COUNTY OF OCONEE Procurement Office 415 South Pine Street, Walhalla, SC 29691 Phone: (864) 638-4141 Fax: (864) 638-4142

REQUEST FOR QUOTE

QUOTE NUMBER: RFQ 16-107Q	DATE: May 19, 2017
DEADLINE TO SUBMIT QUOTE:	Thursday, June 1, 2017 at 2:00pm
SUBMIT QUOTE TO:	Oconee County Procurement Office, Room 100 415 S. Pine Street, Walhalla, SC 29691 Fax: (864) 638-4142 E-mail: rcourtright@oconeesc.com
PROCUREMENT FOR:	LOOSE EQUIPMENT FOR W. UNION FIRE DEPARTMENT
DIRECT ALL INQUIRES TO:	Robyn Courtright, CPPO, Procurement Director Phone: (864) 638-4141 Fax: (864) 638-4142 E-mail: <u>rcourtright@oconeesc.com</u>

QUOTES MAY BE SUBMITTED BY:

Email: rcourtright@oconeesc.com Fax: 864-638-4142 Mail: Oconee County Procurement Attn: Robyn Courtright 415 South Pine St Walhalla, SC 29691

The County assumes no responsibility for delivery of quotes. It is the responsibility of the vendor to insure their quote was received.

Questions may be submitted using the enclosed form or e-mailed to rcourtright@oconeesc.com. Deadline for questions is May 25, 2017 at 2:00pm.

If downloading this solicitation from our website; it is the responsibility of the bidder to call our office at (864) 638-4141 to be registered as a potential bidder to receive any subsequent addenda.

Robyn M. Courtright, CPPO Procurement Director

INSTRUCTIONS AND CONDITIONS

- 1. GENERAL: By submission of a quote, the vendor is guaranteeing that all goods and services meet the requirements of the Request for Quote (hereafter referred to as RFQ) during the contract period. Unless otherwise stated, it is understood and agreed that all items shall be new and in first class condition.
- 2. VENDOR'S RESPONSIBILITY: Each vendor shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFQ. It is expected that this will sometimes require on-site observation. The failure or omission of a vendor to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this RFQ or to the contract.
- 3. PAYMENT TERMS: Equipment, Goods, and Services Payment shall be made within 30 days after receipt of equipment, goods and services that are complete and meet all specifications of the RFQ. The County will not make "pre-payments" for any goods or services and partial payments shall be at the discretion of the Procurement Director.
- 4. COMPETITION: This solicitation is intended to promote competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Procurement Office in writing within seven (7) calendar days after receipt of RFQ. The solicitation may or may not be changed, but a review of such notification will be made prior to the award.
- 5. DEVIATIONS FROM SPECIFICATIONS: Any deviation from specifications indicated herein should be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications. Deviations should be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Deviations found in the evaluation of the quote and not listed may be cause for rejection. Vendors offering substitute or equal items should provide information sufficient enough to determine acceptability of item offered.
- 6. "OR APPROVED EQUAL": Certain processes, types of equipment or kinds of material are described in the specifications and/or on the drawings by means of trade/brand names and catalog numbers. In each instance where this occurs, it is understood and inferred that such description is followed by the words "or approved equal". Such method of description is intended merely as a means of establishing a standard of comparability. However, the County reserves the right to select the items which, in the judgment of the County, are best suited to the needs of the County based on price, quality, service, availability and other relative factors. Vendors should indicate brand name, model, model number, size, type, weight, color, etc., of the item quoted, if not exactly the same as the item specified. Vendor's stock number or catalog number is not sufficient to meet this requirement. If any vendor desires to furnish an item different from the specifications, vendor shall submit along with the quote, the information, data, pictures, designs, cuts, etc., of the item they plan to furnish so as to enable the County to compare the item specified; and, such item shall be given due consideration. The County reserves the right to insist upon, and receive items as specified if the submitted items do not meet the County's standards for acceptance.
- 7. UNIT PRICES: When applicable, unit prices will govern over extended prices unless otherwise stated in this RFQ. All quotes shall remain effective for a minimum of 60 days, unless otherwise stated.
- 8. INTERPRETATIONS OR ADDENDA: No oral changes shall be made to any vendor regarding the RFQ or any part thereof. Every request for an interpretation shall be made in writing via email or fax to the Buyer as indicated in the RFQ. Any changes to the specifications shall be in the form of a written Addendum to the RFQ. The Addendum will be posted on the Procurement web site at www.oconeesc.com/procurement. The Addendum will also be emailed to all Vendors who have contacted the Procurement Office and asked to be placed on the Bidder's List. It shall be the vendor's responsibility to make inquiries as to the Addenda issued. All such Addenda shall become part of the RFQ and all vendors shall be bound by such Addenda, whether or not received by the vendors.

