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EXECUTIVE DIRECTOR

THE DIVISION OF PROCUREMENT SERVICES

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DIVISION DIRECTOR  
(803) 734-8018

MICHAEL B. SPICER  
INFORMATION TECHNOLOGY MANAGEMENT OFFICER  
(803) 737-0600  
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## Written Determination

**Matter of:** Cancellation of Award to National Procurement Services, LLC

**Case No.:** 2018-117

**Posting Date:** September 29, 2017

**Contracting Entity:** South Carolina Department of Mental Health

**Solicitation No.:** 5400014120

**Description:** Promotional Items

This matter is before the Chief Procurement Officer for Information Technology<sup>1</sup> (CPO) pursuant to a request from the South Carolina Department of Mental Health (DMH) [Ex. 1] under the provisions of §11-35-1520(7) of the South Carolina Consolidated Procurement Code (Code), and Regulation 19-445.2085(C) to cancel an award to National Procurement Services, LLC (National) for promotional items due to an administrative error in determining the lowest responsive and responsible bidder discovered after award but prior to performance.

### BASIS FOR THE REQUEST

DMH issued Request for Quotation 5400014120 on September 7, 2017 for promotional items. Amendment 1 was issued on September 13, 2017, and quotes were received on September 22, 2017. A statement of award was posted on September 25, 2017 to National Procurement Services, LLC as the lowest responsive and responsible bidder with a total price of \$22,750.00.

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<sup>1</sup> The Materials Management Officer delegated the administrative review of this request to the Chief Procurement Officer for Information Technology.

[Exhibit 2] After award, it was discovered that the buyer made an error in calculating the bid totals which resulted in the wrong bidder receiving the award. Pro Brand, LLC's bid of \$16,892.50 [Exhibit 4] was recorded as \$50,100.00. Exhibit 3]

DMH requested cancellation of the award prior to performance in accordance with Regulation 19-445.2085(C)

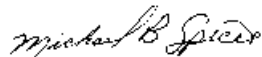
After an award or notification of intent to award, whichever is earlier, has been issued but before performance has begun, the award or contract may be canceled and either re-awarded or a new solicitation issued or the existing solicitation canceled, if the Chief Procurement Officer determines in writing that:

(7) Administrative error of the purchasing agency discovered prior to performance, or

(8) For other reasons, cancellation is clearly in the best interest of the State.

#### **DETERMINATION**

For the reasons stated above, the award to National Procurement Services, LLC is cancelled under Regulation 19-445.2085(C). DMH is directed to award the contract in accordance with the Code.



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Michael B. Spicer  
Chief Procurement Officer

## Exhibit 1

**From:** [Brandalyn Brewer](#)  
**To:** [Spicer, Michael](#)  
**Subject:** 5400014120 Promotional Items  
**Date:** Tuesday, September 26, 2017 10:13:46 AM  
**Attachments:** [20170926095313895.pdf](#)  
[20170926095521381.pdf](#)  
[20170926095622114.pdf](#)

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Mr. Spicer,

With solicitation 5400014120, SCDMH attempts to acquire promotional items for a programmatic area. The solicitation was released on 9/7/2017 and closed on 9/22/2017 and awarded to National Procurement Services, LLC on 9/25/2017. After award, it was discovered that the Buyer made an administrative error in calculation which resulted in the incorrect bidder being awarded. The corrected calculation sheet is attached. As allowed by the SC Consolidated Procurement Code Regulation 19-445-2085-C(7) Administration, please authorize cancelation of this award due to administrative error so that we can make the proper award.

Due to this being tied to grant funding, I look forward to your response to this matter. Please feel free to contact me if you have any questions.

