


| | | |
|--|--|--|
|  Amendment #1 | Solicitation Number Date Issued Purchasing Officer Phone E-Mail Address Amendment Date | RFQ-2398 08/17/2022 Leslie Shupp (843) 661-1161 leslie.shupp@fmarion.edu 08/19/2022 |
|--|--|--|

DESCRIPTION: **Print, Deliver, and Distribute Student Newspaper**

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

SUBMIT OFFER BY (Opening Date/Time): **08/26/2022 at 2:00 PM EST** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: ~~08/19/2022 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

| | | |
|---|---|--|
| 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 | LOCATION: |
|---|------------------|

| | |
|-------------------------------|---|
| AWARD & AMENDMENTS | Award will be posted at the Physical Address stated above on 08/26/2022 . 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) <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) |
| _____ Payment Address same as Home Office Address | _____ Order Address same as Home Office Address |
| _____ Payment Address same as Notice Address (check only one) | _____ 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 1

RFQ-2398 – Print, Deliver, and Distribute FMU Student Newspaper

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: ~~08/19/2022 at 10:00 AM EST~~

Changed/Removed from “Section III. Scope of Work/Specifications” (pg. 13) –

- Provide material assistance and instruction to student newspaper staff related to the four color printing process, and specifically to the press involved. Instruction and assistance is to be ongoing throughout the year, but not to exceed 10 hours per year. **(NO CHANGE)**
- ~~➤ Provide material assistance and instruction to the student newspaper staff related to selling and marketing advertising space in The Patriot, with an eye towards offsetting costs and better utilizing the newspaper’s potential. Work not to exceed 30 hours per year.~~
- ~~➤ Distribute select articles from the Patriot to a wider audience in FMU’s primary market area in the seven (7) county Pee Dee Region. For this purpose, the Pee Dee Region includes Chesterfield, Darlington, Dillon, Florence, Marion, Marlboro and Williamsburg. Decisions on selection and timing would be made in consultation with the University’s Public Affairs Office. A minimum of 25,000 households in the region must be served.~~
- ~~○ The University would seek to distribute in other publications for this service.~~

Changed/Removed from “Section VIII. Bidding Schedule / Price-Business Proposal” (page 29) -

| Item | Description | Quantity | Total Annual (1-Year) Cost |
|--|--|--|--|
| 3 | Annual cost to provide material assistance and instruction to the student newspaper staff related to selling and marketing advertising space in The Patriot, with an eye towards offsetting costs and better utilizing the newspaper’s potential. Work not to exceed 30 hours per year. | 30 Hours/year (not to exceed) | |
| Question | | Mandatory/ Optional | Multiple Responses Accepted? |
| ARE YOU REQUESTING THE SC RESIDENT CONTRACTOR PREFERENCE? SEE THE SC PROCUREMENT CODE, SECTION 11-35-1524(C)(1)(III) AND SECTION IIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/preferences. | | Optional | No <div style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> |
| ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-2%? SEE THE SC PROCUREMENT CODE, SECTION 11-35-1524(D) AND SECTION IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/preferences. | | Optional | No <div style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> |
| ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR | | Optional | No |

| | | | |
|---|--|--|---|
| PREFERENCE-4%? SEE THE SC PROCUREMENT CODE, SECTION 11-35-1524(D) AND SECTION IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/preferences . | | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|---|--|--|---|

| Item | Description | Quantity | Total Annual (1 Year Cost) |
|------|---|------------------------------------|---|
| 4 | Annual cost to distribute select articles monthly from the Patriot to a wider audience in FMU's primary market area in the seven (7) county Pee Dee Region. For this purpose, the Pee Dee Region includes Chesterfield, Darlington, Dillon, Florence, Marion, Marlboro and Williamsburg. Adjacent areas may be considered. Decisions on selection and timing would be made in consultation with the University's Public Affairs Office. A minimum of 25,000 households in the region must be served. | 25,000 Households (minimum) | |
| | Question | Mandatory/ Optional | Multiple Responses Accepted? |
| | ARE YOU REQUESTING THE SC RESIDENT CONTRACTOR PREFERENCE? SEE THE SC PROCUREMENT CODE, SECTION 11-35-1524(C)(1)(III) AND SECTION IIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/preferences . | Optional | No <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-2%? SEE THE SC PROCUREMENT CODE, SECTION 11-35-1524(D) AND SECTION IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/preferences . | Optional | No <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | ARE YOU REQUESTING THE SC RESIDENT SUBCONTRACTOR PREFERENCE-4%? SEE THE SC PROCUREMENT CODE, SECTION 11-35-1524(D) AND SECTION IIB & VIIB OF THIS SOLICITATION FOR MORE INFORMATION. FOR A FAQ ON THESE PREFERENCES, PLEASE SEE WWW.PROCUREMENT.SC.GOV/preferences . | Optional | No <input type="checkbox"/> YES <input type="checkbox"/> NO |

Change to "Section VIII. Bidding Schedule / Price-Business Proposal" (page 29) –

| Item | Description | Total Cost |
|------|--|------------|
| 5 | Total Annual Cost (Items 1-4) (Items 1-2) Above: | |

Vendor Questions and Answers

| | |
|-------------------|---|
| Question 1 | <p>Could you please give a little more clarity on this portion of the bid request?</p> <ul style="list-style-type: none"> ➤ Provide material assistance and instruction to student newspaper staff related to the four color printing process, and specifically to the press involved. Instruction and assistance is to be ongoing throughout the year, but not to exceed 10 hours per year. ➤ Provide material assistance and instruction to the student newspaper staff related to selling and marketing advertising space in The Patriot, with an eye towards offsetting costs and better utilizing the newspaper's potential. Work not to exceed 30 hours per year. ➤ Distribute select articles from the Patriot to a wider audience in FMU's primary market area in the seven (7) county Pee Dee Region. For this purpose, the Pee Dee Region includes Chesterfield, Darlington, Dillon, Florence, Marion, Marlboro and Williamsburg. Decisions on selection and timing would be made in consultation with the University's Public Affairs Office. A minimum of 25,000 households in the region must be served. <ul style="list-style-type: none"> ○ The University would seek to distribute in other publications for this service. |
|-------------------|---|

| | |
|---------------|--|
| Answer | <p>To clarify the first bulleted point of the question above, the University requires that the awarded vendor aid student newspaper staff by providing assistance, guidance, advice, etc. in how to improve their work to ensure better quality work on the press(es) used by the awarded vendor. Since the University does not know the vendor and subsequent press that will be used in printing the newspapers at this time, the University requires that the awarded vendor provide assistance and instruction (not to exceed 10 hours per year) to students in this capacity.</p> <p>In response to the remaining bulleted points referenced in the question above, see Modifications above for the following:</p> <ul style="list-style-type: none"> • Changed/Removed from “Section III. Scope of Work/Specifications” (pg. 13) • Changed/Removed from “Section VIII. Bidding Schedule / Price-Business Proposal” (page 29) • Change to “Section VIII. Bidding Schedule / Price-Business Proposal” (page 29) |
|---------------|--|

| | |
|-------------------|--|
| Question 2 | Is the actual delivery day on Wednesdays or Tuesdays each week? |
| Answer | The University requires that the newspapers are delivered to the University no later than <u>Wednesday</u> of each week. |

Vendor: _____

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

Date: _____

END OF AMENDMENT 1