

	<b>School District of Newberry County</b>  <b>Request for Quotes</b>	Solicitation #	<b>2025-010</b>
		Date Issued	<b>May 13, 2025</b>
		Procurement Official	<b>Keshia L. Williams</b>
		Phone	<b>(803) 321-2600</b>
		E-Mail Address	<a href="mailto:kwilliams@sdnc.org">kwilliams@sdnc.org</a>

DESCRIPTION	Agricultural Drone – Career Center
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*The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"*

SUBMIT OFFER BY	<b>05/27/2025 at 2:00 PM</b>
QUESTIONS MUST BE RECEIVED BY	<b>05/20/2025 at 10:00 AM</b>
NUMBER OF COPIES TO BE SUBMITTED	<b>One (1) Original</b>

**Offers may be submitted electronically to the following address: [kwilliams@sdnc.org](mailto:kwilliams@sdnc.org), mailed or hand delivered to the address below:**

SUBMIT YOUR SEALED OFFER TO:

**Newberry County School District  
Purchasing Office  
3419 Main Street  
Newberry, SC 29108**

CONFERENCE TYPE: Not Applicable DATE & TIME: (EST) As appropriate, see "Conferences – Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: Not Applicable
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AWARD & AMENDMENTS	The award, this solicitation and any amendments will be posted at the following web address: <a href="http://www.newberry.k12.sc.us">http://www.newberry.k12.sc.us</a>
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You <b>must</b> submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of <b>sixty (60) calendar days</b> after the Opening Date.	
NAME OF OFFEROR: (Full legal name of business submitting the offer)	<b>OFFERORS TYPE OF ENTITY:</b> (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ <small>(See "Signing your Offer" provision)</small>
AUTHORIZED SIGNATURE:  (Person signing must be authorized to submit binding offer to enter contract on behalf of offeror named above)	
TITLE	
PRINTED NAME:	
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. The entity named as the Offeror <b>must</b> be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.	
STATE OF INCORPORATION	
TAXPAYER IDENTIFICATION NO.	

PAGE TWO  
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">Phone</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Fax</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">E-Mail</td> <td style="padding: 2px;"></td> </tr> </table>	Phone		Fax		E-Mail	
Phone							
Fax							
E-Mail							

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">ORDER FAX #</td> <td style="padding: 2px;"></td> </tr> </table>	ORDER FAX #	
ORDER FAX #			
<input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check only one)	<input type="checkbox"/> Order Address Same as Home Office Address <input type="checkbox"/> Order Address Same as Notice Address (check only one)		

ACKNOWLEDGEMENT OF AMENDMENTS  Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.  See "Amendments to Solicitation" Provision	Amendment #	Amendment Date	Amendment #	Amendment Date	Amendment #	Amendment Date
	Amendment #	Amendment Date	Amendment #	Amendment Date	Amendment #	Amendment Date

DISCOUNT FOR PROMPT PAYMENT	10 Calendar Days  <div style="text-align: right;">%</div>	20 Calendar Days  <div style="text-align: right;">%</div>	30 Calendar Days  <div style="text-align: right;">%</div>	____ Calendar Days  <div style="text-align: right;">%</div>
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MINORITY PARTICIPATION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Are You a South Carolina Certified Minority Vendor? (Yes or No):</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">If Yes, South Carolina Certification #</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Are You a Non-SC Certified Minority Vendor? (Yes or No):</td> <td style="padding: 2px;"></td> </tr> </table>	Are You a South Carolina Certified Minority Vendor? (Yes or No):		If Yes, South Carolina Certification #		Are You a Non-SC Certified Minority Vendor? (Yes or No):	
Are You a South Carolina Certified Minority Vendor? (Yes or No):							
If Yes, South Carolina Certification #							
Are You a Non-SC Certified Minority Vendor? (Yes or No):							

## GENERAL PROVISIONS

1. This solicitation does not commit the District to award a contract, to pay any cost incurred in the preparation of the bid/quote or to procure any goods or services.
2. The School District of Newberry County's Procurement Code and Regulations govern and supersede any and all documents, proposals, quotes, and policies, whether stated or implied.
3. The District assumes no responsibility for the delivery of any solicitation, amendment, solicitation response, or any other such correspondence by the US Postal Service (USPS), FedEx, UPS electronic submission or any other method.
4. In the event that a bid/quote is unintentionally opened prior to the official time set for the bid/quote opening, the employee opening such a bid/quote shall immediately inform the Procurement Coordinator, or designee, who shall in the presence of another employee reseal the envelope and note on envelope that it was opened in error.
5. An authorized individual who may bind the Offeror to provide the services in accordance with the specifications contained in this Request for Quote (RFQ) must sign the bid response. The bid response must contain a statement to the effect that your bid is firm for a period of sixty (60) days from the bid due date or longer if so required by the District.
6. Bids/quotes which are uncertain as to the terms, delivery, quantity, or compliance with requirements and/or specifications may be rejected or otherwise disregarded.
7. All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid/quote. No bid/quote shall be altered or amended after specified time for opening.
8. No bid/quote shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that is deemed irresponsible or unreliable to the District.

