparable contracts (including contract information) which have been performed. For each contract, describe how the supplies or services provided are similar to those requested by this solicitation, and how they differ. (d) A list of every business for which supplies or services substantially similar to those sought with this solicitation have been provided, at any time during the past three years. (e) A list of every South Carolina public body for which supplies or services have been provided at any time during the past three years, if any. (f) List of failed projects, suspensions, debarments, and significant litigation.

### SUBCONTRACTOR -- IDENTIFICATION (FEB 2015)

If you intend to subcontract, at any tier level, with another business for any portion of the work and that portion either (1) exceeds 10% of your cost, (2) involves access to any "government information," as defined in the clause entitled "Information Security - Definitions," if included, or (3) otherwise involves services critical to your performance of the work (err on the side of inclusion), your offer must identify that business and the work which they are to perform. Identify potential subcontractors by providing the business name, address, phone, taxpayer identification number, **and point of contact**. In determining your responsibility, the state may contact and evaluate your proposed subcontractors. [05-5030-2]

## VI. AWARD CRITERIA

### AWARD CRITERIA -- BIDS (JAN 2006)

Award will be made to the lowest responsible and responsive bidder(s). [06-6020-1]

### AWARD TO MULTIPLE OFFERORS (MODIFIED)

Contracts will be awarded to:

1. Statewide award: This award will be evaluated first by selecting the lowest bid from all responsive and responsible bidders who have elected to bid on a Statewide award (lowest bid calculation detail is provided in section below). This awardee will then not be considered further for any of the regional awards.
2. Regional awards: For each region the lowest bid will be selected from all responsive and responsible bidders for that region for an award (lowest bid calculation detail is provided in section below).

The State intends to award up to four (4) contracts.

### CALCULATING THE LOW BID

In Attachment A Pricing Worksheet ~~Amend1~~ Amend2, Offerors will provide responses to the cost template (See instructions in the attachment A pricing worksheet ~~amend1~~ amend2). For each of the four awards (one Statewide and the three individual Regions) the lowest cost bidder will be calculated as follows:

Bid Cost = Aggregate extended core Market Basket Pricing + Aggregate non-core category discounts off list price offers for the 13 categories

Market Basket Pricing for each award will be calculated by taking only the items bid on by all eligible Offerors for that specific award. For example, for the Statewide award the Market Basket Pricing will be based on evaluating the common items that were bid on by only those eligible Offerors bidding on the Statewide award. As a further example, the Region I Market Basket Pricing will be based on evaluating the common market basket items bid on by only those eligible Offerors bidding on a Region I award.

In Attachment A Pricing Worksheet ~~Amend1~~ Amend2, Offerors will provide responses to the respective award (statewide or regional).

- Market Basket – Offerors are allowed to bid alternative private label SKUs for any item that is “defined” as “Private Label,” but must provide exact match SKUs for all other items in the Market Basket. The private label alternative must meet the form, fit, and function of the original private label SKU. Ninety percent (90%) of the total number of SKUs provided in the Market Basket must be bid on to be deemed responsive. If there are SKUs in the “Market Basket” that are inaccessible or unable to be provided, please contact the Issuing Procurement Officer with the bidder’s justification for the State’s consideration during the initial question period.
- Non-Core Pricing – Offerors must propose their pricing structure for all non-core product categories (e.g., 50% discount off MSRP for all items, or 45% discount for paper and 55% discount for all other items, etc.) and propose a list price for all sample items. This exact pricing methodology must then be applied to determine the price for each item in the sample Non-Core Market Basket. Ninety percent (90%) of the total number of SKUs provided in the Non-Core Basket must be bid on to be deemed responsive. If there are SKUs in the “Non-Core Basket” that are inaccessible or unable to be provided, please contact the Issuing Procurement Officer with the bidder’s justification for the State’s consideration during the question period.

Awards will be made to the lowest responsive and responsible offerors for “statewide” service, Regions I, II and III. [06-6050-1]

## **COMPETITION FROM PUBLIC ENTITIES (JAN 2006)**

If a South Carolina governmental entity submits an offer, the Procurement Officer will, when determining the lowest offer, add to the price provided in any offers submitted by non-governmental entities a percentage equivalent to any applicable sales or use tax. S.C. Code Ann. Regs 117-304.1 (Supp. 2004). [06-6057-1]

## **UNIT PRICE GOVERNS (JAN 2006)**

In determining award, unit prices will govern over extended prices unless otherwise stated. [06-6075-1]

## **VII. TERMS AND CONDITIONS -- A. GENERAL**

### **ASSIGNMENT, NOVATION, AND CHANGE OF NAME, IDENTITY, OR STRUCTURE (FEB 2015)**

(a) Contractor shall not assign this contract, or its rights, obligations, or any other interest arising from this contract, or delegate any of its performance obligations, without the express written consent of the responsible procurement officer. The foregoing restriction does not apply to a transfer that occurs by operation of law (e.g., bankruptcy; corporate reorganizations and consolidations, but not including partial asset sales). Notwithstanding the foregoing, contractor may assign monies receivable under the contract provided that the state shall have no obligation to make payment to an assignee until thirty days after contractor (not the assignee) has provided the responsible procurement officer with (i) proof of the assignment, (ii) the identity (by contract number) of the specific state contract to which the assignment applies, and (iii) the name of the assignee and the exact address or account information to which assigned payments should be made. (b) If contractor amends, modifies, or otherwise changes its name, its identity (including its trade name), or its corporate, partnership or other structure, or its FEIN, contractor shall provide the procurement officer prompt written notice of such change. (c) Any name change, transfer, assignment, or novation is subject to the conditions and approval required by Regulation 19-445.2180, which does not restrict transfers by operation of law. [07-7A004-2]

### **BANKRUPTCY - GENERAL (FEB 2015)**

(a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the Using Governmental Unit. This notification shall be furnished within two (2) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all State contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the State upon the contractor's insolvency, including the filing of proceedings in bankruptcy. [07-7A005-2]

### **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 and 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]

### **DISCOUNT FOR PROMPT PAYMENT (JAN 2006)**

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may

include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the state annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.  
[07-7A020-1]

#### **DISPUTES (JAN 2006)**

(1) 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 States 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]