Thanks-

*Brandalyn "Brandi" Brewer, MBA*

Assistant Director of Procurement  
Procurement/Contracts Division  
Department of Mental Health  
2414 Bull Street  
Columbia, SC 29201  
803-898-0281 (work)  
803-898-8641 (Fax)

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**Exhibit 2**

STATE OF SOUTH CAROLINA  
SC DEPT. OF MENTAL HEALTH  
SCDMH PROCUREMENT OFFICE  
2414 BULL STREET, ROOM 201  
COLUMBIA SC 29201

**Statement of Award**

Posting Date: September 25, 2017

**Solicitation:** 5400014120  
**Description:** PROMOTIONAL ITEMS  
**Agency:** DMH Administration

The State awards the contract(s) noted below. This document is the final Statement of Award, effective **8:00 a.m., September 26, 2017**. Unless otherwise provided in the solicitation, the final statement of award serves as acceptance of your offer.

Contractor should not perform work on or incur any costs associated with the contract prior to the effective date of the contract. Contractor should not perform any work prior to the receipt of a purchase order from the using governmental unit. The State assumes no liability for any expenses incurred prior to the effective date of the contract and issuance of a purchase order.

**Contract Number:** 4400017172  
**Awarded To:** NATIONAL PROCUREMENT SERVICES LLC (7000181387)  
P.O. Box 2313  
WEST COLUMBIA SC 29170

**Total Potential Value:** \$ 22,750.00  
**Maximum Contract Period:** September 25, 2017 through October 30, 2017

<b>Item</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
00001	Multi-Colored Poly. Stress Balls 1.97"	\$ 0.53	\$ 2,650.00
00002	Non-Woven Poly. Tote Bags	\$ 0.90	\$ 3,600.00
00003	Stickers	\$ 0.04	\$ 200.00
00004	Bumper Stickers	\$ 0.45	\$ 900.00
00005	Lanyards	\$ 0.67	\$ 1,340.00
00006	Cellphone Holder Stylus Ballpoint Pen	\$ 0.34	\$ 3,400.00
00007	PopSockets	\$ 0.83	\$ 1,660.00
00008	Cardholders	\$ 1.30	\$ 2,600.00
00009	Key Ring w/ LED Light and Stylus	\$ 1.05	\$ 2,100.00
00010	Magnets	\$ 0.09	\$ 1,800.00
00011	Black Cotton T-Shirts	\$ 5.00	\$ 1,250.00
00012	White Cotton T-Shirts	\$ 5.00	\$ 1,250.00

**Procurement Officer**  
BRANDALYN BREWER

Exhibit 3

SCDMH TABULATION SHEET

AWARD MADE TO ONE VENDOR

THE LISTED PRICES ARE FOR SOLICITATION #: 5400014120  
DATE: 9/22/2017 TIME: 3:15 PM

VENDOR: National Procurement+  
TOTAL PRICE: \$ 22,750.<sup>00</sup>

VENDOR: Red Hot Branding  
TOTAL PRICE: \$ 41,580.<sup>00</sup>

VENDOR: TSC, Inc.  
TOTAL PRICE: \$ 32,150.<sup>25</sup>

VENDOR: 4imprint, Inc.  
TOTAL PRICE: \$ 30,985.<sup>00</sup>

VENDOR: Pro Brand  
TOTAL PRICE: \$ 50,100.<sup>00</sup> <sup>80</sup> 10,892.50

VENDOR: Cole Enterprises  
TOTAL PRICE: \$ 54,500.<sup>00</sup> <sup>80</sup> 53,597.50

VENDOR: CFJ Manufacturing  
TOTAL PRICE: \$ 37,582.<sup>00</sup>

OPENED BY: Jean Beane OPENING DATE: 09/22/17  
WITNESSED BY: Lauren Wise POSTING DATE: \_\_\_\_\_

SCDMH TABULATION SHEET

AWARD MADE TO ONE VENDOR

THE LISTED PRICES ARE FOR SOLICITATION #: 5400014120  
DATE: 9/22/17 TIME: 3:15 PM

VENDOR: Progressive Marketing  
Base Bid PRICE: \$ 23,385.<sup>00/</sup>  
Alternate Bid PRICE: \$ \_\_\_\_\_

VENDOR: \_\_\_\_\_  
Base Bid PRICE: \$ \_\_\_\_\_  
Alternate Bid PRICE: \$ \_\_\_\_\_

VENDOR: \_\_\_\_\_  
Base Bid PRICE: \$ \_\_\_\_\_  
Alternate Bid PRICE: \$ \_\_\_\_\_

