



# Francis Marion University Amendment #1

Solicitation Number	<b>RFQ-2444</b>
Date Issued	<b>05/09/2024</b>
Purchasing Officer	<b>Paul J. MacDonald</b>
Phone	<b>(843) 661-1134</b>
E-Mail Address	<b>pmacdonald@fmarion.edu</b>

DESCRIPTION: **Install, operate, and maintain one Automated Teller Machine for Francis Marion University**

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

SUBMIT OFFER BY (Opening Date/Time): **05/16/2024 by 2:00pm**

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

**HARD COPY OFFER SHOULD BE SENT TO ONE OF THE FOLLOWING ADDRESSES IN A SEALED PACKAGE.**

<b>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
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**CONFERENCE TYPE: Site visit provided by appointment only**

**LOCATION: Smith University Center on the campus of Francis Marion University.**

**AWARD & AMENDMENTS**

A Statement of Award will be posted at the Physical Address stated above on **05/16/2024**. The award, this solicitation, and any amendments will be posted at the following web address:  
<http://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)  <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)

**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	
	Phone #: Area Code-Number-Extension	Facsimile
	_____ <b>E-mail Address</b>	

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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## Amendment 1

### RFP-2444 – Install, operate, and maintain one Automated Teller Machine 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**:

The University will accept quotations in hard copy. Mailed quotations must be labeled “RFQ-2444 – ATM” and delivered by the submittal deadline to the location stated on the first page of the solicitation. Mailed quotations must include all required items as stated in the solicitation.

#### ELECTRONIC COPIES – REQUIRED MEDIA AND FORMAT (FMU MAY 2024)

For offerors choosing to submit their quotation via e-mail to [pmacdonald@fmarion.edu](mailto:pmacdonald@fmarion.edu), the file format of the quotation shall be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password. Electronic copies of quotations must include all required items as stated in the solicitation.

**AWARD CRITERIA – BIDS** ~~(JAN 2006)~~ (FMU May 2024) Award will be made to the **lowest** responsible and responsive bidder ~~(s)~~ **providing the greatest monthly commission to the University.**

#### Answers to Offeror Questions

<b>Question 1</b>	Is there an estimated value or budget amount available for this project?
<b>Answer</b>	NO CHANGE, per page 2, this is a solicitation to secure an ATM per the terms of the contract, with a monthly commission paid to the University.
<b>Question 2</b>	Is there a projected start/completion date for the work to be done?
<b>Answer</b>	The University prefers for the ATM to be installed and in working order by July 3, 2024. The University requires for the ATM to be installed and in working order no later than July 12, 2024.