## TERMS AND CONDITIONS

**ACQUIRE SERVICES:** The purpose of this solicitation is to acquire services, supplies or equipment complying with the enclosed description and/or specifications and conditions.

**AMENDMENTS TO SOLICITATION:** (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: [www.newberry.k12.sc.us](http://www.newberry.k12.sc.us) (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that

indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

**AWARD NOTIFICATION:** Notice regarding any award, cancellation of award, or extension of award will be posted at the location and on the date specified on the Cover Page or, if applicable, any notice of extension of award.

**BACKGROUND CHECKS:** The vendor and all representatives of the vendor must have an acceptable background check to enter school property. At minimum, the Bidder shall obtain a complete South Carolina statewide criminal background check investigation for all individuals and employees performing work or services for Bidder or any other entities such as subcontractors, sub-sub-contractors, and consultants who will perform work or a service on this project. In the event that the individual being investigated is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of South Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. In addition, the Bidder shall check employees against the National Database of Registered Sex Offenders. Any individual that is registered as a sex offender will not be permitted on school property. All costs associated with these criminal background checks are the responsibility of the bidder. The District reserves the right to request a copy of SLED checks on any representatives of the Vendor who will be on District property. The District reserves the right to deny access to any employee, contractor or person caused to be present on District property by the vendor/contractor. Removal of employees on this basis shall not disrupt the project schedule or cost.

**BID / PROPOSAL AS OFFER TO CONTRACT:** By submitting Your Bid or Proposal, You are offering to enter into a contract with Newberry County School District. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; “joint bids” are not allowed.

**BID IN ENGLISH & DOLLARS:** Offers submitted in response to this solicitation shall be in English language and in US dollars; unless otherwise permitted by the Solicitation.

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:** Contractors who submit offers must certify that they and/or any of its principals, Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in the above paragraph of this provision. d. Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

Federal debarments can be checked at [www.sam.gov](http://www.sam.gov) and state debarments can be checked at <http://procurement.sc.gov/PS/legal/PS-legal-suspend-debar.phtml>.

**CLARIFICATION:** The Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of the solicitation. Such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation.

**DEADLINE FOR SUBMISSION OF OFFER:** Any offer received after the Procurement Official or designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or the District Office mail room which services that purchasing office prior to the opening.

**DEFAULT:** The District may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the contractor fails to comply with any material contract terms and conditions, or fails to provide the District, upon request, with adequate assurances of future performance. In the event of termination for cause, the District shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the District for any and all rights and remedies provided by law. If it is determined that the District improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

**DRUG FREE WORK PLACE CERTIFICATION:** By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

**DUTY TO INQUIRE:** Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. All ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by amendment. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the District's attention. See clause entitled "Questions from Offerors." [02-2A070-2]

**ETHICS CERTIFICATE:** By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The District may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed.

**NO INDEMNITY OR DEFENSE:** Any term or condition is void to the extent it requires the District to indemnify, defend, or pay attorney's fees to anyone for any reason.

**OMIT TAXES FROM PRICE:** Do not include any sales or use taxes in Your price that the District may be required to pay.

**PAYMENT:** (a) The District shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, including the purchase order, payment shall not be made on partial deliveries accepted by the District. (b) Unless the purchase order specifies another method of payment, payment will be made by check. (c) Payment and interest shall be made in accordance with the District's Procurement Code. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable.

**PROCUREMENT CODE AVAILABLE:** The School District of Newberry County's Procurement Code, is available at <http://www.newberry.k12.sc.us/>

**PUBLIC OPENING:** Offers will be publicly opened at the date/time and at the location identified on the Cover Page, or last Amendment, whichever is applicable.

**PUBLICITY:** Contractor shall not publish any comments or quotes by District employees, or include the District in either news releases or a published list of customers, without the prior written approval of the Procurement Officer.

