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INVITATION FOR BIDS NO. 6228-27S

Pharmaceutical Supplies and Related
Services for the Department of Alcohol and
Other Drug Abuse Services (DAODAS)

**County of Charleston Procurement Department
4045 Bridge View Drive, Suite B250
North Charleston, SC 29405**

PROJECT OVERVIEW

DATE:	September 04, 2026
SOLICITATION NUMBER:	IFB No. 6228-27S
DESCRIPTION OF WORK:	Pharmaceutical Supplies and Related Services for The Department of Alcohol and Other Drug Abuse Services (DAODAS)
DUE DATE FOR WRITTEN QUESTIONS:	September 16, 2026 at 12:00 p.m. (Eastern Time) Questions or clarifications concerning this solicitation should <i>only</i> be directed to the Charleston County Procurement portal on the County website at: https://www.charlestoncounty.org/departments/procurement/current-bids.php Please submit all questions in a single message through the “Vendor Discussions” tab of the project on the County’s Procurement Portal. Please avoid sending each question as a separate message.
DUE DATE AND TIME:	September 30, 2026 at 3:00 p.m. (Eastern Time)

Jared Snead, Buyer
Tel: 843-958-4766
Email: jtsnead@charlestoncounty.org

If necessary, a Bidder may request to mail or hand deliver a response to a solicitation through the person listed above.
See General Terms and Conditions, Bid Submission.

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**INVITATION FOR BIDS (IFB)
GENERAL TERMS AND CONDITIONS**
1. PREPARATION, SUBMISSION AND WITHDRAWAL OF BIDS

- A. **Rights Reserved:** This solicitation does not commit Charleston County to award a contract, to pay any cost incurred in the preparation of bids submitted, or to procure or contract for the services.

The County reserves the right to: 1) reject any bid, all bids, or any part of a bid; 2) waive informalities, technical defects, and minor irregularities in bids received; and 3) award the bid(s) received on the basis of individual items or groups of items or the entire list of items. The County shall be the sole judge of the suitability of the items or services to be provided pursuant to this Invitation for Bids (IFB).

The County reserves the right to cancel in part or in its entirety this Invitation for Bids if it is in the best interest of the County to do so.

- B. **Required Forms:** Bids must be submitted on the forms furnished or copies thereof, and must be signed. If erasures or other changes appear on the forms, each erasure or change must be initialed by the person signing the bid.
- C. **Bid Submission:** Electronic submission through the County's Procurement Portal is the preferred method of submitting a response to solicitations.

If necessary, a Bidder may request to mail or hand deliver a response to a solicitation. If approved by the County, mailed or hand-delivered bids must be submitted in a sealed envelope showing the solicitation number on the outside of the envelope and must be addressed to Charleston County Procurement Department, 4045 Bridge View Drive, Suite B250, North Charleston, South Carolina 29405. Each sealed envelope containing a bid shall be marked on the outside with the Bidder's complete name, address, bid number, description of services requested (i.e., Elevator Maintenance, Road Construction), along with the due date and time. Failure to do so may result in premature opening of, or a failure to open, such bid.

- D. **Late Bids:** Bidders will not be able to submit bids after the due date and time of the solicitation. **"Late Bids" will not be considered.**
- E. **Withdrawal of Bid:** Bids may be withdrawn by the Bidder prior to the time set for opening of bid, but not thereafter.
- F. **Addendum:** Any interpretation, correction or change of the solicitation documents will be made by addendum. It is the Bidder's responsibility to monitor the Procurement website for any additional information, revisions, or addenda that may be posted.

1. Through the County's Procurement Portal, Bidders shall promptly notify the Charleston County Procurement Department, in writing, and no later than the last date and time for the submittal of written questions, of any ambiguity, inconsistency or error which they may discover upon examination of the solicitation documents, the project premises and/or local conditions.

2. Through the County's Procurement Portal, Bidders requiring clarification or interpretation of the solicitation documents shall make a written request which must be received at the Charleston County Procurement Department no later than the last date and time for submittal of written questions.
- G. **Substitution:** Bidders may request substitutions of products through the County's Procurement portal. Notice of acceptance or non-acceptance will be given through an addendum. No substitutions will be considered after the Contract award except by amendment or change order.
 - H. **Irregular Submittal Cause for Rejection:** Failure to submit a bid on the forms requested or inclusion of any alternates, unit prices, conditions, limitations or provisions not called for, will render the bid irregular; and shall be considered sufficient cause for rejection of a bid. Failure to complete entries in all blanks on the Bid Form shall be considered cause for rejection of a bid.
 - I. **Single Vendor and Joint Venture:** The County seeks a single, qualified company to be responsible for completion of the work described herein (although the County reserves the option to award portions of the project to multiple Bidders if such is to the advantage of the County). Therefore, any one bid submitted by more than one company will be deemed to be a proposal for a joint venture between or among the companies so bidding unless the bid clearly and unequivocally describes that only one firm proposes to act as principal and the other firm(s) contractual position is clearly defined. The companies submitting as a joint venture will be held jointly and severally responsible for the entire project and will not be permitted to limit their liability to the County.
 - J. **Competitive Procurement:** It is the intent and purpose of the County that this IFB permits competition. It shall be each Bidder's responsibility to advise the County if any language, provision, or other requirement, or any combination thereof, inadvertently restricts or limits the satisfaction of the specifications stated in this IFB to a single source. Such notification must be submitted in writing and must be received by the County's Procurement Department no later than the deadline for receipt of written questions. Any such notification shall be reviewed by the County's Contracts and Procurement Director.
 - K. **Disclaimer Of Liability:** The County, or any of its agencies, will not hold harmless or indemnify any Bidder for any liability whatsoever except as may otherwise be specified in this IFB.
 - L. **Ownership Of Documents:** All bids and supporting materials, including all data, material, and documentation originated and prepared for the County pursuant to this IFB and including correspondence relating to this IFB, shall, upon delivery to the County, become the property of the County.

2. **PUBLIC ACCESS TO PROCUREMENT INFORMATION**

Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this IFB which is deemed privileged and confidential by the Bidder will also not be disclosed after the award. Such privileged and confidential information includes information which if disclosed, might cause harm to the competitive position of the Bidder supplying the information. All Bidders, therefore, must visibly mark as "**CONFIDENTIAL**" each specific part of their bid which it considers to contain proprietary or other privileged information.

Additionally, all Bidders shall be solely responsible for identifying as exempt from the Freedom of Information Act and for visibly marking as **"EXEMPT FROM FREEDOM OF INFORMATION ACT"** each specific part of their bid which they deem to be so exempt and shall further be solely responsible for any consequences that might be related to arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. *Do not mark the entire bid as confidential or exempt from disclosure. Doing so will necessitate an independent determination of confidentiality by the County pursuant to applicable law.* The County hereby disclaims any responsibility for not disclosing information identified by any Bidder as exempt from the Freedom of Information Act; for any information which is disclosed as a result of a Bidder's failure to visibly mark it as **"CONFIDENTIAL"**; and for any results of an independent verification of confidentiality necessitated by the marking of an entire bid as confidential or exempt from disclosure.

3. **BIDDER REPRESENTATIONS**

Each Bidder by submitting a bid represents that:

- A. The Bidder has read and understands this IFB (including all specifications and attachments) and that their bid is made in accordance therewith.
- B. The Bidder has reviewed the IFB, has become familiar with the local conditions under which the work described herein is to be performed, and has correlated personal observations with the requirements of the proposed Contract Documents.
- C. The bid is based on the terms, materials, systems and equipment required by this IFB, without exception.
- D. The Bidder is qualified to provide the services and equipment required under this IFB and, if awarded the Contract, will do so in a professional, timely manner using Bidder's best skill and attention.

4. **BIDDER'S QUALIFICATIONS**

Before a bid is considered for award, the Bidder may be requested by the County to submit a statement providing additional information regarding their previous experience in performing comparable work.

Prior to execution of the Contract, the successful Bidder may be required to provide a copy of any current applicable license issued by the State of South Carolina and/or the County to the successful Bidder and those subcontractors subject to licensing.

See the Special Instructions/Terms and Conditions for any other project specific submittal requirements.

5. **SUBCONTRACTORS**

- A. If any subcontractors will be used for this project, the successful Bidder shall provide to the Contracts and Procurement Director a list of names of any of the intended subcontractors, the subcontractor's applicable license number(s), and a description of the work to be done by each subcontractor on the Subcontractor Data Report Form included in the Attachment E, Required Forms.

- B. The successful Bidder shall not substitute other subcontractors without the written consent of the Contracts and Procurement Director.
- C. The successful Bidder shall be responsible for all services performed by a subcontractor as though they had been performed by the successful Bidder. Responsibilities include, but are not limited to, compliance with any applicable licensing regulations.
- D. If at any time the Contracts and Procurement Director determines that any subcontractor is incompetent or undesirable, the director shall notify the successful Bidder accordingly, and the successful Bidder shall take immediate steps for cancellation of the subcontract and replacement.
- E. Nothing contained in any contract resulting from this IFB shall create any contractual relationship between any subcontractor and the County.
- F. It shall be the successful Bidder's responsibility to ensure that all terms required in the attached Contract are incorporated into all subcontracts.

6. **STATE AND LOCAL TAXES**

Except as otherwise provided, Contract prices shall *include* all applicable state and local taxes.

