**Invitation for Bid Amendment #2**

<table>
<thead>
<tr>
<th>Solicitation Number</th>
<th>Date Issued</th>
<th>Procurement Officer</th>
<th>Phone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFB130901AJ</td>
<td>September 18, 2013</td>
<td>Angelia S. Jackson</td>
<td>(843) 349-2912</td>
<td><a href="mailto:ajackson@coastal.edu">ajackson@coastal.edu</a></td>
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</tbody>
</table>

**DESCRIPTION:** Print and deliver CCU Admission Profile Booklets

**USING GOVERNMENTAL UNIT:** Coastal Carolina University

**SUBMIT OFFER BY (Opening Date/Time):** September 26, 2013 @ 2:00PM

See "Deadline for Submission of Offer" provision

**QUESTIONS MUST BE RECEIVED BY:** N/A

See "Questions From Offeror" provision

**NUMBER OF COPIES TO BE SUBMITTED:** One (1) Original

**OFFERS MUST BE SUBMITTED IN A SEALED PACKAGE, WITH THE SOLICITATION NUMBER AND OPENING DATE ON THE PACKAGE EXTERIOR, TO EITHER OF THE FOLLOWING ADDRESSES** (see “Submitting Your Offer” provision; the term “Offer” means your “Bid” or “Proposal”):

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

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

**CONFERENCE TYPE:** N/A  
**DATE & TIME:** N/A (EST)

As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions

**LOCATION:** N/A

**AWARD & AMENDMENTS**

Award will be posted on September 30, 2013. The award, this solicitation, and any amendments will be posted at the following web address: [http://www.coastal.edu/procurement/currentsolicitations](http://www.coastal.edu/procurement/currentsolicitations)

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:**

(Click one)

- Sole Proprietorship
- Partnership
- Corporation (tax-exempt)
- Corporate entity (not tax-exempt)
- Government entity (federal, state, or local)
- 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**

(If offeror is a corporation, identify the state of Incorporation.)

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**

.  

**TAXPAYER IDENTIFICATION NO.**

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CCU Procurement Services (rev. Jul 2013)
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>
<thead>
<tr>
<th>Area Code</th>
<th>Number</th>
<th>Extension</th>
<th>Facsimile</th>
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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
- Order Address same as Home Office Address
- Order Address same as Notice Address

(check only one)

ACKNOWLEDGMENT OF AMENDMENTS
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.

<table>
<thead>
<tr>
<th>Amend. #</th>
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See "Amendments to Solicitation" Provision

DISCOUNT FOR PROMPT PAYMENT
See "Discount for Prompt Payment" clause

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<tr>
<th>10 Calendar Days (%)</th>
<th>20 Calendar Days (%)</th>
<th>30 Calendar Days (%)</th>
<th>_____ Calendar Days (%)</th>
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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](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)

PAGE TWO

End of Page Two
AMENDMENTS TO SOLICITATION (JAN 2004)
(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: http://www.coastal.edu/procurement/currentsolicitations  (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. [02-2A005-1]

NOTICE

AMENDMENT # 2

The Coastal Carolina University Invitation for Bid, IFB130901AJ, is hereby amended as follows:

RESPONSES TO WRITTEN QUESTIONS RECEIVED:

Question 1: Is CCU willing to accept a slight variation (1/16" or less) in the finished width of the text pages when measured from the spine to the face edge? The variation would be the result of stitching the booklet with the text folded as four page signatures, pre-trimmed to finished width (with allowances as necessary to account for creep/push-out) prior to folding.
Answer: No. The final book MUST have text and cover pages flush.

Question 2: Can CCU specify any special packaging requirements that may be desired in order to minimize the potential damage (e.g. bent corners, dog ears, etc.) to the 1-1/2" cover extension of the product while in shipment, or that may occur as end users remove product from the carton?
Answer: As per bid, package requirements boxes are not to exceed 40 lbs. Packaging can be lighter than 40 lbs, but SHOULD be done so in a manner that piece does not compromise the piece in shipping.

Question 3: On the Spec Sheet, it indicates that this project needs to be inkjetted, Mail Prep, and NCOA. Will there be a supplied mailing list and if so, is the mailed quantity different from the 150,000? Would we be responsible to do all of the mail prep and then ship to Coastal Carolina and yall will handle the post office?
Answer: This was an error. No mailing required. See Amendment #1

Question 4: What was the winning bid for this project last year?
Answer: This is the first time the piece is being printed.

Question 5: Just to clarify, this will be a 16 Page + 4 Page Cover Booklet?
Answer: As per bid. 16 pages, plus cover

END OF AMENDMENT # 2