



**Amendment #1**

Solicitation Number **IFB-2412**  
Amendment Issued **03/17/2023**  
Purchasing Officer **Paul MacDonald**  
Phone **(843) 661-1134**  
E-Mail Address **pmacdonald@fmarion.edu**

DESCRIPTION: **Provide Elevator Maintenance and Repair Services for Francis Marion University**

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

SUBMIT OFFER BY (Opening Date/Time): **04/03/2023 at 2:00 PM EST** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **03/17/2023 at 2:00 PM EST** See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) original in hard copy, and one (1) copy on USB as specified in Section II-B**

**SUBMIT YOUR OFFER TO ONE OF THE FOLLOWING ADDRESSES IN A SEALED PACKAGE.**

MAILING ADDRESS: <b>Francis Marion University Purchasing Office P.O. Box 100547 Florence, SC 29502-0547</b>	EXPRESS SHIPPING ADDRESS: <b>Francis Marion University Central Receiving 4822 E. Palmetto Street Florence, SC 29506</b>	HAND-DELIVERY: <b>Francis Marion University Purchasing Office (Room 102) Stokes Administration Building 4822 E. Palmetto Street Florence, SC 29506</b>
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CONFERENCE TYPE: <b>A Highly Recommended Site Visit</b> DATE & TIME: <b>03/16/2023, 2:30 PM EST</b> <b>As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions</b>	LOCATION: <b>Facilities Management / Campus Police Building on the campus of Francis Marion University.</b>
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AWARD & AMENDMENTS	Notice of Intent to Award will be posted at the Physical Address stated above on <b>04/03/2023</b> . The award, this solicitation, and any amendments will be posted at the following web address: <a href="http://www.fmarion.edu/about/solicitationsawards">http://www.fmarion.edu/about/solicitationsawards</a>
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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)
AUTHORIZED SIGNATURE  (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	<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 _____
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 <span style="float: right;">Facsimile</span>
	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 ___ Payment Address same as Notice Address ( <b>check only one</b> )	___ Order Address same as Home Office Address ___ Order Address same as Notice Address ( <b>check only one</b> )

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 (%)
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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 1

## IFB-2412 – Provide Elevator Maintenance and Repair Services 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.

### QUESTIONS FROM OFFERORS - AMENDMENT (FMU - JUN 2022)

The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a "Question-and-Answer" format. All questions received have been restated below. The "University's Response" should be read without reference to the questions. The questions are included solely to provide a cross-reference to the potential offeror that submitted the question. Questions do not form a part of the contract; the "University's Response" does.

### Vendor Questions and Answers

Question 1	What is the current monthly price of your contract.
Answer	The contract is billed quarterly, at \$4,328.37 per quarter.
Question 2	What is your current spend outside of the maintenance contract.
Answer	The University cannot accurately calculate the spend outside of this contract as it pertains to elevators, however we assess that this spend is minimal.
Question 3	How many regular time callbacks have you had in the past 12 months?
Answer	We estimate that we have approximately one regular time call back per month.
Question 4	How many overtime callbacks have you had in the past 12 months?
Answer	We estimate that we have had approximately three overtime callbacks. It is important to note that if the University deems a call as an emergency, then the contractor is expected to make the service call at no extra charge, see 4.2.2.1. of Scope of Work Section III - section entitled "Francis Marion University Elevator Operation Maintenance and Repair Service Contract Special Conditions and Requirements".
Question 5	Are there plans in place to upgrade or modernize any of the elevators?
Answer	At this time the University does not have plans for upgrading or modernizing any of the existing elevators.

Question 6	Are obsolete parts excluded from the contract?
Answer	See Scope of Work Section III - section entitled "Francis Marion University Elevator Operation Maintenance and Repair Service Contract Special Conditions and Requirements". For information purposes here, the University does not recall having encountered the need to replace an obsolete part. Since the contract indicates that the contractor is responsible for the University elevators per 1.2 of the same section "...the Contractor agrees to accept responsibility for the equipment included in its present location and present condition, whether or not it is in satisfactory condition under the terms of this Contract when bids are received...". The contractor is responsible for exhausting all means necessary to find the part and demonstrate that they have done due diligence in this search. If it cannot be found, we address that solution at that time on a case by case basis in an effort to come to a mutual solution regarding the part involved.
Question 7	How much has FMU spent all together on the elevators in the past 5 years?
Answer	The University cannot accurately calculate the spend outside of this contract as it pertains to elevators, however we assess that this spend is minimal.

**Vendor:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**END OF AMENDMENT 1**