



**COLLETON COUNTY**  
**SOUTH CAROLINA**  
**Purchasing Department**  
**113 Mable T. Willis Blvd.**  
**Walterboro, SC 29488**  
**843.782.0504**

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**RFP: FMD-18**  
**EMERGENCY EQUIPMENT & LIGHTING**

**Due: Wednesday, March 27, 2024 @ 11:00 am**

EMAIL RESPONSE TO:

Kaye B. Syfrett, Procurement Manager at [ksyfrett@colletoncounty.org](mailto:ksyfrett@colletoncounty.org)

Questions regarding this solicitation must be submitted via email to Barry McRoy, Fire Chief, [bmcroy@colletoncounty.org](mailto:bmcroy@colletoncounty.org), no later than **11:00 am Wednesday, March 20, 2024**.

## A. OVERVIEW

Colleton County, South Carolina (the "County") requests proposals from qualified vendors for a discount percentage offered off the manufacturer list price of Emergency Equipment and supplies for the County's Fleet Maintenance Department.

Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. After that, only the names of the respondents will be publicly announced. Responses received after the scheduled due date and time will be rejected. Proposals must be submitted in a sealed package marked on the outside with the Contractor's name, address, and the solicitation name and number.

This solicitation does not commit Colleton County to award a contract, pay any costs incurred in the preparation of proposals submitted, or procure or contract for the services. The County reserves the right to accept or reject, or cancel in part or its entirety, offers received as a result of this request if deemed in the County's best interest to do so.

The Bidding Documents can be found on Colleton County's website at:

<https://www.colletoncounty.org/bids-proposal-requests>

## B. SCOPE OF WORK

The successful vendor shall provide the discount off the manufacturer list price of items listed below on Proposal Form 2. Exceptions to manufacturers or models listed herein will not be accepted.

## C. VENDOR REQUIREMENTS

1. The vendor shall have a minimum of Five (5) years engaged in selling electrical, emergency warning equipment, and specializing in emergency equipment used for Fire Apparatus and Sheriff Patrol Vehicles.
2. The vendor shall be experienced with 2020 or newer, applicable emergency warning equipment and supplies for industry-wide multiplex electrical systems.
3. The vendor should have the capability of handling warranty claims for defects. Colleton County will not consult directly with the manufacturer.

## D. INSTRUCTIONS TO VENDOR

1. The submittal must include **one (1)** proposal response along with a completed **W-9 form**. The individual signing the response must be an Agent legally authorized to bind the company. Respondents must use the Proposal Form included in the specifications to be considered responsive.
2. All bids are due by **11:00 am on Wednesday, March 27, 2024**. Responses must be submitted via email to **Kaye B. Syfrett, Procurement Manager, at [ksyfrett@colletoncounty.org](mailto:ksyfrett@colletoncounty.org)**.

3. The vendor's sole responsibility is to ensure that solicitation responses, amendments to it, or withdrawal requests are submitted by the scheduled due date and time.
4. The vendor must mark as "Confidential" each part of their response, which they consider to be proprietary information that could be exempt from disclosure under Section 30-40(C) Code of Laws of South Carolina, 1976, Freedom of Information Act. Colleton County reserves the right to determine whether this information should be exempt from disclosure, and legal action may not be brought against the County or its agents for its determination.
5. RESPONSE FORM: All responses shall be printed in ink or typewritten. If required, additional pages may be attached. Proposals written in pencil will be disqualified.
6. Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected.
7. This solicitation does not commit Colleton County to award a contract, pay any costs incurred in preparing the RFP submitted, or procure or contract for the services. The County reserves the right to accept, reject, or cancel in part or its entirety offers received as a result of this request if deemed in the County's best interest to do so.

## E. SELECTION CRITERIA

The Colleton County selection committee will evaluate each proposal on the following criteria:

1. Past purchases of the items listed on Proposal Form 2.
2. The proximity of the supplier.
3. References listed on Proposal Form 3.

Based on these evaluations, the selection committee will rank the qualified vendors. Upon determination of the final rank by the selection committee, a written recommendation will be sent to the Purchasing Department with final approval by Colleton County Council.

All pricing of the listed manufacturers shall remain firm for four (4) years with the option to renew for an additional four (4) years.

Colleton County will not commit or bind itself to a minimum or maximum number of items purchased during the term.

