DESCRIPTION:  Carpet maintenance program and emergency water extraction services

USING GOVERNMENTAL UNIT:  Coastal Carolina University

SUBMIT OFFER BY (Opening Date/Time):  April 15, 2014 @ 3:00 PM 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

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

AWARD & AMENDMENTS

Award will be posted on April 22, 2014. 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)
<table>
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<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>
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**ACKNOWLEDGMENT OF AMENDMENTS**

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

See "Amendments to Solicitation" Provision

**DISCOUNT FOR PROMPT PAYMENT**

See "Discount for Prompt Payment" clause

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<th>DISCOUNT FOR PROMPT PAYMENT</th>
<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)
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, 140302AR, is hereby amended as follows:

RESPONSES TO WRITTEN QUESTIONS RECEIVED:

Question #1: What expectations are there for moving furniture in all facilities? Are we expected to move couches, desks, beds or anything heavy?

Response:

Administration and Academic Buildings: Contractor will move all furniture out of area in emergency extractions and replace in original position once floor has dried. Maintenance cleaning requires all small furniture be moved. Small furniture is considered as moveable by one person. Large furniture such as file cabinets, desks, and tables will stay in original placement. Contractor will clean around large furniture during maintenance cleaning.

University Housing Buildings: Contractor must move all furniture and place in original location so carpet is thoroughly cleaned for all University Housing buildings.

Question #2: Any specific or unique cleaning requirements in the dormitories?

Response: Carpets must be cleaned throughout entire buildings and if there are tough stains, a pre-treating attempted to remove stain. If unable to remove stain, the contractor will communicate with University Housing personnel to recommend options.

Question #3: What is the term of the award?


Question #4: What is the expected response time to non-emergency requests, issued P.O’s or work orders?

Response: University will provide a schedule of cleanings to contractor for maintenance cleaning. For all other non-emergency events, the expected response time must be within five (5) business days.

Question #5: Does a minimum trip charge need to be established for requests or work orders on very small jobs?

Response: No. Small jobs will be combined with larger projects as scheduled.

END OF AMENDMENT #2