#### **EFT INFORMATION (FEB 2021)**

The Contractor must furnish to the State Treasurer's Office information necessary for making a payment by electronic funds transfer (EFT). You may do this by completing STO Form 4 and filing it with the STO. Additional information is available at the STO's website at <https://treasurer.sc.gov> (.) The Contractor is responsible for the currency, accuracy and completeness of the EFT information. Updating EFT information may not be used to accomplish an assignment of the right to payment, does not alter the terms and conditions of this contract, and is not a substitute for a properly executed contractual document.  
[07-7A027-1]

#### **EQUAL OPPORTUNITY (JAN 2006)**

Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference. [07-7A030-1]

#### **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, 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)**

(A) 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]

## **OPEN TRADE (JUN 2015)**

During the contract term, including any renewals or extensions, Contractor will not engage 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. [07-7A053-1]

## **PAYMENT and INTEREST (FEB 2021)**

(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 electronic funds transfer (EFT). See clause titled "EFT Information."

(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. [07-7A055-4]

## **PUBLICITY (JAN 2006)**

Contractor shall not publish any comments or quotes by State employees, or include the State in either news releases or a published list of customers, without the prior written approval of the Procurement Officer. [07-7A060-1]

## **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]

### **SURVIVAL OF OBLIGATIONS (JAN 2006)**

The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit. [07-7A075-1]

### **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]

### **TERMINATION DUE TO UNAVAILABILITY OF FUNDS (JAN 2006)**

Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. Contractor will not be reimbursed any costs amortized beyond the initial contract term. [07-7A085-1]

### **THIRD PARTY BENEFICIARY (JAN 2006)**

This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise. [07-7A090-1]

### **WAIVER (JAN 2006)**

The State does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the State's rights under this Contract. Any waiver must be in writing. [07-7A095-1]



## **VII. TERMS AND CONDITIONS -- B. SPECIAL**

### **CHANGES (JAN 2006)**

(1) Contract Modification. By a written order, at any time, and without notice to any surety, the Procurement Officer may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:

- (a) drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the [State] in accordance therewith;
- (b) method of shipment or packing;
- (c) place of delivery;
- (d) description of services to be performed;
- (e) time of performance (i.e., hours of the day, days of the week, etc.); or,
- (f) place of performance of the services. Subparagraphs (a) to (c) apply only if supplies are furnished under this contract. Subparagraphs (d) to (f) apply only if services are performed under this contract.

(2) Adjustments of Price or Time for Performance. If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the State promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

(3) Time Period for Claim. Within 30 days after receipt of a written contract modification under Paragraph (1) of this clause, unless such period is extended by the Procurement Officer in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the State is prejudiced by the delay in notification.

(4) Claim Barred After Final Payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

[07-7B025-1]

### **CISG (JAN 2006)**

The parties expressly agree that the UN Convention on the International Sale of Goods shall not apply to this agreement. [07-7B030-1]

### **COMPLIANCE WITH LAWS (JAN 2006)**

During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs. [07-7B035-1]

### **CONFERENCE -- PRE-PERFORMANCE (JAN 2006)**

Unless waived by the Procurement Officer, a pre-performance conference between the contractor, state and Procurement Officer shall be held at a location selected by the state within five (5) days after final award, and prior to commencement of work under the contract. The responsibilities of all parties involved will be discussed to assure a meeting of the minds of all concerned. The successful contractor or his duly authorized representative shall be required to attend at contractor's expense. [07-7B040-1]

### **CONTRACT LIMITATIONS (JAN 2006)**

No sales may be made pursuant to this contract for any item or service that is not expressly listed. No sales may be made

pursuant to this contract after expiration of this contract. Violation of this provision may result in termination of this contract and may subject contractor to suspension or debarment. [07-7B045-1]

### **CONTRACTOR'S LIABILITY INSURANCE - GENERAL (FEB 2015)**

(a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors.

(b) Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products- completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy.

(2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

(3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(c) Every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them, must be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

(d) For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the State, every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them. Any insurance or self-insurance maintained by the State, every applicable Using Governmental Unit, or the officers, officials, employees and volunteers of any of them, shall be excess of the Contractor's insurance and shall not contribute with it.

(e) Prior to commencement of the work, the Contractor shall furnish the State with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. All certificates are to be received and approved by the State before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The State reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

(f) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. In addition, the Contractor shall notify the State immediately upon receiving any information that any of the coverages required by this section are or will be changed, cancelled, or replaced.

(g) Contractor hereby grants to the State and every applicable Using Governmental Unit a waiver of any right to subrogation which any insurer of said Contractor may acquire against the State or applicable Using Governmental Unit by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the State or Using Governmental Unit has received a waiver of subrogation endorsement from the insurer.

(h) Any deductibles or self-insured retentions must be declared to and approved by the State. The State may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

(i) The State reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

[07-7B056-2]

### **CONTRACTOR PERSONNEL (JAN 2006)**

The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. [07-7B060-1]

### **CONTRACTOR'S OBLIGATION – GENERAL (JAN 2006)**

The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non- professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work.

The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements. [07-7B065-1]

## **DEFAULT (JAN 2006)**

(a) (1) The State may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

(i) Deliver the supplies or to perform the services within the time specified in this contract or any extension;

(ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or

(iii) Perform any of the other material provisions of this contract (but see paragraph (a)(2) of this clause).

(2) The State's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the Procurement Officer) after receipt of the notice from the Procurement Officer specifying the failure.

(b) If the State terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Procurement Officer considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the State for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.

(c) Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the State in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

(d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule.

(e) If this contract is terminated for default, the State may require the Contractor to transfer title and deliver to the State, as directed by the Procurement Officer, any (1) completed supplies, and (2) partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing materials" in this clause) that the Contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Procurement Officer, the Contractor shall also protect and preserve property in its possession in which the State has an interest.

(f) The State shall pay contract price for completed supplies delivered and accepted. The Contractor and Procurement Officer shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property; if the parties fail to agree, the Procurement Officer shall set an amount subject to the Contractor's rights under the Disputes clause. Failure to agree will be a dispute under the Disputes clause. The State may withhold from these amounts any sum the Procurement Officer determines to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders.