The contractor shall calculate that portion of the Contract which is subject to South Carolina and Charleston County local option sales and/or use tax, which currently totals nine percent (9%). The amount of sales tax shall be itemized and shown on all invoices, and shall be paid to South Carolina Department of Revenue (SCDOR) by the contractor. If the contractor is a non-South Carolina company, the County will withhold said amount from all invoices and remit payment to the SCDOR, unless the contractor furnishes the County with a valid South Carolina Use Tax Registration Certificate Number.

The contractor shall indemnify and hold harmless the County for any loss, cost, or expense incurred by, levied upon or billed to the County as a result of the contractor's failure to pay any tax of any type due in connection with this Contract.

The contractor shall ensure that the above sections are included in all subcontracts and sub-subcontracts, and shall ensure withholding on out-of-state subcontractors and sub-subcontractors to which withholding is applicable.

7. **PERMITS AND LICENSES**

The successful Bidder shall, without additional expense to the County, be responsible for obtaining and maintaining all necessary licenses and permits required by the State of South Carolina, the County, a municipality, or any other authority having jurisdiction. Prior to execution of a contract, the successful Bidder may be required to provide a copy of any current applicable license issued by the County and/or by the State of South Carolina pursuant to Title 40 of the South Carolina Code of Laws. Any subcontractor must also comply with the regulations promulgated in Title 40 of the South Carolina Code of Laws as enforced by the South Carolina Department of Labor, Licensing and Regulation. The successful Bidder's (and/or any subcontractor's) License Number, Person's Name and Business Name must all be shown on all required licenses.

8. **AWARD**

Award of Contract will be made to the lowest responsive and responsible Bidder(s) whose bid, conforming to the IFB, is most advantageous to the County, price and other factors considered.

9. **NOTICE OF AWARD OF CONTRACT**

The successful Bidder will be notified of acceptance of bid by a written Notice of Award of contract. The successful Bidder shall not undertake any work, and the County will not be responsible for payment for any work whatsoever undertaken by successful Bidder prior to issuance of the Notice to Proceed.

The successful Bidder shall be required to submit acceptable Insurance Certificate(s) and Endorsement(s) within Five (5) Business Days after the issuance of the Notice of Award.

10. **CONTRACT DOCUMENT**

The successful Bidder shall be required to execute a formal contract within Five (5) Business Days after issuance of a Notice of Award. Said Contract shall be virtually identical in substance and form to the Contract which is attached and marked Attachment C, Sample Contract. The only anticipated changes in Attachment C, Sample Contract, will be to include additional exhibits, to fill in the blanks to identify the successful Bidder, and terms relating to compensation, or to revise the contract to accommodate corrections, changes in the scope of services, or changes pursuant to addenda issued prior to the bid opening. **Bidders should raise any questions regarding the terms of the Contract, or submit requested changes in said terms, in the form of written questions or submittals, subject to the deadline for questions.** Because the signed contract will be substantively and substantially derived from Attachment C, Sample Contract, Bidders are urged to seek independent legal counsel as to any questions about the terms, conditions or provisions contained in Attachment C, Sample Contract, before submitting a bid. Again, Attachment C, Sample Contract, contains important legal provisions and is considered part and parcel of this IFB. Failure or refusal to sign aforesaid Contract shall be grounds for the County to revoke any Notice of Award which has been issued, forfeit bid security, and award the Contract to another Bidder.

11. **NOTICE TO PROCEED**

A Notice to Proceed will be issued after the successful Bidder has executed the Contract and has submitted acceptable performance and payment bonds (if applicable) to the County as well as other submittals specified herein as required to be delivered before the Notice to Proceed is issued.

The successful Bidder shall not deliver any equipment to the work site or commence work until the successful Bidder has received a written Notice to Proceed from the Contracts and Procurement Director.

12. **DRUG-FREE WORKPLACE ACT**

Successful Bidder shall comply with the South Carolina Drug-free Workplace Act, Section 44-107-10 et seq., S.C. Code of Laws (1976, as amended). The County requires all successful Bidders executing contracts for a stated or estimated value of \$50,000 or more to sign a Drug-free Workplace Certification form prior to the issuance of the Notice to Proceed.

13. DAMAGES

The County has defined this section in the Sample Contract.

14. MODIFICATION

The County has defined this section in the Sample Contract.

15. TERMINATION

The County has defined this section in the Sample Contract.

16. INDEMNIFICATION

The County has defined this section in the Sample Contract.

17. UTILIZATION BY OTHER PUBLIC AGENCIES CLAUSE

The use of this solicitation and resulting contract shall be made available to other local governmental agencies and agencies established for the public benefit ("Public Agencies"). The parties agree to allow other governmental agencies to enter into separate agreements with the Contractor under the terms and prices in effect between the County and the Contractor. The parties also agree that any other agency utilizing the terms and prices of this agreement shall not be deemed to be an agent or employee of the County of Charleston for any purpose whatsoever. The parties further agree that any Public Agency will enter its own separate contract with the Contractor.

The County is not otherwise responsible for the Public Agencies' performance of the Contract between the individual Public Agencies and the Contractor or for any obligation or liability accruing to the Public Agencies in the performance thereof. The Public Agencies and the Contractor further agree to waive any rights they may have in making the County of Charleston a party to a dispute between a Public Agency and the Contractor.

ATTACHMENT A

SPECIAL INSTRUCTIONS/ TERMS AND CONDITIONS

INVITATION FOR BIDS (IFB) SPECIAL INSTRUCTIONS AND TERMS AND CONDITIONS
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1. GENERAL DESCRIPTION OF WORK/SERVICES

The County is seeking bids from Bidders established in the business of providing Pharmaceutical and Related Services. Services to be provided at Department of Alcohol and Other Drug Abuse Services (DAODAS) located:

Teddie E. Pryor, Sr. Social Services Building
3685 Rivers Avenue
North Charleston, SC 29405

For the complete Scope of Services, see Attachment B, Scope of Services/Specifications.

2. WRITTEN QUESTIONS DEADLINE:

The last day and time for submittal of written questions shall be no later than **12:00 p.m. (Eastern Time), September 16, 2026.**

Through the County's Procurement Portal, Bidders shall promptly notify the County no later than the last date and time for the submittal of written questions, of any ambiguity, inconsistency, error, or clarifications regarding the solicitation.

Please submit all questions in a single message through the "Vendor Discussions" tab of the project on the County's Procurement Portal. Please avoid sending each question as a separate message.

3. BID SUBMITTAL DEADLINE:

Through the County's Procurement Portal, Bids are due no later than 3:00 p.m. (Eastern Time), on September 30, 2026.

4. NON-COLLUSION OATH

Every bid must be accompanied by a notarized affidavit of non-collusion, executed by the Bidder or in the case of a corporation, by a duly authorized representative of said corporation. The Non-Collusion Oath is provided herein.

5. PROJECT TIME

The term of the contract shall be for a period of one year with option to extend on an annual basis for four additional one-year periods.

6. PAYMENT TO CONTRACTOR

The County shall pay the Contractor for the performance of the Services, including all items necessary to accomplish and complete the Services, in accordance with all terms and conditions as stated in Attachment C, Sample Contract, on the following basis:

Payments will be made monthly based on completed Services with the acceptance of the Services

by the County's authorized Representative. The County may at any time request backup documentation for any invoice for which it reasonably has questions. Payment may be withheld until such information is provided, as required by the County.

7. INSURANCE REQUIREMENTS

See Attachment D, Sample Forms. The successful Bidder, at its own expense, shall at all times during the term of the Contract, maintain insurance as required herein and previously incorporated by reference. The County shall not execute the Contract until the successful Bidder has submitted acceptable Insurance Certificate(s) and Endorsement(s), which must be submitted within Five (5) Business Days of receipt of the Notice of Award, and which reflect that the required coverages are in place and that all premiums have been paid. Refusal or failure to submit such Insurance Certificate(s) and Endorsement(s) shall constitute grounds for the County to revoke its Notice of Award, forfeit bid security, and award the Contract to another successful Bidder. The County may contact the successful Bidder's insurer(s) or insurer(s)' agent(s) directly at any time regarding the successful Bidder's coverages, coverage amounts, or other such relevant and reasonable issues related to this Contract. The successful Bidder shall also require any sub-contractors to carry the same coverages in the same amounts.

Insurance Certificate(s) and Endorsement(s) will be accepted electronically.

The County must be advised immediately of any changes in required coverages.

