

 Amendment #2	Solicitation Number Date Issued Purchasing Officer Phone E-Mail Address Amendment Date	RFQ-2349 05/20/2020 Leslie Hensley (843) 661-1164 Leslie.hensley@fmarion.edu 06/08/2020
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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** **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
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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 06/23/2020 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.

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)

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"/> 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)

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 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)–

Item	Description	Quantity	Unit Price (price per copy)	Extended Price
2	<u>All inclusive cost for FMU View Book inserted into with Letterhead shell, envelope, Digital Imprinting and inserting, labeled, unsealed, without imprinting, carton packed, and delivered to Francis Marion University</u> <u>Letterhead shells should be shipped loose (not inserted) and without imprinting</u>	5,000 copies		

Additions and Changes to Section VIII. Bidding Schedule / Price-Business Proposal, Optional Costs (page 27)–

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 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 View Books as described in Section III. Scope of Work/-View Books shipped with this option would be carton packed and sent to the University without envelopes or letterhead shells, therefore imprinting, labeling and inserting are not to be included with this option)

- ~~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 letter head 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 letter head 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

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

Vendor: _____

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

Date: _____

END OF AMENDMENT 2