(g) If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the termination had been issued for the convenience of the State. If, in the foregoing circumstances, this contract does not contain a clause providing for termination for convenience of the State, the contract shall be adjusted to compensate for such termination and the contract modified accordingly subject to the contractor's rights under the Disputes clause.

(h) The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or

under this contract. [07-7B075-1]

### **DISPOSAL OF PACKAGING (JAN 2006)**

Contractor shall dispose of all wrappings, crating, and other disposable materials pertaining to this contract at the end of each working day and upon completion of installation. [07-7B085-1]

### **ESTIMATED QUANTITY -- PURCHASES FROM OTHER SOURCES (JAN 2006)**

The state may bid separately any unusual requirements or large quantities of supplies covered by this contract. [07-7B090-1]

### **ESTIMATED QUANTITY -- UNKNOWN (JAN 2006)**

The total quantity of purchases of any individual item on the contract is not known. The State does not guarantee that the State will buy any specified item or total amount. The omission of an estimated purchase quantity does not indicate a lack of need but rather a lack of historical information. [07-7B095-1]

### **ILLEGAL IMMIGRATION (NOV 2006)**

(An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov)) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

### **LICENSES AND PERMITS (JAN 2006)**

During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract. [07-7B115-1]

### **MATERIAL AND WORKMANSHIP (JAN 2006)**

Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended. [07-7B120-1]

### **PRICE ADJUSTMENTS (JAN 2006)**

(1) Method of Adjustment. Any adjustment in the contract price made pursuant to a clause in this contract shall be consistent with this Contract and shall be arrived at through whichever one of the following ways is the most valid approximation of the actual cost to the Contractor (including profit, if otherwise allowed):

- (a) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- (b) by unit prices specified in the Contract or subsequently agreed upon;
- (c) by the costs attributable to the event or situation covered by the relevant clause, including profit if otherwise allowed, all as specified in the Contract; or subsequently agreed upon;
- (d) in such other manner as the parties may mutually agree; or,
- (e) in the absence of agreement by the parties, through a unilateral initial written determination by the Procurement Officer of the costs attributable to the event or situation covered by the clause, including profit if otherwise allowed, all as computed by

the Procurement Officer in accordance with generally accepted accounting principles, subject to the provisions of Title 11, Chapter 35, Article 17 of the S.C. Code of Laws.

(2) Submission of Price or Cost Data. Upon request of the Procurement Officer, the contractor shall provide reasonably available factual information to substantiate that the price or cost offered, for any price adjustments is reasonable, consistent with the provisions of Section 11-35-1830.

[07-7B160-1]

#### **PRICE ADJUSTMENT - LIMITED -- AFTER INITIAL TERM ONLY (JAN 2006)**

Upon approval of the Procurement Officer, prices may be adjusted for any renewal term. Prices shall not be increased during the initial term. Any request for a price increase must be received by the Procurement Officer at least ninety (90) days prior to the expiration of the applicable term and must be accompanied by sufficient documentation to justify the increase. If approved, a price increase becomes effective starting with the term beginning after approval. A price increase must be executed as a change order. Contractor may terminate this contract at the end of the then current term if a price increase request is denied. Notice of termination pursuant to this paragraph must be received by the Procurement Officer no later than fifteen (15) days after the Procurement Officer sends contractor notice rejecting the requested price increase. [07-7B165-1]

#### **PRICE ADJUSTMENTS -- LIMITED BY CPI "ALL ITEMS" (MODIFIED) FOR OFFICE SUPPLIES ONLY**

Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), "all items" for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at [www.bls.gov](http://www.bls.gov)

[07-7B170-1]

#### **PRICE ADJUSTMENTS -- LIMITED BY PPI (MODIFIED) FOR COPY, PALLET AND TRUCKLOAD PAPER ONLY**

~~With the beginning of in the second contract term and six months after the first anniversary of the contract,~~ price increase requests may be made semi-annually (every six months). Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Producer Price Indexes (PPI) for the applicable commodity, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at [www.bls.gov](http://www.bls.gov).

#### **PRICING DATA -- AUDIT -- INSPECTION (JAN 2006)**

[Clause Included Pursuant to Section 11-35-1830, - 2210, & -2220] (a) Cost or Pricing Data. Upon Procurement Officer's request, you shall submit cost or pricing data, as defined by 48 C.F.R. Section 2.101 (2004), prior to either (1) any award to contractor pursuant to 11-35-1530 or 11-35-1560, if the total contract price exceeds \$500,000, or (2) execution of a change order or contract modification with contractor which exceeds \$100,000. Your price, including profit or fee, shall be adjusted to exclude any significant sums by which the state finds that such price was increased because you furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date agreed upon between parties. (b) Records Retention. You shall maintain your records for three years from the date of final payment, or longer if requested by the chief Procurement Officer. The state may audit your records at reasonable times and places. As used in this subparagraph (b), the term "records" means any books or records that relate to cost or pricing data submitted pursuant to this clause. In addition to the obligation stated in this subparagraph (b), you shall retain all records and allow any audits provided for by 11-35-2220(2). (c) Inspection. At reasonable times, the state may inspect any part of your place of business which is related to performance of the work. (d) Instructions Certification. When you submit data pursuant to subparagraph (a), you shall (1) do so in accordance with the instructions appearing in Table 15-2 of 48 C.F.R. Section 15.408 (2004) (adapted as necessary for the state context), and (2) submit a Certificate of Current Cost or Pricing Data, as prescribed by 48 CFR Section 15.406-2(a) (adapted as necessary for the state context). (e) Subcontracts. You shall include the above text of this clause in all of your subcontracts. (f) Nothing in this clause limits any other rights of the state. [07-7B185-1]

## **PURCHASING CARD (JAN 2006)**

Contractor agrees to accept payment by the South Carolina 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. [07-7B200-1]

## **RELATIONSHIP OF USING GOVERNMENTAL UNITS (JAN 2006)**

Each Using Governmental Unit's obligations and liabilities are independent of every other Using Governmental Unit's obligations and liabilities. No Using Governmental Unit shall be responsible for any other Using Governmental Unit's act or failure to act. [07-7B210-1]

## **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]

## **STATEWIDE TERM CONTRACT (FEB 2021)**

(a) With this solicitation, the state seeks to establish a term contract (as defined in Section 11-35-310(35)) available for use by all South Carolina public procurement units (as defined in Section 11-35-4610(5)). Use by state governmental bodies (as defined in Section 11-35-310(18)), which includes most state agencies, is mandatory except under limited circumstances, as provided in Section 11-35-310(35). See clause entitled "Acceptance of Offers 10% Below Price" in Part VII.B. of this solicitation. Use by local public procurement units is optional. Section 11-35-4610 defines local public procurement units to include any political subdivision, or unit thereof, which expends public funds. Section 11-35-310(23) defines the term political subdivision as all counties, municipalities, school districts, public service or special purpose districts.