ATTACHMENT B

SCOPE OF SERVICES/SPECIFICATIONS

SCOPE OF SERVICES

1. The County operates the Charleston County Department of Alcohol and Other Drug Abuse Services (DAODAS) located at 3685 Rivers Avenue, North Charleston, SC 29405. The County is contracting with the Contractor to provide pharmaceutical consultation and filling medication orders and delivering medications for DAODAS and our patients.
2. The Contractor, as required by South Carolina State Board of Pharmacy regulations, shall assign a consultant pharmacist to meet the monthly quality assurance inspection of the DAODAS medication room and formulary stock emergency drugs.
3. The Contractor is responsible for supplying and delivering all prescription drugs and pharmaceutical supplies, as specified, on an as needed basis within eight (8) hours of request 24-hours/day.
4. Pharmacy must be able to provide, at a minimum, but not limited to, the following drugs and related supplies such as vitamins, antibiotics, analgesics, antipyretics, anti-inflammatory, psycho-therapeutics, injectable, anti-emetics, anti-diarrhea, constipation, anti-convulsing blood pressure, heart, diuretics, antihistamines, allergy, cold and cough prep, antacid/he blocker, bronchodilator, topical prop, ophthalmic, ear prep, controlled substance drugs, and HIV medications.
5. Pharmacy must stock all various doses of products listed herein offered by the pharmaceutical company.
6. Pharmacy must provide all formulary stock medication and narcotics in a unit dose blister pack card; over the counter medications in original bulk bottles; creams and ointments in original tubes.
7. Pharmacy must provide at least two (2) medication carts with two sets of matching keys, bins for blister cards, as requested large enough to handle no less than 60 patients.
8. The Contractor must provide all equipment necessary to deliver supplies/drugs to designated location.
9. The Contractor, as required by South Carolina Department of Public Health regulations, must meet the County needs for a monthly quality assurance inspection of the medication area, medication cart and medication room by a licensed pharmacist using forms supplied by DAODAS and the Drug Enforcement Administration (DEA).
10. The Contractor shall assist the County with the accreditation process for the Facility.
11. The Contractor shall assist with development and periodic revisions of policies and procedures related to pharmaceutical issues, medication issues, wound management, and infection control.

12. The Contractor shall participate in quality assurance and quality improvement activities as requested.
13. The Contractor must be a registered pharmacy with the appropriate licensing and certification to operate as a drug outlet in accordance with all state, federal, local, and SC State Board of Pharmacy requirements and regulations.

SCHEDULE AND PAYMENT

The Contractor shall submit itemized invoices to the County's representative for DAODAS on a monthly basis. Said invoices shall be submitted no later than the tenth day of a calendar month for supplies and services rendered incurred in the prior calendar month. Each invoice shall include all receipts and documentation necessary to substantiate the payment being requested. The Contractor shall provide any additional information requested by the County to enable it to make payment.

PHARMACEUTICAL SUPPLIES

CATEGORY I- VITAMINS				
Item Number	Item	Product Name	Package	Estimated Usage
1.	Folic Acid 1 mg (po)		Blister (30)	250 Blister Packs
2.	Multiple Vitamin Tabs		Bottle (100)	100 Bottles
3.	Vitamin B-12 (Thiamine) 100mg (po)		Bottle (100)	100 Bottles
4.	Ferrous Sulfate 325 mg		Blister (30)	10 Blister Packs
CATEGORY II -ANTIBIOTICS				
1.	Keflex 250 mg (po)		Blister (10)	3 Blister Packs
2.	Fluconazole		Pack (1 pill)	10 Packs
CATEGORY III -ANALGESICS, ANTIPYRETICS, & ANTI - INFLAMMATORY				
1.	Acetaminophen 325 mg		Bottle (1000)	10 Bottles
2.	Ibuprofen 200mg (po)		Bottle (1000)	25 Bottles
3.	Children's Acetaminophen 160 mg/5ml (po)		Bottle (4 oz)	10 Bottles
4.	Children's Ibuprofen 100mg/5ml (po)		Bottle (4 oz)	10 Bottles

CATEGORY IV -PSYCHO-THERAPEUTICS				
1.	Ativan 1 mg (po)		Blister (30)	50 Blister Packs
2.	Haldol 5mg (po)		Blister (10)	2 Blister Packs
3.	Valium 10mg (po)		Blister (30)	100 Blister Packs
4.	Valium 5mg (po)		Blister (30)	50 Blister Packs
5.	Buprenorphine/Naloxone 8mg-2mg (sublingual film)		Sublingual Films (30)	5 Boxes
6.	Buprenorphine/Naloxone 2mg-.5mg (sublingual film)		Sublingual Films (30)	5 Boxes
7.	Buprenorphine HCl 8mg (po)		Blister (30)	2 Blister Packs
8.	Buprenorphine HCl 2mg (po)		Blister (30)	2 Blister Packs
CATEGORY V - ANTI-EMETICS, ANTI-DIARRHEA AND CONSTIPATION				
1.	Dulcolax Suppository (Bisacodyl 10 mg PR)		Box (10)	1 Box
2.	Milk of Magnesia (po)		Bottle (12 oz)	50 Bottles
3.	Zofran 4mg PO Tabs Zofran 4mg IM		Blister (30)	50 Blister Packs
4.	Loperamide 2mg (po)		Bottle (100)	10 Bottles
5.	Polyethylene Glycol 3350 (po)		Bottle (17.9 oz)	10 Bottles
6.	Colace 100 mg (po)		Bottle (1000)	10 Bottles
CATEGORY VI- BLOOD PRESSURE, HEART & DIURETICS				
1.	Clonidine 0.1 mg (po)		Blister (30)	10 Blister Packs
2.	Clonidine 0.2mg (po)		Blister (30)	30 Blister Packs
3.	Aspirin 81 mg (po)		Bottle (100)	2 Bottles
4.	Aspirin 325 mg (po)		Bottle (100)	2 Bottles
7.	Nitroglycerin 0.4mg (SL)		Vial (25)	2 Vials
CATEGORY VII - ANTIHISTAMINES. ALLERGY. COLD AND COUGH SYRUP				
1.	Diphenhydramine 25 mg (po)		Bottle (100)	5 Bottles
2.	Guaifenesin w/Dextromethorphan 100 mg 110 mg (po)		Bottle (4 oz)	100 Bottles

3.	Loratadine 10 mg (po)		Blister (30)	10 Blister Packs
4.	Hydroxyzine 25 mg (po)		Blister (30)	500 Blister Packs
5.	Hydroxyzine 50 mg (po)		Blister (30)	500 Blister Packs

CATEGORY VIII-ANTIACID/He BLOCKER				
1.	Famotidine 20 mg (po)		Blister (10)	3 Blister Packs
2.	Liquid Antacid (po)		Bottle (12 oz)	100 Bottles
CATEGORY IX - BRONCHODILATOR				
1.		Ventolin HFA 90 mcg (Inhaler)	1 Inhaler	4 Boxes
CATEGORY X-TOPICAL PREPARATIONS				
1.	Bacitracin Ointment Single Dose Pk. (0.9g per dose)		Box (144 doses)	4 Boxes
2.	Hydrocortisone Cream 1%		Tube (1 oz)	25 Tubes
3.	Miconazole Cream 2%		Tube (1 oz)	5 Tubes
CATEGORY XI - MISCELLANEOUS MEDICATION				
1. Clonidine Transdermal Patches				
a.	0.1 mg/day		Box (4 Patches)	10 Boxes
b.	0.2 mg/day		Box (4 Patches)	10 Boxes
c.	0.3 mg/day		Box (4 Patches)	10 Boxes
2. Nicotine Transdermal Patch (TD)				
a.	21 mg		Box (7 Patches)	200 Boxes
b.	14mg		Box (7 Patches)	25 Boxes
c.	7mg		Box (7 Patches)	25 Boxes
3.	Trazadone 50 mg (po)		Blister (30)	100 Blister Packs
4.	Cyclobenzaprine 10 mg (po)		Blister (30)	100 Blister Packs
5.	Gabapentin 300 mg (po)		Blister (10)	5 Blister Packs
6.	Glucagon Emergency Kit 1mg (SQ)		Kit (1mg)	2 Kits
CATEGORY XII - INJECTABLE (IM/SQ/Intradermal)				
1.	Vitamin B12 (Thiamine) 200 mg/2ml per vial (IM)		Box (25 Vials)	25 Boxes
2. Insulin-Novolin -100 units/ml (SQ)				
a.	Novolin R		Vial (10ml)	10 Vials
3.	Aplisol 5mL per vial (Intradermal)		Vial (5mL)	10 Vials

CATEGORY XIII - OTHER MISCELLANEOUS				
1.	Glucometer Test Strips Accu-check Avia		Bottle (50 Strips)/2 Bottles Per Box	10 Boxes
2.	VanishPoint Insulin Syringes		Box(100)	10 Boxes
3.	Blood Glucose Single Use Push Button Safety Lancets		Box (200)	10 Boxes
4.	Vanish Point 3cc Syringes (23 G x 1") (IM)		Box (100)	10 Boxes
5.	VanishPoint 1cc Tuberculin Syringes (27 G x W") (SQ)		Box 100	25 Boxes
6.	5cc Single Use Oral Medication Syringe		Box (100)	10 Boxes
7.	1cc Single Use Oral Medication Syringe		Box (200)	10 Boxes
8.	30mL Graduated Medicine Cups		Box (100)	20 Boxes

ATTACHMENT C

SAMPLE CONTRACT

STATE OF SOUTH CAROLINA)
)
)
 COUNTY OF CHARLESTON)

CONTRACT
No. 6228
Pharmaceutical Supplies and Related Services
For The Charleston County Department of
Alcohol and Other Drug Abuse Services
(DAODAS)

THIS CONTRACT (hereinafter the “Contract”) entered into this ____ day of (Month) 2026 between the **COUNTY OF CHARLESTON**, South Carolina, a public body corporate and politic and political subdivision of the State of South Carolina, (hereinafter the "County") and **(NAME OF COMPANY/INDIVIDUAL)**, a (State of incorporation) **Sole Proprietorship/Partnership/Corporation, Limited Liability Corporation (choose one)**, the address of which is Street, City, State, Zip (hereinafter the "Contractor"), (“Party” as to each; collectively the “Parties”).

