

**REQUEST FOR QUOTE # 0810-01**  
**QUOTES TO BE RECEIVED AT BELOW ADDRESS NO LATER THAN:**  
**DATE: August 26, 2010**  
**TIME: 3:00 pm**

**FAXED OR ELECTRONIC BIDS  
WILL BE ACCEPTED**

**RFQ NO:** 0810-01  
**DATE:** August 10, 2010  
**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 repair of a 2010 110YN Thomas Bus that was damaged in an accident. See attached specifications.

**Deliver supplies/services FOB Destination to the following address unless specified differently elsewhere herein:**

**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-please attach quote***

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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. PDRTA is requesting a contractor to supply quotes for all parts and labor to repair PDRTA's vehicle #2801F to original condition.
2. The contractor will be required to provide copies of invoices for parts that were not identified in original quote. At the time of quoting identify the mark up (if any) for these parts.
3. For appointment to view the vehicle at PDRTA's Administration Office, 313 S. Stadium Road, Florence, SC 29506, contact Ronnie Newsome, Maintenance Manager, via phone (843)-664-5707 or via email [rnewsome@pdrta.org](mailto:rnewsome@pdrta.org).
4. Upon completion of the purchase order, the successful vendor will have six (6) to eight (8) calendar weeks to repair the vehicle. If additional time is needed this will be negotiated by PDRTA.

## **SPECIAL PROVISIONS:**

1. An agency purchase order will be awarded by Pee Dee Regional Transportation Authority.
2. Award will be made to one bidder for all services. Awards shall be made to the lowest responsive and responsible source.
3. Bid prices must be fixed for the term of the contract except Pee Dee Regional Transportation Authority 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.
4. 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. Quotes will be considered as specified herein or attached hereto under the term and conditions of this proposal.
2. Quotes must be in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal.
3. Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
4. Quotes will be received by the Pee Dee Regional Transportation Authority until 3:00 PM August 26, 2010. Proposals and modifications thereof, received at the office designated in the RFQ after the exact hour and date specified for receipt of proposal, will not be considered. Any proposals received after the scheduled opening date and time will be immediately disqualified in accordance with the S.C. Consolidated Procurement Code and Regulations.
5. All questions, request for information, or requests for clarification regarding this RFP must be submitted as indicated below. Questions, request for information or requests for clarification must be submitted in writing and received by August 18, 2010. After this date no further questions will be addressed. After all written requests have been received a response in the form of a written amendment to the RFP will be mailed or emailed to all potential offerors. Oral explanations or instructions will not be binding. **Amendments must be signed and returned before opening date.**

6. If a statement of award is desired, enclose a stamped, self-addressed envelope.
7. Do not include any taxes in the quotation price(s). Pee Dee Regional Transportation Authority will supply tax exempt certificate upon request.

**Questions may be faxed to (843) 665-7552 or emailed to [sandygarris@pdrta.org](mailto:sandygarris@pdrta.org)**

Mail via US Postal Service	UPS/FedEx, etd Hand Carry To:
Purchasing Manager	Purchasing Manager
Pee Dee Regional Transportation Authority	Pee Dee Regional Transportation Authority
P.O. Box 2071	313 S. Stadium Road
Florence, SC 29503	Florence, SC 29506

The Statement of Award will be posted on the window in the lobby of PDRTA's Administrative Office at 313 S. Stadium Road, Florence, SC 29506 on August 27, 2010.

As a public non-profit entity, the Pee Dee Regional Transportation Authority is subject to the following Prohibition of Gratuities:

Amended Section 8-13-420 of the 1976 CODE OF LAWS OF SOUTH CAROLINA states: "Whoever gives or offers to any public official or public employee any compensation including a promise of future employment to influence his action, vote, opinion or judgment shall be subject to the punishment as provided by 16-9-210 and 16-9-220."

**GENERAL PROVISIONS**

1. Pee Dee Regional Transportation Authority 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. It is expected that this will sometimes require on-site observation. 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. Award Criteria: The contract shall be awarded to the lowest responsible and responsive bidder(s) whose quote meets the requirements and criteria set forth in the Request for Quote.
6. 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).
7. 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's 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 negotiated 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.