

Title and Summary

Competitive Best Value Bid	No. FY10-0718A
Competitive Best Value Bid Title:	Office Cubicles
CBV Bid Publication:	As follows:
	<ul style="list-style-type: none">• 07/07/2011• http://www.orangeburgcounty.org/• bulletin board, 3rd Fl., Admin. Centre
Invitation Composition:	Competitive Best Value Bid FY11-0718A is composed of the following:
	<ul style="list-style-type: none">• Title and Summary pages• Code Articles 1 through 7• Scope of Work , includes subparts,<ul style="list-style-type: none">◊ Specifications/Worksheet• Certified Bid Sheet• Vendor Qualifications and Information• Evaluation Criteria• Certification of No Exceptions• Certification of Preference(s)• Addendum Acknowledgements
Invitation Amendments:	If any, will be published/posted on the following:
	<ul style="list-style-type: none">• http://www.orangeburgcounty.org/• Bulletin boards located in/on<ul style="list-style-type: none">○ Management reception area Sheriff Department○ 3rd Floor Administrative Centre, Procurement
Contracting Entity:	Orangeburg County, South Carolina (“Owner”) A political subdivision of the State of South Carolina
Procurement Coordinator:	Procurement Director Jannella Shuler Orangeburg County Procurement Office 1437 Amelia St. (“Administrative Center”) Orangeburg SC 29115 (803) 533-6121 Office phone number (803) 535-2307 Office fax number jshuler@orangeburgcounty.org

Pre-Submission of Bids

- Questions: If bidders have questions, same shall be
Directed to Procurement Director
Mode of Communication via e-mail only
No later than 3:00 p.m. on July 12, 2011

- Submission Composition: Each submitted bid is required to be composed of the following, including fully completed and executed forms:
 - Code and Articles Acknowledgment
 - Certified Bid Sheet
 - ◊ Copy of Specifications Worksheet with itemized costs
 - Addendum Acknowledgment
 - Vendor’s Certification of Qualifications and Information
 - Certification of No Exceptions
 - Certification of Preference(s)

- Submission Deadline: 3:15 p.m. on July 13, 2011
- Submission Location: Administrative Centre, 3rd Floor Procurement Office
- Opening Time: 3:15 p.m. on July 13, 2011(only vendors name read aloud)
- Opening Location: Administrative Centre, 3rd Floor Training Room

Special Conditions

- Intent/Award/Contract: The intent to award, award, and the contract regarding FY10-0718A is subject to the following special conditions:
- Only as stated in the documents that compose the Bid

Code and Articles Acknowledgement

Competitive Best Value Bid FY11-0718A Office Cubicles

Incorporation by Reference.

Articles 1 through 7 of the Code are incorporated by reference as if set forth verbatim in this Invitation to Bid. As stated in the Code, by submitting a bid, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html> In addition; a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

http://www.orangeburgcounty.org/_____.or

Method of Source Selection.

The source selection method applicable to this procurement is Best Value Bid for Office Cubicles Code §5-303

The undersigned vendor understands and agrees to be bound to the Code regarding all matters arising from the Invitation to Bid identified above.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

SCOPE OF WORK/SPECIFICATIONS

- The scope of work is for the installation and furnishing of all cubicles and accessories as so stated in this Best Value Bid. Room measurements and dimensions are all to be verified on site by vendor. Vendor must create detailed schedules and monitor the progress of internal and external project activities. Ensure that deadlines are met and deliveries are accurate. Additionally, vendor must complete assembly and installation, placement of all furniture, complete installation of all accessories, onsite clean of installation debris, and offsite disposal of all packaging materials.

Specifications (Please read)

Brand Names: The name of any manufacturer, trade name, or manufacturer's or vendor's catalog or model number set forth in the below specification is for the purpose of describing the minimum standard of quality, type or performance. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality or performance specified. Furniture must be acceptable so as to meet established design requirements and pre-approved by end user prior to final award. Any request for substitutions that meet or exceed this design and performance specification must be submitted on Certification of No Exceptions. No consideration will be given to any substitutes that are not pre-approved in writing prior to final award. Approval or denial of substitutions will be at the end users discretion as to equality of the product and ability to meet quality and/or design requirements. Specifications are subject to normal manufacturing tolerances and may be changed without prior notice.

