



**SOLICITATION TYPE:
INVITATION FOR BID**

Solicitation Number:	IFB0200-24
Description:	Floor Mats, Mops, Handles and Wipers Rental Service
Procurement Officer:	Toni Richardson
Email:	toni.richardson@hgtc.edu
Telephone:	843-349-3680
Date:	October 21, 2024

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

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

No e-mails or faxes will be accepted.

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

CONFERENCE TYPE: N/A DATE & TIME (EST): (As appropriate, see "Conferences – Pre-Bid/Proposal" and "Site Visit" provisions.)	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted on November 18, 2024 . The award and any amendments to this solicitation will be posted at the following web address: https://www.hgtc.edu/about_hgtc/administrativedepartments/purchasingandprocurement/Invitationforbid.html
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You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

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

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> Corporation (not tax-exempt) <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Government entity (federal, state or local)
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(You must return Page 2 with your offer.)

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

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

DISCOUNT FOR PROMPT PAYMENT See "Discount for Prompt Payment" clause	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____ Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS: On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4)&(6)]**

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

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

End of Page 2

AMENDMENTS TO SOLICITATION (JAN 2004) (Modified)

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

QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017) THE SOLICITATION IS AMENDED AS PROVIDED HEREIN. INFORMATION OR CHANGES RESULTING FROM QUESTIONS WILL BE SHOWN IN A QUESTION-AND-ANSWER FORMAT. ALL QUESTIONS RECEIVED HAVE BEEN REPRINTED BELOW. 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 QUESTION. 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 IN AN ANSWER DOES NOT MODIFY THE ORIGINAL PROVISION EXCEPT AS FOLLOWS: UNDERLINED TEXT IS ADDED TO THE ORIGINAL PROVISION. STRICKEN TEXT IS DELETED. [02-2A097-1]

Questions and Answers:

Question 1: Can we obtain a copy of the past awarded bid?

College's Response: Attached is a copy of the Statement of Award and the Bidding Schedule from the last awarded contract.

Question 2: What is the service interval – weekly, every other week?

College's Response: Most deliveries are once per month, however, there are some buildings being serviced twice per month and one is serviced three times per month. The service levels would be negotiable.

Question 3: Do the numbers on the Bidding Schedule represent all three campuses?

College's Response: The Bidding Schedule has been revised to include more accurate usages for each campus. Please discard the Bidding Schedule from the original solicitation and use the one attached to this Amendment 2.

Question 4: What type of mops are requested on this bid, traditional, wet mops, dust mops, or microfiber mops and what sizes are required?

College's Response: The College uses regular dust mops and the sizes are specified on the revised Bidding Schedule attached to this Amendment 2.

VIII. BIDDING SCHEDULE

*****THIS FORM IS REQUIRED TO FILLED OUT COMPLETELY AND SUBMITTED WITH OTHER REQUIRED DOCUMENTS*****

CARPET MATS ARE CHARCOAL IN COLOR AND SCRAPER (RUBBER) MATS ARE BLACK.

CONWAY CAMPUS (USAGES SHOWN ARE APPROXIMATE FOR ONE (1) YEAR)

Line	Qty.	Unit	Description	Cost	Extended Cost
01	120	EA	4'X6' MAT SCRAPER (RUBBER)	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
02	336	EA	3'x5' MAT CARPET	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
03	324	EA	4'X6' MAT CARPET	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
04	336	EA	MOP HANDLE 1 1/8X60	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
05	528	EA	MOP – UNFRAMED 36" (DUST MOP)	\$	\$
Resident Vendor Preference _____					

MYRTLE BEACH CAMPUS (USAGES SHOWN ARE APPROXIMATE FOR ONE (1) YEAR)

Line	Qty.	Unit	Description	Cost	Extended Cost
01	216	EA	4'X6' MAT SCRAPER (RUBBER)	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
02	408	EA	4'X6' MAT CARPET	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
03	216	EA	MOP HANDLE 1 1/8X60	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
04	96	EA	MOP COLLAPSIBLE FRAME 36"	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
05	384	EA	MOP – UNFRAMED 24" (DUST MOP)	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
06	384	EA	MOP – UNFRAMED 36" (DUST MOP)	\$	\$
Resident Vendor Preference _____					

GEORGETOWN CAMPUS (USAGES SHOWN ARE APPROXIMATE FOR ONE (1) YEAR)

Line	Qty.	Unit	Description	Cost	Extended Cost
01	384	EA	3'X5' MAT CARPET	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
02	144	EA	4'X6' MAT CARPET	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
03	60	EA	3'X10' MAT CARPET	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
04	48	EA	3'X5' MAT SCRAPER (RUBBER)	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
05	72	EA	4'X6' MAT SCRAPER (RUBBER)	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
06	48	EA	1 1/8X60" MOP HANDLE	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
07	48	EA	36" FRAMED COLLAPSIBLE MOP (DUST MOP)	\$	\$
Resident Vendor Preference _____					

Line	Qty.	Unit	Description	Cost	Extended Cost
08	192	EA	36" UNFRAMED MOP (DUST MOP)	\$	\$
Resident Vendor Preference _____					

TOTAL: \$ _____

GRAND TOTAL: \$ _____

NOTE: Quantities above are estimated for the period of one (1) year. HGTC does not obligate itself to purchase the full quantities indicated. Other items may be added/deleted during the contract period on an "as needed" basis. Deliveries may also increase or decrease during the life of the contract. The College's requirements may exceed the quantities shown. All orders received by the contractor during the term of the contract shall be filled in accordance with the terms and conditions set in the solicitation.

Please list customer representative: _____

Account Representative Address:

Account Representative email address and phone number:



Statement of Award

Posting Date: July 30, 2018

Solicitation: IFB0136-18
Description: Floor Mat and Mop Rental Service
Agency: Horry Georgetown Technical College

HGTC awards the contract(s) noted below. This document is the final Statement of Award, effective 5:00 p.m., July 30, 2018. Unless otherwise provided in the solicitation, the final statement of award serves as acceptance of your offer.

Contractor should not perform work on or incur any costs associated with the contract prior to the effective date of the contract. Contractor should not perform any work prior to the receipt of a purchase order from the using governmental unit. The College assumes no liability for any expenses incurred prior to the effective date of the contract and issuance of a purchase order.

Awarded To: Unifirst Corporation
208 Bohemia Court
Conway, SC 29526

Total Potential Value: \$ 34,000.00

Initial Contract Period: August 1, 2018 – July 31, 2019

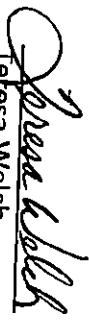
Maximum Contract Period: August 1, 2018 - July 31, 2023

Procurement Officer
Teresa Welch

IFB0136-18 Floor Mat & Mop Rental Service

BIDDING FORM ANALYSIS

Vendor Name	3' x 4' Mat Charcoal Gray	3' x 5' Mat Charcoal Gray	3' x 10' Floor Mat Charcoal Gray	4' x 5' Mat Charcoal Gray	4' x 6' Mat Charcoal Gray	12' x 3' Mat Charcoal Gray	3' x 20' Mat Charcoal Gray	24" Dust Mop	36" Dust Mop
Unifirst Corporation	1.87	1.87	3.25	2.35	2.35	5.50	12.00	0.50	0.55


 Teresa Welch
 Procurement Officer

July 24, 2018 @ 2:00pm
 Date