## F. SPECIFIC TERMS AND CONDITIONS

1. COMPETITION: This solicitation promotes full and open competition. Suppose any language, specifications, terms, and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source. In that case, it shall be the responsibility of the interested vendor to notify the Procurement Office in writing no later than five (5) business days before the scheduled due date and time.
2. RESPONDENT QUALIFICATION: The County reserves the right to request satisfactory evidence of its ability to furnish services per the terms and conditions listed herein. The County further reserves the right to make the final determination as to the Vendor's ability to provide said services.

3. RESPONSE WITHDRAWAL: Any responses may be withdrawn before the established closing date and time but not thereafter with proper approval from the Procurement Manager.
4. REJECTION: Colleton County reserves the right to reject any and all proposals, to cancel or withdraw this solicitation, and to waive any technicality if deemed to be in the best interest of the County.
5. WAIVER: The County reserves the right to waive any Instruction to Offerors, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the County.
6. RESPONSE PERIOD: All responses shall be good for at least 60 calendar days.
7. DEVIATIONS FROM SPECIFICATIONS: Any deviation from specifications indicated herein must be pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and the successful offeror will be held responsible. Deviations must be explained in detail on a separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any specifications requirements. Unidentified deviations found during the evaluation of the response may be cause for rejection.
8. AMENDMENTS: All amendments to and interpretations of this solicitation shall be in writing and issued by the Procurement Manager of Colleton County.
9. DEBARMENT: By submitting a qualification proposal, the vendor is certifying that they are not currently debarred from responding to any request for proposals by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency or subdivision of the State of South Carolina.
10. DEFAULT: In case of default by the vendor, the County reserves the right to purchase any or all items in default in the open market, charging the Contractor with any excessive costs. Should such a charge be assessed, a subsequent solicitation response of the defaulting Contractor will be considered in future RFPs once the assessed charge is satisfied.
11. HOLD HARMLESS: All respondents to this RFP shall indemnify and hold harmless Colleton County Government and any of their officers and employees from all suits and claims alleged to be a result of this proposal request. The issuance of this request for proposals constitutes only an invitation to present a proposal. Colleton County reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this proposal request. Colleton County also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.
12. CANCELLATION: If this request for proposals is withdrawn or the project canceled for any reason, Colleton County shall have no liability to any respondent for any costs or expenses incurred with this request for proposals or otherwise.
13. COLLETON COUNTY PURCHASING ORDINANCE: The Request of Proposals is subject to the provisions of the Colleton County Purchasing Ordinance and any revisions thereto, which are hereby incorporated into this request for proposals in their entirety except as amended or superseded within. This ordinance can be found at <https://www.municode.com/library/sc/colletoncounty/codes/codeofordinances> under Title 3 - Revenue and Finance.

14. FAILURE TO SUBMIT ALL MANDATORY FORMS: Failure to submit all the mandatory forms from this request of proposals shall cause the rejection of the qualification package. However, Colleton County reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.
15. CONTRACT AWARD:
  - a. This solicitation and submitted documents, when properly accepted by Colleton County, shall constitute an agreement equally binding between the successful vendor and the County. No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the resulting agreement. The County shall not be legally bound by any amendment or interpretation not fully executed by both parties in writing.
  - b. The successful vendor shall be required to execute a formal agreement with the County's Procurement Office within ten (10) business days after issuance of the Notice of Award.
16. CONTRACT ADMINISTRATION: Questions or problems arising after the award of an agreement shall be directed to the Procurement Manager by calling (843) 782-0504. Copies of all correspondence concerning this solicitation or resulting agreement shall be sent to the Capital Projects & Purchasing Department, 113 Mable T. Willis Blvd, Walterboro, SC 29488.

## G. GENERAL CONTRACTUAL REQUIREMENTS

1. ABANDONMENT OR DELAY: If the work to be done under this contract shall be abandoned or delayed by the vendor, or if at any time the County shall be of the opinion and shall so certify in writing that work has been abandoned or delayed by the vendor, the County may annul the contract or any part thereof if the Contractor fails to resolve the matter within thirty (30) days of written notice.
2. RESPONSIBILITY: The vendor shall always observe and comply with all federal, state, local, and municipal laws, ordinances, rules, and regulations in any manner affecting the contract.
3. NON-APPROPRIATION/SUBSTITUTION PERMITTED: If the Colleton County Council fails to appropriate or authorize the expenditure of sufficient funds to provide the continuation of this contract or if a lawful order issued in, or for any fiscal year during the term of the agreement, reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out therein, the agreement shall terminate on the date said funds are no longer available without any termination charges or other liability incurring to County. Following any such non-appropriation, the master lease agreement shall not limit the County's ability to replace the equipment financed with any other equipment.
4. INDEMNIFICATION: Except for expenses or liabilities arising from the negligence of the County, the vendor hereby expressly agrees to indemnify and hold the County harmless against any and all expenses and liabilities arising out of the performance or default of any resulting agreement or arising from or related to the Work as follows:

