

REQUEST FOR QUOTATION

Date: 9/10/2025

REPLY BY: 09/18/2025 2:00 pm

**REPLY TO: Michael Clardy
Procurement Director**

Email: clardyc@sccsc.edu

DELIVERY DESTINATION TO:
Spartanburg Community College
Downtown Campus
220 East Kennedy St
Spartanburg, SC 29302

INVOICE TO:
Spartanburg Community College
131 Community College Drive
Spartanburg, SC 29303
Accounts Payable
PAYMENT TERMS: NET 30

PROJECT DESCRIPTION:

Request for Quotation: Used Steelcase Office Furniture (2017 or Newer)

Offerors are invited to submit quotes for used Steelcase office furniture (model year 2017 or newer) that is equal to or better than the items listed on the attached quote sheet. Furniture must be in good condition, free of significant damage or wear. Include photos of the furniture for evaluation.

Quotes must include delivery and installation to Spartanburg Community College – Downtown Campus 220 East Kennedy St Spartanburg, SC 29302.

Delivery and installation must be completed no later than October 30, 2025.

All quotes must be submitted using the attached quote form and received **no later than 2:00 PM EST on September 18, 2025.**