(b) The State shall be entitled to audit the books and records of you and any subcontractor to the extent that such books and records relate to the performance of the work. Such books and records shall be maintained by the contractor for a period of three years from the date of final payment under the contract and by the subcontractor for a period of three years from the date of final payment under the subcontract, unless a shorter period is otherwise authorized in writing by the Chief Procurement Officer.

(c) Notwithstanding the "Purchase Orders" clause, a Using Governmental Unit may include additional contract terms in a purchase order if and to the extent necessary for the Using Governmental Unit (i) to comply with federal laws as are mandatorily applicable to an expenditure of federal assistance, grant, or contract funds, or (ii) to impose organizational, operational, or technical security measures designed to protect the integrity, availability, or confidentiality of the Using Governmental Unit's data. Additional contract terms may not be used if they involve an increase in pricing or materially alter the scope of work. Contractor may decline to honor a purchase order that includes additional contract terms, but only if the Contractor provides the applicable Using Governmental Unit with prompt written notice of such rejection and the work acquired with that purchase order has not begun. For purposes of a specific purchase order, Contractor accepts additional contract terms by performing any of the work acquired with that purchase order. As used herein, "additional contract terms" means only those additional terms not otherwise expressly allowed by this contract.

(d) EFT information the Contractor provides to the State Treasurer's Office (STO) is only used to process payment of invoices to Using Governmental Units on whose behalf the STO makes payment. For all other Using Governmental Units the method of payment must be addressed in the purchase order. See clause titled "Payment & Interest."

(e) If the contractor is suspended or debarred pursuant to Section 11-35-4220, the State may, without prejudice to any other remedy available to the State, take any one or more of the following actions: (1) order the contractor to not accept any further orders under the contract until the suspension or debarment has been lifted; (2) terminate this contract; (3) order the contractor to not accept any further orders under any other statewide term contract; or (4) terminate the contractor's award of any other statewide term contract. [07-7B225-4]

## **STATEWIDE TERM CONTRACT - ACCEPTANCE OF OFFERS 10% BELOW PRICE (NOV 2012)**

Pursuant to Section 11-35-310(35), the state may purchase items available on this contract from a third party (an "alternate vendor") if the alternate vendor offers a price that is at least ten percent less than the price established by this contract and, after being offered an opportunity, you decline to meet the alternate vendor's price. With regard to the items acquired, the alternate vendor must agree to be bound by all the terms and conditions of this contract. All acquisition pursuant to this clause must be documented by the procurement officer using the attached form. [07-7B227-1]

## **STATEWIDE TERM CONTRACT -- SCOPE (JAN 2006)**

The scope of this contract is limited by the Bidding Schedule / Cost Proposals and by the description included in Part I, Scope of Solicitation. Sales of supplies or services not within the scope of this contract are prohibited. See clause entitled Contract Limitations. [07-7B230-1]

## **TERM OF CONTRACT -- EFFECTIVE DATE / INITIAL CONTRACT PERIOD (JAN 2006)**

The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is 1 year from the effective date. Regardless, this contract expires no later than the last date stated on the final statement of award. [07-7B240-1]

## **TERM OF CONTRACT -- OPTION TO RENEW (FEB 2021)**

At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of 1 year, unless contractor receives notice that the state elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award. [07-7B245-3]

## **TERMINATION FOR CONVENIENCE -- INDEFINITE DELIVERY / INDEFINITE QUANTITY CONTRACTS (JAN 2006)**

Unless the termination so provides, a termination for convenience shall not operate to terminate any purchase orders issued prior to the effective date of termination. [07-7B255-1]

## **TERMINATION FOR CONVENIENCE (JAN 2006)**

(1) Termination. The Procurement Officer may terminate this contract in whole or in part, for the convenience of the State. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.

(2) Contractor's Obligations. The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Procurement Officer may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the State. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

(3) Right to Supplies. The Procurement Officer may require the contractor to transfer title and deliver to the State in the manner and to the extent directed by the Procurement Officer: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the State has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this Section in no way implies that the State has breached the contract by exercise of the Termination for Convenience Clause.

(4) Compensation. (a) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Section 11-35-1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph.

(b) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the State, the proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated;

(c) Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph:

(i) contract prices for supplies or services accepted under the contract;

- (ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services;
  - (iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (2) of this clause. These costs must not include costs paid in accordance with Subparagraph (c)(ii) of this paragraph;
  - (iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph (b) of this Paragraph, and the contract price of work not terminated.
  - (d) Contractor must demonstrate any costs claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles.
  - (5) Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not (i) affect the State's right to require the termination of a subcontract, or (ii) increase the obligation of the State beyond what it would have been if the subcontract had contained an appropriate clause.
- [07-7B265-1]

**WARRANTY -- STANDARD (JAN 2006)**

Contractor must provide the manufacturer's standard written warranty upon delivery of product. Contractor warrants that manufacturer will honor the standard written warranty provided. [07-7B280-1]



## VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

### BIDDING SCHEDULE (NOV 2007)

Complete Attachment A Pricing Worksheet Amend1 Amend2 with MSRP for each item listed in the “Non-Core” Tab **ONLY**. You will then upload your Attachment A Pricing Worksheet Amend1 Amend2 into SCEIS. **DO NOT ENTER THE ONLINE PRICING ONLY on the “Core” Tab**. Bidding prices will NOT be included with the offer you submit in SCEIS.

Offeror does not have to make an offer on every Lot.

Answer the mandatory question(s): “Are you entering a Bid for this item? Yes/ No” to indicate which lots you are offering on during the live auction.

Enter a unit price of \$.01 for all line items that you responded “Yes” to in the mandatory questions. The system does not require a price entry for the “No” responses.

