DESCRIPTION: Print and deliver prospect intro package brochures and envelopes

USING GOVERNMENTAL UNIT: Coastal Carolina University

SUBMIT OFFER BY (Opening Date/Time): November 14, 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 may be submitted using any of the following methods (also see “Submitting Your Offer” provision):
(1) By fax: 843-349-2184; (2) by email to the address noted above; or (3) by mail or hand-delivery to either of the following (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

Note: If you choose to return your response via email, no additional signature is required. It will be assumed that the sender has the ability to legally bind the organization or company to a contract. The name entered in the Signature section will be considered equivalent to an ink signature.

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 November 18, 2013. The award, this solicitation, and any amendments will be posted at the following web address: http://www.coastal.edu/procurement/currentsolicitations.html

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

(See “Signing Your Offer” provision.)

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.  
Note: Please include a federal TIN (company) or social security number (individual) with your quote as otherwise the issuance of a potential purchase order and related payments will be delayed.
### HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Number</th>
<th>Extension</th>
<th>Facsimile</th>
<th>E-mail Address</th>
</tr>
</thead>
</table>

### NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)

### PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)

<table>
<thead>
<tr>
<th>Payment Address same as Home Office Address</th>
<th>Order Address same as Home Office Address</th>
</tr>
</thead>
</table>

### ACKNOWLEDGMENT OF AMENDMENTS

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

<table>
<thead>
<tr>
<th>Amend. #</th>
<th>Amend. Issue Date</th>
<th>Amend. #</th>
<th>Amend. Issue Date</th>
<th>Amend. #</th>
<th>Amend. Issue Date</th>
<th>Amend. #</th>
<th>Amend. Issue Date</th>
</tr>
</thead>
</table>

### DISCOUNT FOR PROMPT PAYMENT

See "Discount for Prompt Payment" clause

<table>
<thead>
<tr>
<th>10 Calendar Days (%)</th>
<th>20 Calendar Days (%)</th>
<th>30 Calendar Days (%)</th>
<th>____ Calendar Days (%)</th>
</tr>
</thead>
</table>

### 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)).

<table>
<thead>
<tr>
<th>In-State Office Address same as Home Office Address</th>
<th>In-State Office Address same as Notice Address</th>
</tr>
</thead>
</table>

PAGE TWO (DEC. 2012)
AMENDMENTS TO SOLICITATION: 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.coastal.edu/procurement/vendor/currentsolicitations.html Offerors shall acknowledge receipt of any amendment to this solicitation by: (1) signing and returning the amendment, (2) identifying the amendment number and date in the space provided for this purpose on Page Two, (3) letter, or (4) submitting a bid that indicates in some way that the bidder received the amendment. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

NOTICE

AMENDMENT # 2

The Coastal Carolina University Request For Quote, RFQ131021AR, is hereby amended as follows:

Responses to questions received:

**Question #1:** The poster and the envelope specs both have the saddle stitch box checked. Are we supposed to stitch the envelope into the poster?

**Response:** The saddle stitch box listed in binding was marked in error. The envelope is separate from the brochure and needs to be boxed separately.

**Question #2:** Could the UV coating for this project be outsourced?

**Response:** Yes, however, the contractor is responsible for the quality.

**Question #3:** On the attached quote, in the binding section it says that this piece will need to saddle stitch but does not give a number of pages?

**Response:** See response to question #1.

**Question #4:** Does it actually saddle stitch or will it just fold?

**Response:** See response to question #1.

**Question #5:** On the cost schedule page of the bid, do you want me to combine the brochure and envelope price together for the total extended price, and divide that total price for both to come up with the unit price? Or would you rather have both prices separately on the bid?

**Response:** Calculate price as requested on Bidding Schedule.

END OF AMENDMENT #2 RFQ131021AR