

TOWN OF HILTON HEAD ISLAND
INVITATION FOR BIDS
IFB 2017-04
OFFICE SUPPLIES

The Town of Hilton Head Island is soliciting sealed bids for a multi-year contract from qualified Office Supply Vendors. This will be an indefinite quantities contract with no guaranteed minimum or maximum orders against this contract.

Exhibit (A) is the bid form that all vendors must use to submit their bid. The Town is utilizing pricing reflected in S.P Richards Catalog as the basis for the pricing of all items ordered against this contract. Bidders must provide as their bid the percentage over the standard cost of an item as reflected in the price catalog. This percentage markup should be less than 5% but not an even percentage (but rather a figure like 3.XX%) to reduce the chance of two vendors offering the exact same discount.

The successful vendor from this bid process will be required to provide both a quarterly by Department/item usage report and the latest electronic/hardcopy version of this dealer price catalog.

Exhibit (B) reflects the minimum level of service requirements in order to be responsive for this invitation for bids.

Sealed bids are due by 1:00 PM. April 26, 2017. A bid opening will be conducted immediately after receipt of bids at 1:00 PM. Sealed bids should be hand carried or delivered by traceable means to the receptionist at One Town Center Court, Hilton Head Island SC. 29928-2701. All Bids must be clearly marked on the outside with the following: IFB 2017-04 Office Supplies. All bidders must use the bid sheet (Exhibit A). No faxed/emailed bids will be accepted. No late bids will be accepted.

All bidders should provide at least three references for clients receiving similar services to include a valid point of contact phone number and email.

To obtain a complete copy of this solicitation visit the Town's website at www.hiltonheadislandsc.gov or see the receptionist at Town Hall. For information or questions regarding this solicitation please contact Karen Campbell at 843 341 4600.

Any bidder who is certified under the Town's Local Vendor Preference should include a copy of their certification with their bid.

The Town reserves the right to refuse any and all bids and to waive any technicalities and formalities.

The Town reserves the right to accept or reject any or all bids received as a result of this invitation for bids or to negotiate with all qualified bidders, or to cancel in part or in its entirety this invitation for bids if it is in the best interest of the Town to do so.

This solicitation does not commit the Town to award a contract or to pay for any costs incurred in the preparation of your bid; or to procure or contract for any articles of goods or services.

Your bid must be signed by an official of your company authorized to bind the bidder, and shall contain a statement that the bid is good for a period of at least 60 days from the date of bid opening.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

Exhibit (A)

**TOWN OF HILTON HEAD ISLAND
BID SHEET FOR OFFICE SUPPLIES CONTRACT
IFB2017-04**

Percentage over Standard Dealer Cost as reflected in the S.P.

Richards Company Dealer Net Pricer: _____%

Company Name & Representative authorized to bind the bidder:

Company Name: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____

Exhibit (B)

**TOWN OF HILTON HEAD ISLAND
BID SHEET FOR OFFICE SUPPLIES CONTRACT
IFB2017-04**

Basic Requirements for Office Supplies Contract:

- 1. Ability to Order on Line.**
- 2. Deliver to the Ordering Department.**
- 3. Deliveries to be received within 48 hours of placement.**
- 4. Returns picked up within 48 hours of pick up request.**
- 5. Provide a quarterly usage report to the Town.**
- 6. Bill on a monthly basis for supplies provided during previous 30 day period broken down by department.**
- 7. Provide the Town with a Certificate of Workers Compensation and General Liability coverage that names the Town as an additional insured.**