VENDOR: \_\_\_\_\_  
Base Bid PRICE: \$ \_\_\_\_\_  
Alternate Bid PRICE: \$ \_\_\_\_\_

VENDOR: \_\_\_\_\_  
Base Bid PRICE: \$ \_\_\_\_\_  
Alternate Bid PRICE: \$ \_\_\_\_\_

VENDOR: \_\_\_\_\_  
Base Bid PRICE: \$ \_\_\_\_\_  
Alternate Bid PRICE: \$ \_\_\_\_\_

VENDOR: \_\_\_\_\_  
Base Bid PRICE: \$ \_\_\_\_\_  
Alternate Bid PRICE: \$ \_\_\_\_\_

OPENED BY: Jean Bane OPENING DATE: 09/22/17  
WITNESSED BY: Laura W... POSTING DATE: \_\_\_\_\_

Exhibit 4



State of South Carolin

Bid

Status: 5500053575 Bid Submitted
Created: 09/22/2017 06:32:19 CST
ERIK SUE
Last upd: 09/22/2017 12:01:36 CST
ERIK SUE

Bidder

PRO BRAND LLC
P.O. Box 46042
TAMPA FL 33646

Request for Quote

Version: 2

Bid Invitation number: 5400014120
Description: PROMOTIONAL ITEMS
Buyer name:
Buyer email:
Buyer phone:
Follow-on document: Contract
Estimated award date: 09/25/2017
SCBO catg: Supplies

Bid invitation rules

Bidding procedure: Public bid invitation
Requested price information: Normal price
Timezone: CST
End date/time: 09/22/2017 14:15:00 CST

Bids required for all items? No

Bid may be changed? Yes
Bidder can add items? No

Bid Basic Data

Terms of Payment: net 30 days
Currency: USD United States Dollar

Information from purchaser - header attachment(s)

Description
Promotional Items List
Logos/Slogan/Symbol
T-Shirt Sizing Chart 1 & 2
5400014120 Pro
Amendment 1

Bidder's header attachment(s)

Description
Stress ball

Bid details

Line Number: 0001

Multi-Colored Poly. Stress Balls 1.97"

Item Category: Material

Vendor Product Number: Promo Mart

Product Category: 03752 - Novelties and Advertising Specialty Products

Internal Item Number: 1

# Request for Quote

Version: 2

Bid invitation number: 5400014120

Description: PROMOTIONAL ITEMS

Target Quantity of Bid Invitation: 5,000.00 each  
Price: 0.52 (United States Dollar) Per 1 each  
Target Value of Bid Invitation:..... 1.00 (United States Dollar)  
Target Value Bid: 2,600.00 (United States Dollar)  
Delivery Time (Duration): 28 days

*\$ 2600*

**Information from purchaser - Item tendering text**

Polyurethan (PUR/PU) Stress Balls  
Measurements: 1.97"  
Logo and Contact Info in white/black in multi-colors (Red, Blue, Green, Yellow, Orange, etc.)

**Item attributes**

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC. Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

Bidder Response: N

**Line Number: 0002**

**Non-Woven Poly. Tote Bags**

Item Category: Material  
Vendor Product Number: Promo Mart  
Product Category: 03752 - Novelties and Advertising Specialty Products  
Internal Item Number: 2  
Target Quantity of Bid Invitation: 4,000.00 each  
Price: 0.53 (United States Dollar) Per 1 each  
Delivery Time (Duration): 28 days

*\$ 2,120*

**Information from purchaser - item tendering text**

Non-woven polypropylene tote bags - 80 GSM, measures 16" W x 15" H x 8"D  
Logo with website and phone numbers in white and blue font with a blackbackground

**Bidder's item attachment(s)**

Tote bag

**Item attributes**

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC.



