

	State of South Carolina Request for Quote AMENDMENT 1	Solicitation Number Date Issued Procurement Officer Phone E-Mail Address	1001RS 1/29/2010 Robin Strickland (843) 349-2162 robins@coastal.edu
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DESCRIPTION: **Printing of Student Handbook & Academic Planner**

USING GOVERNMENTAL UNIT: **Coastal Carolina University**

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

SUBMIT OFFER BY (Opening Date/Time): **02/08/2010 2:00 P.M. (EST)** See "**Deadline for Submission of Offer**" provision

QUESTIONS **MUST** BE RECEIVED BY: **01/27/2010** See "**Questions From Offeror**" provision

NUMBER OF COPIES TO BE SUBMITTED: One (1) original

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

See "**Submitting Your Offer**" provision

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Coastal Carolina University
Procurement Department
P.O. Box 261954
Conway, SC 29528

PHYSICAL ADDRESS:
Coastal Carolina University
Procurement Department
642 Century Circle
Conway, SC 29526

<p>CONFERENCE TYPE: Not applicable DATE & TIME: (EST)</p> <p>As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions</p>	<p>LOCATION:</p>
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<p>AWARD & AMENDMENTS</p>	<p>Award will be posted at the Physical Address stated above on 02/03/2010. The award, this solicitation, and any amendments will be posted at the following web address: http://www.coastal.edu/procurement/solicit.html</p>
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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) <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)	

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.	

COVER PAGE CCU (SEP. 2009)

(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)				
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Area Code</td> <td style="width:20%;">Number</td> <td style="width:20%;">Extension</td> <td style="width:45%;">Facsimile</td> </tr> </table>	Area Code	Number	Extension	Facsimile
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)
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<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)
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ACKNOWLEDGMENT OF AMENDMENTS	Amend. #	Amend. Issue Date	Amend. #	Amend. Issue Date	Amend. #	Amend. Issue Date	Amend. #	Amend. Issue Date
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.								
See "Amendments to Solicitation" Provision								

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
Questions and Answers to Solicitation 1001RS
Print and Deliver Student Handbook & Academic Planner

AMENDMENTS TO SOLICITATION (JAN 2006)

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: www.procurement.sc.gov. (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.

In accordance with the clause above, Amendment #1 is issued with the following:

Bid opening date has been changed to 02/08/2010, bid opening time remains the same.

Cost Schedule printing specifications, Planner Contents sections, referenced on page 21 reads “ • 85 pages of University content printed in black or PMS 322 (teal), to be typeset by vendor. The University may, at its discretion, request PMS 322 teal ink. “

It now reads: • 85 pages of University content printed in black, to be typeset by vendor.

• Standard vendor layout is acceptable on the following items:

Calendar shall be printed in Black or PMS 322 (teal) ink. The University may, at its discretion, request PMS 322 teal ink.

It now reads: Calendar shall be printed in Black ink.

In accordance with the clause above, Amendment #1 is issued with the following questions and answers.

1. **Q. Page count - is 85 actual pages, or sheets? If sheets, then we are looking at a total of 170 pages. In either case, there will be blank pages as neither is in increments of four (4).**
A: 85 is actual pages of printed material provided by the University, as outlined in the Contents section. The printer would work to adjust the material into an incremental style.
2. **Q. Standard Guide information - will CCU work with the vendor to insure that all desired and required parts in place prior to layout and typesetting?**
A: Yes, the University will submit the information to the vendor for layout and typesetting. CCU will work with the vendor.
3. **Q. I wonder if we could get some clarification on a part of the Coastal Carolina Univ. solicitation # 1001RS Page 21 (Coast Schedule) states: Standard vendor layout is acceptable on the following items: Full Page Calendar, August 2010 to May 2011 Daily Calendar shall be no more than four days per page Does this mean that the university will be supplying us with the data to be printed inside, but that we will be required to actually layout it all out and design it, or will everything be coming to us already created in an industry standard program like Adobe InDesign etc?**
A: The University will supply the vendor with the data and the vendor will layout and design the material.
4. **Q. Is the guide similar to the 2008-2009 guide with the "Academic Success Guide" in the back?**
A: Yes,
5. **Q. What is the cost of last year handbooks?**
A: \$2.605 each