

 <b>Request for Quotation Amendment #1</b>	Solicitation Number Date Issued Purchasing Officer Phone E-Mail Address <b>Amendment Date</b>	<b>RFQ-2418</b> <b>05/04/23</b> <b>Jennifer Hester</b> <b>(843) 661-1161</b> <b>jdhester@fmarion.edu</b> <b>05/17/2023</b>

DESCRIPTION: **Print and Deliver Viewbook for Francis Marion University**

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

SUBMIT OFFER BY (Opening Date/Time): **05/30/2023 at 2:00 PM EST** See "Deadline For Submission Of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **05/15/2023 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**

<b>MAILING ADDRESS:</b> <b>Francis Marion University</b> <b>Purchasing Office</b> <b>P.O. Box 100547</b> <b>Florence, SC 29502-0547</b>	<b>EXPRESS SHIPPING ADDRESS:</b> <b>Francis Marion University</b> <b>Central Receiving</b> <b>4822 E. Palmetto Street Florence, SC</b> <b>29506</b>	<b>HAND-DELIVERY:</b> <b>Francis Marion University</b> <b>Purchasing Office (Room 102)</b> <b>Stokes Administration Building</b> <b>4822 E. Palmetto Street</b> <b>Florence, SC 29506</b>
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CONFERENCE TYPE: <b>N/A</b> DATE & TIME: <b>As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions</b>	LOCATION:
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<b>AWARD &amp; AMENDMENTS</b>	An award will be posted at the Physical Address stated above on <b>05/30/2023</b> . The award, this solicitation, and any amendments will be posted at the following web address: <a href="https://www.fmarion.edu/procurement/solicitationsawards/">https://www.fmarion.edu/procurement/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)		<b>OFFEROR'S TYPE OF ENTITY:</b> (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 _____  (See "Signing Your Offer" provision.)
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	

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)	
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## 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](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

### RFQ 2418 – 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**:

##### 1) Cover Page, Page 1

QUESTIONS MUST BE RECEIVED BY: 05/15/2023 at 2:00 PM EST

See "Questions From Offerors" provision

#### Questions Asked

<b>Question 1</b>	How large of an area is spot uv on the cover? (It is priced by the amount of space it covers.)
<b>Answer</b>	The percentage is around 50%-60% of the cover.
<b>Question 2</b>	Per Attachment 4 - Digital Letter Imprint for Envelopes and Shells: Is this variable data? If so, is the variable data on the Letter to match the envelope? (Meaning are there 2 addresses, one for the envelope, that matches one the letter?)
<b>Answer</b>	Yes, there is variable data. Variable data on envelope will match with address and name on letter.
<b>Question 3</b>	Clarity is needed on the Ink for the Letterhead, the 9x9 square envelope and the imprinting. Is it all one sided and is the imprint in Black only?
<b>Answer</b>	Ink on the letterhead shell is 2 Pantone Colors (our FMU red and blue). The envelope is also our FMU red and blue coloring; imprinting for both is black, and all are one-sided.
<b>Question 4</b>	Are we mailing the Viewbook for Francis Marion University?
<b>Answer</b>	Yes, the envelopes and letterhead will be mailed with the viewbook to those addresses we provide (approx. 13,000). The rest of the 12,000 viewbooks (no letterhead shells or envelopes needed with those) will be carton shipped back to us.