



**Frozen Turkeys & Gift Cards
Invitation to Bid No. 2024-84**

Sealed bids will be received in the Office of Purchasing and Contracting, in the City Center, 324 W. Evans Street Florence, South Carolina 29501 until **October 22, 2024 at 2:00 pm** from qualified vendors to provide five hundred sixty-four (564) frozen turkeys and two hundred thirty-two (232) \$15.00 gift cards for the City of Florence. This bid is to be limited to vendors within a fifty (50) mile radius of the City of Florence area.

Bids shall be opened promptly at the above stated time and date and their contents will be made public for the information of the bidder and others properly interested. The bid will not be awarded until the Purchasing Agent and the General Services Director have had ample time to review each bid.

Bids must be submitted in a sealed envelope with "2024-84 Turkeys and Gift Cards" clearly marked on the outside of the envelope for easy identification by the City of Florence. The City does not accept electronic/mailed bids. Any bids received later than the specified time will not be accepted/considered. The city will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Bids submitted by mail, Federal Express, United Parcel Service, etc. must meet these same requirements and should be addressed to:

**City of Florence
City Center
324 W. Evans Street 3rd Floor
Florence, SC 29501-3431**

The City of Florence under Title VI of the Civil Rights Act of 1964 and related statutes ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

La ciudad de Florencia en el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos, se asegura de que ninguna persona por motivos de raza, color, origen nacional, sexo, discapacidad, edad, ser excluido de participar en, ser negado los beneficios de, o ser de otra manera sujeto a discriminación bajo cualquier programa o actividad que administra.

The City of Florence reserves the right to engage in discussions with any or all responsible Bidders who submit bids which appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the Invitation to bid requirements herein.

This solicitation does not commit the City of Florence to award a contract/purchase order, to pay any costs incurred in the preparation of a bid, or to procure or contract for services. The City of Florence reserves the right to reject any and all responses, to cancel this solicitation, and to make an award deemed in its own best interest.

Lynwood F. Givens
Purchasing Agent

MINORITY, WOMAN, AND VETERAN OWNED BUSINESS

The City of Florence welcomes and encourages submissions from minority, woman, and veteran owned businesses. Please indicate that you are a minority or woman owned business with your request for bid documents.

Minority Business Owners (minority, woman, and veteran owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the City that minority, woman, and veteran owned business enterprises (MBE/WBE/VBE) have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

The successful company must ensure that all subcontractors, agents, personnel assigned by or employees of prime company and subcontractors are not discriminated against because of their race, color, religion, sex or national origin. Bidders must make positive efforts to provide equal employment opportunity for minority and women owned businesses.

LOCAL AND MINORITY BUSINESS ENTERPRISE PURCHASING PROGRAM:

When lowest bid is the principal determining factor in a bid selection process it is the intent of the City of Florence to provide preference first to local businesses within the City or County of Florence; however, if no local business is eligible or able to participate, preference shall then be provided by the City to minority business enterprises based on the following guidelines:

- a. For purposes of this policy, a “local business” is defined as a person, firm, contractor, corporation, or other business entity offering the services and/or products being bid by the City that maintain a place of business and have a physical business address located and operating within the City or County of Florence. The business must have been established for not less than one year within the City or County of Florence and have a valid City of Florence Business License for a minimum of 12 months prior to the bid date.
- b. For purposes of this policy, a minority business enterprise (MBE) is defined as an MBE that is certified in accordance with South Carolina Regulations § 19-445.2160, as authorized by §11-35-5270 the South Carolina Code of Laws, as amended.
- c. When lowest bid is the principal determining factor in the selection process any “local business” as defined in Subsection A above that submits a responsible and responsive bid within 5% (if the business is located within the City of Florence) or 3% (if the business is located within Florence County) of the non-local bidder who submitted the lowest bid may match the bid submitted by the non-local bidder. A “local business” that is within the percentage guidelines of the lowest bid received shall then be eligible for award of the contract.
- d. If the lowest bid is not a “local business” and a “local business” is within the percentage guidelines of the lowest bid received, the “local business”, subject to the provision of Subsection H below, shall be awarded the contract if it is willing to provide goods or services at the same price of the lowest bid received.

- e. If conditions of Subsections C above are met and the qualified “local business” declines or is unable to match the lowest bid, then the option to do so moves to the next qualified “local business”, if such business' bid is within the percentage guideline of the lowest bid and is similarly responsible and responsive.
- f. In the event there is no “local business” eligible or willing to match the lowest bid, the lowest responsible and responsive bid submitted by an MBE, if any, would be allowed the opportunity to match the bid submitted by the non-local bidder and thereby be awarded the contract when lowest bid is the primary determining factor in the bid selection process.
- g. If a procurement is to be made pursuant to state funding requirements, federal funding requirements, bond covenants, or other outside funding source requirements which prohibit or restrict local or MBE preference, then no local or MBE preference consideration will be given.
- h. The provisions for a local or MBE preference does not prohibit the right of the City to compare quality of materials proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, contractors, corporations, or other business entities submitting bids. Accordingly, the local or MBE preference for a particular procurement may be waived by the City Manager upon written recommendation and justification by the Department Director.

INSTRUCTION TO BIDDERS

A responsible bidder means a bidder who has the capability in all respects to perform fully the requirements mentioned in the bid document and the integrity and reliability which will assure good faith performance.

