

#### **14. ATTACHMENTS TO SOLICITATION**

- A. Acknowledgment
- B. Signature Page
- C. Bid Certification
- D. Offerors Checklist

**ATTACHMENT A**

RFP 117-19-3-21  
Internet Access With  
Transport

**OFFEROR'S NAME:** \_\_\_\_\_

**NAME OF FIRM:**  
\_\_\_\_\_

**AUTHORIZED SIGNATURE:**  
\_\_\_\_\_

**TYPED NAME AND TITLE:**  
\_\_\_\_\_

\*Firms shall not incur any expenses until the contract has been finalized by evidence of an executed purchase order.

\*In compliance with this solicitation, and subject to all terms and conditions thereof, the Offeror agrees to furnish all items and/or services upon which prices are quoted, at the price quoted as specified. By submitting an Offeror/proposal, I am certifying that the above quote is not the result of or affected by any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud.

The Contractor shall not incur any expenses until the contract has been awarded and a District Purchase Order has been issued. An award requires that either the Contractor be signed by both the awarding authority and the Contractor, or a Purchase Order has been issued.

**LISTING OF SUBCONTRACTORS:**

Section 11-35-3020(2)(b)(I) of the South Carolina Code of Laws, 1976, as amended provides: Any bidder in response to an invitation for bids shall set forth in his bid the name of each subcontractor so identified in the invitation for bids. If the bidder determines to use his own employees to perform any portion of the work for which he would otherwise be required to list a subcontractor and if the bidder is qualified to perform such work under the terms of the invitation for bids, the bidder shall list himself in the appropriate place in his bid and not subcontract any of that work except with the approval of the using agency for good cause shown.

All subcontractor listings shall be based only on specified items or substitutions approved at the time of bidding.

Failure to list subcontractors in accordance with the code shall render the prime contractor's bid unresponsive.

**ATTACHMENT A**

RFP 117-19-3-21  
INTERNET ACCESS WITH  
TRANSPORT

No prime contractor whose bid is accepted shall substitute any person as subcontractor listed in the original bid, except for one or more of the reasons listed in Section 11-35-3020(2)(b)(iii).

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**CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

By submission of this quote certifies that the Contractor will provide a “drug-free workplace” as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by complying with the requirements set forth in Title 44, Chapter 107.

In compliance with this **Request for Proposal, #117-19-3-21**, and subject to all conditions thereof, the contractor offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature certifies that the above quote is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud.

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Name of Firm

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Signature of Agent

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Date

**ATTACHMENT B  
SIGNATURE PAGE  
RFP 117-19-3-21**

OFFEROR'S NAME: \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED IN ORDER FOR PROPOSAL TO BE CONSIDERED. FAILURE TO COMPLETE AND RETURN THIS FORM WITH PROPOSAL SHALL RESULT IN DISQUALIFICATION OF OFFER. OFFEROR IS CERTIFYING THAT THEY ARE A CERTIFIED PARTNER FOR THE PRODUCTS PROPOSED, AS WELL AS, AND AN AUTHORIZED INSTALLER.**

Firm Represented

Agent

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Agent

\_\_\_\_\_  
City & State

\_\_\_\_\_  
Title

\_\_\_\_\_  
Zip Code

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

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Federal ID#

SC Certified Minority Vendor: Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Certificate # \_\_\_\_\_

**ATTACHMENT C**  
**BID CERTIFICATION**  
**RFP 117-19-3-21**  
**OFFEROR'S NAME:** \_\_\_\_\_

As an authorized representative of the Bidder, I hereby certify that the costs and services stated in this proposal are accurate and binding for not less than ninety (90) calendar days from the solicitation due date. All costs and charges are accurate and complete as stated in the proposal and are inclusive of all costs the District is expected to pay. If an award is not made within ninety (90) calendar days, it shall be incumbent upon the Bidder to notify the District, in writing, if it does not want its proposal further considered. Failure to notify the District shall mean that the bid remains valid until an award is made or the solicitation is cancelled.

I further certify that the Bidder will deliver the service(s) and/or material(s) as required by the Request for Proposal. No additional costs or payments to any entity, including the Bidder, shall be requested of the District due to any miscalculation, deficiency or other cause later discovered.

I certify that the Bidder has availed itself of every opportunity to understand the Request for Proposal, the District's Procurement Code and Regulations and other pertinent District policy.

By submission of a bid/proposal, I certify that the Bidder has read and understands all of the requirements and conditions of the Request for Proposal and shall be bound by such without exception. Therefore, the undersigned respectfully submits the bid.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

Date \_\_\_\_\_ Telephone/Fax Number \_\_\_\_\_

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

**Note: It is required that this Bid Certification form be completed and returned unaltered.**

**OFFEROR'S CHECKLIST**  
**AVOID COMMON MISTAKES**

*Review this checklist prior to submitting your proposal. If you fail to follow this checklist, you risk having your proposal rejected.*

- COMPLETED AND SIGNED ALL REQUIRED DOCUMENTS.** (Cost and Technical Proposals are separated).
- DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS.**
- UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES.**
- REREAD YOUR ENTIRE PROPOSAL TO MAKE SURE YOUR PROPOSAL DOES NOT TAKE EXCEPTION TO ANY OF THE DISTRICTS MANDATORY REQUIREMENTS.**
- MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL, OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE HEADING ENTITLED: FOIA BIDDING INSTRUCTIONS, SUBMITTING CONFIDENTIAL INFORMATION. DO NOT MARK YOUR ENTIRE BID AS CONFIDENTIAL, TRADE SECRET, OR PROTECTED. DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED.**
- HAVE YOU PROPERLY ACKNOWLEDGED ALL AMENDMENTS?**
- MAKE SURE YOUR PROPOSAL INCLUDES A COPY OF THE SOLICITATION COVER PAGES AND CERTIFICATE OF LIABILITY INSURANCE.**
- MAKE SURE A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS SIGNS THE COVER PAGE.**
- MAKE SURE YOUR PROPOSAL INCLUDES THE NUMBER OF COPIES REQUESTED.**
- CHECK TO ENSURE YOUR PROPOSAL INCLUDES EVERYTHING REQUESTED.**
- IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE. AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS.**

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**NOTE: This checklist is included only as a reminder to help Offerors avoid common mistakes. Responsiveness will be evaluated against the solicitation not against this checklist. You do not need to return this checklist with your response.**