**PURCHASE ORDERS:** Contractor shall not perform any work prior to the receipt of a purchase order from the District. The District shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order.

**QUESTIONS FROM OFFERORS:** (a) Any prospective Offeror desiring an explanation or interpretation of the Solicitation, drawings, specifications, etc., must request it in writing. Questions must be received by the Procurement Officer no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Label any communication regarding your questions with the name of the Procurement Officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. See clause entitled "Duty to Inquire." **We will not identify you in our answer to your question.** (b) The District seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer – as soon as possible – regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. **The preferred method for submitting questions is by email to [kwilliams@sdnc.org](mailto:kwilliams@sdnc.org)**  
**Questions can also be submitted to the address on the Cover Page of this document.**

**REJECTION/CANCELLATION:** The District may cancel this solicitation in whole or in part. The District may reject any or all proposals in whole or in part.

**RELATIONSHIP OF THE PARTIES:** Neither party is an employee, agent, partner, or joint venture of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party.

**SIGNING YOUR OFFER:** Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words by its Partner, and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

**SHIPPING AND HANDLING:** Shipping and freight charges must be included in the cost. The District will not pay a separate shipping/freight charge.

**SWMBE PARTICIPATION:** Newberry County School District encourages SWMBE businesses to participate in the Solicitation process. All business conducted with SWMBE businesses certified by the South Carolina's Governor's Office of Small and Minority Business Assistance is recorded in an annual report submitted to the Board of Trustees. In order to be included in this report, you must submit a copy of your certificate with your proposal.

**UNIT PRICE GOVERNS:** In determining award, unit prices will govern over extended prices unless otherwise stated.

**VENDOR REGISTRATION:** Offerors who have not provided products/services to the District in the past or within the past three years should complete a W-9 and submit it with your offer.

### **SCOPE OF WORK / SPECIFICATIONS**

Please quote your lowest delivered price of the items(s). The Purchasing Department reserves the right to reject any or all quotes and to waive any or all technicalities. Emailed Quotes to [kwilliams@sdnc.org](mailto:kwilliams@sdnc.org) are accepted no later than the due date specified on the Cover Page. This solicitation conforms to Section 11-35-1550 of the District's Procurement Code.

**SCOPE OF WORK:** The School District of Newberry County is seeking quotes from qualified and experienced companies (individually or collectively, the "Offeror") interested in providing an agricultural drone for the District's Career Center. **Bid only as specified. No substitutions will be allowed.**

## **SPECIFICATIONS:**

Equipment shall include the following, or approved alternate:

1. EAVision J100 Baske Package, that includes the following:
  - a. EAVision J100 Drone with Remote
    - i. Lidar technology, obstacle avoidance and terrain following
  - b. 3 Intelligent Flight Batteries
    - i. Separated positive and negative terminals
    - ii. Modular for repair
  - c. 1 Charger/Colling Station
    - i. Compatible with generator or main power
  - d. 1 Survey Hand Toll
    - i. Enables aerial mapping
  - e. 4 Attached Nozzles that provide adjustable droplet sizes
2. EAVision 70L Granular Spreader (J100)
  - a. Equipped with shortage sensor and replaceable blade agitator that ensures uniform application

**MATERIAL AND WORKMANSHIP:** Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended.

**DELIVERY LOCATION:** After award all deliveries shall be made to the location specified on the purchase order.

### **DELIVERY:**

1. All products supplied under this agreement must be properly wrapped to protect them from damage, soiling etc. when shipped.
2. It is the contractor's responsibility to communicate any late delivery of the product to the designated point of contact.

**WARRANTY -- STANDARD:** Contractor must provide the manufacturers standard written warranty upon delivery of product. Contractor warrants that manufacturer will honor the standard written warranty provided.

## **OFFEROR REQUIRMENTS**

1. Interested proposer/offeror should have been in business for at least five (5) years and must be able to perform the work as set forth in this solicitation. Documentation will be provided upon request of the District.
2. **Delivery of item(s) must be on or before June 30, 2025.** Date of delivery shall be a consideration factor in the awarding process. The Proposer shall include with his/her bid, delivery

dates for each item as requested, and shall furnish all items in accordance with the solicitation unless an extension is granted by the District in writing.

