

PURCHASING DIVISION

Phone: 843-918-2173

3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577

Date: July 29, 2015

REQUEST FOR BIDS AND PROPOSALS

Plastic Meter Boxes

Sealed bids and proposals are invited and subject to the conditions and specifications herein will be received by the City of Myrtle Beach at the office of the Purchasing Manager of the City of Myrtle Beach, S.C., until **2:00 PM on Monday, August 10, 2015** at which time at a meeting at the Purchasing Office in Myrtle Beach, the sealed bids and proposals will be publicly opened for furnishing the apparatus, supplies, materials, equipment and/or repair work and services, as described below. **Tabulations will be available on-line at www.cityofmyrtlebeach.com/purchasing.html.**

**** Please note – this is a sealed bid request and MUST be submitted in a sealed envelope with Bid number and opening date noted on the outside of the envelope.**

CITY OF MYRTLE BEACH

**Ruth Burleson
Procurement Buyer**

#16-B0011

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POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM.

Item No.	Description	Unit Price	Total
100 EA	<p>It is the intent of this bid to establish a Blanket Purchase Order for Plastic Meter Boxes to be delivered on an "as needed" basis. Approximately 100 boxes are used each month, but there are no guarantees of any amount being used. This is considered reasonable for bidding purposes.</p> <p>One hundred (100) each Ford, or equivalent, plastic meter boxes, Ford item #LYLVP121-233-LN-T-NL State quantity needed to order for delivered price. _____</p> <p><u>DELIVERIES ONLY</u>- Monday thru Thursday 8:00 AM til 3:00 PM <u>NO FRIDAY DELIVERIES</u> Brass Composition must be minimum 78 to 80% Copper. Certified letter from manufacturer stating that the brass meets the 78 to 80% Copper content must accompany the bid unless received previously on former bids and the brass manufacturer is the same. Bidders not meeting this requirement will not be considered. Please state manufacturer of brass bid in price quote.</p>	\$ _____/ea	\$ _____

SEE CONDITIONS AND INSTRUCTIONS TO BIDDERS ON ATTACHED PAGE. ALL ITEMS MUST BE FILLED IN.

Authorized Signature: _____

Company Name: _____

All prices are to include any delivery costs.

Total Bid Price: \$ _____ (excluding sales tax)

Applicable SC Sales Tax (8%): _____

Total Bid Price including sales tax: \$ _____

State approximate delivery time: _____

Authorized Signature: _____

Company Name: _____

CONDITIONS
#16-B0011
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1. All bids and proposals shall be for furnishing apparatus, supplies, materials, equipment and/or work and services in accordance with the applicable plans and specifications prescribed by the City of Myrtle Beach.
2. The City reserves the right to evaluate all bids, especially where there is a wide range in specifications or to reject any and all bids and proposals, and further specifically reserves the right to make the award and/or awards in the best interest of the City of Myrtle Beach.
3. In case of default of the contractor, the City may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.
4. Payment by City due thirty (30) days after delivery in Myrtle Beach and inspection unless other specifically provided, subject to any discounts provided.
5. The City reserves the right to award all bids as a whole unit or in a part.
6. Any fees or licenses required will be the responsibility of the successful bidder unless otherwise noted.

In compliance with the above request for bids, and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within 30 days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item and unless specified, within 30 days after receipt of order, deliver F.O.B. Myrtle Beach, SC.

Company:	Mailing Address:
City Business License No.:	City/State/Zip:
South Carolina Sales Tax Registration No.:	Remittance Address:
If SC Sales Tax No. not supplied, please state reason:	City/State/Zip:
.....	Telephone No.:
Federal Tax ID No. (FEIN) (Required):	Fax No.:
Print name of	Email:
Authorized Signature:	Title:
By:	Date:
(Authorized to sign bids)	

INSTRUCTIONS TO BIDDERS

1. Samples of items, when required, must be furnished free of expense, prior to the opening of bids, and if not destroyed, will upon request, be returned at the bidder's expense. Request for the return of samples must be made within 10 days following the opening of bids. Each individual sample must be labeled with bidder's name and item number.
2. Prices should be stated in units of quantity specified with packing included.
3. If the item bid upon has a trade name or brand, such trade name or brand must be stated in the bid.
4. If descriptive matter is attached to bid, bidder's name must be on sheet containing descriptive matter.
5. Please seal and mark your bid envelope with the bid number and opening date.
6. All bids should be addressed to:
City of Myrtle Beach
Purchasing Office
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577



CITY OF MYRTLE BEACH

LOCAL VENDOR PREFERENCE

TO QUALIFY FOR LOCAL PREFERENCE FORM MUST BE SUBMITTED WITH BID

First in Service

APPLICATION OF ELIGIBILITY TO QUALIFY FOR LOCAL VENDOR PREFERENCE WITHIN THE DEFINED BOUNDARIES: MYRTLE BEACH CITY LIMITS, HORRY COUNTY, NESA AREA (NESA area is comprised of Horry, Georgetown, Williamsburg, Florence, Marion, Darlington, Dillon, Chesterfield, and Marlboro Counties).

City of Myrtle Beach Business License: (To qualify for Local Vendor Preference vendor must have a current **City of Myrtle Beach Business License** a minimum of ninety (90) days prior to the request for bid/ proposal being made public)

City of MB Business License Number: _____ Date issued: _____
***NOT Horry County License Number**

Complete all areas below. Incomplete forms may be rejected.

1. LEGAL NAME OF BUSINESS: _____

Mailing Address: _____

Physical Address: _____

(To qualify vendor must have maintained a physical address and office as a principal place of business within the defined boundaries of the category sought for at least one (1) year, and during that time have had a majority of full-time employees, chief officers and managers regularly conducting work and business from this office.)

2. Year business was established in the City of Myrtle Beach / Horry County / NESA area:

Year: _____ County: _____
(Name of County)

Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the City in an attempt to qualify for local preference shall be prohibited from bidding on City of Myrtle Beach products and services for a period of one (1) year.

Authorized Signature: _____ Date: _____

Printed Name & Title: _____ Phone: _____

LOCAL VENDOR PREFERENCE continued

<u>Bid Amount</u>	<u>Within City Limits</u>	<u>Within Horry County</u>	<u>Within NESAs Area</u>
Up to \$5000.00	5% of Bid	4% of Bid	3% of Bid
\$5001.00 to \$10,000.00	\$250.00 plus 4% of amount between \$5001.00 and \$10,000.00	\$200.00 plus 3% of amount between \$5001.00 and \$10,000.00	\$150.00 plus 2% of amount between \$5001.00 and \$10,000.00
\$10,001.00 and up	\$450.00 plus 3% of amount above \$10,001.00 with the maximum being \$2000.00, including the \$450.00	\$400.00 plus 2% of amount above \$10,001.00 with the maximum being \$1800.00, including the \$400.00	\$300.00 plus 1% of amount above \$10,001.00 with the maximum being \$1600.00, including the \$300.00

If company/individual performs services on City property a Certificate of Insurance **must be** provided prior to commencement of work meeting requirements of the City.

The vendor must submit this copy of the Local Vendor Preference Certificate with their bid.

An eligible business shall maintain such status throughout the term of any contract with the City. Failure to maintain such status or to keep current on all fees and taxes owed the City shall be grounds to terminate the contract.