DESCRIPTION: student organization liability insurance
USING GOVERNMENTAL UNIT: Coastal Carolina University

SUBMIT OFFER BY (Opening Date/Time): November 19, 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
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. 

COVER PAGE CCU (JAN. 2009)
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)

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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

(choose only one)

ACKNOWLEDGMENT OF AMENDMENTS

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

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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 (%)

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

(choose 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:

RESPONSES TO WRITTEN QUESTIONS RECEIVED IN CONNECTION WITH NOVEMBER 8, 2013 DEADLINE:

1. Question: Does the University have a process in place for how an organization becomes registered with the university? Requirements?
   Response: Yes. Each group wishing to form an organization must have at least 10 potential members, officers, a faculty/staff advisor, and a constitution. Once this has been provided, the group meets with the University’s Office of Student Activities and Leadership, and then with the Student Government Association for final approvals. After this is all completed, training as a new organization begins.

2. Question: Who has the right to authorize/sanction organization events? Does each event have to be approved by the University?
   Response: All student organization events, both on and off campus, are registered with and approved through the Office of Student Activities and Leadership.

3. Question: Are all organizations required to participate in the insurance program or is it optional?
   Response: Organizations that do not already have insurance in place would be required to participate.

4. Question: Is there a waiver/release system in place?
   Response: The University utilizes waiver/release forms for travel and participation in high risk events, such as inflatables and dodge ball tournaments.

5. Question: Can you please describe any safety precautions or risk management procedures that are in place. Risk Management Department?
   Response: Events which occur on campus, other than monthly meetings or practices, are coordinated with the University’s Risk Management office and Environmental Health and Safety office to ensure best practices are utilized and implemented. Events which occur off campus are not reviewed by Risk Management, unless a specific activity is questioned by the property owner of the third party vendor. When clubs and organizations entertain outside vendors on campus, certificates of insurance are required and secured.

6. Question: With respects to Sexual Abuse and Molestation Coverage: Can you tell us what organizations work with minors if any?
   Response: Organizations would only be working with minors through community service activities that are coordinated through a community partner.

7. Question: Can you please find out a little bit more with respects to the CCU Customs club. Is there racing?
   Response: No racing – it’s just about customizing cars.

END OF AMENDMENT # 2