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|  Amendment #1 | Solicitation Number Date Issued Purchasing Officer Phone E-Mail Address Amendment Date | RFQ-2388 04/12/2022 Leslie Shupp (843) 661-1161 leslie.shupp@fmarion.edu 04/21/2022 |
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DESCRIPTION: **Print and Deliver Viewbook for Francis Marion University**

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

SUBMIT OFFER BY (Opening Date/Time): **04/28/2022 at 2:00 PM EST** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: ~~04/21/2022 at 10:00 AM 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 04/28/2022 . 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.

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| 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)

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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-2388 – Print and Deliver Viewbook for Francis Marion University

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** or **emphasized**:

Change to Cover Page, “Questions Must be Received By” –

QUESTIONS MUST BE RECEIVED BY: ~~04/21/2022 at 10:00 AM EST~~

Change to “Section III. Scope of Work/Specifications, #2 – Letterhead Shells” (pg. 14) –

#2 – Letterhead Shells – Quantity: 12,000
Paper: 100# Satin Text ~~(uncoated)~~
Size: 8.5” x 11”
Ink: 4/0 CMYK (no bleed)

Change to “Section III. Scope of Work/Specifications, #5 – Labeling, Carton-Packing & Shipping Information” (pg. 14) –

#5 – Labeling, Carton-Packing & Shipping Information

For **Viewbook** quantities beyond the 12,000 to be mailed out, carton-pack remaining items into boxes weighing no more than 25lbs. Cartons should be labeled on all sides with “Vendor Name, Project Name, & Quantity” of items inside box. Quantities for shrink wrapping & carton packing listed on State of SC Print Specification Sheets for each printed item.

Change to the “Note” listed in “Section III. Scope of Work/Specifications, #5 – Labeling, Carton-Packing & Shipping Information” (pg. 14) –

Note: View Books shipped to the University shall be ~~inserted into unlabeled envelopes (unsealed) and without imprinting. carton-packed and delivered to the University (Quantity: 8,000). 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.

Vendor Questions and Answers

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| Question 1 | The paper designated for the letterhead shells is 100 lb. Satin [uncoated]. Satin is a type of coated sheet. Did you mean 100 lb. opaque uncoated text like a Cougar, Accent or Lynx? |
| Answer | <p>See Modifications above for the following:</p> <ul style="list-style-type: none">Change to “Section III. Scope of Work/Specifications, #2 – Letterhead Shells” <p>Also, the University would like to clarify that there is no preference for the brand name (Cougar, Accent, Lynx, etc.) of paper used – only that it be 100 lb. Satin.</p> |
| Question 2 | On pg. 15, there is a note section regarding shipping: “Viewbooks shipped to FMU will be inserted into unprinted envelopes and carton packed.” According to the specs, all of the 12,000 envelopes will be used in the mailing and thus there will not be any for Viewbooks to be inserted into – is this correct? |
| Answer | <p>See Modifications above for the following:</p> <ul style="list-style-type: none">Change to “Section III. Scope of Work/Specifications, #5 – Labeling, Carton-Packing & Shipping Information” (pg. 14)Change to the “Note” listed in “Section III. Scope of Work/Specifications, #5 – Labeling, Carton-Packing & Shipping Information” (pg. 14) |

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| Question 3 | How long does a vendor have to produce this project and get it into the mail? What is the delivery date? |
| Answer | The University's preference is that all items be completed (mailed and/or delivered) no later than August 1, 2022, or as soon thereafter as possible. The awarded vendor shall coordinate with this solicitation's contract administrator regarding latest date by which the solicited items are needed. |
| Question 4 | What allowances in the current situation in the industry with paper supplies being depleted does the State allow for insufficient paper being available to produce the total quantity? Can a substitute stock be proposed? |
| Answer | <p>NO CHANGE – Per pg. 9 of Section II. Instructions to Offerors, B. General Instructions – “RESPONSIVENESS/IMPROPER OFFERS (JUN 2015): <u>(a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.</u></p> <p>(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple offers may be submitted as one document, provided that you clearly differentiate between each offer and you submit a separate cost proposal for each offer, if applicable.</p> <p><u>(c) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the State cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Purchasing Officer. [R.19-445.2070 and Section 11-35-1520(13)]</u></p> <p>(d) Price Reasonableness: Any offer may be rejected if the Purchasing Officer determines in writing that it is unreasonable as to price. [R. 19-445.2070].</p> <p>(e) Unbalanced Bidding. The State may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.</p> <p>(f) Do not submit bid samples or descriptive literature unless expressly requested. Unsolicited bid samples or descriptive literature will not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provisions of the solicitation. S.C. Code Ann. Reg. 19-445.2077(D). [02-2A105-2]”</p> |

Vendor: _____

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

Date: _____

END OF AMENDMENT 1