- 9. REJECTION OR ACCEPTANCE OF QUOTES; WAIVER OF TECHNICALITIES AND IRREGULARITIES: The County shall reserve the unqualified right to reject any and all quotes or accept such quotes, as appears in the County's own best interest. The County shall reserve the unqualified right to waive technicalities or irregularities of any kind in solicitations made under this Article. In all cases, the County shall be the sole judge as to whether a vendor's quote has or has not satisfactorily met the requirements to solicitations made under this Article.
- 10. AWARD: The contract shall be awarded to the lowest responsible and responsive vendor(s) whose quote meets the requirements and criteria set forth in the RFQ. Oconee County reserves the right to waive any technicalities and informalities, and accept or reject any quote as deemed in the best interest of the County. The County will be sole judge as to whether bids submitted meet all requirements contained in this solicitation. When so stated in the RFQ, the award can be made to one or a multiple vendors, whichever is in the best interest of the County, and quantities may vary, depending upon availability of funds, unless otherwise stated.
- 11. CONTRACT: This RFQ and submitted documents, when properly accepted by Oconee County along with a written purchase order, shall constitute a contract equally binding between the successful offeror and Oconee County. No different or additional terms will become a part of this contract, except through a Change Order, when applicable.
- 12. ASSIGNMENT: Once a contract has been executed, the Contractor shall not assign, sublet, or transfer the contract without the written consent of the Procurement Director.
- 13. CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Procurement Director.
- 14. INDEMNIFICATION: The Contractor agrees to indemnify and hold harmless the County of Oconee and all County officers, agents and employees from claims, suits, actions, damages and costs of every name and description, arising out of or resulting from the use of any materials furnished by the Contractor, provided that such liability is not attributable to negligence on the part of the County or failure of the County to use the materials in the manner outlined by the Contractor in descriptive literature or specifications submitted with the Contractor's quote.
- 15. FORCE MAJEURE: The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
- 16. S.C. LAW CLAUSE: Upon award of a contract under this RFQ, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business within the State. Notwithstanding the fact that applicable statutes may exempt or exclude the Contractor from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed RFQ, the Contractor agrees to subject himself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

- 17. 6% SC SALES TAX: Oconee County is subject to South Carolina Sales Tax on all purchases of goods and services, except for the mining operation of the Oconee County Rock Quarry, and the recycling operation of the Oconee County Solid Waste Department. Therefore, 6% sales tax must be added to all orders, except for the mining operation of the Rock Quarry. Lump sum bids however, shall include sales tax in quote unless otherwise noted. By submission of a signed quote, you are certifying, under penalties of perjury, that you comply with Title 12, Chapter 36, Article 1 of the SC Code of Laws 1976, as amended, relating to payment of any applicable taxes. This will certify to the County your compliance.
- 18. DRUG-FREE WORKPLACE: By submittal of this RFQ, you are certifying that you will comply with Title 44, code of Laws of South Carolina, 1976, Section 44-107-30.
- 19. ILLEGAL IMMIGRATION REFORM ACT 2008 Title 8, Chapter 14, Act. No. 280: By submittal of this RFQ, you are certifying that you are in compliance with Title 8, Chapter 14, or that this law is inapplicable to you and your subcontractors. An overview of this law is available at www.procurementlaw.sc.gov/immigration. This is required of all contractors and subcontractors as of January 1, 2010.
- 20. LOCAL PREFERENCE: The lowest local responsible and responsive vendor who is within two percent (2%) of the lowest non-local responsible and responsive vendor, may match the quote submitted by the non-local responsible and responsive bidder and thereby be awarded the contract. The local preference as set forth in this section shall only be applied to responses to solicitations of written quotes in excess of ten thousand dollars (\$10,000.00). The local preference as set forth in this section shall only be given to local responsible and responsive vendors who have a physical business address located and operating within Oconee County and who have met all other requirements of the solicitations of written quotes including, without limitation, payment of all duly assessed state and local taxes. If state or federal guidelines prohibit or otherwise limit local preference, then the County shall not use local preference in awarding the contract. If there are multiple responsible and responsive vendors who meet the local preference guidelines as set forth in this section, the County shall use standard procurement practice and procedure to determine the priority of selection. The local preference as set forth in this section does not waive or otherwise abrogate the County's unqualified right to reject any and all quotes or accept such quotes, as appears in the County's own best interest.
- 21. INSURANCE: The successful contractor shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from, or in conjunction with, the work performed on behalf of the County by the contractor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the contractor for the duration of the contract period; for occurrence policies.
 - A. **Commercial General Liability**: Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability Form including Products/Completed Operations.

Minimum Limits: \$500,000 General Aggregate Limit \$500,000 Products & Completed Operations \$500,000 Personal & Advertising Injury \$500,000 Each Occurrence Limit \$50,000 Fire Damage Limit \$5,000 Medical Expense Limit B. **Business Commercial Automobile Liability:** Coverage sufficient to cover all vehicles owned, used, or hired by the contractor, his agents, representatives, employees or subcontractors.

Minimum Limits: \$500,000 Combined Single Limit \$500,000 Each Occurrence Limit \$5,000 Medical Expense Limit

C. Workers' Compensation: Limits as required by the Workers' Compensation Act of SC, to include state's endorsement for businesses outside of SC. Employer's Liability, \$1,000,000.

Coverage Provisions

- 1. All deductibles or self-insured retention shall appear on the certificate(s).
- 2. Oconee County, its' officers/ officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
- 3. The contractor's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.
- 4. Shall provide 30 days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
- 5. All coverage for subcontractors of the contractor shall be subject to all of the requirements stated herein.
- 6. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the contractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
- 7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
- 8. The insurer shall agree to waive all rights of subrogation against the County, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
- 9. The contractor shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
- 10. All insurance shall be placed with insurers who are lawfully authorized to do business in the state of SC, and who maintain an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from the County's Risk Manager.

MINIMUM SPECIFICATIONS

Oconee County is seeking competitive quotes, from qualified vendors for the attached list of "Loose Equipment" for the West Union Fire Department.

WARRANTY: Include the standard warranty information available for each item.

DELIVERY: All equipment shall be delivered to:

Oconee County Emergency Services-Fire 216 Emergency Lane Westminster, SC 29693

INSPECTION: All products shall be subject to inspection and test by the County, to the extent practicable at all times and places including the place of manufacture, and in any event prior to acceptance.

In case any equipment is defective in material or workmanship or otherwise not in conformity with the requirements of this contract, the County shall have the right to either reject it or to require its correction. Equipment which has been rejected or required to be corrected shall be removed or corrected by and at the expense of the contractor promptly after notice, and shall not thereafter be tendered for acceptance until correction is made. If the contractor fails to promptly remove such equipment which is required to be removed for replacement or correction, the County either (1) may replace or correct such supplies and charge to the contractor the cost occasioned the County thereby; or (2) may terminate this contract for default as provided in the default clause of the contract.

Acceptance or rejection of the equipment shall be made as promptly as practicable after delivery, except as otherwise provided in this contract; but failure to inspect and accept or reject equipment shall neither relieve the contractor from responsibility for such equipment as are not in accordance with the contract requirements nor impose liability on the County.

The inspection and test by the County of any equipment does not relieve the contractor from any responsibilities regarding defects or other failures to meet the contract requirements. Except as otherwise provided in this contract, acceptance shall be conclusive, except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

AWARD: The award can be made to one or a multiple vendors, whichever is in the best interest of the County, and quantities may vary, depending upon availability of funds, unless otherwise stated.

COUNTY OF OCONEE Procurement Office, 415 S. Pine Street, Room 100, Walhalla, SC 29691 Phone: (864) 638-4141 / Fax: (864) 638-4142

	QUOTE FORM
QUOTE NUMBER: RFQ 16-107Q	DATE: May 19, 2017
DEADLINE TO SUBMIT QUOTE:	Thursday, June 1, 2017 at 2:00pm
SUBMIT QUOTE TO:	Oconee County Procurement Office, Room 100 415 S. Pine Street, Walhalla, SC 29691 Fax: (864) 638-4142 E-mail: rcourtright@oconeesc.com
PROCUREMENT FOR:	LOOSE EQUIPMENT FOR WEST UNION FIRE DEPT.
DELIVERY LOCATION:	Oconee County Emergency Services – Fire 216 Emergency Lane Westminster, SC 29693
BASE BID: (Insert Base Bid Total from Bid Form Attachment-Item List)	\$
SALES TAX: (6%)	\$
GRAND TOTAL:	\$
FIRM NAME:	
PHONE:	FAX:
SIGNATURE:	Title:
	Date:Date:Date:

QTY	Description	Brand	Model Number	Unit Cost	Total
4	LED HAND BOX LIGHTS W/MOUNTS 12VDC	STREAMLIGHT	44451		
1	EU 2000 (JUST GEN. NO LIGHT ADDED)	HONDA			
2	Zoll AED Pro w/pads				
4	RED LED RECHARGE TRAFFIC WANDS 12VDC	ULTRA FIRE			
2	SET OF 6 LZ LIGHTS YELLOW HOUSING (RED & AMBER LEDS)	POWERFLAR E	PF-200		
1	HOSE ROLLER 2" HITCH	CASCADE	HW-1		
1	ONE MAN HOSE ROLLER FITS 5" HOSE				
1	PIKE POLE 6 FT	NUPLA	36206		
1	PIKE POLE 10 FT	NUPLA	36210		
6	FORESTRY RAKE 60"	COUNCIL	LW12-60FSS		
6	FORESTRY COMBI TOOL	COUNCIL	CT42 FSS		
2	HYDRANT WRENCH	KOCHEK	K07		
2	HYDRANT TOOL BAG	R&B, KOCHEK	09KT25225M, K07, K01, S54R545, K48-3, KS3		
3	HYDRANT WRENCH/SPANNER BODY MOUNT	KOCHEK	K45-3		
4	2.5" NH GATE VALVE	KOCHEK/AKR ON/TFT			
1	CO2 EXTINGUISHER	AMEREX			
1	DRY CHEM EX	AMEREX			
1	WATER CAN	AMEREX			
2	STORZ SPANNER WRENCH SET	KOCHEK	KS34		
1	ELECTRIC PPV EVG230 NEO	LEADER	1		

QTY	Description	Brand	Model Number	Unit Cost	Total
1	4 GAS ANALYZER	MSA	ALTAIR 4X		
6	REFLECTIVE TRAFFIC CONES—30" MIN	VIZCON	16036-H16- 10		
4	ACCOUNTABILITY BOARD WITH TAGS	SALAMANDE R	IM FIRST		
1	RESCUE ROPE-STATIC KERNAMANTLE 200'+				
5	DZUS KEY WITH "V" BLADE				
3	MVA CRASH KIT (GLASS CUTTER, SIDE CUTTER, ETC)				
2	CHIMNEY SNUFFER KIT				
3	1-1/2" PISTOL GRIP VARI NOZ. NH ADJUST GPM	AKRON	1763		
1	1" FORESTRY ALUM. BARREL NOZ. NPSH	FORESTRY SUPPLIERS	PECO 85493		
4	2 ½" DOUBLE FEMALE NH	KOCHEK	35R2525		
4	2 ½" DOUBLE MALE NH	KOCHEK	36R2525		
4	2 ½" FEMALE TO 1 ½" MALE NH	KOCHEK	37R2515		
4	1 ½" DOUBLE FEMALE NH	KOCHEK	37R1515		
4	1 ½" DOUBLE MALE NH	KOCHEK	36R1515		
4	1 ½" FEMALE NH TO 1" MALE NPSH	KOCHEK	37R1NH1NP SH		
4	1" MALE NH TO 1" MALE NPSH	KOCHEK	36R1NH1NP SH		
4	1" MALE NH TO 1"FEMALE NPSH	KOCHEK	37R1NPSH1 NH		
4	1" MALE NPSH TO 1" FEMALE NH	KOCHEK	37R1NH1NP SH		
4	1" DOUBLE MALE NPSH	KOCHEK	36R1NPSH1 NPSH		
4	1" DOUBLE FEMALE NPSH	KOCHEK	37R1NPSH1 NPSH		