Line Number	Quantity	Unit of Measure	Unit Price	Extended Price
0001	1	Lot		
<b>Product Catg.:</b> 61500 - OFFICE SUPPLIES				
<b>Item Description:</b> OFFICE SUPPLIES MARKET BASKET-STATEWIDE				
<b>Internal Item Number:</b> 1				
<b>Question</b>	<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>	
<u>Are you entering a bid for this line item?</u>	<u>Mandatory</u>	<u>No</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Line Number	Quantity	Unit of Measure	Unit Price	Extended Price
0002	1	Lot		
<b>Product Catg.:</b> 61500 - OFFICE SUPPLIES				
<b>Item Description:</b> OFFICE SUPPLIES MARKET BASKET-REGION 1				
<b>Internal Item Number:</b> 2				
<b>Question</b>	<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>	
<u>Are you entering a bid for this line item?</u>	<u>Mandatory</u>	<u>No</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Line Number	Quantity	Unit of Measure	Unit Price	Extended Price
0003	1	Lot		
<b>Product Catg.:</b> 61500 - OFFICE SUPPLIES				
<b>Item Description:</b> OFFICE SUPPLIES MARKET BASKET-REGION 2				
<b>Internal Item Number:</b> 3				
Question	Mandatory / Optional	Multiple Responses Accepted?	Response	
<u>Are you entering a bid for this line item?</u>	<u>Mandatory</u>	<u>No</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Line Number	Quantity	Unit of Measure	Unit Price	Extended Price
0004	1	Lot		
<b>Product Catg.:</b> 61500 - OFFICE SUPPLIES				
<b>Item Description:</b> OFFICE SUPPLIES MARKET BASKET-REGION 3				
<b>Internal Item Number:</b> 4				
Question	Mandatory / Optional	Multiple Responses Accepted?	Response	
<u>Are you entering a bid for this line item?</u>	<u>Mandatory</u>	<u>No</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## **IX. ATTACHMENTS TO SOLICITATION**

ATTACHMENTS LIST [09-9002-1]

The following documents are attached to this solicitation:

Attachment A Pricing Worksheet ~~Amend1~~ ~~Amend2~~

Attachment B Point of Contact Form

Attachment C Map of South Carolina separated by Region

Attachment D EasiBuy Supplier Agreement Terms and Conditions

Attachment E Reporting Template

**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.

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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.

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For information about other withholding requirements (e.g., employee withholding), contact the South Carolina Department of Revenue at 1-844-898-8542 or visit the Department's website at: **dor.sc.gov**

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This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration and withholding tax questions should be directed to the South Carolina Department of Revenue at 1-844-898-8542. Additional contact information can be found by visiting the Department's website at dor.sc.gov

PLEASE SEE THE "NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING" FORM (FORM NUMBER I-312) LOCATED AT: **dor.sc.gov**

[09-9005-5]

## 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/proposal conferences.

[09-9010-1]

**Purchase Order Attachment**  
**Acceptance of Offers 10% Below Statewide Term Contract Price**

*Instructions: If an agency purchases any item available on the Term Contract identified below from a business (an Alternate Vendor) other than the Term Contract Contractor and the total price of the purchase order exceeds \$500, then the procurement officer making the purchase must attach this form to the purchase order issued to the Alternate Vendor. The agency procurement officer must complete the following four blanks: the number and description of the applicable Term Contract, the number of the agency's Purchase Order, and the name of Term Contract Contractor that you offered an opportunity to match.*

Term Contract Solicitation No.	Term Contract Description
Term Contract Contractor	Purchase Order No.

**Agreement**

By signing this document, Alternate Vendor is entering into a contract with the agency named above regarding the items referenced on Purchase Order identified above. Regarding the items acquired with the Purchase Order, Alternate Vendor agrees to be bound by all the terms and conditions of the Term Contract Solicitation identified above. Alternate Vendor has received and read a copy of the Term Contract Solicitation identified above. The Purchase Order may be used to elect only those options expressly allowed in the Term Contract Solicitation. Possible options might include quantity, item, delivery date, and payment method. Any contract resulting from this Purchase Order is limited to the documents identified in the clause entitled Contract Documents & Order of Precedence.

NAME OF ALTERNATE VENDOR <small>(full legal name of business entering this contract)</small>	STATE VENDOR NO. <small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small>
AUTHORIZED SIGNATURE <small>(person authorized to enter binding contract on behalf of Alternate Vendor)</small>	TITLE <small>(business title of person signing)</small>
PRINTED NAME <small>(printed name of person signing above)</small>	DATE SIGNED

**Certification of Compliance**

I certify as follows: (1) every item acquired with the Purchase Order is priced at least ten percent less than the Term Contract price for the same item; (2) the Term Contract Contractor identified above declined to meet the prices stated on the Purchase Order after being offered a reasonable opportunity to meet the price stated on the Purchase Order; and, (3) this purchase complies with Section 11-35-310(35), which is reprinted below.

AUTHORIZED SIGNATURE <small>(procurement officer authorized to issue purchase order and sign certification)</small>	TITLE <small>(business title of person signing)</small>
PRINTED NAME <small>(printed name of person signing above)</small>	DATE SIGNED

Section 11-35-310(35) of the South Carolina Code of Laws reads as follows: ""Term contract" means contracts established by the chief procurement officer for specific supplies, services, or information technology for a specified time and for which it is mandatory that all governmental bodies procure their requirements during its term. As provided in the solicitation, if a public procurement unit is offered the same supplies, services, or information technology at a price that is at least ten percent less than the term contract price, it may purchase from the vendor offering the lower price after first offering the vendor holding the term contract the option to meet the lower price. The solicitation used to establish the term contract must specify contract terms applicable to a purchase from the vendor offering the lower price. If the vendor holding the term contract meets the lower price, then the governmental body shall purchase from the contract vendor. All decisions to purchase from the vendor offering the lower price must be documented by the procurement officer in sufficient detail to satisfy the requirements of an external audit. A term contract may be a multi term contract as provided in Section 11-35-2030."

