



Amendment 1

Solicitation Number	RFQ-2301
Date Issued	05/15/2018
Purchasing Officer	Paul MacDonald
Phone	(843) 661-1161
E-Mail Address	pmacdonald@fmarion.edu
Amendment Date	05/31/2018

DESCRIPTION: **Provide Bulk Mail and Mailing Services for Francis Marion University**

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): **06/14/2018 at 2:00 PM EST** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **04/17/2018 at 2:00 PM EST** See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: 1

SUBMIT YOUR OFFER TO ONE OF THE FOLLOWING ADDRESSES

MAILING ADDRESS: Francis Marion University Purchasing Office P.O. Box 100547 Florence, SC 29502-0547	EXPRESS SHIPPING ADDRESS: Francis Marion University Central Receiving 4822 E. Palmetto Street Florence, SC 29506	HAND-DELIVERY: Francis Marion University Purchasing Office (Room 102) Stokes Administration Building 4822 E. Palmetto Street Florence, SC 29506
----------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CONFERENCE TYPE: N/A DATE & TIME: As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION:
------------------------------------------------------------------------------------------------------------------------------------------	-----------

AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on or about 06/18/2018 . The award, this solicitation, and any amendments will be posted at the following web address: http://www.fmarion.edu/about/solicitationsawards
--------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one)
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____
TITLE (Business title of person signing above)	
PRINTED NAME (Printed name of person signing above) DATE SIGNED	

(See "Signing Your Offer" provision.)

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If Offeror is a corporation, identify the state of Incorporation.)

TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	Address
	Area Code - Number - Extension Facsimile
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)		10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)		

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences . **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

In-State Office Address same as Home Office Address
 In-State Office Address same as Notice Address (**check only one**)

Amendment 1

RFQ-2302 – Provide Bulk Mail and Mailing Services for Francis Marion University

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 cover page of RFQ-2302 – Provide Bulk Mail and Mailing Services for Francis Marion University has an incorrect website posted for Award and Amendments. In this section, “Award will be posted, ..., at the following web address”, the correct web address is www.fmarion.edu/about/solicitationsawards

Questions

Vendor Questions and Answers

Question 1	Please confirm where Address or Address, Stuff is listed as service, bulk mail preparation is also to be provided, along with processing mailing list to add barcode data, dedupe, standardize addresses, delete invalid addresses and deliver the mailing to the Bulk Mail Unit.
Answer	<p>No change to solicitation.</p> <ul style="list-style-type: none">• See Section III Scope of Work, Standard Mailing Requirements page 12 “Contractor shall be required to presort and delivery point barcode bulk mail offered by the University. This mail includes, but is not limited to, post cards, brochures, oversized letters, and flats mailed under a postal permit imprint. All materials shall be prepared, properly folded, inserted, sealed and labeled in accordance with all US Postal Services rules and regulations.”.• And page 13 “Contractor shall be required to provide additional standard mailing services. These services include, but are not limited to, folding, inserting, sealing, tabbing, inkjet printing of address application, and mailing label application, as required to each mail piece before it can be zip-code presorted and delivered to the post office.”• Further on page 13 “Contractor shall have the capability to provide computer addressed envelopes, postcards, pressure sensitive or Cheshire mailing labels as requested by the end user by zip code order and have conversion process for 9-digit zip codes, including IMB bar coding capabilities and carrier route capability.”• Also in Section I Scope of Solicitation, page 2 “The purpose of this Contract is to secure Bulk Mailing and Mailing Services for select mailings for the University. The service required is characterized by providing mailing services and by mailing time sensitive materials directly to University designated recipient lists as provided on a job by job basis.”
Question 2	Please confirm for items 1 - 51, our bid prices are NOT to include Postage as postage will be paid for under FMU Mailing Permit
Answer	No change to solicitation. See Section III Scope of Work, Administrative Requirement, page 14 “Postage will be paid under the University Bulk Permit which we will be retained by the University.”

Question 3	In the For Informational Purposes Only portion of Section VIII Bidding Schedule / Price Business Proposal, should postage be included in this section's pricing?
Answer	Do not include postage in your pricing in the For Informational Purposes Only portion of Section VIII.
Question 4	May handwritten bids be submitted, or is typewritten required?
Answer	Handwritten bids may be submitted, however if submissions provided are not legible as assessed by the University Purchasing Department, the Offeror's solicitation may be deemed non-responsive and thusly not considered as a valid Offeror for this solicitation.

Vendor: _____

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

Date: _____

END OF AMENDMENT 1