W I T N E S S E T H:

WHEREAS, the County wishes to contract for the project known as Pharmaceutical and Related Services for the Department of Alcohol and Other Drug Abuse Services (DAODAS) (hereinafter “Services”); and

WHEREAS, the Contractor has represented to the County that its staff is qualified to provide the Work and perform this Contract in a professional and timely manner; and

WHEREAS, the County has relied upon the above representations by Contractor; and

NOW, THEREFORE, for and in consideration of these promises, of the mutual covenants herein set forth, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, and the above-referenced recitals incorporated into this Contract herein by reference, the Parties hereto hereby agree as follows:

SECTION ONE
Contract Documents

The Parties agree that the Contract Documents shall include the following, which are incorporated herein by reference:

- Exhibit A: Invitation for Bids (IFB) No. 6228-27S/Scope of Services **and Addendum No. ____**
- Exhibit B: Contractor’s Insurance Certificate(s) and Endorsement(s)
- Exhibit C: Drug-free Workplace Certification
- Exhibit D: Contractor's bid dated _____, 2026

In the event of any conflict, discrepancy, or inconsistency among any of the documents which make up this Contract, the following shall control:

- a. As between the Contract and the Contract Documents or any other documents which make up this Contract, this Contract shall govern.
- b. In the event of any conflict, discrepancy, or inconsistency among any of the other Contract Documents, the Contractor shall diligently review all such documents and notify the County immediately upon discovery of same for resolution by the County.

- c. Any documents not included or expressly contemplated in this Contract do not, and shall not, form a part of this Contract. The Contract Documents are intended to be complementary, and a requirement in one document shall be deemed a requirement in all documents.

SECTION TWO

Scope of Services

The Contractor agrees to perform and furnish all labor, supervision, materials, equipment, transportation and supplies necessary for the completion of the Services required under this Contract in a timely and workmanlike manner, professional in all aspects, and in accord with all applicable laws, rules and regulations.

Scope of Services and Specifications:

The Contractor shall provide the Services pursuant to the attached Scope of Services and Contractor's bid marked Exhibits A and D which are incorporated herein by reference.

The Contractor shall commence Services as specified in the Notice to Proceed, but not before said notice is issued. Coordination of the Services and administration of this Contract shall be by the Charleston County Department of Alcohol and Other Drug Abuse Services (DAODAS).

SECTION THREE

Contract Price: Payment Terms

The County agrees to pay for the performance of the Services described in this Contract, including all items necessary to accomplish and complete the Services, in accordance with all terms and conditions as stated herein on the following basis:

"To be determined upon award"

Payments:

The Contractor shall be paid monthly upon completion of the Services, which shall be paid upon Final Acceptance by the County's authorized representative upon completion of the Services, which shall be paid upon final acceptance by the County's authorized representative. The County may at any time request backup documentation for any invoice for which it reasonably has questions. Payment may be withheld until such requested information is provided.

"Final Payment" is defined as the last payment from the County to the Contractor of the entire unpaid balance of the Contract sum as adjusted by any approved change orders.

Application for payment and/or invoices shall be prepared and submitted to the following address:

Charleston County Department of Alcohol and Other Drug Abuse Services
Attn: Darcel Gorham, Accountant II
3685 Rivers Avenue, Suite 301
North Charleston, SC 29405

SECTION FOUR

Time: Term of Contract

The County hereby contracts with Contractor to provide the Services specified herein for a period of one (1) year beginning _____.

The County reserves the right to extend this Contract on an annual basis, if it is determined to be in its best interest. The life of this Contract including all extensions shall not extend beyond a period of five (5) years. Any request for a price increase must be made in writing at least ninety (90) days prior to the anniversary date of the Contract, or sooner if so requested by the County. Any request will be evaluated prior to exercising the option to extend. The County will be the sole judge as to whether any price increase will be approved.

The Contractor expressly acknowledges that time is of the essence in completion of this Contract and that the time limits and dates herein are critical components of the Contract. The Contractor warrants and represents that it has taken these facts into consideration and has determined that it can complete the Services within these time limits, including time for likely delays caused by weather or from other sources. The Contractor will not be compensated for any delays beyond the time set forth herein. The Contractor's only remedy for delays may be an extension of time to perform the Services. Due consideration will be given to claims for an extension of time due to extraordinary circumstances only.

SECTION FIVE

Insurance Requirements

The Contractor, at its own expense, shall at all times during the term of the Contract, maintain insurance as included in Exhibit A, Invitation for Bids (IFB) No. 6228-27S, which is attached hereto and previously incorporated by reference. The County may contact the Contractor's insurer(s) or insurer(s)' agent(s) directly at any time regarding the Contractor's coverages, coverage amounts, or other such relevant and reasonable issues related to this Contract. The Contractor shall also require any subcontractors to carry the same coverages in the same amounts.

The County must be advised immediately of any changes in required coverages.

SECTION SIX

Compliance with Legal Requirements

All applicable federal, state and local laws, ordinances, and rules and regulations of any authorities (including, but not limited to, any laws, ordinances or regulations relating to the S.C. Department of Revenue or the S.C. Department of Labor, Licensing and Regulation) shall be binding upon the Contractor throughout the pendency of these Services. The Contractor shall be responsible for compliance with any such law, ordinance, rule or regulation, and shall hold the County harmless and indemnify the same in the event of non-compliance as set forth in the Contract.

The Contractor certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of South Carolina Code of Laws, 1976, as amended, and agrees to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to the Contractor and its subcontractors or sub-subcontractors; or (b) that the Contractor and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14.

Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both."

The Contractor agrees to include in any contracts with subcontractors, language requiring subcontractors to (a) comply with applicable requirements of Title 8, Chapter 14, and (b) include in its contracts with the subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

The Contractor agrees to and shall certify agreement to abide by the requirements under Title VI of the Civil Rights Act of 1964, and other non-discrimination authorities under Federal Executive Order Number 11246, as amended, and specifically the provisions of the equal opportunity clause.

The Contractor shall comply with all federal, state and local laws, ordinances, rules and regulations of any authorities throughout the duration of this Contract. The Contractor shall be responsible for compliance with any such law, ordinance, rule or regulation, and shall hold County harmless and indemnify the same in the event of non-compliance.

SECTION SEVEN

Drug-free Workplace Act

The Contractor shall comply with the South Carolina Drug-free Workplace Act, Section 44-107-10 et seq., S.C. Code of Laws (1976, as amended). The County requires all Contractors executing contracts for a stated or estimated value of \$50,000 or more to sign a Drug-free Workplace Certification form prior to the issuance of the Notice to Proceed.

SECTION EIGHT

Contractor's Warranties and Representations

The Contractor represents that its staff is knowledgeable about and experienced in performing the Services required in this Contract and warrants that it will use best skill and attention to provide above described Services in a professional, timely manner.

The Contractor warrants and represents that it shall be responsible for all subcontractors working directly for it, as well as for their work product, as though Contractor had performed the Services itself.

- A. If equipment, materials and supplies are to be a part of the service provided, all equipment, materials, and supplies incorporated in the Services covered by the bid and provided by the Contractor are to be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in this Contract, reference to any equipment, material, article or patented process, by trade name, make or catalog number, shall not be construed as limiting competition. When requested, the Contractor shall furnish to the Contracts and Procurement Director, for approval the name of the manufacturer, the model number, and other identifying data and information respecting the performance, capacity, nature and rating of the machinery and mechanical and other equipment which the Contractor contemplates incorporating in the Services.

When required by this Contract or when called for by the Contracts and Procurement Director, the Contractor shall provide full information concerning the material or articles which he contemplates incorporating in the Services. When so directed, samples shall be submitted for approval at the Contractor's expense, with all shipping charges prepaid. Machinery, equipment, material and articles installed or used without the required prior approval of the County shall be at the risk of subsequent rejection by the County.

- B. Any and all manufacturers' warranties on any equipment or materials will be passed on to the County and copies of said warranties will be furnished by the Contractor to the County upon completion and final acceptance of the Services.
- C. The Contracts and Procurement Director may, in writing, require the Contractor to remove from the Services Site any employee the Contracts and Procurement Director deems incompetent, careless or otherwise objectionable.
- D. In addition to any manufacturer's warranties, all labor and materials are warranted to be free from defects for a period of twenty-four (24) months after the date of Final Payment by the County.

SECTION NINE **Retention of Records**

The Contractor agrees to maintain for three (3) years from the date of Final Payment, or until the end of any audit or closure of all pending matters under this Contract, whichever is later, all books, documents, papers, and records pertinent to this Contract. The Contractor agrees to provide to the County, any federal grantor agency, the Comptroller General of the United States, any state grantor agency, any assignee, or any of their duly authorized representatives access to such books, documents, papers, and records for the purpose of examining, auditing, and copying them. The Contractor further agrees to include these provisions in any subcontracts issued in connection with this Contract.

SECTION TEN **State and Local Taxes**

Except as otherwise provided, Contract prices shall include all applicable state and local taxes.

The Contractor shall calculate that portion of the Contract which is subject to South Carolina and Charleston County local option sales and/or use tax, which currently totals nine percent (9%). The amount of sales tax shall be itemized and shown on all invoices, and shall be paid to the South Carolina Department of Revenue (SCDOR) by the Contractor. If the contractor is a non-South Carolina company, the County will withhold said amount from all invoices and remit payment to the SCDOR, unless the Contractor furnishes the County with a valid South Carolina Use Tax Registration Certificate Number.

