



Amendment #1

Solicitation Number **IFB-2461**
 Date Issued **10/23/2024**
 Purchasing Officer **Jennifer Hester**
 Phone **(843) 661-1161**
 E-Mail Address **jdhester@fmarion.edu**

DESCRIPTION: **Furnish recycling services for Francis Marion University**

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

SUBMIT OFFER BY (Opening Date/Time): **11/11/2024 at 2:00 PM EST** See "Deadline For Submission Of Offer" provision

~~QUESTIONS MUST BE RECEIVED BY: 10/22/2024 at 2:00 PM EST~~ See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original, hard copy mailed with one (1) flash drive or other USB device as Specified in a sealed package to one of the addresses listed below.**

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

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
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CONFERENCE TYPE: Non-mandatory, highly recommended Site Visit. DATE & TIME: 10/16/2024 at 10:00 am EST. As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: FMU Facilities / Campus Police Building Conference Room, Main Campus 4822 E. Palmetto St. Florence, SC 29506
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AWARD & AMENDMENTS	Statement of Intent to Award will be posted at the Physical Address stated above on 11/11/2024 . The award, this solicitation, and any amendments will be posted at the following web address: http://www.fmarion.edu/about/solicitationsawards
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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)

(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"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <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 (%)
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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 . **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- 2461- Furnish recycling 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.

Modifications

The following have been **added** or **changed/removed** or **emphasized**:

1) Cover Page, Page 1- Questions

~~QUESTIONS MUST BE RECEIVED BY: 10/22/2024 at 2:00 PM EST~~ See "Questions From Offerors" provision

2) Scope of Work- Page 12:

- Contractor shall provide **400** 8-gallon collection bins (**Small Paper Bins**) for collecting paper in individual offices. ~~FMU personnel will empty these 8-gallon bins at 75 Central Paper Locations.~~ Contractor shall enter each FMU Department to empty 8-gallon bins located in the individual offices, if applicable. Depending on weekly paper volume, Contractor will provide one (1) or two (2) 18-gallon **Paper Collection Bins** at each Central Paper Locations (up to **150** bins total). Bins shall be provided so that no service interruption occurs between the old and new contracts. Bins shall be durable in nature with a design approved by the University's Contract Manager. Bins shall be "new" or "like new" as approved by the University's Contract Manager. Contractor shall label containers and bins to describe the specific contents by type and note materials to be excluded.

3) Scope of Work- Page 13:

- The contractor will be responsible for cleaning up after recyclable collection has been made on all job sites/locations.
- Contractor must refer all requests from other University personnel to the University Contract Manager. Only the University Contract Manager or his designee can authorize work, especially if/when services may incur additional charges.

Questions Asked

Question 1	Does the Contractor provide the bags for the bottle and can receptacles?
Answer	No, FMU will provide those.
Question 2	Is the Contractor responsible for emptying the paper recycling receptacles attached to various bottle and can receptacles?
Answer	Yes, the contractor is responsible for emptying the paper recycling receptacles attached to various bottles and canned receptacles.
Question 3	Contract reads as the University employees will empty the small recycling bins into the larger receptacles and it is responsibility of contractor to empty larger receptacle, is this correct?
Answer	Per this amendment, the scope of work has been updated to include: the contractor shall enter each FMU Department to empty 8-gallon bins located in the individual offices, if applicable.
Question 4	May contractor charge a sensible and agreed upon fee for extra recycling that occurs throughout the term of the contract not mentioned in the Scope of Work?
Answer	Contractor must refer all requests from other University personnel to the University Contract Manager. Only the University Contract Manager or his designee can authorize work, especially if/when services may incur additional charges.