# Request for Quote

Version: 2

Bid Invitation number: 5400014120

Description: PROMOTIONAL ITEMS

Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

Bidder Response: N

## Line Number: 0003

### Stickers

Item Category: Material

Vendor Product Number: Discount Labels

Product Category: 03752 - Novelties and Advertising Specialty Products

Internal Item Number: 3

Target Quantity of Bid Invitation: 5,000.00 each

Price: 0.07 (United States Dollar) Per 1 each

Delivery Time (Duration): 25 days

350

#### Information from purchaser - Item tendering text

High Gloss Custom Square Stickers

Measure: 2"x 2"

Logo with Website and phone number

Black Background w/ white and blue font color

#### Item attributes

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC.

Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

Bidder Response: N

## Line Number: 0004

### Bumper Stickers

Item Category: Material

Vendor Product Number: Promo Mart

Product Category: 03752 - Novelties and Advertising Specialty Products

Internal Item Number: 4

Target Quantity of Bid Invitation: 2,000.00 each

Price: 0.26 (United States Dollar) Per 1 each

Delivery Time (Duration): 28 days

520

# Request for Quote

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Version: 2

Bid Invitation number: 5400014120

Description: PROMOTIONAL ITEMS

## Information from purchaser - item tendering text

High Gloss Custom Square Stickers  
Measure: 2"x 2"  
Logo with Website and phone number  
Black Background w/ white and blue font color

## Item attributes

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC. Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

Bidder Response: N

## Line Number: 0005

### Lanyards

Item Category: Material  
Vendor Product Number: **Promo Mart**  
Product Category: 03752 - Novelties and Advertising Specialty Products  
Internal Item Number: 5  
Target Quantity of Bid Invitation: 2,000.00 each  
Price: **0.35 (United States Dollar) Per 1 each**  
Delivery Time (Duration): **28 days**

700

## Information from purchaser - Item tendering text

Polyester Lanyards  
Measurements: 4"X6"  
Logo with website and phone, multi-colored font with white/blackbackground

## Item attributes

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC. Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

# Request for Quote

Version: 2

Bid invitation number: 5400014120

Description: PROMOTIONAL ITEMS

Bidder Response: N

## Line Number: 0006

### Cellphone Holder Stylus Ballpoint Pen

Item Category: Material

Vendor Product Number: Promo Mart

Product Category: 03752 - Novelties and Advertising Specialty Products

Internal Item Number: 6

Target Quantity of Bid Invitation: 10,000.00 each

Price: 0.35 (United States Dollar) Per 1 each

Delivery Time (Duration): 28 days

3500

#### Information from purchaser - Item tendering text

Plastic Cellphone holder stylus ball point pen with Logo, Name, PhoneNumber, website.  
White Font with Blue background

#### Bidder's item attachment(s)

Cell phone holder pen

#### Item attributes

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC. Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

Bidder Response: N

## Line Number: 0007

### PopSockets

Item Category: Material

Vendor Product Number: Promo Mart

Product Category: 03752 - Novelties and Advertising Specialty Products

Internal Item Number: 7

Target Quantity of Bid Invitation: 2,000.00 each

Price: 0.44 (United States Dollar) Per 1 each

Delivery Time (Duration): 28 days

4600

#### Information from purchaser - Item tendering text

Plastic Pop Sockets  
measurements: 1.6" x 1.6" x0.3"  
Logo, phone number, website in black/white font with black/whitebackground

# Request for Quote

Page 6 / 9

Version: 2

Bid Invitation number: 5400014120

Description: PROMOTIONAL ITEMS

## Bidder's item attachment(s)

Pop Socket

## Item attributes

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC. Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

Bidder Response: N

## Line Number: 0008

### Cardholders

Item Category: Material

Vendor Product Number: Promo Mart

Product Category: 03752 - Novelties and Advertising Specialty Products

Internal Item Number: 8

Target Quantity of Bid Invitation: 2,000.00 each

Price: 0.31 (United States Dollar) Per 1 each

Delivery Time (Duration): 28 days

020

### Information from purchaser - Item tendering text

Silicone Cardholders

Measurements: 2 1/4" x 3 3/8"

Slogan, phone number and website in black font with either white/bluebackground

## Bidder's item attachment(s)

Silicone Cardholder

## Item attributes

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC. Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