The Contractor shall indemnify and hold harmless the County for any loss, cost, or expense incurred by, levied upon or billed to the County as a result of Contractor's failure to pay any tax of any type due in connection with this Contract.

The Contractor shall ensure that the above sections are included in all subcontracts and sub-subcontracts, and shall ensure withholding on out-of-state subcontractors and sub-subcontractors to which withholding is applicable.

SECTION ELEVEN
Independent Contractor

The Contractor is an independent contractor and shall not be deemed the agent or employee of the County for any purpose whatsoever. The Contractor shall not hold himself out as an employee of the County, and shall have no power or authority to bind or obligate the County in any manner, except the County shall make payment to the Contractor for services and expenses as herein provided. The Contractor shall obtain and maintain all licenses and permits required by law for performance of this Contract by him or his employees, agents, and servants. The Contractor shall be liable for and pay all taxes required by local, state or federal governments, including but not limited to social security, Workers' Compensation, employment security, and any other taxes and licenses or insurance premiums required by law. No employee benefits of any kind shall be paid by the County to or for the benefit of the Contractor or its employees, agents, or servants by reason of this Contract.

SECTION TWELVE
Other Contracts

The County reserves the right to undertake or award other contracts for additional services, and may elect to complete portions of the Services included in this Contract using its own forces or through other contracts, and the Contractor shall fully cooperate with such other contractors and/or County employees and carefully fit its own services to such services as may be directed by the County. The Contractor shall not commit or permit any act by its forces or subcontractors which will interfere with the performance of services by any other contractor or by County employees.

SECTION THIRTEEN
Permits and Licenses

The Contractor shall, without additional expense to the County, be responsible for obtaining and maintaining all necessary licenses and permits required by the State of South Carolina, the County, a municipality, or any other authority having jurisdiction. Prior to execution of this Contract, extension hereof, or amendment hereto, the Contractor may be required to provide a copy of any current applicable license issued by the County and/or the State of South Carolina pursuant to Title 40 of the South Carolina Code of Laws. Any subcontractor must also comply with the regulations promulgated in Title 40 of the South Carolina Code of Laws as enforced by the South Carolina Department of Labor, Licensing and Regulation. Contractor's (and or any subcontractor's) License Number, Person's Name and Business Name must all be shown on all required licenses.

SECTION FOURTEEN
Safety, Health, and Security Precautions

The Contractor shall take proper safety, health and security precautions to protect its workers and the County's property, workers and the public at all times during the term of this Contract. Emergency exits shall not be blocked and doors shall be secured by Contractor when services are temporarily suspended and after each work day. All materials shall be stored securely, protected from theft or damage.

SECTION FIFTEEN
Inspection and Acceptance

All Services shall be subject to inspection and test by the County at all reasonable times and places prior to acceptance. The Contractor shall, without charge, correct any workmanship found by the County not to conform to the Contract requirements.

SECTION SIXTEEN
Conditions Affecting the Services

The Contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the Services, and the general and local conditions which can affect the Services or the cost thereof. Any failure by the Contractor to do so will not relieve it from responsibility for successfully performing the Services without additional expense to the County. The County assumes no responsibility for any understandings or representations concerning conditions made by any of its officers or agents prior to the execution of this Contract, unless such understandings or representations by the County are expressly stated in this Contract.

SECTION SEVENTEEN
Cleanup Work; Repair of Damages

During the performance of the Services, the Contractor shall continuously keep the Services Site and areas adjacent thereto in an orderly condition, free and clear from debris and discarded materials.

The Contractor will restore or replace, when and as directed by the County, any public or private property damaged or destroyed by the Contractor's work, equipment or employees to a condition at least equal to that existing immediately prior to the beginning of the Services.

SECTION EIGHTEEN
Actual Damages

The Contractor expressly agrees that if the Services, or any part thereof, are not performed or completed in a timely or professional manner in accordance with this Contract or any amendment thereto, the Contractor and its sureties shall be liable to the County for actual damages which relate to the Contractor's failure to perform or complete the Services in the manner described above. If actual damages are agreed to by the County and Contractor or awarded by the Court, the County shall have the right to deduct from and retain out of monies which may be then due or which may become due and payable to the Contractor, the amount of such actual damages; and if the amount so retained by the County is not sufficient to pay in full such actual damages, the Contractor and/or its sureties shall pay to the County the amount necessary to effect payment in full of such actual damages.

SECTION NINETEEN
Suspension of Services

The Contracts and Procurement Director may order, in writing, the Contractor to suspend, delay, or interrupt all or any part of the Services for such period of time as he may determine to be appropriate for the convenience of the County. The County may suspend performance of its obligations under this Contract in good faith for the convenience of the County or to investigate matters arising out of the Services.

The Contracts and Procurement Director may order suspension of the Services in whole or in part for such time as he deems necessary because of the failure of the Contractor to comply with any of the requirements of this Contract, and the Contract's completion date shall not be extended on account of any such suspension of Services.

When the Contracts and Procurement Director orders any suspension of the Services under the paragraph above, the Contractor shall not be entitled to any payment for Services with respect to the period during which such Services are suspended and shall not be entitled to any costs or damages resulting from such suspension.

The rights and remedies of the County provided in this Section are in addition to any other rights and remedies provided by law or under this Contract.

SECTION TWENTY

Modification of Contract

The Contracts and Procurement Director has the unilateral right to modify this Contract when the modification is in the best interest of the County, provided however, the Contractor is given written notice of any such modification and the County is responsible for paying the Contractor for any additional expenses incurred by the Contractor which relate to the modification. Subject to the above, the Contractor shall immediately notify the County in writing of any proposed adjustment in its fee. The Contractor is obligated to perform the revised contract when so directed by the Contracts and Procurement Director and the County is obligated to pay for the services performed pursuant to the modification. No claim by the Contractor for an adjustment hereunder shall be allowed if asserted after Final Payment under this Contract.

SECTION TWENTY-ONE

Termination

A. For Convenience

The Contracts and Procurement Director, by advance written notice, may terminate this Contract when it is in the best interests of the County. If this Contract is so terminated, the Contractor shall be compensated for all necessary and reasonable direct costs of performing the Services actually performed. The Contractor will not be compensated for any other costs in connection with a termination for convenience. The Contractor will not be entitled to recover any damages in connection with a termination for convenience.

B. For Default

If the Contractor refuses or fails to perform the Services or any separable part thereof in a timely or professional manner in accordance with this Contract or the Contract Documents, or otherwise fails, in the sole opinion of the County, to comply with any of the terms and conditions of this Contract or the Contract Documents deemed, in the sole opinion of the County, to be material (including, without limitation, the requirement that Contractor obtain and maintain in force all necessary permits), such refusal or failure shall be deemed a default under this Contract.

In the event of a default under this Section, the County shall have the right to terminate forthwith this Contract by written notice to the Contractor. In the event of such default, the advance notice period for termination is waived and the Contractor shall not be entitled to any costs or damages resulting from a termination under this section.

Whether or not the Contractor's right to proceed with the Services is terminated, it and its sureties shall be liable for any damage to the County resulting from Contractor's default. Any wrongful termination for default shall be deemed by the Parties a termination for convenience.

C. Termination for Non-Appropriation of Funds

The Contracts and Procurement Director, by written advance notice, may terminate this Contract in whole or in part in the event that sufficient appropriation of funds from any source (whether a federal, state, County or other source) are not made or sufficient funds are otherwise unavailable, in either case, to pay the charges under this Contract. If this Contract is so terminated, the Contractor

shall be compensated for all necessary and reasonable direct costs of performing the Services actually provided to the date of such termination. The Contractor will not be compensated for any other costs in connection with a termination for non-appropriation. The Contractor will not be entitled to recover any damages in connection with a termination for non-appropriation, including, but not limited to, lost profits.

D. Rights Cumulative

The rights and remedies of the County provided in this Section are in addition to any other rights and remedies provided by law or under this Contract.

SECTION TWENTY-TWO

Indemnification

Except for expenses or liabilities arising from the negligence or intentional acts of the County, the Contractor hereby expressly agrees to indemnify and hold the County harmless against any and all expenses and liabilities arising out of the negligent performance, action or inaction of the Contractor in conduct of this Contract, as follows:

For matters other than those arising from the rendering or failure to render professional services, the Contractor expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, firm or corporation directly or indirectly employed by the Contractor and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage) that is suffered by the County and/or its officers or employees or by any member of the public, to indemnify and hold the County and its officers and employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the negligence, action or inaction of the Contractor, regardless of whether such liabilities, penalties, demands, claims, lawsuits, losses, damages, costs and expenses are caused in part by the County. Such costs are to include, without limitation, defense, settlement and reasonable attorney's fees incurred by the County and its employees. This promise to indemnify shall include, without limitation, bodily injuries or death occurring to the Contractor's employees and any person, directly or indirectly employed by the Contractor (including, without limitation, any employee of any subcontractor), the County's officers or employees, the employees of any other independent contractors, or occurring to any member of the public. When the County submits notice, Contractor shall promptly defend any aforementioned action.