----- PURCHASE ORDER ATTACHMENT (APR 2015) -----

[09-9020-2]

## Questions and Answers

### Solicitation: 5400026238 Amendment #1

1. Who are the State's political subdivisions? "Entities that are authorized but not required to use State Contracts and spend an estimated additional \$6.4M a year on Office Supplies". Can you supply a list of these entities?

**State's Response:** *No change. For purposes of the Consolidated Procurement Code and its accompanying regulations, the term is defined as follows: "Political subdivision" is defined as all counties, municipalities, school districts, public service or special purpose districts" and any units thereof which expend public funds for a procurement.*

2. Are South Carolina Owned and Operated companies given any preference?

**State's Response:** *No change. Please see page two of the solicitation. In the blocks labeled "Preferences", the Procurement Code reference regarding preferences is cited. Preferences do not apply in this solicitation.*

3. How many vendors will be selected to the final round of the reverse auction? What are the criteria to make it to the reverse auction? Will it be a smaller number of vendors?

**State's Response:** *No change. Please see Section 1. Scope of Solicitation, Acquire Supplies/Equipment, description of the three-step process to participate in the online auction. The last sentence in Step 2 – Qualification Determination addresses this question.*

4. Who determines what "list price" is? Most private label items will have different list prices for an exact comparable item. How will you address the reality that different suppliers create their own list price for these private label items?

**State's Response:** *No change. Offerors should submit the list price for their private label items with your response and these need to be verifiable. The list prices will be used as the base price for non-core category discounts to be applied for evaluation purposes.*

5. Will the products be dropped off at each office or is there a warehouse that will hold the products? How frequently will you need to drop off products? Weekly or Bi-Weekly?

**State's Response:** *No change. Please see Section III. Scope of Work/Specifications, C. Inside Delivery Definition and H. Delivery And Additional Ordering Requirements.*

6. Can you hire your own team, to deliver the products?

**State's Response:** *No change. Please see Section III. Scope of Work/Specifications and Section VII. Terms and Conditions – B. Special, Contractor Personnel and Contractor's Obligation – General.*

7. Will you receive personal calls for orders?

**State's Response:** *No change. Please see Section III. Scope of Work/Specifications, O. Ordering Information.*

8. PG 16 - Is there a list of locations that currently request inside, desk top delivery?

9. How many offices are in each county?

**State's Response to Questions 8 & 9:** *No change. The State does not have this information. Please see section 1. Scope of Solicitation, Acquire Supplies/Equipment, Section III. Scope of Work/Specifications, Office Supply and Copy Paper Scope of Work/Specifications, Items A., C., and H.*

10. Section III – Scope of Work/Specifications, Item B. – Excluded Categories

Our understanding is that this clause does not prohibit us from selling an excluded item to an end user, other than state agencies, as long as it is not classified as a contracted item under this contract. Can you please confirm?

**State's Response:** *No change. Please see Section III and Section VII. Terms and Conditions – B. Special, Contract Limitations.*

11. On page 16 under III. Scope of Work/Specifications, section B, item 2 it states that All Furniture must be excluded. There are multiple lines of chair mats, carts, and boards. Should we assume that the state does not consider these items “furniture”?

**State's Response:** *No change. The State considers the standard definition of furniture to be sufficient to describe items excluded from the Office Supplies and Paper contract. The State does not consider the items described to be categorized as furniture.*

12. Page 18 of RFP, Q – How does one define “full line of office supplies”? Since this could vary greatly between bidders, it is recommended that a specific “item set” (catalog or file) that the discount structure applies to be submitted by each vendor, and a minimum number of items should be included in the “item set”.

**State's Response:** *No change. The exceptions noted in Section III. Scope of Work/Specifications, B. are excluded from any resulting contract for office supplies and paper. Subparagraph Q. states the offered discount will apply to the Contractor's “full line of office products”. Variation among contractor's product catalogs for office supplies, products and paper are taken into account by the statement.*

13. Pg 19 D – Inside Delivery – Can you more clearly define inside delivery for pallets or truckloads of paper. For example, does this mean breaking pallets and delivering through-out the building or is it using a pallet jack to move the pallets into a storage area near the receiving dock (same floor, no elevators)?



**State's Response:** *No change. Please see Section III. Scope of Work/Specifications, Delivery and Additional Ordering Requirements, item 1. Also, see under Pallet and Truckload Copy Paper Scope of Work/Specifications, D. Inside Delivery.*

14. How much time do you have to get the orders to the office? Just in case of back orders!

**State's Response:** *No change. Please see Section III. Scope of Work/Specifications, Delivery and Additional Ordering Requirements.*

15. Will you have to cover any up-front cost?

**State's Response:** *No change. The contractor is responsible for any upfront costs/expenses.*

16. How would you get alerts when an order is placed?

**State's Response:** *No change. The contractor will dictate how they are notified when an order is placed.*

17. How much is the pay pre-office?

**State's Response:** *No change. The question does not provide sufficient information for the formulation of a response.*

18. Will the state allow a flat fee for orders under 50 rather than variable shipping charges?

**State's Response:** *No change. Please see Section III. Scope of Work/Specifications, Delivery Costs – Exemption. The shipping charges are to be handled as stated in the clause. A flat fee is acceptable; however, the flat fee cannot exceed the actual cost for shipping the products.*

19. Reporting Template – Is the awardee of the Statewide contract required to submit Region for a location?

**State's Response:** *No Change. Please see Administrative Services Fee – Collection and Reporting, Item c. Contractors are to report sales based on their award – by region or statewide.*

20. Pg 24 Qualified Information (Modified) – This paragraph states that information should be provided “if requested by procurement officer”. Is this information being requested for this solicitation? (*Internal note – did we see this addressed anywhere else?*)

**State's Response:** *No change. If the information is going to be requested it will be after the bid opening, not before.*

21. What is the reverse auction format? Will it be lowest total price or are there any line items comparisons in the process?

**State's Response:** No change. Please refer to Section VI, the "Calculating the Low Bid" clause.

22. Payment Terms- Can you please verify the state of SC payment terms.

**State's Response:** No change. Please see Section VII. Terms and Conditions – A. General, Payment and Interest.

23. Pg 35 – CPI Price Adjustments – is the not to exceed calculated based on overall spend or at the line-item level? For example, if an item that is made of plastic has a 10% increase due to an increase in the materials required to make plastics (i.e., petroleum) and the CPI is 1% - but that item has low usage and doesn't impact the aggregate spend by CPI, would the item be capped at 1% increase?