The vendor expressly agrees to the extent that there is a causal relationship between its negligence, action, or inaction or the negligence, action, or inaction of any of its employees or any person, firm, or corporation directly or indirectly employed by the vendor, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the County and its employees or by any member of the public, to indemnify and save the County and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting agreement or arising from or related to the equipment. Such costs include defense, settlement, and reasonable

attorneys' fees incurred by the County and its employees. This promise to indemnify shall include bodily injuries or death occurring to Contractor's employees and any person, directly or indirectly employed by Contractor (including without limitation any employee of any subcontractor), the County's employees, the employees of any other independent contractor or occurring to any member of the public. When the County submits notice, the Offeror shall promptly defend any aforementioned action.

The prescribed insurance limits set forth herein shall not limit the extent of the Contractor's responsibility under this Section. The terms and conditions in this Section shall survive the termination of any resulting agreement or the suspension of the Work hereunder. Additionally, the County will not provide indemnity to the successful vendor. Failure to comply with this section may result in your request for the proposal being deemed non-responsive.

5. **FORCE MAJEURE:** The vendor shall not be liable for any excess costs if the failure to perform the resulting agreement arises out of causes beyond the control and without fault or negligence of the vendor. Such causes may include, but are not restricted to, acts of God or 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 default of a subcontractor, and if such default arises out of causes beyond the control of both the vendor and subcontractor and without 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.
6. **ARBITRATION:** Under no circumstances and with no exception will Colleton County act as arbitrator between the vendor and any sub-contractor.
7. **PUBLICITY RELEASES:** The vendor agrees not to refer to the award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the County. The vendor shall not have the right to include the County's name in its published list of customers without prior approval of the County Administrator. Concerning news releases, only the name of the County, type, and duration of any resulting agreement may be used and then only with prior approval of the County. The vendor also agrees not to publish or cite in any form any comments or quotes from the County's staff unless it is a direct quote from the Procurement Manager.
8. **GOVERNING LAWS:** Any agreement arising from this solicitation shall be governed by the laws of the State of South Carolina, and any and all disputes arising out of said agreement shall, if litigation is necessary, be litigated only in a Circuit Court for the Fourteenth Judicial Circuit sitting in Colleton County, South Carolina. The prevailing party shall be entitled to attorney's fees and all litigation costs.
9. **ASSIGNMENT:** The vendor shall not assign in whole or in part any agreement resulting from this Request for Proposals without the prior written consent of the County. The vendor shall not assign any money due or to become due to him under said agreement without the prior written consent of the County.
10. **AFFIRMATIVE ACTION:** The successful vendor will take affirmative action in complying with all Federal and State requirements concerning fair employment and treatment of all employees, without regard or discrimination because of race, color, religion, sex, national origin, or physical handicap.
11. **FAILURE TO DELIVER GOODS IN ACCORDANCE WITH TERMS & CONDITIONS:** In case of failure to deliver goods in accordance with the contract terms and conditions, Colleton County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies that Colleton County may have.

12. TERMINATION OF CONTRACT:

1. Subject to the Provisions below, the contract may be terminated by the Purchasing Department, providing thirty (30) days advance written notice is given to the contractor.
  - a. Termination for Convenience: If this contract is terminated or canceled upon request and for the convenience of the County without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.
  - b. Termination for Cause: Termination by the County for cause, default, or negligence on the vendor's part shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived, and the default provision in this request for proposals shall apply.
  - c. The County shall be obligated to reimburse the vendor only for those services rendered before the date of notice of termination, less any liquidation damages that may be assessed for non-performance.
2. Non-Appropriations Clause: Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time. Not forthcoming, through the failure of the County Government to appropriate funds, discontinuance or material alteration of the program under which funds were provided, the County shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to by the County and the vendor, the contract shall become null and void on the last day of the fiscal year for which appropriations were received.

13. GOVERNING LAWS: Any contract resulting from this request for proposals shall be governed in all respects by the laws of the State of South Carolina, and any litigation thereto shall be brought in the courts of the State of South Carolina.

