



# Amendment #1

Solicitation Number	<b>RFQ-2319</b>
Date Issued	<b>03/28/2019</b>
Purchasing Officer	<b>Paul MacDonald</b>
Phone	<b>(843) 661-1161</b>
E-Mail Address	<b><a href="mailto:Pmacdonald@fmarion.edu">Pmacdonald@fmarion.edu</a></b>
Amendment Date	<b>04/16/2019</b>

DESCRIPTION: **Install, operate, & maintain two Automated Teller Machines (ATMs) at Francis Marion University.**

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

SUBMIT OFFER BY (Opening Date/Time): **05/02/2019 at 2:00 PM EST** See "Deadline for Submission of Offer" provision  
 QUESTIONS MUST BE RECEIVED BY: **04/16/2019 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.  
 OFFERS MAY ALSO BE SUBMITTED VIA E-MAIL (PDF FILE ONLY) TO [PMACDONALD@FMARION.EDU](mailto:PMACDONALD@FMARION.EDU)**

MAILING ADDRESS: <b>Francis Marion University Purchasing Office P.O. Box 100547 Florence, SC 29502-0547</b>	EXPRESS SHIPPING ADDRESS: <b>Francis Marion University Central Receiving 4822 E. Palmetto Street Florence, SC 29506</b>	HAND-DELIVERY: <b>Francis Marion University Purchasing Office (Room 102) Stokes Administration Building 4822 E. Palmetto Street Florence, SC 29506</b>
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CONFERENCE TYPE: <b>N/A</b> DATE & TIME: <b>As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions</b>	LOCATION:
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on or around <b>05/03/2019</b> . The award, this solicitation, and any amendments will be posted at the following web address: <a href="https://www.fmarion.edu/procurement/solicitationsawards/">https://www.fmarion.edu/procurement/solicitationsawards/</a>
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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.)
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TAXPAYER IDENTIFICATION NO.  (See "Taxpayer Identification Number" provision)
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**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 <span style="float: right;">Facsimile</span>
	<b>E-mail Address</b>

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)
___ Payment Address same as Home Office Address ___ Payment Address same as Notice Address ( <b>check only one</b> )	___ Order Address same as Home Office Address ___ Order Address same as Notice Address ( <b>check only one</b> )

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 (%)
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<p><b>***PREFERENCES DO NOT APPLY WITH THIS SOLICITATION.</b></p>
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# Amendment 1

## RFQ-2319 – Install, operate, & maintain two Automated Teller Machines (ATMs)

### 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

#### Add to III – Scope of Work, – Locations, (p. 15)

Pictures of the existing ATM location at the University Center may be viewed as RFQ-2319 Attachment 1, RFQ-2319 Attachment 2, and RFQ-2319 Attachment 3 at the following website: <https://www.fmarion.edu/procurement/solicitationsawards/>

Pictures of the proposed ATM location at the Founders Hall Breezeway may be viewed as RFQ-2319 Attachment 4, and RFQ-2319 Attachment 5 at the following website: <https://www.fmarion.edu/procurement/solicitationsawards/>

### QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017)

The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a question-and-answer format. All questions received have been reprinted below. The “state’s response” should be read without reference to the questions. The questions are included solely to provide a cross-reference to the potential offeror that submitted the question. Questions do not form a part of the contract; the “state’s response” does. Any restatement of part or all of an existing provision of the solicitation in an answer does not modify the original provision except as follows: underlined text is added to the original provision. Stricken text is deleted. [02-2a097-1]

<b>Question 1</b>	If I meet all the requirements of the proposal except for being a federally insured institution, would a bid be considered from my business?
<b>Answer</b>	No Change – per QUALIFICATIONS – SPECIAL STANDARDS OF RESPONSIBILITY:... UNLESS YOU POSSESS THE FOLLOWING MANDATORY MINIMUM QUALIFICATIONS, DO NOT SUBMIT AN OFFER: <ul style="list-style-type: none"><li>• Be classified as a federally insured financial institution.</li></ul>
<b>Question 2</b>	What is the current volume of withdraw transactions? (Per month or Per Year)
<b>Answer</b>	The volume of withdrawal transactions for our existing ATM for the period January 2016 to March 2019 are provided in See Attachment 6 – Transaction count history per month - UC ATM at <a href="https://www.fmarion.edu/procurement/solicitationsawards/">https://www.fmarion.edu/procurement/solicitationsawards/</a>

<b>Question 3</b>	Are there currently other ATMs located at FMU?
<b>Answer</b>	The only ATM that presently exists at FMU is the unit located in the University Center lobby.
<b>Question 4</b>	Will we be replacing current ATMs?
<b>Answer</b>	No change – there is the need for one ATM to be installed in the existing area where the present ATM resides in the University Center.
<b>Question 5</b>	If other ATMs are present, are previous revenue statements available for preview?
<b>Answer</b>	Revenue statements are not readily available. However, cash dispense amounts for our existing ATM for the period January 2018 to March 2019 are provided in Attachment 7 – Cash Dispensed amount per month - UC ATM at <a href="https://www.fmarion.edu/procurement/solicitationsawards/">https://www.fmarion.edu/procurement/solicitationsawards/</a>

**Vendor:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**END OF AMENDMENT 1**