**State's Response:** No change. Price adjustments are applied to the unit prices on the entire contract. Using the example in the question, the unit prices for all line items on the contract will increase by 1%. Contractors are always permitted to sell their products for less than the contracted price at any time during the term of the contract.

24. Page 19 of RFP, Pallet and Truckload... & Pages 34-35, Price Adjustment sections - Due to the volatility of the paper market, will the State remove the 12-month initial price hold for copy and truckload paper and allow an update after the initial 6 months, similar to the process already in place after the initial term?

25. Based on the historic volatility in the paper market in conjunction with the large % of total value of contract and being tied to an independent index, will the State of South Carolina consider reducing the time frame for price increases, to every 3 or 6 months from the beginning of the contract?

**State's Response to Questions 24 & 25:** No change. Please see Section VII. Terms and Conditions – A. General, Fixed Pricing Required and VII. Terms and Conditions – B. Special, Price Adjustment – Limited – After Initial Term Only and Price Adjustments – Limited by PPI (Modified) For Copy Paper, Pallet and Truckload Paper. In the previous solicitation and contracts the State agreed to modify the Price Adjustments – Limited by PPI for copy, pallet and truckload paper to accommodate the paper market. The State is offering the same modification for this solicitation and resulting contracts.

26. Re Paper Adjustments (pg. 35) Can you clarify the language surrounding processing of price changes for paper. Is it at 12 months and then every 6 months thereafter?

**State's Response:** Please see the modification to the "Price Adjustments - Limited By PPI (Modified) FOR COPY, PALLET AND TRUCKLOAD PAPER" clause in Section VIIB.

27. Can you confirm that if PPI is used, the PPI table is "Series ID: PCU322---322---, Series Title: PPI industry sub-sector data for Paper manufacturing, not seasonally adjusted"?

**State's Response:** No change. PPI tables can change during the course of a contract term so the most relevant PPI table will be determined based on the type of request and when it is submitted.

28. Can you provide the formula for the calculation of price change based on the index change?

**State's Response:** No change. The percent change in the PPI equals the difference of Month 12 – Month 1, divided by Month 1, multiplied by 100. The PPI calculation uses the data for the most recent twelve-month period not subject to revision – preliminary data does not meet the requirements of our clauses.

29. Would the State of South Carolina consider tying paper pricing to other indexes that are specific to copy paper vs a general paper category? One suggestion would be the [Fastmarkets, RISI index for Uncoated Free Sheet \(20lb Copy Paper, 92 Bright\)](#). RISI is currently used by State of Oregon who is the lead agency for the NASPO Valuepoint Office Supplies contract and a large # of states utilize the contract.

**State's Response:** No change. The State does not currently use the referenced index for paper contracts.

30. Please confirm fees involved with this contract. The Easibuy Agreement, section 11, states a .75% transactional fee paid to EasiBuy while page 20 of the RFP outlines a 1% fee paid to Procurement Services and Attachment A, Instructions tab, row 19 states a 1% fee to Easibuy. Please clearly outline all fees associated with this contract.

**State's Response:** Please see Attachment A Pricing Worksheet Amend1, Instructions tab for corrected Easibuy fee of .75%.

**The Attachment A Pricing Worksheet has been amended and is now Attachment A Pricing Worksheet Amend1. Offers should be submitted using the new version. Note: Items colored in red have been removed from the worksheet and items colored in salmon/peach have been combined with another line because it was a duplication. Items colored in green represent discontinued items and alternative offerings are allowed. Other changes are noted by a "strike through" and replacement information. Column AG of the Worksheet contains additional information regarding changes.**

31. Attachment A – Pricing Worksheet - We have noted the following items that appear to be excluded products per Section III. Can you please confirm if these items are included or should be removed? (Examples listed below)

CORE-364	LOG920007897	KEYBOARD,MOUSE,WIRLSS,MK235
CORE-548	24420020	ADS1200 SCANNER
CORE-573	703107	FELLOWES 99CI 18 SHT XCUT SHRD

32. Line 696 is "lockers" is that not furniture?

**State's Response to Questions 31 & 32:** Please see Attachment A Amend1 Pricing Worksheet.

33. Can the State of South Carolina please review the list of branded vs private label items? We have identified a minimum of 76 items that are private label items offered by Staples, FSI or a wholesaler but are listed as branded products. Because these are private label items and not a branded product, we'd like to propose that Attachment A is updated appropriately. We have provided links to the SKUs (where available) so that you can easily identify that an item is private label. Common private label items in our industry represented on Attached A are; Tru Red (Staples), FSI (FSI), BSN (Essendant), APD (FSI), SPR (SP Richards).
34. In the market basket there are items labeled as "branded" that are "private label". In some cases, these items are proprietary to the individual supplier. Many are "private label" for that supplier. Some examples are lines 1,3,8,9,20,26,27,28,41,79. There are more, these are just examples.
35. It is our understanding that for the CORE items labeled "brand", we must bid the exact SKU with no deviations. There are a number of CORE and NON-CORE "brand" items that are Staples Catalog SKU numbers. Since Staples was one of the awardees of the last contract and is a direct competitor, we would like to respectfully request all the SKUs currently specified with Staples catalog SKUs be switched over to the manufacturer's part numbers. These lines have been highlighted in BLUE on the attached spreadsheet.
36. We have also discovered a number of lines that have been specified with FSI and/or Staples brand specific SKU model numbers and private label items but are listed as "brand specific". Since FSI/Staples was an awardee of the last contract and direct competitor, we would like to respectfully request an alternate be allowed for these items. These lines/items have been highlighted in RED on the attached spreadsheet.
  - a. We understand we are able to select alternatives for all lines labeled "private label."
37. There are a few items that we have general questions about, these items have been highlighted in ORANGE on the attached spreadsheet.

**State's Response to Questions 33 - 37 :** *Please see Attachment A Amend1 Pricing Worksheet.*

38. Attachment A -Core List – Duplicate Items - The items indicated on the included Excel file are duplicated in the market basket. There is potential for a vendor to price the item differently in each instance, in which case, there would be confusion regarding what the contract price actually is. Can you please remove duplicate lines, and combine the usage?

