Invitation for Bid Amendment #2

Solicitation Number: IFB131013DH
Date Issued: November 1, 2013
Procurement Officer: Dean Hudson
Phone: (843) 349-2739
e-mail Address: dhudson@coastal.edu

DESCRIPTION: student organization liability insurance

USING GOVERNMENTAL UNIT: Coastal Carolina University

Solicitation Number: IFB131013DH
Date Issued: November 1, 2013
Procurement Officer: Dean Hudson
Phone: (843) 349-2739
e-mail Address: dhudson@coastal.edu

DESCRIPTION: student organization liability insurance

USING GOVERNMENTAL UNIT: Coastal Carolina University

SUBMIT OFFER BY (Opening Date/Time): November 19, 2013 2:00 PM See “Deadline for Submission of Offer” provision

QUESTIONS MUST BE RECEIVED BY: November 8, 2013 5:00 PM 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”):

<table>
<thead>
<tr>
<th>MAILING ADDRESS:</th>
<th>PHYSICAL ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coastal Carolina University</td>
<td>Coastal Carolina University</td>
</tr>
<tr>
<td>Procurement Services</td>
<td>Procurement Services</td>
</tr>
<tr>
<td>P.O. Box 261954</td>
<td>642 Century Circle</td>
</tr>
<tr>
<td>Conway, SC 29528</td>
<td>Conway, SC 29526</td>
</tr>
</tbody>
</table>

CONFERENCE TYPE: N/A
DATE & TIME: N/A

LOCATION: N/A

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

AWARD & AMENDMENTS
Award will be posted on November 22, 2013. The award, this solicitation, and any amendments will be posted at the following web address: 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: (Check one)
- Sole Proprietorship
- Partnership
- Corporation (tax-exempt)
- Corporate entity (not tax-exempt)
- Government entity (federal, state, or local)
- Other _________________________

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.

-
<table>
<thead>
<tr>
<th>HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)</th>
<th>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See &quot;Notice&quot; clause)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Code</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>PAYMENT ADDRESS (Address to which payments will be sent.) (See &quot;Payment&quot; clause)</td>
<td>ORDER ADDRESS (Address to which purchase orders will be sent) (See &quot;Purchase Orders&quot; and &quot;Contract Documents&quot; clauses)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Address same as Home Office Address</td>
<td>Order Address same as Home Office Address</td>
</tr>
<tr>
<td></td>
<td>(check only one)</td>
</tr>
<tr>
<td>Payment Address same as Notice Address</td>
<td>Order Address same as Notice Address</td>
</tr>
<tr>
<td></td>
<td>(check only one)</td>
</tr>
<tr>
<td>ACKNOWLEDGMENT OF AMENDMENTS</td>
<td></td>
</tr>
<tr>
<td>Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.</td>
<td></td>
</tr>
<tr>
<td>See &quot;Amendments to Solicitation&quot; Provision</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>DISCOUNT FOR PROMPT PAYMENT</td>
<td></td>
</tr>
<tr>
<td>See &quot;Discount for Prompt Payment&quot; clause</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>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 <a href="http://www.procurement.sc.gov/preferences">www.procurement.sc.gov/preferences</a>. 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)&amp;(6)]</td>
<td></td>
</tr>
<tr>
<td>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)&amp;(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)).</td>
<td></td>
</tr>
</tbody>
</table>

- In-State Office Address same as Home Office Address
- In-State Office Address same as Notice Address (check only one)
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, IFB131013DH, is hereby amended as follows:

The new SUBMIT OFFER BY date is November 19, 2013 2:00 PM.
The new QUESTIONS MUST BE RECEIVED BY date is November 8, 2013 5:00 PM.
The new Award posting date is November 22, 2013.

RESPONSES TO WRITTEN QUESTIONS RECEIVED:

1. Question: Name of current insurance company and broker.
   Response: The University has not previously carried this type of policy.

2. Question: Expiring premium and deductible.
   Response: See answer to question 1.

3. Question: Five years carrier loss experience.
   Response: There is no prior carrier. It should also be noted that the University has had no claims made in connection with student liability situations.

4. Question: Copy of the policy declaration page and endorsement schedule
   Response: See answer to question 1.

5. Question: Clarification if sexual abuse and molestation and/or athletic participation coverage is currently insured or required. If so, any sub-limit that applies to the current policy.
   Response: The University does not have an existing policy. Coverage for sexual abuse and molestation would be required. As stated in the solicitation Scope of Work, coverage for sports and non-sports clubs is required (with an exclusion of intercollegiate sports teams).

6. Question: Copy of in force policy.
   Response: See answer to question 1.

7. Question: Premium and losses for the last 3 to 5 years.
   Response: See answers to questions 1 and 3.

8. Question: What is the list of student organizations and clubs? The Scope of Work indicates a list of the student organizations are provided through Attachment A but no organizations are listed.
   Response: Attachment A is available for download from the following site:

9. Question: Will alcohol ever be served at any event?
   Response: No. However, some groups may have events off campus where a third party vendor could potentially offer alcohol as part of their normal business operation.
10. Question: How many events are held throughout the policy period?  
   **Response:** Total for all clubs would average about 3,600 events.

11. Question: What is the average attendance at each event?  
   **Response:** This varies greatly. The range would be from 10 (minimum number allowed to have a club) to 125.

12. Question: Where are the events held? i.e. are all activities held on the campus of CCU?  
   **Response:** Most would be on campus; however, off campus activities are allowed through an approval process.

13. Question: How does the University plan to allocate markets to the participating bidders?  
   **Response:** The award will be made to the lowest responsible and responsive bidder. It is assumed proposals would indicate only one carrier.

14. Question: Who is the incumbent carrier on the program  
   **Response:** See answer to question 1.

15. Question: Is the current broker being compensated on a fee or commission basis?  
   **Response:** See answer to question 1.

16. Question: What loss control services are expected by the University? Are these currently being provided by the current broker and/or carrier?  
   **Response:** The University would expect to receive loss reports monthly. The University’s Risk Manager is responsible for administering any claims through a claims process and cooperating with adjusters and the carrier should a claim be filed. There is no prior carrier.

17. Question: Other than price, what criteria will be considered in the decision making process?  
   **Response:** The award will be made to the lowest responsible and responsive bidder.

18. Question: Will the University be providing us with updated loss runs?  
   **Response:** See answer to question 3.

   NOTE: During the question period, the Acord forms 125 and 126 (Commercial Insurance Application and Commercial General Liability Section) were submitted with a request to complete several sections of those forms. Once an award is made, the University will work with the awarded contractor to complete any documents necessary to obtain the specified coverage.

END OF AMENDMENT # 2