14. BONDS: Payment and Performance Bonds are not required for this proposal request.

15. OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the County according to this contract shall belong exclusively to the County.

16. TYPE OF CONTRACT: This is a percentage price contract.

17. INSURANCE: Colleton County will require the following to remain in force at all times through the life of the contract:

Workers' Compensation - \$100,000 – for each accident

Statutory Coverage and Employer - \$100,000 for each employee

Liability - \$500,000 – policy limit

Comprehensive General Liability - \$1,000,000 – bodily injury each occurrence

\$1,000,000 – bodily injury aggregate

\$1,000,000 – property damage each occurrence

\$1,000,000 – property damage aggregate

Products-Completed Operations - \$1,000,000 – aggregate

Business Auto Liability – Same as Comprehensive General Liability

Excess or Umbrella Liability - \$1,000,000

***Colleton County will be named as an "additional insured."***



Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Tax ID number: \_\_\_\_\_





COLLETON COUNTY  
SOUTH CAROLINA  
**FMD-18**  
**PROPOSAL FORM 2**  
**Priced individually**

The following equipment may be installed at a future date on other types of vehicles, or removed from the installation list above on any future vehicles or purchased separately.

**Pricing shall not include installation.**

Make	Model	Discount Percentage off List Price
American Aluminum Accessories, Inc.	All Items	
Cam-Locker Tool Boxes	All Items	
Cradle Point Solutions	All Items	
Decked Truck Storage Systems	All Items	
Federal Signal Corp	All Items	
Havis Products	All Items	
Mag-lite	All Items	
Pro-Guard	All Items	
Setina Manufacturing	All Items	
Stalker Radar	All Items	
Streamlight	All Items	
Super winch	All Items	
Warn	All Items	
Westin Automotive	All Items	
Whelen Engineering	All Items	

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



COLLETON COUNTY  
SOUTH CAROLINA  
**FMD-18**  
**PROPOSAL FORM 3**  
**REFERENCES**

The vendor must list three (3) references for similar sales agreements and or services

1. Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

2. Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

3. Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



FMD-18

**ADDENDA ACKNOWLEDGMENT**

The vendor has examined and carefully studied the Request for Proposal and the following Addenda, the receipt of all of which is hereby acknowledged:

<b><i>Amendment No.</i></b>	<b><i>Issue Date</i></b>

***By signing the Proposal Submittal Form, the Vendor(s) acknowledges any and all issued addenda. Proposals that fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information that substantively changes the Owner's requirements or pricing.***

**INDEMNIFICATION**

The undersigned Bidder/Proposer will indemnify and hold harmless the Owner, Colleton County, and their agents and employees from and against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from the performance of the Work provided that any such claims, damages, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting therefrom, and is caused by any negligent or willful act or omission of the Bidder/Proposer, and anyone directly or indirectly employed by him/her or anyone for whose acts any of them may be liable.

In any and all claims against the Owner, Colleton County, or any of their agents and/or employees by an employee of the Bidder/Proposer, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the Bidder/Proposer under the Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

The obligation of the Bidder/Proposer under this paragraph shall not extend to the liability of Colleton County or its agents and/or employees arising from the reports, surveys, change orders, designs, or technical specifications.

**Vendor:** \_\_\_\_\_

**Authorized Representative Name and Title:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID**



**FMD-18**  
**DEBARMENT**

The vendor is certifying that they are not currently debarred from responding to any request for proposals by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency or subdivision of the State of South Carolina or the United States Federal Government.

A Registered Contractor with SAMs: Yes  No

Cage Code. \_\_\_\_\_

DUN's No. \_\_\_\_\_

**CERTIFICATE OF FAMILIARITY**

The undersigned, having fully familiarized himself/herself with the information contained within this entire solicitation and applicable amendments, submits the attached response and other applicable information to the County, which I verify to be true and correct to the best of my knowledge. I further certify that this response is made without prior understanding, agreement, or connection with any corporation, contractor, or person submitting a response 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 outlined in this solicitation and certify that I have signature authority to bind the company listed herein.

Are you a minority business?

▶ **Yes** \_\_\_\_\_ ( \_\_\_\_\_ Women-owner/ \_\_\_\_\_ Disadvantaged). *If yes, please submit a copy of your certificate with your response.*

▶ **No** \_\_\_\_\_

**Vendor:** \_\_\_\_\_

**Authorized Representative Name and Title:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_