**State's Response:** *Please see Attachment A Amend1 Pricing Worksheet.*

39. **Attachment A - Non-Core – Minimum Requirement** - Page 25 of the RFP document states that vendors must be responsive to 90% of the market basket items in order to qualify. Is there a minimum number of items vendors must respond to on the non-core list? Some of the listed items are private label and MSRP is not available to all vendors.
40. Section VI. Award Criteria – under Calculating the Low Bid – solicitation states that 90% of total number of SKUs provided in the Market Basket must be bid on to be deemed responsive. Does 90% pertain to the tab for Core Items only?
41. Is there a minimum number of items on the non-core tab that must have a list price provided?

**State's Response to Questions 39 - 41:** *The minimum requirement of 90% of the market basket items applies to both core and non-core items. Please see Section VI. Award Criteria, Calculating The Low Bid, "Non-Core Pricing".*

42. **Attachment A – Non-Core** – What are the sum of adjusted list prices used for?

**State's Response:** *The sum of adjusted list prices is used to apply your discount per category to determine the sum of the discounted adjusted list price for ranking purposes. The sum of adjusted list price – (sum of adjusted list price \* discount offered) = sum of discounted adjusted list price (used for rank).*

43. **Page 4 of RFP, Scope of Solicitation, Step 1** – this section indicates a need to include MSRP on all items on Attachment A. There is no place for MSRP on the "core" tab. Please advise.

**State's Response:** *Please see updated information in Section 1. Scope of Solicitation, Step 1, item 4.*

44. **Attachment A – Non-Core** – Instructions are to "bid as specified" on several private label items. How is this possible when not all vendors have access to all private label items? Examples include

- a. Line-item NC-CAL-7
- b. Line-item NC-FIL-3
- c. Line-item NC-Fil-4

**State's Response:** *Please see Attachment A Pricing Worksheet Amend1.*

45. **Attachment A** – There doesn't seem to be a calculation for these worksheets. Will the auction require individual line item sell prices or is there a calculation method at auction where a vendor submits "lot" pricing?

**State's Response:** *The auction will require line level pricing. Instructions related to the reverse auction will be covered during Easibuy training.*

46. **Attachment A – Core List**– There are multiple lines of the same type of paper in the market basket. It would be in the state's best interest to consolidate these for each TYPE of paper, in order to get the best value. For example, several different brands of 8.5x11, 20#, 92 bright copy paper are listed because each vendor sells their "preferred" brand or even a private label option. The usage should be consolidated, and one line listed for the specs of this copy paper. Please advise how the state prefers vendors to proceed.

47. **Attachment A** – In addition to the duplicate items referenced in question X there are private label items not marked as private label, online brands, items that may need to be marked as excluded and invalid item numbers to consider. Please refer to the attached Excel file where these lines are isolated for your convenience.

**State's Response to Questions 46 & 47:** *Please see Attachment A Pricing Worksheet Amend1.*

48. **Line-Item CORE-44** – please verify the pack size. File indicates 420,000 sheets. Should this be 4.2 million?
49. SKU 1458090 – Pack size shows 420,000 for truckload UOM - should that be 4.2M sheets?

**State's Response to Questions 48 & 49:** *Please see Attachment A Pricing Worksheet Amend1.*

50. **Line-Item CORE-322** – Please verify the number / carton. File indicates “1”.

**State's Response:** *Please see Attachment A Pricing Worksheet Amend1.*

51. **Page 19 of RFP, Pallet and Truckload..., D** – This section references a “Summary tab” within Attachment A which does not seem to be included in the issued version of Attachment A. Please advise as to how to include “inside delivery for truckload paper”.

**State's Response:** *Please see Section III. Scope of Work/Specifications, Pallet and Truckload Copy Paper Scope of Work/Specifications, D. Inside Delivery and Attachment A Pricing Worksheet Amend1.*

52. **Attachment A – Core List – Bid Category-** Will the state give a description to help distinguish between paper and specialty paper designations?

**State's Response:** *No change. The State considers specialty paper to refer to paper that is created/coated for a specific use as opposed to copy paper typically used in an office setting.*

53. **Attachment A – Core List – Bid Category Paper** - Will the state allow respondents to respond to bid category “paper” using their best program SKU from a domestic mill SKU (i.e., Boise colored paper to HAM colored paper) as long as the specs match?

**State's Response:** *Please see Attachment A Pricing Worksheet Amend1.*

54. Are the non-core items going to be part of the reverse auction process?

**State's Response:** *No change. Yes.*

55. The State is requiring vendors to bid an Exact match to items on the Market Basket. Most vendors negotiate additional discounts with specific manufacturers that allow them better pricing and allow them to bid a more aggressive price. Smead and Esselte are both national brands, NOT private label. One vendor may receive better pricing from Smead, while another vendor may receive better pricing from Esselte. The bid currently provides an unfair advantage to the current suppliers since the Market Basket items are driven by current contract usage. By requiring an EXACT MATCH, the Market Basket bid items are restrictive by Brand. Will the State allow vendors to bid functionally equivalent NATIONAL BRANDS where appropriate on the Market Basket Items? The solicitation currently unnecessarily limits full and open competition.

- a. For example, we don't carry Cardinal, so can we substitute to a functionally equivalent national brand such as Avery?
  - b. If yes, can Column Q and others be unlocked in order to accommodate Alts?
56. Many private labels items are coded as Brand. Examples listed below. (see also attached file)
- a. BSN is SP Richards private label
  - b. Others: SPR, ITA, FSI, CCS, APD, Boise
57. Can we quote alternate paper SKUs where applicable? There are private brands noted as national and vice versa. (See Core-659 – Boise listed as Private Label, and Core-125 – Staples listed as National brand)

**State's Response to Questions 55 - 57:** *Please see Attachment A Amend1 Pricing Worksheet.*

58. What is the usage time frame for the quantities provided?

**State's Response:** *No change. The Market Basket was constructed from actual purchases made during the 5 year term of the previous contract.*

59. Non-Core – Instructions state that item must be bid as specified - no alternates can be suggested. If we find that an item has been discontinued, can we propose an alternate item?

**State's Response:** *If you discover that an item has been discontinued, please notify the Procurement Manager.*