### **INSTRUCTIONS TO BIDDERS**

Please submit a quote for your lowest delivered price of the item(s) stated in the Scope of Work / Specifications of this solicitation document. The SDNC Procurement Office reserves the right to reject any or all quotes and to waive any or all technicalities. Bid schedules must be signed by the vendors' representative per the terms noted in this solicitation. Failure to comply with these instructions may result in disqualification of your Quote. Offers may be submitted to the Procurement Official via email: [kwilliams@sdnc.org](mailto:kwilliams@sdnc.org) or mailed/hand delivered to the address on the Cover Page (page 1).

1. Only one (1) copy of the quote is required, unless indicated otherwise in the solicitation.
2. By submission of a quote, you are guaranteeing that all goods and services meet the requirements of this solicitation.
3. Do not include any sales taxes in the quote price shown that the District may be required to pay.
4. Unit prices will govern over extended prices unless otherwise stated.
5. Quoted prices must remain firm for a period of sixty (60) days beyond the Request for Quotation deadline
6. The attached Terms and Conditions apply to all quotes and supersedes Bidder's Terms and Conditions.
7. Tie quotes will be resolved as outlined in the School District of Newberry County's procurement code.
8. Quotes and all questions should be directed to Procurement Official:  
School District of Newberry County  
Keshia Williams – Procurement Office  
3419 Main Street  
Newberry, SC 29108  
[kwilliams@sdnc.org](mailto:kwilliams@sdnc.org)

**BIDDING SCHEDULE**

**PROJECT: Agricultural Drone – Career Center**

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

\* Do not include sales tax in price

<b>Item #</b>	<b>Quantity</b>	<b>Unit</b>	<b>Description</b>	<b>Cost</b>
1	1	ea.	EAVision J100 Base Package	\$
2	1	ea.	EAVision 70L Granular Spreader (J100)	\$
3			Shipping/Freight	\$
			<i>(Basis of Award)</i> GRAND TOTAL:	\$

Delivery Date of Agricultural Drone: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

## **ATTACHMENTS TO SOLICITATION**

- A. Minority Participation Affidavit
- B. Reference Form
- C. Statement of Acceptance
- D. New Vendor Application
- E. W-9
- F. Offeror's Checklist

**ATTACHMENT A**

**MINORITY PARTICIPATION AFFIDAVIT**

**PROJECT: AGRICULTURAL DRONE – CAREER CENTER**

Is the bidder a South Carolina Certified Minority Business?  Yes  No

Is the bidder a Minority Business certified by another governmental entity?  Yes  No

If so, please list the certifying governmental entity: \_\_\_\_\_

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor?  Yes  No

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? \_\_\_\_\_

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor?  Yes  No

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? \_\_\_\_\_

If a certified Minority Business is participating in the contract, please indicate all categories for which the Business is certified:

- Traditional minority
- Traditional minority, but female
- Women (Caucasian females)
- Hispanic minorities
- DOT referral (Traditional minority)
- DOT referral (Caucasian female)
- Temporary certification
- SBA 8 (a) certification referral
- Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

The Department of Administration, Division of Small and Minority Business Contracting and Certification, publishes a list of certified minority firms. The Minority Business Directory is available at the following URL: <http://osmba.sc.gov/directory.html>

**ATTACHMENT B**

**REFERENCE FORM**

**PROJECT: AGRICULTURAL DRONE – CAREER CENTER**

Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of service provided: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of service provided: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of service provided: \_\_\_\_\_

**ATTACHMENT C**

**STATEMENT OF ACCEPTANCE**

**PROJECT: AGRICULTURAL DRONE – CAREER CENTER**

I, the undersigned, have read Solicitation and do fully understand all of the requirements stated therein and affirm that the above pricing is representative of an acceptable performance level which would fully meet the expectations of the District.

\_\_\_\_\_  
Proposal Preparer (please print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Proposal Preparer (signature)

\_\_\_\_\_  
Company Address

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

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

\_\_\_\_\_  
Email address



**NEW VENDOR APPLICATION FORM**

**ATTACHMENT C**  
**NEWBERRY COUNTY SCHOOL DISTRICT**  
 Post Office Box 718  
 3419 Main Street  
 Newberry SC 29108

<b>BUSINESS FULL LEGAL NAME &amp; ADDRESS:</b> _____ _____ _____	<b>REMITTANCE ADDRESS (If Different):</b> _____ _____ _____
<b>PHONE:</b> _____ <b>FAX:</b> _____	<b>PHONE:</b> _____ <b>FAX:</b> _____

**INFORMATION ABOUT TYPE OF BUSINESS:**

**TYPE:**       Individual                       Corporation (Inc.)  
 (CHECK ALL THAT APPLY)  Partnership (not Inc.)       Partnership (LLP)  
 Small Business                       Manufacturer  
 Construction (not Inc.)       Construction (Inc.)  
 Medical Services                       Governmental  
 Attorney                                       Distributor/Dealer  
 Service Provider                       Wholesaler/Retailer  
 Sales & Service                       Sales (only)  
 Research & Dev.                       Other

Are you subject to IRS 1099 reporting for income tax purposes?  
 Yes                       No                       I don't know

**STATUS:**       Minority Owned\*                       Woman Owned\*

\*Must be at least 51% owned/controlled by minorities (non-whites) or women. Check all that apply even if not State certified.