For matters arising out of the rendering or failure to render professional services, the Contractor will indemnify and hold the County and its officers and employees harmless from and against all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs and expenses arising out of or resultant from any negligent act, error or omission of the Contractor in the rendering or failure to render professional services under this Contract. Such costs are to include, without limitation, defense, settlement and reasonable attorneys' fees incurred by the County and its officers and employees. This promise to indemnify shall include, without limitation, bodily injuries or death occurring to the Contractor's employees and any person, directly or indirectly employed by the Contractor (including, without limitation, any employee of any subcontractor), the County's officers or employees, the employees of any other independent contractors, or occurring to any member of the public. When the County submits notice of claim that triggers the indemnity, the Contractor shall promptly defend any aforementioned action at its own cost.

The limits of insurance required in this Contract shall not limit the Contractor's obligations under this Section. The terms and conditions contained in this Section shall survive the termination of the Contract

or the suspension of the Services hereunder. To the extent that any liabilities, penalties, demands, claims, lawsuits, losses, damages, costs and expenses are caused in part by the acts of the County, the Contractor's obligations shall be reduced in proportion to the County's fault. The obligations herein shall also extend to any actions by the County to enforce this indemnity obligation. The recovery of costs and fees all extend to those incurred in the enforcement of this indemnity.

SECTION TWENTY-THREE

Gratuities and Kickbacks

Gratuities. It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former 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, preparation or any part of a program requirement or 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 of a contract or subcontract, or to any solicitation or proposal therefore.

Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor, or to hire any subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

Violation of this clause may result in Contract termination.

SECTION TWENTY-FOUR

Labor: Subcontractors

No subcontracts shall be allowed without the prior written approval of the County. The Contractor shall not contract with a proposed person or entity to whom the County has made reasonable and timely objections. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable and timely objection.

The Contractor shall enforce strict discipline and good order among its employees and other persons carrying out the performance of the Contract.

Employment of labor by Contractor shall be effected under conditions which are satisfactory to County. Contractor shall remove or cause to have removed from the Services any employee or employees who are considered unsatisfactory by the County.

The Contractor assumes the responsibility for assuring that its working forces are compatible with County employees and Contractor is responsible for making itself aware of those forces. Contractor will furnish a competent representative who is to be kept available to represent the Contractor for the purpose of receiving notices, orders and instruction.

SECTION TWENTY-FIVE

Assignment

The Contractor shall not assign in whole or in part the Contract without the prior written consent of the County or its Assignee. The Contractor shall not assign any money due or that may become due to it under said Contract without the prior written consent of the County or its Assignee. Each Party binds itself, its successors, assigns, executors, administrators or other representatives to the other Party hereto and to

successors, assigns, executors, administrators or other representatives of such other Party in connection with all terms and conditions of the Contract.

SECTION TWENTY-SIX

Controlling Law

The laws of South Carolina shall govern this Contract. All litigation arising under this Contract shall be litigated only in a nonjury hearing in the Court of Common Pleas, Ninth Judicial Circuit, Charleston County, South Carolina.

SECTION TWENTY-SEVEN

Notices

Whenever any provision of this contract requires the giving of written notice, it shall be deemed to have been validly given if delivered by person or by registered mail to the following:

If to the County:

Barrett J. Tolbert, Director
Charleston County Procurement Department
4045 Bridge View Drive, Suite B250
North Charleston, South Carolina 29405

If to the Contractor:

[To be completed upon award]

SECTION TWENTY-EIGHT

Entire Contract

This Contract constitutes the entire understanding and Contract between the Parties hereto and supersedes all prior and contemporaneous written and oral contracts between the Parties and their predecessors in interest regarding the subject matter of this Contract. This Contract may not be changed, altered, amended, modified, or terminated orally, except as specifically provided, and any such change, alteration, amendment, or modification must be in writing and executed by the Parties hereto.

SECTION TWENTY-NINE

Severance

Should any part of this Contract be determined by a Court of competent jurisdiction to be invalid, illegal, or against public policy, said offending part shall be void and of no effect and shall not render any other Section herein, nor this Contract as a whole, invalid. Any terms which, by their nature, should survive the suspension, termination or expiration hereof shall be deemed to so survive.

SECTION THIRTY

Non-waiver

Any waiver of any default by either Party to this Contract shall not constitute waiver of any subsequent default, nor shall it operate to require either Party to waive, or entitle either Party to a waiver of, any subsequent default hereunder.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract under their several seals the day and year first written above.

CONTRACTOR:

COUNTY OF CHARLESTON, SOUTH CAROLINA:

Name:
Title:

Barrett J. Tolbert
Contracts and Procurement Director

Witness:

Witness:

1)_____

1)_____

2)_____

2)_____
Charleston, SC

ATTACHMENT D

SAMPLE FORMS

INSURANCE REQUIREMENTS (Contracts Greater Than \$25,000)

Contractors working for the County of Charleston are required to procure and maintain for the duration of their contract with the County insurance against claims for injuries to persons or damages to property which may arise from or in connection with work performed by the Contractor, his agents, representatives, employees or subconsultants. The cost of such insurance shall be the responsibility of the Contractor.

- A. The Contractor shall carry liability insurance with a reliable company licensed to do business in South Carolina. Coverage shall be at least broad as:
 - 1 Insurance Services Office (ISO) Commercial General Liability Coverage Form ("occurrence") CG 00 01 10/01.
 - 2 Insurance Services Office Business Auto Coverage Form CA 00 01 1% 1 covering automobile liability for all "owned, hired and non-owned autos".
- B. Contractor shall carry workers' compensation as required by the State of South Carolina and Employers Liability insurance (including applicable occupation disease provisions and all state endorsements.)
- C. Contractor shall maintain limits no less than the following:
 - 1. **COMMERCIAL GENERAL LIABILITY:** \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal injury with a \$2,000,000 general aggregate limit.
 - 2. **BUSINESS AUTOMOBILE LIABILITY:** \$1,000,000 combined single limit per accident for bodily injury and property damage.
 - 3. **WORKERS' COMPENSATION:** Statutory limits are required by South Carolina state law, and employer's liability limits of \$500,000 each accident, \$500,000 policy limit, and \$500,000 each employee.
- D. Required policies are to contain, or be endorsed to contain, the following provisions:
 - 1. Commercial General Liability and Automobile Liability Coverages
The County of Charleston, its officials, employees and volunteers are to be covered as additional insureds as respects: Liability arising out of activities performed by or on behalf of the Contractors; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the County of Charleston, its officials, employees or volunteers. To accomplish this objective, the County of Charleston shall be named as an additional insured under the Contractor's general liability policy by attaching Insurance Services Office (ISO) Commercial General Liability Endorsement CG 20 10 10/01 (*Additional Insured-Owners, Lessees or Contractors-Scheduled Person or Organization*) and CG 2037 (*Additional Insured-Owners, Lessees or Contractors-Completed Operations*) or their equivalent endorsements. Contractors' insurance coverage shall be primary insurance as respects the County of Charleston, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County of Charleston, its officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not be required to contribute. To

accomplish this objective, the following wording should be incorporated in the previously referenced additional insured endorsement.

Other Insurance: This insurance is primary, and our obligations are not affected by any other insurance carried by the additional insured whether primary, excess, contingent or on any other basis.

Any failure to comply with reporting provisions of the Contractor's policies shall not affect coverage provided to the County of Charleston, its officials, employees or volunteers.

2. Workers' Compensation
The Contractor shall agree to waive all rights of subrogation against the County of Charleston, its officials, employees and volunteers for losses arising from work performed by the Contractor for the County of Charleston.
-
- E. Any deductibles or self-insured retentions larger than \$5,000 must be declared to and approved by the County of Charleston.
 - F. Each Insurance policy required by the County of Charleston shall be endorsed to state that should any of the required policies be cancelled before the expiration date thereof, notice will be delivered to the County of Charleston within policy provisions.
 - G. All coverages for subcontractors shall be subject to all the requirements stated herein.
 - H. Insurance must be placed with an approved insurance company with current Best's rating of A+, A, or A-and minimum Financial Size Category (FSC) of VIII or greater. Exceptions to this requirement must be approved in writing by the Safety & Risk Management Department.
 - I. If the County elects to assign the attached contract to the Charleston County Transportation Committee, as set for in the contract, then, the Charleston County Transportation Committee shall be named an additional insured along with the County of Charleston and shall be equally entitled to all coverages and benefits of the policies.
 - J. The Contractor shall furnish the County of Charleston with Certificates of Insurance noting the endorsements. The Certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County of Charleston, Procurement Department, before work commences. The County of Charleston reserves the right to require complete, certified copies of all required insurance policies, at any time.
Required certificates should be mailed to:

Charleston County Procurement Department
Lonnie Hamilton, III Public Services Building
4045 Bridge View Drive
North Charleston, South Carolina 29405

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY CG 20 10 10 93

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART SCHEDULE

Name of Person or Organization:

THE CHARLESTON COUNTY, CHARLESTON, SOUTH CAROLINA
THE CHARLESTON PUBLIC FACILITIES CORPORATION (if applicable)
THE CHARLESTON COUNTY TRANSPORTATION COMMITTEE (if applicable)

(See Assignment Section in the attached Contract to determine whether Charleston Public Facilities Corporation or Charleston County Transportation Committee are applicable.)