A responsive bidder means a bidder who has submitted a bid which conforms in all respects to the invitation to bid requirements.

PROTEST PERIOD: Any actual or prospective bidder, OFFEROR, or supplier who is aggrieved in connection with the solicitation or award of a contract/purchase order may formally protest in writing to the Chief Financial Officers (CFO). The protest may be submitted at any time during the procurement process. However, if a prospective bidder, OFFEROR, or supplier wishes to protest, the formal protest must be submitted in writing and must be received by the City *no later* than seven (7) days from the date that the aggrieved actual or prospective bidder, OFFEROR, or supplier has been informed of the bid results by the Purchasing Agent. Protests received by the City following seven (7) days after evaluation results have been released by the Purchasing Agent will not be considered by the City.

DISPUTES: In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the City of Florence shall be final and binding on all parties. The Purchasing Agent may request in writing, the recommendation of the head of the City agency using the item or other objective sources.

DEVIATIONS: Any deviations from the specifications contained herein, must be noted in detail on the respondent's response for the City of Florence's consideration. Failure to submit documentation of deviations shall be grounds for rejection of the item offered to the City of Florence.

CHANGES: Any changes in this invitation to bid after the purchase order/contract agreement has been awarded must be with the written consent of the Purchasing Agent or the City Manager; otherwise, the responsibility for such changes lies with the supplier. Any changes to the specifications in this invitation to bid package shall be in writing and an addendum will go out to all prospective respondents so each respondent can compete equitably.

INQUIRIES: Questions concerning this invitation to bid should be directed to the City Purchasing Agent, Lynwood F. Givens in writing by e-mail at lgivens@cityofflorence.com. The deadline for the submission of all inquiries is **October 15, 2024 at 5:00 pm**. **Any changes to the specifications in the bid package shall be in writing in an addendum. All Addendums will be posted on the City of Florence website at www.cityofflorence.com. It will be the responsibility of bidders to periodically check the website for addendums.**

OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for the City of Florence pursuant to this contract/purchase order shall belong exclusively to the City of Florence.

A complete copy of the City of Florence Purchasing Policies and Procedures Manual can be downloaded from the City of Florence website at www.cityofflorence.com

Bids must be signed by an individual legally authorized to offer the pricing and response to this invitation to bid. Any bid that is not signed will be discarded.

The bid sheet on page 6 must be used in order for the bid to be accepted.

CRITERIA FOR BID AWARD

THE CITY OF FLORENCE RESERVES THE RIGHT TO SELECT MORE THAN ONE BIDDER TO SUPPLY THE ITEMS SOLICITED IN THIS INVITATION TO BID. THE CITY MAY AWARD ONE BID TO THE VENDOR WITH THE LOWEST COMBINED BID TOTAL AMOUNT OR TWO BIDS BASED ON THE LOW BID FOR THE TURKEYS ONLY AND THE LOW BID FOR THE GIFT CARDS IF DEEMED IN THE CITY'S BEST INTEREST.

BUSINESS LICENSE REQUIREMENT

All vendors located within the City Limits of the City of Florence will be required to have a City of Florence Business License. The Business License Coordinator is located 324 W. Evans Street, Florence, SC The phone number is (843) 665-3173. Fax number is (843) 665-3111.

SALES TAX

The City of Florence pays SC sales tax in the amount of 8%. However, the City of Florence is exempt from Federal Taxes and will issue exemption certificates, if requested. **INCLUDE SALES TAX WITH YOUR BID.**

PICK-UP INSTRUCTIONS

The City will pick-up the turkeys and gift cards from the facility of the successful bidder as long as it is within 50 miles of the City of Florence.

SPECIFICATIONS

The successful vendor must provide a minimum of five hundred forty-four (544) frozen turkeys and two hundred twenty-one (221) \$15.00 gift cards that may be redeemed at stores in the Florence area. The turkeys must be:

1. Young whole frozen turkeys
2. U. S. D. A. Grade A turkeys
3. 12 to 15 pounds in weight
4. Hard frozen and individually wrapped in heavy plastic

Additional Requirements:

5. Basting solution must be all-natural broth and spices
6. Bidder must indicate brand of turkey offered
7. Bid price for the turkeys must be on a per pound basis
8. Gift cards must be redeemable at stores in the Florence area and must not have an expiration date.
9. **GIFT CARD MUST BE AVAILABLE FOR PICK-UP ANYTIME DURING BUSINESS HOURS AFTER 9:00 AM ON MONDAY, November 22, 2024**
10. **TURKEYS MUST BE AVAILABLE FOR PICK-UP ANYTIME DURING BUSINESS HOURS AFTER 9:00 AM ON MONDAY, November 22, 2024**

NOTE: ANY DEVIATIONS FROM THE SPECIFICATIONS CONTAINED HEREIN, MUST BE NOTED IN DETAIL ON THE BIDDER'S BID RESPONSE FOR THE CITY OF FLORENCE'S CONSIDERATION. FAILURE TO SUBMIT DOCUMENTATION OF DEVIATIONS SHALL BE GROUNDS FOR REJECTION OF THE ITEMS OFFERED TO THE CITY OF FLORENCE. THE CITY OF FLORENCE WILL BE RESPONSIBLE FOR THE PICKUP OF BOTH THE TURKEYS AND THE GIFT CARDS

