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|  Amendment #1 | Solicitation Number RFQ-2349 Date Issued 05/20/2020 Purchasing Officer Leslie Hensley Phone (843) 661-1164 E-Mail Address Leslie.hensley@fmarion.edu Amendment Date 06/04/2020 |
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DESCRIPTION: **Print and Deliver View Book for Francis Marion University**

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

SUBMIT OFFER BY (Opening Date/Time): **06/22/2020 at 2:00 PM EST** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **06/04/2020 at 2:00 PM EST** See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **1** [One (1) Original Quotation emailed as an attachment in .pdf format OR One (1) Original copy delivered to the address(es) listed below.]

SUBMIT YOUR OFFER TO ONE OF THE FOLLOWING ADDRESSES

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| 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 |
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| CONFERENCE TYPE: N/A DATE & TIME: As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions | LOCATION: |
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| AWARD & AMENDMENTS | An award will be posted at the Physical Address stated above on 06/22/2020 . The award, this solicitation, and any amendments will be posted at the following web address: http://www.fmarion.edu/about/solicitationsawards |
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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.

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| NAME OF OFFEROR (Full legal name of business submitting the offer) | OFFEROR'S TYPE OF ENTITY: (Check one) <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 _____ |
| 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)

PAGE TWO

(Return Page Two with Your Offer)

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| 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 |

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| 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"/> Order 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 Notice Address (check only one) |

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| 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 |
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| 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-2349 – Print and Deliver View Book

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**:

Change to page 14, Section III Scope of Work:

Print and Deliver the View Book for the University's Fall 2020 mailing as specified. The VIEW book is an approximately 16-page booklet. It is set up as a ~~11" x 17"~~ **22" x 8.5" flat full bleed document, which is printed, collated, bound and folded horizontally to a final size of ~~8.5" x 11"~~ **11" x 8.5"**. See notes regarding document size below.**

Vendor Questions and Answers

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| Question 1 | For View Book 2020 - Digital Letter Imprint for Envelopes & Shells. You have 100 pound satin text and 100 pound satin cover selected on the bid sheet. Which stock goes with which project? And are you sure you want a cover stock for either one? That's very thick for either a letter or an envelope. Does the letter print one side, or two? |
| Answer | <p>NO CHANGE. Per Section III Scope of Work, page 14</p> <p>#1 FMU Viewbook – 15,000 copies of the 16-page Horizontal booklet Horizontal booklet shall have the following qualities:</p> <p>Cover: Pages: 4, bleed 4 sides Paper: 100# Satin Cover Finished: 11x8.5 Ink: 4/4 - 4 CMYK, Flood Matte Aqueous / 4 CMYK Flood Matte Aqueous</p> <p>Interior Booklet: Pages: 12, bleed 4 sides Paper: 100# Satin Text Finished: 11x8.5 Ink: 4/4 - 4 CMYK, Flood Matte Aqueous / 4 CMYK Flood Matte Aqueous Bindery: Trim, fold, score, saddle stitch on the 8.5 edge, mail, carton pack remaining</p> |
| Question 2 | View Book 2020 - Letter Shells- stock is listed as 100 pound text. What finish, uncoated, gloss, or satin? How many colors? Does it bleed? |
| Answer | <p>Items in yellow are per Section III Scope of Work, page 14, below in red see ADDED detail.</p> <p>#2 – Letterhead Shells -- 15,000 Copies Paper: 100# Satin Text uncoated Size: 8.5x11 Ink: 4/0 CMYK no bleed</p> |
| Question 3 | View Book 2020 - Envelopes - what paper, and how many colors? |
| Answer | <p>NO CHANGE. Per Section III Scope of Work, page 15</p> <p>#4 – Viewbook Envelope Paper: 70# offset white Size: 9x12 Catalog Open Side: Open on the long edge Ink: 4/0 CMYK, moderate coverage, no bleed Finishing: Insert Letter and Viewbook into envelope, seal, mail</p> |

Question 4 You ask for a price on 15,000 pieces but under the bid schedule the quantity is 30,000 pieces. Which number are you wanting the quote on?

