What is a Responsive and Responsible Bid?
The difference between a RFQ, RFP and IFB was explained in the October, 2010 issue. In particular, that a RFQ and an IFB are usually based purely on price whereas a RFP will have a variety of additional evaluation criteria. But RFQs and IFBs are not always awarded automatically to the lowest bidding party. That’s because the bidder must also be responsive and responsible.

A responsive bid is one that meets all the terms, conditions and specification of the bid. The bid must comply with the content requirements of the bidding documents. In other words, the bidder must do what the bid documents say they must do, whether it is pricing in a certain way, attending a mandatory pre-bid conference or submitting a bid bond. Other examples where a bid may be considered non-responsive include:
- Bid is incomplete
- Bid is late
- Fails to conform to delivery schedule

A responsible bid is one where the bidder has the overall capability to satisfactorily perform the contract. A responsible bidder will be one that has the financial resources, employees, facilities and references that will ensure the contract is performed. Examples where a bidder may be considered non-responsible include:
- Poor references
- Banned from working with other agencies
- Questions about financial capability to perform

Term of the Month…
Full and open competition means:
1) Bidding the goods or services without restriction;
2) Providing sufficient requirements and statement of work so proposals will filter out vendors not meeting the stated requirements;
3) Statement of work and salient characteristics for the service/item being procured.

DOCUMENT SHREDDING –
There is a state contract in place with Iron Mountain for document shredding.

A Penny Saved…
Did you know that when you buy the “house brand” of office supplies from our office supplies suppliers, the cost savings can be significant? Here are some examples:

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>NAME BRAND/ PRICE</th>
<th>HOUSE BRAND/ PRICE</th>
<th>SAVINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-It Notes; 3”X3”, 12 Pk, Canary Yellow</td>
<td>3M $8.15</td>
<td>Staples $6.83</td>
<td>$1.32</td>
</tr>
<tr>
<td>Dry Erase Markers,, Chisel Tip, Black, 12/pk</td>
<td>Sanford Expo $8.34</td>
<td>Staples $6.57</td>
<td>$1.77</td>
</tr>
</tbody>
</table>

A dollar here and there may not seem like much, but if you multiply that savings across the entire campus, that dollar saved is substantial. You can save time and money by using “house brands” and still get great quality. In many cases, the same manufacturer makes both products.

Reminders…
STATE CONTRACTS – It is mandatory that the University utilize term contracts established by the State of South Carolina’s Materials Management Office. State contracts are those contracts established by the Materials Management Office for a specific product or service for a specified time. A list of these contracts is maintained on the web by the Materials Management Office, http://www.mmo.sc.gov/MMO . Individuals seeking additional information on contract items should contact the Office of Procurement and Business Services.

Contact: Pattie Beerman
pattie.beerman@ironmountain.com
Contract # 5000008645
Toll free: 800-211-1311
Phone: 803-791-0079
Fax: 803-791-1214

VISIT OUR WEBSITE AT
WWW.COASTAL.EDU/PROCUREMENT
**NEW VENDORS** – In order for OPBS to add a new vendor to the University database, all necessary paperwork must be completed. Please have any prospective vendors fill out a W9 form **AND** the standard vendor application. The following information must be included:

- Correct Tax ID numbers (Social Security and FEIN numbers). Note: Please do not email Tax ID numbers – it is much safer to fax them to prevent identity theft.
- Complete business name (individual’s name if sole proprietor)
- Full address with phone and fax numbers
- Is the company registered with the State of SC to collect sales tax?

To find the vendor application form, W9 and terms & conditions for the University, please visit [http://www.coastal.edu/procurement/vendor/vendorApp.pdf](http://www.coastal.edu/procurement/vendor/vendorApp.pdf)

**Meet Our Staff…**

**Suzanne Beverly**  
Manager, Central Receiving  
843-349-2148  
beverly@coastal.edu

Call Suzanne for information pertaining to such areas as:
- Surplus Property
- Inventory
- Receiving
- Copy Paper/ Inter Office Envelopes Orders

About Suzanne – Suzanne is very knowledgeable in all areas of Central Receiving and will be glad to point you in the right direction when you have a question(s). When Suzanne is not at work, you can find her competing at a horse show, horseback riding, or in a barn somewhere. Her love of horses is demonstrated in some way on a daily basis.

**SHIPPING ADDRESSES** –

The following addresses should be used accordingly for official University related mail:

**For items obtained through a Purchase Requisition and items shipped via truck because of weight/size** – The correct address is:

Coastal Carolina University  
Central Receiving  
642 Century Circle  
Conway, SC 29526

**For P-Card and Desktop Orders** – Packages shipped via United Parcel Service (UPS), Federal Express, Airborne, etc. must have a street address.

EXAMPLE:  
Your Name  
Coastal Carolina University  
Bldg. & Room number  
Your Street Address  
Conway, SC 29526

It is recommended that all packages be addressed to the department’s Administrative Assistant’s office because the packages must be signed for.

**For Regular Mail** –

EXAMPLE:  
Your Name  
Your Department  
Coastal Carolina University  
P.O. Box 261954  
Conway, SC 29528-6054

**For Small Packages** –

EXAMPLE:  
Your Name  
Your Department  
Coastal Carolina University  
642 Century Circle  
Conway, SC 29526

**For Student’s Living in Gardens, Woods & Rivers Communities (Mail and/or Pkgs):**

EXAMPLE:  
Student’s Name  
Student’s CCU PO Box  
107 Founder’s Drive  
Conway, SC 29526

**For Students Living at University Place (Mail and/or Pkgs):**

EXAMPLE:  
Student’s Name|  
Student’s UPC PO Box  
1095 Residence Blvd.  
Conway, SC 29526