Item	Specifications/Part Description Cubicles	Location	Qty.	Cost	Ext. Cost
1	Duplex Outlet - Line 1	Room 125	12		
2	Extended Panel to Panel Jumper 21"	Room 125	2		
3	LH Receptable Mounted Base Infeed - 72L - 8 wire, 4 circuit	Room 125	2		
4	Side Mounted Base Infeed - 72L - 8 wire, 4 circuit	Room 125	1		
5	Sna-In Data Plate w/6 Gang Face - Black	Room 125	6		
6	Data Jack Cover Blanks - Pack/10	Room 125	3		
7	Pedestal - Box,Box,File - 24D	Room 125	6		
8	End of Run Base Raceway Shroud	Room 125	8		
9	Side/Support Rear Bracket - Left	Room 125	5		
10	Side/Support Rear Bracket - Right	Room 125	1		
11	Regular Cantilever - Right Hand - 24D	Room 125	4		
12	2-Way 90 Degree Base Raceway Shroud	Room 125	4		
13	3-Way 90 Degree Base Raceway Shroud	Room 125	3		
14	Standard End Panel - 30D	Room 125	2		
15	Rectangular - 2mm Edge - 24D x 60W	Room 125	4		
16	Rectangular - 2mm Edge - 30D x 60W	Room 125	2		
17	Hard Surface Panel - Powered - 42H x 60W	Room 125	4		
18	Hard Surface Panel - Non Powered - 42H x 24W	Room 125	5		
19	Tackable Surface Panel - Non Powered - 66H x 48W	Room 125	2		
20	Tackable Surface Panel - Non Powered - 66H x 24W	Room 125	1		
21	Tackable Surface Panel - Powered - 66H x 60W	Room 125	1		
	TOTAL Office Cubiles				

Please transfer to Certified Bid Shee Total

Certified Bid

Best Value to Bid No. FY11-0718A Office Cubicles

Total Bid Amount \$(_____)

Labor Amount if included in total bid amount (Not taxable) \$(_____)

Estimate Time of Delivery/Installation of Furniture/Accessories

By signature below, the submitting vendor certifies to Orangeburg County that:

1. The Total Bid Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation (freight), permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the scope of work described in Best Value to BidFY11-0718A.
2. In addition to the manufacturer warranties, vendor warrant all items against defects in materials, workmanship and quality for a period of five (5) years from date of acceptance, unless the manufacturer warranty exceeds five (5) years.
3. Vendor understands and agrees that, due to budget constraints, Orangeburg County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties.
4. The foregoing bid: contains bid prices that are firm for a minimum of 90 days from the date of opening; is made without prior understanding, agreement, or connection with any other submitting vendor; and is in all respects fair and without collusion or fraud.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Certified Bid Sheet

FY11-0718A Office Cubicles

Vendor Qualifications and Information

Invitation to Bid No. FY11-0718A Office Cubicles

Vendor shall provide with its proposal, the following which should be collated, fastened together, and clearly labeled "Vendor's Certification of Qualifications and Information for Invitation to Bid No. FY11-0718A 1 (one) original and 1 (one) copy to be returned:

1. Documentation of vendor's specific comparative experience(s) to demonstrate that vendor has successful experience with a comparative scope of work. The vendor's specific comparative experience should include a brief description of whatever parallels vendor believes exist between the scope of work for this procurement and vendor's actual experience. Vendor may, but is not required to, supply up to three (3) client references in connection with its response to this item.
2. Documentation of vendor's general viability to demonstrate vendor can satisfactorily and timely complete the scope of work, including evidence that vendor has all of the following:
 - a. Adequate capital; (County will not provide any upfront costs)
 - b. An acceptable credit rating;
 - c. Efficient office force with satisfactory record timely and sufficient materials delivery and communications skills to act as liaison with County;
 - d. Efficient and adequate field force with extensive knowledge of each type of work involved in the scope of work;
3. A description of any litigation within the last 10 years to which vendor has been a party.
4. Vendor ability to acquire Workmen's Compensation Insurance (Orangeburg County as Certificate Holder) if awarded bid. If sole proprietorship on General Liability Insurance required. Attached copy of Workmen's Compensation Insurance (optional)
5. A copy of the most recent Business License or State of S.C. Sales Tax License.

Evaluation Criteria

BVB No. FY11-0718A Office Cubicles

If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose best value bid determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor qualifications Responses. The factors to be considered in evaluating are as follows: (see note below)

<u>Factors</u>	<u>Weighting Assigned</u>
Costs	60%
Reliability of delivery and implementation	10
Quality of the product	20
Prior record of vendor performance	05
Warranties, guarantees, and return policy	05

Note: The method of selection, Best Value bid, requires numerical weighting for each factor. See Code 5-303-7b

Evaluation Criteria
FY11-0718A Office Cubicles

Certification of No Exceptions

Invitation to Bid(BVB) No. FY11-0718A Office Cubicles

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Invitation to Bid and the incorporated Code as a contract term. See Code §4-302. In connection with that requirement, a vendor must complete this certification and include it in its submission.

Vendor certifies the following regarding its bid:

1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS: Yes No

2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below:

Yes No

Identification Of Excepted Term	Description of vendor's substituted term	Vendor's Initials
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Exception 1:

Exception 2:

Exception 3:

Exception 4:

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Invitation to Bid (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Certification of Preference(s)

Invitation to Bid No. FY11-0718A Office Cubicles

The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preference 2. Vendor is a resident of Orangeburg County, SC:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preference 3. Vendor is an MBE:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Addendum Acknowledgement

Invitation to Bid No. FY11-0718A Office Cubicles

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

<u>Addendum No.</u>	<u>Addendum Date</u>	<u>Initials of Vendor's Authorized Agent</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent