INFORMAL BID REQUEST

DATE: _____

Lee County, North Carolina

Finance Department
115 Chatham Street, Suite 301, Sanford, NC 27330
Phone: (919)-718-4600 x5522

Vendor Name	Contact Name				
Vendor Address	Contact E-mail address				
Vendor Citv. State and Zip	Contact Phone Number				
Lee County is currently accepting informal sealed bids for the item(s) listed below. If you are interested in supplying the item(s) to Lee County, please complete this form as well as any other information <i>in duplicate</i> and return to the Lee County Finance Office, Attn: Purchasing Agent, 115 Chatham Street, Suite 301, Sanford NC 27330 by the date and time listed below. Please include the description listed below on your envelope. DO NOT INCLUDE SALES TAX IN YOUR BID. ELECTRONIC BID SUBMISSIONS WILL NOT BE CONSIDERED.					
PLEASE INCLUDE IN YOUR BID PACKAGE:					
A CURRENT W-9, a Vendor Application, E-Verify/I	ran Divestment				
Bid Due Date and Time:	Item(s) needed by:				
Tuesday, April 23, 2024 @ 12:00 PM EST	<u>Tuesday, May 7, 2024</u>				

Description to Put on Sealed Envelope:

5100-05-24 Microscope

Item Descrip	otion	Qty.	Price	Extended Amount
Olympus BX43 LED Stand or equiva	lent with the following	1		
specs:	8x43 LED			
Stand				
Pair of WH10x/22 Eyepieces				
5 position nose piece 4 Objectives:				
Plan 4x/0.10	Plan			
10x/0.25	Plan			
40x/0.65	Plan 100x			
Oil				
Right Handed Stage with Slide Hold	er			
Abbe 1.1 Condenser	LED			
Power Supply	Dust			
Cover				
*Shipping should be included in the	e bid. Items shall be			
shipped to Lee County Health Depa	rtment - 106 Hillcrest Drive			
, 2nd Floor, Sanford, NC 27330.				
* All items need to be delviered and	d invoiced no later than			
May 7, 2024.				

THIS IS						
NOT AN ORDER						

INFORMAL BID REQUEST

DATE:

AN ORDER			
Delivery/Other Charges (Please explain):			
Total			
Lee County reserves the right to reject any or all bids, a informalities & technicalities in the bidding procedure.	ny part	of a bid and to waive the	2
Vendor Signature	-		Date

Vendor Application

Please fill out this form and send by e-mail to jwaterhouse@leecountync.gov or fax to (919) 718-4631. Your business will be added to our new vendor list.

PURCHASING DIVISION LEE COUNTY PO Box 1968 Sanford, NC 27330

Phone: (919)-718-4600 Fax: (919)-718-4631

ederal ID #	SS#		For Finance Vendor # Use Only
<u>/endor Name</u>			<u>Date</u>
ORDER ADDRES	S		PAY ADDRESS
<u>street</u>		<u>Street</u>	
itreet_		PO Box	
City		City	
<u>Zip Co</u>	<u>de</u>	<u>State</u>	<u>Zip Code</u>
CONTACT PERSON	TELEPHONE NUMB	ER	FAX NUMBER
CONTACT PERSON E-MAIL ADDRESS	TERMS		DISCOUNT
CONTRACTOR'S LICENSE # (if applicable	<u>.</u>	SIGNATURE	
This firm certifies that it is a : (if app	licable)		
Disabled	Minority Business	Enterprise	Women Business Enterprise
o qualify for MWBE status, 51% of the compan minority group members are Black Americans, l 1% of the company must be owned and contro	Hispanic Americans, American I		
Pro Please list the type product(s)	duct(s) and/or Ser and/or Service(s) tha		iny can provide.



Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

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

	I Name (as snown on your income tax return). Name is required on this line, do not leave this line blank.											
	2 Business name/disregarded entity name, if different from above											
on page 3.							4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):					
ns e	single-member LLC			Exem	pt payee	code	(if any)					
ty tio	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partne	rship) ▶					_					
Solicity appropriate box for redefal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate single-member LLC Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) Note: 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 of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner of the LLC is disregarded from the owner should check the appropriate box for the tax classification of its owner. Other (see instructions) Address (number, street, and apt. or suite no.) See instructions. Requester's name							code (if any)					
eci	☐ Other (see instructions) ▶			(Applies	s to account	s mainta	ined outsid	e the U.S	.)			
Sp	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's	name a	and ad	dress (op	tiona)					
See												
0,	6 City, state, and ZIP code											
	7 List account number(s) here (optional)											
Par												
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to average withholding. For individuals, this is generally your special acquirity number (CSN). However,		cial sec	curity i	number	_			_			
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						_						
	es, it is your employer identification number (EIN). If you do not have a number, see <i>How to ge</i>	et a]		$\perp \perp$				
TIN, la		or				—.						
	If the account is in more than one name, see the instructions for line 1. Also see What Name per To Give the Requester for guidelines on whose number to enter.	and Em	ployer	er identification number								
INUITIL	ier to dive the nequester for guidelines off whose number to enter.			_								
								$\perp \perp \perp$				
Par												
	r penalties of perjury, I certify that:											
2. I ar Ser	e number shown on this form is my correct taxpayer identification number (or I am waiting for not subject to backup withholding because: (a) I am exempt from backup withholding, or (brvice (IRS) that I am subject to backup withholding as a result of a failure to report all interest longer subject to backup withholding; and) I have not b	een n	otified	by the	Inter			.m			
3. I ar	m a U.S. citizen or other U.S. person (defined below); and											
4. The	e FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	na 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,

other than	1 1 2/	utions to an individual retirement arrangement (IRA), and generally, payments, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ▶	Date ►	

General Instructions

Section references are to the Internal Revenue Code unless otherwise

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.

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 taxpaver 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,



Tel: (919) 718-4600 P.O. Box 1968 Sanford, NC 27331-1968

Vendor Electronic Payment Authorization Form

For your convenience and benefit, the Lee County is now processing all vendor payments electronically, rather than by check. Your payments will be deposited into the checking or savings account of your choice. In addition to having the money deposited electronically, you also will be notified of the deposit by email. This notice will provide you with all the information that would normally be on your check stub.

In order for us to complete the process of udpating your information, please provide a bank verfication letter or a voided check. This information is used to verify the account number that you have provided below.

In the event that you change banks, bank account numbers, or email addresses, you must notify the County with the necessary changes and include a new bank verification letter or a voided check. Failure to notify us of these changes will cause delayed payments to you. Send changes to: jwaterhouse@leecountync.gov.

Please print the following information:

•	Vendor Name:			
	Vendor Address:	Street:		
	City, State, ZipCode:			
	Phone Number:			
	Name of Bank:			
	Bank Routing Number	er:		
	Bank Account Number	er:		
	Checking or Savings:		☐ Checking Account	☐ Savings Account
	Authorized Signature	:		
	Printed Name:			
	Title:			
	Telephone number:			
•	Notification of payme e-mail address:	ent		

Contact Jen Waterhouse at jwaterhouse@leecountync.gov or (919) 718-4600 ext 5504 with questions or changes to above information.

Vendor/Contractor Name: IRAN DIVESTMENT ACT CERTIFICATION **REQUIRED BY N.C.G.S. 147-86.59** As of the date listed below, the Vendor/Contractor listed above certifies that they are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer persuant to N.C.G.S. 147-86.58. Contractor/Vendor shall not utilize any subcontractor that is identified on the list. **E-VERIFY CERTIFICATION** REQUIRED BY N.C.G.S. 143-48.5 & 147-33.95(g) As of the date listed below, the Vendor/Contractor listed above and all Vendor/Contractor's subcontractors certify that they are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. The undersigned hereby certifies that he/she is authorized by the entity listed above to make the foregoing statement. Signature Date

Printed Title

Printed Name

The County of Lee North Carolina

Lee County, North Carolina Terms and Conditions

By acceptance of this purchase order, the vendor or contractor, (referred to as the Seller), declares that the supplies, materials, equipment, apparatus, or services will be furnished according to the following terms and conditions:

- QUESTIONS CONCERNING THE PURCHASE ORDER: Contact the Ship To Department shown.
- PURCHASE ORDER NUMBER: The purchase order number must appear on all invoices, packing slips, correspondence and bill of lading.
- PRICE: If prices or terms do not agree with your quotation, you
 must notify the ordering Department immediately. All prices are
 quoted F.O.B. DESTINATION unless specifically indicated
 otherwise.
- 4. INVOICES: All invoices are to be mailed to the Ship To Department. Each purchase order must be invoiced separately. Invoices for partial shipments will be accepted and final invoices should indicate completion of order. The Purchase Order Number must be referenced on all invoices.
- CASH DISCOUNTS: All cash discounts will be effective from the date of actual receipt of a correct and approved invoice by the ordering department.
- 6. PAYMENT TERMS: The County agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The County does not agree to the payment of late charges or finance charges assessed by the Seller for any reason. Invoices are payable in U.S. funds.
- 7. TAXES: Lee County is not Tax-Exempt. Prices shown on the County's purchase order may not include tax; however, all applicable taxes shall be paid by the County. Seller shall itemize taxes on the Seller's invoice. It should be noted that the County is exempt from Federal Excise Tax except as required to be paid by law.
- QUANTITY: The specific quantity ordered must be delivered in full and will not be changed/increased without the Purchasing Director's written consent. Any unauthorized quantity is subject to rejection and return at Seller's expense.
- 9. FREIGHT AND PACKAGING: Price quotations shall include freight, transportation, shipping, handling and similar charges. Collect freight shipments will be refused. The Seller shall absorb any increase in rates becoming effective after the date hereof. The seller agrees to assume and pay all extra expense occurring on account of improper packaging.
- 10. SERVICES PERFORMED: All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless Lee County, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.
- 11. APPLICABLE LAWS: By the acceptance of this order, Seller represents that the goods covered by this order are in full compliance with all applicable local, state or federal laws and regulations and agrees to indemnify and defend Lee County against any loss, cost, liability or damage by reason of Seller's violation of any laws.
- 12. CANCELLATION: Lee County reserves the right to cancel this order, or any part thereof, at any time without penalty. Such cancellation may be based upon failure of the Seller to comply with the terms and conditions of this transaction, failure to perform the work with promptness and diligence, failure to make shipment within the time specified, or for any other reason which causes the Seller not to perform as agreed.
- 13. ACCEPTANCE AND INSPECTION: All goods shall be subject to the County's right of inspection and rejection. Risk of loss and title to all goods shall remain with the Seller until acceptance has been made by the County. If goods are rejected, they will be returned at Seller's risk for credit or replacement at the County's option and all

- handling and transportation expenses both ways shall be assumed by the Seller. When goods have been rejected, the County shall have the right to cancel any unshipped portion of this order. Payment for supplies shall not constitute acceptance and is without prejudice to claims that the County may have against the Seller.
- 14. WARRANTY: The Seller expressly warrants that goods covered by this order will conform to the specifications, drawings, or samples furnished by the County, be suitable for the purpose intended, and shall be free from defects in material and/or workmanship and shall be merchantable. This warranty shall survive any inspection, delivery acceptance or payment by the County. The Seller also warrants that the goods do not infringe any patent, registered trademark or copyright, and agrees to hold Lee County harmless in the event of any infringement or claim thereof. Additionally, Seller warrants that the goods are free and clear of all liens and encumbrances, and that Seller has a good and marketable title to the same.
- 15. HAZARDOUS CHEMICALS: The Seller shall ensure that each container of a hazardous chemical is labeled, tagged or marked with information required by OSHA's Hazard Communication Standard, Department of Transportation requirements, and any applicable EPA requirements.
- 16. MATERIAL SAFETY DATA SHEETS (MSDS): The Seller shall ensure that Lee County is provided an appropriate current MSDS with or prior to the initial shipment of a hazardous chemical, and with or prior to the initial shipment after the MSDS is updated.
- NON-DISCRIMINATION POLICY: Lee County does not discriminate on the basis of race, color, sex, national origin, religion, age or disability.
- 18. VERBAL AGREEMENT: This purchase order, including all references and/or insertions, with the stated terms and conditions thereon shall constitute the complete agreement between the County and Seller. The terms and conditions of this order shall not be modified by any verbal understanding and shall only be binding if agreed to in writing by the County.
- 19. INDEPENDENT CONTRACTOR: It is mutually understood and agreed that the Seller is an independent contractor and not an agent of Lee County, and as such, Seller and his or her agents and employees shall not be entitled to any county employment benefits, including but not limited to vacation, sick leave insurance, worker's compensation, pension or retirement benefits.
- 20. GOVERNING LAW: This agreement shall be governed and interpreted pursuant to Laws of the State of North Carolina. Any legal actions arising from default of this contract shall be brought only in the County of Lee, State of North Carolina.
- 21. E-VERIFY: For purchase orders that include construction or services, employers and their subcontractors with 25 or more employees in North Carolina as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with the County. E-Verify is a Federal program operated by the US Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hire employees pursuant to federal law.
- 22. IRAN DIVESTMENT ACT CERTIFICATION: By acceptance of this purchase order Seller certifies that: (i) Seller is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58 (the "Final Divestment List"), and (ii) Seller will not utilize any subcontractor performing work under this Purchase Order which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and should be updated every 180 days.