QTY	Description	Brand	Model Number	Unit Cost	Total
1	2 ½" GATED WYE TO 1 ½" NH	AKRON	2581		
1	CLAMPERED SIAMESE 2 FEMALE 2.5" X 1 MALE 2.5"	AKRON/KOC HEK			
2	CLAMPERED SIAMESE 2 FEMALE 2.5" X 1 MALE STORZ 5"	ARRON/KOC HEK			
1	5" STORZ TO 2 ½" NH	KOCHEK	S36S525		
1	5" STORZ PISTON INTAKE VLV WITH 6" PUMP PIPE	AKRON	REVOLUTIO N (SWIVEL ELBOW) WITH CHAIN AND CAP		
1	DECK GUN	AKRON OR TFT			
1	BURST HOSE JACKET				
1	HOSE CLAMP 1.5"+	AKRON	588		
2	15' 3" SUPPLY HOSE	NORTH AMER. FIRE HOSE	PT3X15'_EN		
1	25' 3" SUPPLY HOSE	NORTH AMER. FIRE HOSE	PT3X25_EN		
5	¾" NPSH REEL TEX FORESTRY HOSE- 50' JOINT	REEL TEX			
4	¾" FIELD REPAIR KIT FOR REEL TEX MALE & FEMALE	REEL TEX			
8	1.75" X 50' NH ATTACK LINE (RED IN COLOR)	NORTH AMER. FIRE HOSE			
1	6" NST RED HEAD 140-60001 BARREL TYPE STRAINER. A COMP BRACKET TO BE PROVIDED TO STORE STRAINER WHEN NOT IN USE	KOCHEK	BS60 W/ MOUNTING PLATE		
1	HYDRANT ADAPTER—DOUBLE FEMALE 6" TO 4 ½" NST FOR HARD SUCTION HOSE TO DRY HYDRANT. COMES WITH MOUNTING BRACKET	KOCHEK	ADAPTOR W/ MOUNTING PLATE		
	RESCUE TOOLS				
1	SP 555 SPREADER	HURST			
1	S 700 CUTTER HSS	HURST			

QTY	Description	Brand	Model Number	Unit Cost	Total
1	R 430 RAM	HURST	1		
1	RAM ATTACHMENT SET	HURST	1		
1	DRIVER SIDE AIRBAG SAFE	HURST	1		
1	PASSENGER SIDE AIRBAG SAFE	HURST	1		
1	QUICK KICK RAM SUPPORT	HURST	1		
1	QUICKSTRUT	HURST	1		
1	CHAIN SET FOR SP 555 SPREADER	HURST	1		
1	MAXIFORCE G2 AIR LIFTING BAG KITS	PARATECH	1		
1	VEHICLE STABILIZATION KIT	PARATECH	1		
1	TWISTLOCK VEHICLE STABILIZER (TVS)	PARATECH	1		
1	AIR LIFTING BAG KIT	GENISIS	1		
1	STAB-FAST STRUT SYSTEM-DELUXE KIT	GENISIS	1		
	TOTAL FOR EQUIPMENT				
	- INSERT ON QUOTE FORM				

RFQ NUMBER: 16-107Q DATE: May 19, 2017 CERTIFICATE OF FAMILIARITY AND NON-COLLUSION

The undersigned, having fully familiarized himself with the information contained within this entire solicitation and applicable amendments, submits the attached RFQ and other applicable information to the County, which I verify to be true and correct to the best of my knowledge. I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quote for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this RFQ and certify that I am authorized to sign this RFQ. I further certify that this quote is good for a period of sixty (60) days, unless otherwise stated.

Company Name (as registered with the IRS)	Authorized Signature
Correspondence Address	Printed Name
City, State, Zip	Title
Date	Phone # Fax #
E-mail Address	Mobile Phone #
Remittance Address	
City, State, Zip	
Phone #	Toll-Free Phone #, if available
Federal Tax ID Number	SC Sales and Use Tax Number

Rev 03/19/97

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STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING

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(Rev 7/28/06)
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of the Sou	th Carolina Depart	ration, the above named nonresident taxpayer has agreed i ment of Revenue and the courts of South Carolina to det xes together with any related interest and penalties.	
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BIDDER'S QUESTION SUBMITTAL FORM

FOR QUESTIONS RELATED TO QUOTE #16-107Q LOOSE EQUIPMENT FOR WEST UNION FIRE DEPARTMENT

Deadline for submitting a question is May 25, 2017 at 2:00pm.

If possible, please submit your questions via <u>e-mail</u> to the buyer assigned to this bid. Buyer's contact information is listed below.

Name:	Robyn Courtright
Title:	Procurement Director
E-mail:	rcourtright@oconeesc.com
Phone:	864-638-4141

If you do not have access to e-mail, you may use the form below to fax questions to (864) 638-4142.

Company Name:	Date:
Address:	
Contact Person:	
Phone #: ()	Fax #: ()

(PLEASE REFER TO PAGE AND PARAGRAPH NUMBER FROM THE QUOTE, WHEREVER POSSIBLE)