**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  
06/23/2020 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

| 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

**AWARD & AMENDMENTS**
An award will be posted at the Physical Address stated above on 06/22/2020 06/23/2020  
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)

- □ Sole Proprietorship
- □ Partnership
- □ Corporation (tax-exempt)
- □ Corporate entity (not tax-exempt)
- □ Government entity (federal, state, or local)
- □ 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)

COVER PAGE MMO (JAN. 2006)
**PAGE TWO**
(Return Page Two with Your Offer)

<table>
<thead>
<tr>
<th>HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)</th>
<th>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See &quot;Notice&quot; clause)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Area Code - Number - Extension</td>
<td>Facsimile</td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th>PAYMENT ADDRESS (Address to which payments will be sent.) (See &quot;Payment&quot; clause)</th>
<th>ORDER ADDRESS (Address to which purchase orders will be sent) (See &quot;Purchase Orders and &quot;Contract Documents&quot; clauses)</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

- Payment Address same as Home Office Address
- Payment Address same as Notice Address (check only one)
- Order Address same as Home Office Address
- 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)

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
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<th>Amendment No.</th>
<th>Amendment Issue Date</th>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
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<td></td>
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</tbody>
</table>

**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](http://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 2
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 Cover Page, “Submit Offer By”
SUBMIT OFFER BY (Opening Date/Time): 06/22/2020 at 2:00 PM EST 06/23/2020 at 2:00 PM EST

Add to Section III Scope of Work, item #5 (page 15)
View Books shipped to the University shall be inserted into unlabeled envelopes (unsealed) and without imprinting. Letterhead shells shall be shipped loose (not inserted) and without imprinting. View Books and letterhead shells shipped directly to the University shall be carton packed.

Changed to Section VIII. Bidding Schedule / Price-Business Proposal, item 2 (page 26)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price (price per copy)</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>All inclusive cost for FMU View Book with Letterhead shell, envelope, Digital Imprinting and inserting, labeled, unsealed, without imprinting, carton packed, and delivered to Francis Marion University. Letterhead shells should be shipped loose (not inserted) and without imprinting</td>
<td>5,000 copies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 2,500 for additional quantities at pressrun $__________
- Cost per 2,500 for less quantities at pressrun $__________
- Cost per reprint in lots of 2,500 within one year of award $__________

(Note: Reprint quantities will include all items listed in Section III. Scope of Work/Specifications for the reprint lot quantity listed directly above, without shipbacks to the University)

Cost per signature to:  
- Add 2 page signature $__________  
- Delete 2 page signature $__________

Cost per signature to:  
- Add 4 page signature $__________  
- Delete 4 page signature $__________

Cost per signature to:  
- Add 8 page signature $__________  
- Delete 8 page signature $__________

- Cost for customer alteration: Laser Proof $__________ / Page/Blueline (per line) $__________

Add to Section III Scope of Work, item #5 (page 14)

#3 – Digital Imprints Letter & Inserting
  Black Ink, Letter folding, inserting into outer envelope
  Mailout of: 12,500
  VDP: Custom Letter
  Finishing: Data match to envelope, insert with Viewbook into envelope

  Digital Imprint with No letterhead shell to provided for or for inserting OPTION may be required at the discretion of the University. Offeror shall be fully capable of meeting the University’s requirements in this document even if Digital Imprinting with No Inserting becomes a requirement for the University.
  
  - Black Ink on outer envelope
  - No letterhead shells to be provided or for inserting
  - Inserting Viewbooks only
  - VDP: Outer Envelope only
For Informational Purposes Only (not for price comparison purposes).

Digital Imprint with No Inserting Option may be required at the discretion of the University. Offeror shall be fully capable of meeting the university’s requirements in this document even if Digital Imprinting with No-Inserting becomes a requirement for the University.

- Black Ink on outer envelope
- No letterhead shells to be provided or for inserting
- Inserting View Books only
- VDP: Outer Envelope only

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price (price per copy)</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Digital Imprint with No letterhead shells provided or for inserting OPTION</td>
<td>30,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vendor: __________________________________________________________

Authorized Signature: ____________________________________________

(Same signature as individual who signed cover page of the solicitation)

Date: ____________________________________________________________

END OF AMENDMENT 2