**DESCRIPTION:** Provide IT Support Services as specified to Francis Marion University.

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

**SUBMIT OFFER BY (Opening Date/Time):** 01/29/20 @ 2:00 PM EST  
See "Deadline For Submission Of Offer" provision

**QUESTIONS MUST BE RECEIVED BY:** 01/14/20 @ 2:00 PM EST  
See "Questions From Offerors" provision

**NUMBER OF COPIES TO BE SUBMITTED:** One (1) original in hard copy, and one copy on USB drive as Specified.

**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:** A Highly Recommended Site Visit.  
DATE & TIME: 01/09/20 at 2:00 PM  
As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions

**LOCATION:** Stanton Academic Computing Center Lobby at Francis Marion University.

**AWARD & AMENDMENTS**  
An Intent to Award will be posted at the Physical Address stated above on or about 02/04/20. The award, this solicitation, and any amendments will be posted at the following web address:  
http://www.fmaring.edu/about/solicitationsawards

**NAME OF OFFEROR**  
(Full legal name of business submitting the offer)

**AUTHORIZED SIGNATURE**  
(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

**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)
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)  

<table>
<thead>
<tr>
<th>Address</th>
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<thead>
<tr>
<th>Area Code - Number - Extension</th>
<th>Facsimile</th>
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<tr>
<th>E-mail Address (please include)</th>
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</table>

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)  

<table>
<thead>
<tr>
<th>Payment Address same as Home Office Address</th>
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</thead>
<tbody>
<tr>
<td>Payment Address same as Notice Address (check only one)</td>
</tr>
<tr>
<td>Order Address same as Home Office Address</td>
</tr>
<tr>
<td>Order Address same as Notice Address (check only one)</td>
</tr>
</tbody>
</table>

ACKNOWLEDGMENT OF AMENDMENTS  
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)  

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
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DISCOUNT FOR PROMPT PAYMENT  
(See "Discount for Prompt Payment" clause)  

<table>
<thead>
<tr>
<th>10 Calendar Days (%)</th>
<th>20 Calendar Days (%)</th>
<th>30 Calendar Days (%)</th>
<th>Calendar Days (%)</th>
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<tbody>
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<td>10 Calendar Days (%)</td>
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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)).  

<table>
<thead>
<tr>
<th>In-State Office Address same as Home Office Address</th>
<th>In-State Office Address same as Notice Address (check only one)</th>
</tr>
</thead>
</table>
AMENDMENT 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:

Changed in Section I. Scope of Solicitation:

**Maximum Contract Period:**
Start date: **2/20/2019**  
End date: **02/19/2024**  
Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract - Effective Date/Initial Contract Period". [01-1040-1]

Vendor: ____________________________________________________________

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

Date: __________________________________________________________________

END OF AMENDMENT 1