

Francis Marion University – Amendment #2

Quote Name and Number: RFQ- 2467- Print and Deliver the 2025 Academic Catalog for Francis Marion University
Date: 06/02/2025

Francis Marion University is accepting quotes for a contractor to print and deliver FMU Academic Catalogs as described herein.

The following schedule is required to be completed by the offeror:

Please quote your lowest delivered price for the item(s) below. Francis Marion University reserves the right to reject any or all quotes and to waive any or all technicalities.

Notes:

- 1) Exclude Sales Tax in your bid prices.
- 2) Include freight/shipping. FOB Destination included to Florence, SC
- 3) The attached Terms and Conditions apply to all quotes and supersedes Offeror's Terms and Conditions.

Item	Quantity	Description	Unit Price
1	850	Print and deliver University Academic Catalog – Perfect Bind Copies	
2	250	Print and deliver University Academic Catalog – Spiral Plastic Bind Copies	
3	Delivery/Shipping		
	GRAND TOTAL of Items 1-3 (excluding sales tax)		\$

Optional Costs

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

☒ Cost per 500 additional quantities at pressrun \$ _____

☒ Cost per 500 additional quantities within 6 months after press run \$ _____

Cost per signature to: ☒ Add 8 page signature \$ _____ ☒ Delete 8 page signature \$ _____

Vendor's Best Delivery Date:

_____ Days After Receipt of Order

Delivery/Performance Location – Specified Jan 2006: After award, all deliveries shall be made and all services provided to the following address, unless otherwise specified:

Francis Marion University
4822 E. Palmetto Street
Florence, SC 29506

Questions are to be e-mailed to: jdhester@fmarion.edu

Quote may be e-mailed to: jdhester@fmarion.edu

* Mark envelopes, faxes or emails: "RFQ- 2467- Print and Deliver the 2025 Academic Catalog for Francis Marion University"

Questions must be received by: 05/21/2025 at 2:00 PM EST

Quote must be received by: 06/02/2025 at 2:00 PM EST 06/09/2025 at 2PM EST

This section must be completed by the Vendor:

Company Name:			
Authorized Signature:			
Authorized Signature (printed):			
Date:			
Address:			
City/State/Zip:			
Phone Number:		Fax Number:	
E-Mail:			
Federal ID Number:		SC Minority Cert. # (if applicable):	

Amendment 2

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AMENDMENTS TO SOLICITATION

- (a) The Solicitation may be amended at any time prior to opening.
- (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment.
- (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

Modifications

The following have been **added** or **changed/removed** or **emphasized**:

- 4) Cover Page, Page 1- ~~Questions must be received by: 05/21/2025 at 2:00 PM EST~~ **06/09/2025 at 2PM EST**

Questions Asked

Question 1	<p>Postage- Notes and clarification about depositing postage: If using the FMU non-profit permit and indicia, FMU must deposit the money into their own postage account. A printing vendor cannot deposit into the FMU CAPS account on their behalf. Or, you would need to use the printers indicia and they would deposit the postage amount into their own account.</p> <p>How admissions could overpay for postage: We (printers) can accurately predict almost every cost of a project; we know much the paper costs, how much the ink costs, labor costs, press times, how long the project will take at each step in production, etc. Baring any setbacks on a project, the estimated vs actual costs are almost identical.</p> <p>However, the same does not hold true for postage, and in particular for publications (referred to as a Flat) and for projects that do not mail at the letter rate. The USPS has “ranges” of postage, and in a publication like the view book, the range is quite large. The final rate is not determined until the list is fully processed. The cleaner a list is and the better it presorts, the lower the postage rate is. There many processing factors that determine the rate.</p>
Answer	<p>FMU will use the FMU permit and funds to cover the postage.</p> <ul style="list-style-type: none">- Bid will not include postage (vendor will work with FMU to have the non-profit permit printed on the mailed copies.) Postage will be paid directly through FMU’s permit.

Vendor: _____

Authorized Signature: _____
(Same signature as individual who signed cover page of the solicitation)

Date: _____

END OF AMENDMENT 2