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

CHARLESTON COUNTY SAMPLE CERTIFICATE OF INSURANCE						
Producer ABC AGENCY 123 MAIN STREET ANYTOWN, SC 12345 Insured XYZ CONTRACTOR P.O. BOX 000 ANYTOWN, SC 12345			This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.			
			COMPANIES AFFORDING COVERAGE			
			Company A (Issuing Company)			
			Company B			
COVERAGES						
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies. Limits shown may have been reduced by paid claims.						
CO LTR	Type of Insurance	Policy Number	Policy Eff. Date (MM/DD/YY)	Policy Exp. Date (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY ☒ Comm. General Liability ☐ Claims Made ☒ Occur ☐ Owner's & Contract's Prot ☒ Holder Named as Additional Insured	XXXXXXXXXX	XX/XX/XX	XX/XX/XX	General Aggregate	\$2,000,000
					Prod-Comp/Op Agg	\$1,000,000
					Pers. & Adv. Injury	\$1,000,000
					Each Occurrence	\$1,000,000
					Fire Damage (One Fire)	\$50,000
					Med Exp. (Any one Person)	\$5,000
	AUTOMOBILE LIABILITY ☒ Any Auto ☐ All Owned Autos ☐ Scheduled Autos ☐ Hired Autos ☐ Non-Owned Autos	XXXXXXXXXX	XX/XX/XX	XX/XX/XX	Combined Single Limit	\$1,000,000
					Bodily Injury (Per Person)	
					Bodily Injury (Per Accident)	
					Property Damage	
	GARAGE LIABILITY ☐ Any Auto				Auto Only - Ea Accident	
					Other Than Auto Only	
					Each Accident	
					Aggregate	
	EXCESS LIABILITY ☐ Umbrella Form ☐ Other Than Umbrella Form				Each Occurrence	
					Aggregate	
	Workers Compensation and Employers' Liability The Proprietor/Partners/Executive Officers Are: ☐ Incl ☐ Excl	XXXXXXXXXX Waiver of Subrogation Included	XX/XX/XX	XX/XX/XX	☐ Statutory Limits	
					Each Accident	\$500,000
					Disease - Policy Limit	\$500,000
					Disease - Each Employee	\$500,000
	OTHER					
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS: ADDITIONAL INSURED - OWNERS, LESSEES, OR CONTRACTORS (FORM B (ISO-2010 10/93) IS INCLUDED, NAMING HOLDER AS ADDITIONAL INSURED. THIS INSURANCE IS PRIMARY, AND OUR OBLIGATIONS ARE NOT AFFECTED BY ANY OTHER INSURANCE CARRIED BY THE ADDITIONAL INSURED WHETHER PRIMARY, EXCESS, CONTINGENT, OR ON ANY OTHER BASIS.						
CERTIFICATE HOLDER				CANCELLATION		
CHARLESTON COUNTY ATTN: PROCUREMENT DEPARTMENT LONNIE HAMILTON, III PUBLIC SERVICES BUILDING 4045 BRIDGE VIEW DRIVE N. CHARLESTON, SC 29405				Should any of the above described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representative		
				AUTHORIZED REPRESENTATIVE		

**Charleston County
Drug-free Workplace Certification
(Contractor/Vendor Other Than Individuals)**

This certification is required by the Drug-free Workplace Act, Section 44-107-10 et seq South Carolina Code of Laws (1976, as amended). The regulations require certification by Contractors/Vendors prior to award, that they will maintain a drug-free workplace as defined below. The certification set out below is a material representation of fact upon which reliance will be placed when determining the award of a contract. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of contract, or suspension or debarment from the right to submit bids or proposals for Charleston County projects.

For purposes of this Certification, "Drug-free Workplace" is defined as set forth in Section 44-107019 (1), South Carolina Code of Laws (1976, as amended). The aforesaid Section defines workplace to include any site where work is performed to carry out the Contractor's/ Vendor's duties under the contract. Contractor's/Vendor's employees shall be prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Drug-free Workplace Act.

By signing this document, the Contractor/Vendor hereby certifies that it will provide a drug-free workplace by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's/Vendor's workplace and specifying the actions that will be taken against employees for violation of the prohibition;
- (2) Establishing a drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The Contractor's/Vendor's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug violations;
- (3) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (1) above;
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the contract, the employee will:
 - (a) Abide by the terms of the statement: and
 - (b) Notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) days after the conviction;

- (5) Notifying the using agency within ten (10) days after receiving notice under subparagraph (4) (b) from an employee or otherwise receiving actual notice of the conviction;
- (6) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (4) (b) with respect to any employee who is convicted:
 - (a) Taking appropriate personnel action against the employee, up to and including termination; and
 - (b) Requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6) above.

Charleston County Contract Number: 6228

Project Name: Pharmaceutical Supplies and Related Services for the Department of Alcohol and Other Drug Abuse Services

Contractor/Vendor Name:_____

Address:_____

Authorized Representative Name/Title:_____

Signature:_____ **Date:**_____

Witness:_____

Note: This certification form is required for all contracts for a stated or estimated value of \$50,000 or more.

ATTACHMENT E

REQUIRED FORMS

BID FORM Page One

BY SUBMITTING THIS BID, THE UNDERSIGNED BIDDER REPRESENTS:

1. That the Bidder has carefully examined the plans and specifications with the related documents and the site of the Project for which the Bidder is submitting a bid.
2. That the Bidder is familiar with all the conditions surrounding the performance of the Services required for this Project, including the availability of materials, equipment, supplies, and labor.
3. That, if the Bidder is awarded the Contract, the Bidder will provide all labor, material, supplies, and equipment and execute the Services in accordance with the Contract Documents.
4. That, if the Bidder is awarded the Contract, the Bidder will commence Services after the issuance of a "Notice to Proceed" as required in the resulting Contract.
5. That, if the Bidder is awarded the Contract, the Bidder agrees that if the Services or any part thereof is not completed within the Contract Time (including any extension thereof), the Bidder will be liable for Actual Damages in accordance with the Contract.
6. That, if the Bidder is awarded the Contract, the Bidder will provide insurance coverage as required in Attachment D, Sample Forms. The cost of the insurance is included in the bid.
7. That the Bidder understands that the County reserves the right to reject any bids which do not meet the requirements or all bids in the event that the Project is canceled or postponed.
8. That, if the Bidder is awarded the Contract, the successful Bidder will enter and execute the Contract as required.
9. That the Bidder will hold their bid open for a period of Sixty (60) Calendar Days from the date that bids are due.
10. That the Bidder is legally able to enter into and perform a contract, if awarded.
11. That the Bidder is current on all taxes and fees owed to the County.

BIDDER: _____

IFB No. 6228-27S

BID FORM
Page Two

The undersigned hereby offers to furnish all services, materials, supplies, equipment, labor and supervision necessary for Pharmaceutical Supplies and Related Services for the Charleston County Department of Alcohol and Other Drug Abuse Services in accordance with the terms, conditions, provisions, and specifications of IFB No. 6228-27S.

ESTIMATES ARE NO GUARANTEE OF MINIMUM OR MAXIMUM QUANTITIES.

Where brand names are used, please submit price for generic equivalent.

Item	Description	MFG Product Name	Package	Estimated Usage	Unit Price	Extended Price
CATEGORY I- VITAMINS						
1.	Folic Acid 1 mg (po)		Blister Pack (30)	250		
2.	Multiple Vitamin Tabs		Bottle (100)	100		
3.	Vitamin B-12 (Thiamine) 100mg (po)		Bottle (100)	100		
4.	Ferrous Sulfate 325 mg		Blister Pack (30)	10		
CATEGORY II -ANTIBIOTICS						
1.	Keflex 250 mg (po)		Blister Pack (10)	3		
2.	Fluconazole		Pack (1 pill)	10		

BIDDER: _____

IFB No. 6228-27S

BID FORM
Page Three

Item	Description	Product Name	Package	Estimated Usage	Unit Price	Extended Price
CATEGORY III -ANALGESICS, ANTIPTRETICS, & ANTI - INFLAMMATORY						
1.	Acetaminophen 325 mg		Bottle (1000)	10		
2.	Ibuprofen 200mg (po)		Bottle (1000)	25		
3.	Children's Acetaminophen 160 mg/5ml (po)		Bottle (4 oz)	10		
4.	Children's Ibuprofen 100mg/5ml (po)		Bottle (4 oz)	10		
CATEGORY IV -PSYCHO-THERAPEUTICS						
1.	Ativan 1 mg (po)		Blister Pack (30)	50		
2.	Haldol 5mg (po)		Blister Pack (10)	2		
3.	Valium 10mg (po)		Blister Pack (30)	100		
4.	Valium 5mg (po)		Blister Pack (30)	50		
5.	Buprenorphine/Naloxone 8mg-2mg (sublingual film)		Sublingual Films (30)	5 Boxes		
6.	Buprenorphine/Naloxone 2mg-.5mg (sublingual film)		Sublingual Films (30)	5 Boxes		
7.	Buprenorphine HCl 8mg (po)		Blister (30)	2 Blister Packs		
8.	Buprenorphine HCl 2mg (po)		Blister (30)	2 Blister Packs		

BIDDER: _____

IFB No. 6228-27S

BID FORM
Page Four

CATEGORY V - ANTI-EMETICS, ANTI-DIARRHEA AND CONSTIPATION						
1.	Dulcolax Suppository (Bisacodyl 10 mg PR)		Box (10)	1		
2.	Milk of Magnesia (po)		Bottle (12 oz)	50		
3.	Zofran 4mg PO Tabs Zofran 4mg IM		Blister Pack (30)	50		
4.	Loperamide 2mg (po)		Bottle (100)	10		
5.	Polyethylene Glycol 3350 (po)		Bottle (17.9 oz)	10		
6.	Colace 100 mg (po)		Bottle (1000)	10		