Bidder Response: N

# Request for Quote

Version: 2

Bid invitation number: 5400014120

Description: PROMOTIONAL ITEMS

## Line Number: 0009

### Key Ring w/ LED Light and Stylus

Item Category: Material

Vendor Product Number: Promo Mart

Product Category: 03752 - Novelties and Advertising Specialty Products

Internal Item Number: 9

Target Quantity of Bid Invitation: 2,000.00 each

Price: 0.85 (United States Dollar) Per 1 each

Delivery Time (Duration): 28 days

1700

#### Information from purchaser - item tendering text

Plastic/Metal Key Ring with LED light and Stylus

Measurements: 1" x 2 1/2"

Logo, Phone number and Website with blue/charcoal font with a white background

#### Bidder's item attachment(s)

Keyring LED Stylus

#### Item attributes

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC.

Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

Bidder Response: N

## Line Number: 0010

### Magnets

Item Category: Material

Vendor Product Number: Magnets 4 Media

Product Category: 03752 - Novelties and Advertising Specialty Products

Internal Item Number: 10

Target Quantity of Bid Invitation: 20,000.00 each

Price: 0.09 (United States Dollar) Per 1 each

Delivery Time (Duration): 25 days

1800

#### Information from purchaser - item tendering text

Plastic/Magnet Magnets

Measurements: 3.5" x 2"

Logo, Phone number, website with White Font with an Assortment of different backgrounds

# Request for Quote

Version: 2

Bid invitation number: 5400014120

Description: PROMOTIONAL ITEMS

### Item attributes

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC. Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

Bidder Response: N

### Line Number: 0011

#### Black Cotton T-Shirts

Item Category: Material

Vendor Product Number: **gildan**

Product Category: 03752 - Novelties and Advertising Specialty Products

Internal Item Number: 11

Target Quantity of Bid Invitation: 250.00 each

Price: 4.50 (United States Dollar) Per 1 each

Delivery Time (Duration): 25 days

1125

#### Information from purchaser - Item tendering text

Black Cotton T-Shirts

See Size Chart 1 in Attachment 2

Black T-Shirts: Blue pocket size symbol in the front and white/bluecolor slogan and contact info in the back..

### Item attributes

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC. Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

Bidder Response: N

### Line Number: 0012

#### White Cotton T-Shirts

Item Category: Material

Vendor Product Number: **Gildan**

Product Category: 03752 - Novelties and Advertising Specialty Products

# Request for Quote

Version: 2

Bid invitation number: 5400014120

Description: PROMOTIONAL ITEMS

Internal Item Number: 12  
Target Quantity of Bid Invitation: 250.00 each  
Price: 3.91 (United States Dollar) Per 1 each  
Delivery Time (Duration): 25 days

977.50

### Information from purchaser - item tendering text

Cotton T-Shirts

See Size Chart 2 in Attachment 2

White T-shirts: Blue pocket size symbol in the front and black/blueslogan and contact information in the back.

### Item attributes

Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see [www.procurement.sc/preferences](http://www.procurement.sc/preferences)

Bidder Response: N

SC End-Product Pref. Section 11-35-1524 (B)(2). Select SC End Product Preference if product is made, manufactured or grown in SC. Select No, if not claiming a preference.

Bidder Response: N

US End-Product Pref. Section 11-35-1524, (B)(1). Select US End Product if product is made, manufactured or grown in the US. Select No, if not claiming a preference.

Bidder Response: N

**STATEMENT OF RIGHT TO FURTHER ADMINISTRATIVE REVIEW**  
*Written Determinations Appeal Notice (Revised July 2017)*

The South Carolina Procurement Code, in Section 11-35-4410, subsection (1)(b), states:

(1) Creation. There is hereby created the South Carolina Procurement Review Panel which shall be charged with the responsibility to review and determine de novo:  
(b) requests for review of other *written determinations*, decisions, *policies*, and *procedures* arising from or concerning the procurement of supplies, services, information technology, or construction procured in accordance with the provisions of this code and the ensuing regulations; except that a matter which could have been brought before the chief procurement officers in a timely and appropriate manner pursuant to Sections 11-35-4210, 11-35-4220, or 11-35-4230, but was not, must not be the subject of review under this paragraph. Requests for review pursuant to this paragraph must be submitted to the Procurement Review Panel in writing, setting forth the grounds, within fifteen days of the date of the written determinations, decisions, policies, and procedures.