**INFORMATION ABOUT PRODUCTS/SERVICES:**  
 Find "best fit" category/ies. Check all that apply.

<input type="checkbox"/> Books & Similar Materials	<input type="checkbox"/> Landscaping/Lawn Maint.
<input type="checkbox"/> Computer Hdw/Software	<input type="checkbox"/> Printing
<input type="checkbox"/> Construction (Specify Below)	<input type="checkbox"/> Rentals (Specify)
<b>Electrical</b>	
<input type="checkbox"/> Masonry	<input type="checkbox"/> Repairs (Specify)
<input type="checkbox"/> Mechanical/HVAC	<input type="checkbox"/> Services (Specify)
<input type="checkbox"/> Painting	<input type="checkbox"/> Supplies (Specify)
<input type="checkbox"/> Plumbing	_____
<input type="checkbox"/> Roofing	_____
<input type="checkbox"/> Other (Specify)	_____
<input type="checkbox"/> Equipment	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Food Products	<input type="checkbox"/> Vehicles/Trucks
<input type="checkbox"/> Furniture	_____
<input type="checkbox"/> Other (Specify)	_____

**IDENTIFICATION AND CERTIFICATION:** **An Executed Form W9 Must Be Attached.**

In compliance with Internal Revenue Service and State of South Carolina regulations, please provide us with the following taxpayer identification information.

---

For individuals, enter social security number (SSN): \_\_\_\_\_

For sole proprietors, enter owner's SSN or Federal Employer's Identification Number (FEIN): \_\_\_\_\_

For partnerships, corporations, or others, enter FEIN: \_\_\_\_\_

For verification of sales tax collection authority, enter State of SC Sales Tax License Number: \_\_\_\_\_

For certified minority/disadvantaged businesses, enter State of SC Certification Number: \_\_\_\_\_

I certify that all information provided herein is correct.

_____	_____	_____
<b>Authorized Signatory</b>	<b>Print Names &amp; Title</b>	<b>Date Completed</b>

**FOR OFFICE USE ONLY:** Reason for Request (Check any that apply)

Sole source for purchase

Successful Bidder on Competitive Bid

Other (Give Explanation)

\_\_\_\_\_

\_\_\_\_\_

**FINANCE OFFICE ONLY:**

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Added By: \_\_\_\_\_ Number: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
<b>or</b>					
<b>Employer identification number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## OFFEROR'S CHECKLIST

*AVOID COMMON MISTAKES!*

(Review this checklist prior to submitting your offer)

- ✓ COMPLETE & SIGN ALL REQUIRED DOCUMENTS.
- ✓ DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- ✓ UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES!
- ✓ MAKE SURE YOUR OFFER DOES NOT TAKE EXCEPTION TO ANY OF THE DISTRICT'S MANDATORY REQUIREMENTS!
- ✓ MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE INSTRUCTIONS: "SUBMITTING CONFIDENTIAL INFORMATION." DO NOT MARK YOUR ENTIRE RESPONSE AS CONFIDENTIAL, TRADE SECRET OR PROTECTED! DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!
- ✓ PROPERLY ACKNOWLEDGE ALL AMENDMENTS?
- ✓ MAKE SURE THAT YOUR OFFER INCLUDES THE SOLICITATION COVER PAGE. MAKE SURE THE COVER PAGE IS SIGNED BY A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS.
- ✓ MAKE SURE YOUR OFFER INCLUDES THE NUMBER OF COPIES REQUESTED.
- ✓ CHECK TO ENSURE YOUR OFFER 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 OR A PRE-SOLICITATION CONFERENCE, RAISE YOUR QUESTIONS AS PART OF THAT PROCESS.

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 offer.

### **SUBMIT WITH BID:**

- ✓ **Cover Page**
- ✓ **Page Two**
- ✓ **Bidding Schedule**
- ✓ **Attachments A-E**