Answer **NO CHANGE. Per Section III Scope of Work, page 15**
 Quantities indicated are minimums; offeror shall be capable of producing up to 30,000 copies for the items above. Initial quantity will be communicated to the winning offeror upon placement of the purchase order . Number of copies delivered to FMU is subject to change based on final quantity of items needed.
And Per Section VIII Bidding Schedule / Price Business Proposal page 26
Note: Quantities are estimates and subject to change at the discretion of the University. The total quantity of purchases of any individual item on the contract is not known. The State guarantees that at least 15,000 will be purchased, but up to 30,000 in total may be purchased. The uncertain nature of the specific purchase quantity does not indicate a lack of need but rather a lack of historical information considering the present procurement climate in consideration of the COVID-19 pandemic.

Question 5 There are 2 different quantities totaling 30,000 in the area for pricing

| Item | Description | Quantity | Unit Price (price per copy) | Extended Price |
|------|--|---------------|-----------------------------|----------------|
| 1 | All inclusive cost for FMU View Book with Letterhead shell, envelope, Digital Imprinting and inserting, labeling and mailing. | 25,000 copies | | |
| Item | Description | Quantity | Unit Price (price per copy) | Extended Price |
| 2 | All inclusive cost for FMU View Book with Letterhead shell, envelope, Digital Imprinting and inserting, labeled, carton packed, and delivered to Francis Marion University | 5,000 copies | | |

but in Section III Scope of Work “Quantities indicated are minimums...” (page 15) and Section VIII Price / Business Proposal “Note...” (page 26), the quantity alluded to is 15,000. Which quantity is correct?

Answer **NO CHANGE – Section VIII Price Business Proposal indicates to provide pricing for 30,000 pieces (25,000 and 5,000 respectively).**
Per Section III Scope of Work, page 15
 Quantities indicated are minimums; offeror shall be capable of producing up to 30,000 copies for the items above. Initial quantity will be communicated to the winning offeror upon placement of the purchase order . Number of copies delivered to FMU is subject to change based on final quantity of items needed.
And Per Section VIII Bidding Schedule / Price Business Proposal page 26
Note: Quantities are estimates and subject to change at the discretion of the University. The total quantity of purchases of any individual item on the contract is not known. The State guarantees that at least 15,000 will be purchased, but up to 30,000 in total may be purchased. The uncertain nature of the specific purchase quantity does not indicate a lack of need but rather a lack of historical information considering the present procurement climate in consideration of the COVID-19 pandemic.

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| Question 6 | <p>I would like some clarification on the finished size of the view book.</p> <p>III. Scope of Work/Specifications Print and Deliver the View Book for the University's Fall 2020 mailing as specified. The VIEW book is an approximately 16-page booklet. It is set up as a 11" x 17" full bleed document, which is printed, collated, bound and folded horizontally to a final size of 8.5" x 11". See notes regarding document size below.</p> <p>Successful offeror shall provide the following. #1 FMU Viewbook – 15,000 copies of the 16-page Horizontal booklet Horizontal booklet shall have the following qualities: Cover: Pages: 4, bleed 4 sides Paper: 100# Satin Cover Finished: 11x8.5</p> <p>If this is a horizontal book it would have a flat size of 22 x 8.5 to final finish to 11 x 8.5, please confirm?</p> |
| Answer | See Modifications section of this Amendment |
| Question 7 | Has this project always been awarded to someone in South Carolina? |
| Answer | The contract will be awarded to the lowest quoted offeror that is responsive and responsible to the solicitation and associated amendment(s). Prior awards are not relevant to the selection of the winning offeror for this solicitation. |
| Question 8 | Does the proof usually get press checked? |
| Answer | For the press check, we request a full color match proof (sometimes called a contract proof) for the first round of proofs. Usually a color match proof of the entire booklet is overnighted to us in a FedEx tube so we can check registration and colors. We review and then overnight it back to the vendor with changes. Second round of proofs are usually done with a digital pdf to confirm any changes that were made. The University will request a printed copy to proof that comes in a large sheet and then after that one we get a digital pdf to proof so we don't have to ship proofs back and forth. |

Vendor: _____

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

Date: _____

END OF AMENDMENT 1