(Emphasis added.) *See generally Protest of Three Rivers Solid Waste Authority by Chambers Development Co., Inc.*, Case Nos. 1996-4 & 1996-5, *Protest of Charleston County School District*, Case No. 1985-5, *Charleston County School Dist. v. Leatherman*, 295 S.C. 264, 368 S.E.2d 76 (Ct.App.1988).

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Copies of the Panel's decisions and other additional information regarding the protest process is available on the internet at the following web site: <http://procurement.sc.gov>

**FILE BY CLOSE OF BUSINESS:** Appeals must be filed by 5:00 PM, the close of business. *Protest of Palmetto Unilect, LLC*, Case No. 2004-6 (dismissing as untimely an appeal emailed prior to 5:00 PM but not received until after 5:00 PM); *Appeal of Pee Dee Regional Transportation Services, et al.*, Case No. 2007-1 (dismissing as untimely an appeal faxed to the CPO at 6:59 PM).

**FILING FEE:** Pursuant to Proviso 111.1 of the 2016 General Appropriations Act, "[r]equests for administrative review before the South Carolina Procurement Review Panel shall be accompanied by a filing fee of two hundred and fifty dollars (\$250.00), payable to the SC Procurement Review Panel. The panel is authorized to charge the party requesting an administrative review under the South Carolina Code Sections 11-35-4210(6), 11-35-4220(5), 11-35-4230(6) and/or 11-35-4410...Withdrawal of an appeal will result in the filing fee being forfeited to the panel. If a party desiring to file an appeal is unable to pay the filing fee because of financial hardship, the party shall submit a completed Request for Filing Fee Waiver form at the same time the request for review is filed. The Request for Filing Fee Waiver form is attached to this Decision. If the filing fee is not waived, the party must pay the filing fee within fifteen days of the date of receipt of the order denying waiver of the filing fee. Requests for administrative review will not be accepted unless accompanied by the filing fee or a completed Request for Filing Fee Waiver form at the time of filing." PLEASE MAKE YOUR CHECK PAYABLE TO THE "SC PROCUREMENT REVIEW PANEL."

**LEGAL REPRESENTATION:** In order to prosecute an appeal before the Panel, business entities organized and registered as corporations, limited liability companies, and limited partnerships must be represented by a lawyer. Failure to obtain counsel will result in dismissal of your appeal. *Protest of Lighting Services*, Case No. 2002-10 (Proc. Rev. Panel Nov. 6, 2002) and *Protest of The Kardon Corporation*, Case No. 2002-13 (Proc. Rev. Panel Jan. 31, 2003); and *Protest of PC&C Enterprises, LLC*, Case No. 2012-1 (Proc. Rev. Panel April 2, 2012). However, individuals and those operating as an individual doing business under a trade name may proceed without counsel, if desired.



**South Carolina Procurement Review Panel  
Request for Filing Fee Waiver  
1205 Pendleton Street, Suite 367, Columbia, SC 29201**

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\_\_\_\_\_  
Name of Requestor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Business Phone

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1. What is your/your company's monthly income? \_\_\_\_\_

2. What are your/your company's monthly expenses? \_\_\_\_\_

3. List any other circumstances which you think affect your/your company's ability to pay the filing fee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, the information above is true and accurate. I have made no attempt to misrepresent my/my company's financial condition. I hereby request that the filing fee for requesting administrative review be waived.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public of South Carolina

\_\_\_\_\_  
Requestor/Appellant

My Commission expires: \_\_\_\_\_

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For official use only: \_\_\_\_\_ Fee Waived      \_\_\_\_\_ Waiver Denied

\_\_\_\_\_  
Chairman or Vice Chairman, SC Procurement Review Panel

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
Columbia, South Carolina

**NOTE: If your filing fee request is denied, you will be expected to pay the filing fee within fifteen (15) days of the date of receipt of the order denying the waiver.**