

## **OFFERORS CHECKLIST FOR REQUEST FOR QUOTE:**

**RFQ Number: 0112-02**

**RFQ Description: LAP BELTS AND RETRACTOR KITS**

**Quotes will be received no later than January 24, 2012 at 3:00 PM.**

### **THE FOLLOWING MUST BE RETURNED IN A BID PACKAGE**

- Signed solicitation -Make sure only one bid per envelope and RFQ number and description of RFQ is showing on front of the envelope. Faxed and electronic copies will be accepted.
- Signed amendment (if any) - It is the responsibility of the offeror to check website ([www.pdrta.org](http://www.pdrta.org)) for any amendments.
- The bid package must be delivered by the time and date on the solicitation.
- Signed Federal Transit Administration (FTA) clauses and certifications -if applicable.

# RFQ# 0112-2

**QUOTES TO BE RECEIVED AT BELOW ADDRESS NO LATER THAN:**

**DATE: January 24, 2012**

**TIME: 3:00 pm**

***FAXED OR ELECTRONIC BIDS  
WILL BE ACCEPTED***

**RFQ NO:** 0112-2  
**DATE:** January 06, 2012  
**BUYER:** Sandy Garris  
**Email:** [sandygarris@pdrta.org](mailto:sandygarris@pdrta.org)  
**Fax:** (843) 665-7552  
**Phone:** (843) 664-5710

**DESCRIPTION OF GOODS/SCOPE OF WORK:** *PDRTA is accepting quotes for Lap Belts and Retractor Kits (see specifications) for PDRTA's ADA vehicles.*

**Deliver supplies/services FOB Destination to the following addresses:**

Physical address: Pee Dee Regional Transportation Authority  
313 S. Stadium Road  
Florence, SC 29506

Mailing address: Pee Dee Regional Transportation Authority  
Post Office Box 2071  
Florence, SC 29503

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***MUST BE SIGNED TO BE VALID-Bid sheet attached:***

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Company Name \_\_\_\_\_ Social Security or  
Fed ID No. \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Printed Name \_\_\_\_\_

Signed Name \_\_\_\_\_ Date \_\_\_\_\_

SCDOT DBE Certification Number (If Applicable) \_\_\_\_\_

## **SPECIFICATIONS:**

1. Contractor must provide 40 (forty) PN#FE200842 Lap Belts and 80 (eighty) PN#FF627S-4C Retractor Kits for PDRTA's ADA vehicles.
2. Upon completion of *the purchase order*, the successful vendor will have a maximum of two weeks for delivery.

## **SPECIAL PROVISIONS:**

1. Award will be made to one bidder for all services. Awards shall be made to the lowest responsive and responsible source.
2. Bid price must be fixed for the term of the contract, except PDRTA shall be advised and receive the benefit of, any price decrease. The Contractor must agree to provide written price reduction information within ten (10) days of its effective date.
3. All items in attached bid schedule must have a price for bid to be considered.

## **GENERAL INSTRUCTIONS**

1. Quotes **must** be received in the Purchasing Department on or before the date and time stated. Please reference title and quote number on return envelope.
2. If a statement of award is desired, enclose a stamped, self-addressed envelope.
3. Do not include any taxes in the quotation price(s). PDRTA will supply tax exempt certificate upon request.

## **GENERAL PROVISIONS**

1. PDRTA reserves the right to reject any and all quotes in whole or in part, to waive all technicalities and to cancel the solicitation.
2. Unit Prices: Unit prices will govern over extended prices unless otherwise stated in notice.
3. Bidder's Qualifications: Bidders must, upon request of the PDRTA furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The PDRTA reserves the right to make the final determination as to the bidder's ability to provide the products or services requested herein.
4. Bidder's Responsibility: Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to the quote or to the contract.

5. Specifications: Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible thereof. Deviations must be explained in detail on separate attached sheet(s).
6. Amendments: All amendments to and interpretations of this solicitation shall be in writing. The Procurement Officer shall not be legally bound by an amendment or interpretation that is not in writing.

## GENERAL CONDITIONS

1. In case of default by contractor, the PDRTA reserves the right to purchase any or all items in default in open market charging contractor with any additional costs. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.
2. Prices bid must be based upon payment in thirty days after delivery and acceptance. Discount for payment in less than thirty days will not be considered in making award.
3. The right is reserved to reject any quote in which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended.
4. The successful bidder shall indemnify and save harmless the PDRTA, all agents and employees from all suits or claims of any character brought by reason of infringing on any patent, trademark, or copyright. Bidder shall have no liability to the PDRTA if such patent, trademark or copyright infringement or claim is based upon the Bidder's use of material furnished to the Bidder by the PDRTA. **This general condition does not apply to solicitations for service requirements.**
5. Ambiguous quotes which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded.
6. Failure to respond to three consecutive quote notices may result in removal of bidder's name from mailing list. If not submitting a quote, respond by returning the form only marking it "NO BID" and explain the reason.
7. Unless otherwise indicated in the quote notice, prices must be firm.
8. Assignment: No contract may be assigned, or transferred without the written consent of the PDRTA.
9. Affirmative Action: The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
10. Non Appropriations: Any contract entered into by the PDRTA or its department, employees or agents resulting from the Request for Quote shall be subject to cancellation

without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

11. Termination: Subject to the Provisions below, the contract may be terminated for any reason by the PDRTA providing a thirty (30) day advance notice in writing is given to the contractor.
  - a. Termination for Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of the PDRTA without the required thirty (30) days advance written notice, then the PDRTA may negotiate reasonable termination costs, if applicable.
  - b. Termination for Cause: Termination by the PDRTA for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provisions; termination cost, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this Request for Quote shall apply.
12. Item Substitution: (This general condition does not apply to solicitations for printing or service requirements). No substitutes will be allowed on purchase orders received from the PDRTA without permission from the Purchasing Manager.
13. SEE ATTACHED FEDERAL CLAUSES AND CERTIFICATIONS
14. Bid sheet below: Must be completed

## BID SHEET for RFQ #0112-02

Please quote on the spaces indicated for the articles described. Base your quotations on the terms and conditions printed and/or typed hereon.

<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total Price</b>
40	PN#FE200842 LAP BELTS		
80	PN#FF6275-4C RETRACTOR KITS		
	TOTAL COMBINED COST		