**Request for Quote**

**AMENDMENT #1**

<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>RFQ140204WBL</td>
<td>February 19, 2014</td>
<td>Wanda B. Lewis (843) 349-2162</td>
<td><a href="mailto:wlewis@coastal.edu">wlewis@coastal.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION:** Provide and deliver five hundred seventy (570) aluminum mini blinds

**USING GOVERNMENTAL UNIT:** Coastal Carolina University

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

OFFERS MUST CONTAIN, AS A MINIMUM, THOSE ITEMS IDENTIFIED IN SECTION IV OF THIS SOLICITATION.

**SUBMIT OFFER BY** (Opening Date/Time) **February 21, 2014 2 p.m.** 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 one of the following methods (also see “Submitting Your Offer” provision):

1. By fax: 843-349-2184;
2. By email to the address noted above;
3. By mail or hand-delivery to either of the following:
   - 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  
**LOCATION:** N/A

**AWARD & AMENDMENTS**

Award will be posted on February 27, 2014. The award, this solicitation, and any amendments will be posted at the following web address: [http://www.coastal.edu/procurement/solicit.html](http://www.coastal.edu/procurement/solicit.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)

**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)

| NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See “Notice” clause) |
|---|---|
| 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)

- 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

**ACKNOWLEDGMENT OF AMENDMENTS**

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

| Amend. # | Amend. Issue Date | Amend. # | Amend. Issue Date | Amend. # | Amend. Issue Date |

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 (check only one)
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 # 1

The Coastal Carolina University Request For Quote, 140204WBL, is hereby amended as follows:

RESPONSES TO WRITTEN QUESTIONS RECEIVED:

1. Question: Section III states that offerors are responsible for verifying measurements and fit of the mini-blinds. Does this mean that all the windows may be different sizes, or that there will only be five sizes and these five sizes will fit all your windows, but offerors need to make sure you’ve given the correct five sizes?

Response: As stated in Section III, offeror(s) are responsible to verify measurement and fit of mini blinds. Optional site visits, by appointment, were available prior to February 13, 2014 at 2:00 p.m. (See Section II – B. Site Visit By Appointment) Item descriptions include the sizes of the mini-blinds (See Section VIII. Bidding Schedule / Price).

2. Question: Will the successful bidder have to come to campus to verify the measurements? Are the windows all in one building or in different buildings, and are they spread out all over campus?

Response: See answer to question 1. Windows are in different buildings located both on main campus and off campus.

3. Question: Are the sizes provided for the 1” aluminum mini blinds a) exact size or b) inside measurement?

Response: Exact size.

End of Amendment # 1