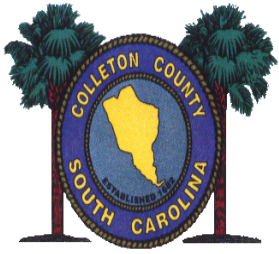


Bid Submittal Form

<p><b>COLLETON COUNTY, SOUTH CAROLINA</b>, a body politic and corporate and a political subdivision of the State of SC</p>	<p>MAIL TO: Finance-Purchasing ATTN: Kaye B Syfrett PO Box 157 Walterboro, SC 29488</p>	
<p><b>SEALED BID</b></p>	<p>HAND CARRY TO: Purchasing Office, Room 208A Harrelson Building, 31 Klein Street Walterboro, South Carolina 29488</p>	
<p><b>Bids will be accepted until 3:00 PM, Tuesday, June 29, 2010</b></p>	<p>TELEPHONE NO. (843) 549-5716</p>	
<p>Then Publicly Opened in Room 208</p>	<p><b>BID NUMBER: ACC-04 Sale of Impounded Horse</b></p>	

OFFEROR NAME: \_\_\_\_\_

OFFEROR ADDRESS: \_\_\_\_\_

CITY-STATE-ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(If different from above) \_\_\_\_\_

TELEPHONE NO.(\_\_\_\_\_) \_\_\_\_\_ FAX NO.(\_\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid 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 of this bid and verify that I am authorized to sign this bid for the proposer. I further state that the company affiliated with this bid currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

Offeror acknowledges receipt of the following addendum:

Number \_\_\_\_\_ Dated \_\_\_\_\_

Number \_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

## INSTRUCTIONS TO OFFERORS

1. **Submit one (1) clearly identified original and one (1) exact duplicate of the Bid and Application along with a certified check or money order for the Application Fee of \$25. in a sealed envelope with the bid number, offeror's name, as well as the time and date for opening prominently marked on the outside.**
2. Bids must be submitted to or at the time, date and exact location specified to be considered. No late bids, telegraphic, telephonic, or electronic bids will be accepted.
3. Bids must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the bid.
4. All information requested of the offeror must be entered in the appropriate space on the original forms. Failure to do so may be grounds for disqualification.
5. All information must be entered in ink or typewritten. Mistakes may be crossed out and corrected prior to submission, if initialed by the person signing the bid.
6. Corrections and/or modifications received after the closing time specified will not be accepted.
7. Colleton County reserves the right to award proposals received on the basis of individual items, groups of items, or the entire list of items; to reject any and all proposals; and to waive any technicalities.
8. In order for a bid to be considered complete, vendors must be able to supply all items in the bid package. In addition, all requested information in the bid package must be completed and returned in its entirety to constitute a complete bid.
9. **Prohibition of Gratuities:** It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or bid therefore.
10. **Addendum to Bid:** If it becomes necessary to revise any part of this invitation to bid, an addendum will be provided in writing to all vendors receiving this solicitation. All amendments issued by Colleton County must be acknowledged in writing by vendor. In addition, all addenda will be posted to the Colleton County website at [www.colletoncounty.org](http://www.colletoncounty.org) under "Online Bids." It is the responsibility of the Vendor to check the website for addenda up to the time of the bid opening.
11. The Evaluation of the bids and the determination as the equality of the offers is the responsibility of Colleton County, and will be based on information furnished by the offeror in the bid.
12. Unless otherwise indicated in the bid notice, prices must be firm, and remain in effect for ninety (90) days. Ambiguous bids which are uncertain as to fees, delivery, or compliance with specifications may be rejected or disregarded.
13. The successful offeror must indemnify and hold harmless Colleton County, its officers, agents, and employees, from all suits or claims of any character brought by reason of infringing on any patent, trade mark, or copyright.

14. Every effort has been made to insure that all information needed by the offeror is included herein. If the offeror finds it cannot complete a bid without additional information, it may submit written questions to Kaye B Syfrett, Purchasing Manager at the addresses listed on the Bid Submittal Form or via e-mail at [ksyfrett@colletoncounty.org](mailto:ksyfrett@colletoncounty.org) . All questions and written replies will be distributed to all Vendors and will become a part of the solicitation. **Questions must be submitted in writing and received five (5) days before the time of bid opening.**

BID PROCEDURES MUST COMPLY WITH THE PROVISIONS OF SC LAW AND REVISED PURCHASING ORDINANCE NUMBER 2000-0-21 AS AMENDED.

**SPECIFIC INFORMATION**

Colleton County is seeking qualified applicants to bid on an Impounded Miniature Horse that has been in the custody of the County since May 14<sup>th</sup> 2010 as required by the Colleton County Code of Ordinances, Chapter 6: Animals, Section 6.04.140.

Bids will be evaluated promptly after the bid opening with results announced within 10 days. Failure to follow bid requirements or to submit all required forms and information shall cause a bid to be non-compliant and to be eliminated from consideration.

The County reserves the right to accept or reject any or all bids, to waive any bidding formalities, to negotiate with the bidder of its choice, and to make an award deemed to be in its own best interest.

A \$25 Application Fee must be submitted along with the bid and application. Application Fee can be paid by certified check or money order made payable to Colleton County. **Bids that are less than \$250 will NOT be considered.**

The successful bidder will make final payment by cash or cashier’s check immediately upon award of the bid. The animal(s) must be removed from County property within three days of payment.

Appointments can be made to view the horse Monday through Friday from 11:00am-4:00pm by calling the Animal Shelter at (843) 893-2651.

Type of Animal	Miniature
Impound Date	May 14, 2010
Impound Number	18953A
Stud	Male
Weight	185 pounds
Height	4 Hands
Age	6-7 years
Coat Coloration	Blue/Brown
Markings, Brands, & Other Identifying Information:	None

**BID BREAKDOWN SHEET**

**ACC-04 Sale of Impounded Horse**

Please provide the following information and attach to the completed Bid Submittal Form and Application:

**TOTAL BID**           \$ \_\_\_\_\_

Miniature

Impound # 18953A

**OFFEROR NAME:** \_\_\_\_\_

**OFFEROR SIGNATURE:** \_\_\_\_\_