Item	Description	Product Name	Package	Estimated Usage	Unit Price	Extended Price
CATEGORY VI- BLOOD PRESSURE, HEART & DIURETICS						
1.	Clonidine 0.1 mg (po)		Blister Pack (30)	10		
2.	Clonidine 0.2mg (po)		Blister Pack (30)	30		
3.	Aspirin 81 mg (po)		Bottle (100)	2		
4.	Aspirin 325 mg (po)		Bottle (100)	2		
5.	Nitroglycerin 0.4mg (SL)		Vial (25)	2		

BIDDER: _____

IFB No. 6228-27S

BID FORM
Page Five

CATEGORY VII - ANTIHISTAMINES. ALLERGY. COLD AND COUGH SYRUP						
1.	Diphenhydramine 25 mg (po)		Bottle (100)	5		
2.	Guaifenesin w/Dextromethorphan 100 mg 110 mg (po)		Bottle (4 oz)	100		
3.	Loratadine 10 mg (po)		Blister Pack (30)	10		
4.	Hydroxyzine 25 mg (po)		Blister Pack (30)	500		
5.	Hydroxyzine 50 mg (po)		Blister Pack (30)	500		
CATEGORY VIII-ANTIACID/Hc BLOCKER						
1.	Famotidine 20 mg (po)		Blister Pack (10)	3		
2.	Liquid Antacid (po)		Bottle (12 oz)	100		

BIDDER: _____

IFB No. 6228-27S

BID FORM
Page Six

CATEGORY IX - BRONCHODILATOR						
1.	Ventolin HFA 90 mcg (Inhaler)		1 Inhaler	4		
CATEGORY X-TOPICAL PREPARATIONS						
1.	Bacitracin Ointment Single Dose Pk. (0.9g per dose)		Box (144 doses)	4		
2.	Hydrocortisone Cream 1%		Tube (1 oz)	25		
3.	Miconazole Cream 2%		Tube (1 oz)	5		
CATEGORY XI - MISCELLANEOUS MEDICATION						
1. Clonidine Transdermal Patches						
a.	0.1 mg/day		Box (4 Patches)	10		
b.	0.2 mg/day		Box (4 Patches)	10		
c.	0.3 mg/day		Box (4 Patches)	10		
2. Nicotine Transdermal Patch (TD)						
a.	21 mg		Box (7 Patches)	200		
b.	14mg		Box (7 Patches)	25		
c.	7mg		Box (7 Patches)	25		
3.	Trazadone 50 mg (po)		Blister Pack (30)	100		
4.	Cyclobenzaprine 10 mg (po)		Blister Pack (30)	100		
5.	Gabapentin 300 mg (po)		Blister Pack (10)	5		
6.	Glucagon Emergency Kit 1mg (SQ)		Kit (1mg)	2		

BIDDER: _____

IFB No. 6228-27S

BID FORM
Page Seven

CATEGORY XII - INJECTABLE (IM/SQ/Intradermal)						
1.	Vitamin B12 (Thiamine) 200 mg/2ml per vial (IM)		Box (25 Vials)	25		
2. Insulin-Novolin -100 units/ml (SQ)						
a.	Novolin R		Vial (10ml)	10		
3.	Aplisol 5mL per vial (Intradermal)		Vial (5mL)	10		
CATEGORY XIII - OTHER MISCELLANEOUS						
1.	Glucometer Test Strips Accu-check Avia		Bottle (50 Strips)/2 Bottles Per Box	10		
2.	VanishPoint Insulin Syringes		Box(100)	10		
3.	Blood Glucose Single Use Push Button Safety Lancets		Box (200)	10		
4.	Vanish Point 3cc Syringes (23 G x 1") (IM)		Box (100)	10		
5.	VanishPoint 1cc Tuberculin Syringes (27 G x W") (SQ)		Box 100	25		
6.	5cc Single Use Oral Medication Syringe		Box (100)	10		
7.	1cc Single Use Oral Medication Syringe		Box (200)	10		
8.	30mL Graduated Medicine Cups		Box (100)	20		
SUB TOTALS						
X 12 months						
ANNUAL TOTAL						
SALES TAX (9%)						
GRAND TOTAL						

BIDDER: _____

IFB No. 6228-27S

BID FORM
Page Eight

DISCOUNT: Indicate % discount off retail of all other drugs not listed on the above Bid Submittal sheets

_____ % Percentage off all other drugs and products.

NOTE: The County of Charleston reserves the right to randomly verify discounts off manufacturer price list.

LICENSES: Provide documentation of the following requirement(s):

The Contractor must be a registered pharmacy with the appropriate licensing and certification to operate as a drug outlet in accordance with all state, federal, local, and SC State Board of Pharmacy requirements and regulations.

OTHER COST. In addition to the annual cost of pharmaceuticals, please submit any other costs that may be required to service this contract:

COST

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

BIDDER: _____

IFB No. 6228-27S

BID FORM
Page Nine

Respectfully submitted this ____ day of _____, 2026.

Company Name: _____

By: _____

Signature

Print Name

Title: _____ (e.g. Owner, Partner, Corporate Officer, etc.)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Remittance Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Telephone: _____ Fax: _____

E-mail: _____

Vendor FEIN: _____

Vendor is a/an:

☐ Sole Proprietorship ☐ Partnership ☐ LLC ☐ Corporation

– list the state of incorporation _____

BID HOLDING TIME:

Prices must remain firm for a minimum of Sixty (60) Calendar Days from bid opening. Please indicate maximum time that bid prices will remain firm.

Prices firm through: _____

BID FORM
Page Ten

PAYMENT OPTIONS:

Do you accept credit cards as a form of payment? ☐ No ☐ Yes

CHARLESTON COUNTY TAXES:

Please note that the Procurement Department is required to verify that all taxes have been paid to the County. If you owe delinquent taxes, your bid may be disqualified from consideration. If you wish to inquire as to your tax status, you may contact the Charleston County Delinquent Tax Office Department at (843) 202-6570.

BUSINESS LICENSE:

Does your business have a valid Charleston County Business License? ☐ No ☐ Yes #_____

You must possess a valid Charleston County business license for business undertaken in the *unincorporated* areas of the County. Contact the Revenue Collections Department at (843) 202-6080 with any questions. *Note: Work performed inside the corporate limits of a municipality will necessitate a business license for that municipality.*

BUSINESS OWNERSHIP CERTIFICATION

Are you a certified Charleston County Small Business Enterprise (SBE)? ☐ No ☐ Yes

(If *yes*, give SBE Certification No. _____)

Regarding the ownership of your company, mark all that apply:

☐ White Male _____ %	☐ Hispanic/Latino Male _____ %	☐ American Indian/Alaskan Native Male _____ %
☐ White Female _____ %	☐ Hispanic/Latino Female _____ %	☐ American Indian/Alaskan Native Female _____ %
☐ Black Male _____ %	☐ Asian Male _____ %	☐ Native Hawaiian/Pacific Islander Male _____ %
☐ Black Female _____ %	☐ Asian Female _____ %	☐ Native Hawaiian/Pacific Islander Female _____ %

Non-Collusion Oath

COUNTY OF: _____

STATE OF: _____

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Contractor herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Contractor, or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS _____ DAY OF _____, 20__.

Notary Public_____
Authorized Signature for Firm

For the State of: _____

Name:

My Commission Expires: _____

Title:

Print Name: _____

Please print Firms name and address:

Address: _____

Telephone: _____

Compliance with Illegal Immigration Act

By signing a bid/proposal, the Bidder/Offeror certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either; (a) that Title 8, Chapter 14 is inapplicable to the Bidder/Offeror and its subcontractors or sub-subcontractors; or (b) that the Bidder/Offeror and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14.

Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the Court or imprisoned for not more than five years, or both."

Bidder/Offeror agrees to include in any contracts with subcontractors, language requiring subcontractors to (a) comply with applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-contractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

Charleston County Contract Number: 6228

Project Name: Pharmaceutical Supplies and Related Services For The Department of Alcohol and Other Drug Abuse Services (DAODAS)

Contractor/Vendor Name: _____

Address: _____

Authorized Representative Name and Title: _____

Signature of Authorized Representative: _____

Witness (Print Name and Sign): _____



Equal Employment Opportunity Certification

(For Contractors/Vendors Other Than Individuals)

Charleston County requires compliance with State and Federal regulations governing Equal Employment Opportunity, External Equal Opportunities (EO), External On-the-Job Training (OJT), Title VI, and the Americans with Disabilities Act (ADA) programs.

Sub-recipients of federal-aid contracts must include notifications in all solicitations for bids of work or material and agreements subject to Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Sub-recipients, contractors and subcontractors may not discriminate in their employment practices or in the selection and retention of any subcontractor.

By signing this document, the Contractor/Vendor hereby certifies their commitment to assure nondiscrimination in its programs and activities to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability or income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the sub-recipient and/or its contractors.

Charleston County Contract Number: 6228

Project Name: Pharmaceutical Supplies and Related Services for The Department of Alcohol and Other Drug Abuse Services (DAODAS)

Contractor/Vendor Name: _____

Address: _____

Authorized Representative Name and Title: _____

Signature of Authorized Representative: _____

Witness (Print Name and Sign): _____