



## Amendment #1

Solicitation Number **RFQ-2425**  
Date Issued **08/30/2023**  
Purchasing Officer **Jennifer D Hester**  
Phone **(843) 661-1161**  
E-Mail Address **jdhester@fmarion.edu**

DESCRIPTION: **Provide Adobe VIP Licenses for Francis Marion University**

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

SUBMIT OFFER BY (Opening Date/Time): **08/31/2023 at 2:00 PM EST** **09/07/2023 @2:00 PM** Est See "Deadline For Submission Of Offer" provision

~~QUESTIONS MUST BE RECEIVED BY: 08/23/2023 at 2:00 PM EST~~ See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original copy.** (Copy may be submitted electronically as an attachment via email in .PDF format)

### 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: **Not applicable**  
DATE & TIME: **Not applicable**  
**As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions**

LOCATION: **Not applicable**

AWARD & AMENDMENTS A **Statement of Award** will be posted at the Physical Address stated above on **08/31/2023** **09/07/2023**. The award, this solicitation, and any amendments will be posted at the following web address: <https://www.fmarion.edu/procurement/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)

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

- ☐ Sole Proprietorship  
☐ Partnership  
☐ Corporation (tax-exempt)  
☐ Corporate entity (not tax-exempt)  
☐ Government entity (federal, state, or local)  
☐ Other \_\_\_\_\_

(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<br><input type="checkbox"/> Payment Address same as Notice Address ( <b>check only one</b> ) | <input type="checkbox"/> Order Address same as Home Office Address<br><input type="checkbox"/> Order Address same as Notice Address ( <b>check only one</b> ) |

|  |                      |                      |                      |                      |                         |               |                      |
|--|----------------------|----------------------|----------------------|----------------------|-------------------------|---------------|----------------------|
| <b>ACKNOWLEDGMENT OF AMENDMENTS</b>  |                      |                      |                      |                      |                         |               |                      |
| 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<br>(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- 2425 – Provide Adobe VIP Licenses 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) Page 1- **Change to Cover Page, “Submit Offer By”** –  
SUBMIT OFFER BY (Opening Date/Time): ~~08/31/2023 at 2:00 PM EST~~ **09/07/2023 @2:00 PM Est** See  
"Deadline For Submission Of Offer" provision
- 2) Page 1- **Change to Cover Page, “Award & Amendments”** –  
A Notice of Intent to Award will be posted at the Physical Address stated above on ~~08/31/2023~~ **09/7/2023**.

**Vendor:**

---

**Authorized Signature:**

---

(Same signature as individual who signed cover page of the solicitation)

**Date:**

---

**END OF AMENDMENT 1**