

	Francis Marion University Request for Quotation Amendment 1	Solicitation Number: RFQ-2071
		Date Issued: 08/05/2010
		Procurement Officer: Eric L. Garris
		Phone: (843) 661-1134
		E-Mail Address: Egarris@fmarion.edu
		Amendment Date: 08/12/2010

DESCRIPTION: **Provide a maintenance contract for Microfilm machines and related equipment in the Rogers Library.**

USING GOVERNMENTAL UNIT: **Francis Marion University**

The Term "Offer" Means Your "Bid" or "Proposal". If you submit your offer by mail, please include the Solicitation Number & Opening Date must on the package exterior. See "Submitting Your Offer" provision.

SUBMIT YOUR OFFER TO ONE OF THE FOLLOWING ADDRESSES OR BY FAX TO (843) 661-1165

MAILING ADDRESS: Francis Marion University Purchasing Office P.O. Box 100547 Florence, SC 29502-0547	EXPRESS SHIPPING ADDRESS: Francis Marion University Central Receiving 4822 E. Palmetto Street Florence, SC 29506	HAND-DELIVERY: Francis Marion University Purchasing Office (Room 102) Stokes Administration Building Highway 301 N. Florence, SC 29506
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SUBMIT OFFER BY (Opening Date/Time): **08/18/2010 2:00 PM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **08/12/2010 2:00 PM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED **One (1)**

CONFERENCE TYPE: Not Applicable DATE & TIME: <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)</small>	LOCATION: Not Applicable
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AWARD & AMENDMENTS	Award will be posted on or about 08/19/2010 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.fmarion.edu/about/solicitationsandawards
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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. (See "Signing Your Offer" and "Electronic Signature" provisions.)

NAME OF OFFEROR <small>(full legal name of business submitting the offer)</small>	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. 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.
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AUTHORIZED SIGNATURE <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>
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TITLE <small>(business title of person signing above)</small>	STATE VENDOR NO. <small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small>
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PRINTED NAME <small>(printed name of person signing above)</small>	DATE SIGNED	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>
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OFFEROR'S TYPE OF ENTITY: (Check one)	<small>(See "Signing Your Offer" provision.)</small>
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporate entity (not tax-exempt)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Corporation (tax-exempt)	<input type="checkbox"/> Government entity (federal, state, or local)

PAGE TWO

(Return Page Two with Your Offer)

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 (check only one)	
_____ Order Address same as Home Office Address _____ Order Address same as Notice Address (check only one)	

ACKNOWLEDGMENT OF AMENDMENTS Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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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. **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 (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:

www.fmarion.edu/about/solicitationsandawards

(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.

CORRECTION: Under I. SCOPE OF SOLICITATION, the Maximum Contract Period was incorrectly listed as September 1, 2011 through August 31, 2016. The Maximum Contract Period should be revised to read "September 1, 2010 through August 31, 2015." These dates are correctly listed in other places within the document.

**Response to Questions
Solicitation RFQ-2071
Microfilm Machine Maintenance**

Question 1: Would you please tell us your current payment for this service for year 2010?

Answer 1: For the prior year, the maintenance contract was \$6,040.65 for the same equipment. Preventative maintenance was previously conducted when a service call was received. The new solicitation requires preventative maintenance annually that may or may not be concurrent with a service call. All machines will receive the preventative maintenance once annually under the new contract.

Question 2: Exactly what supplies are to be provided by the contractor within the maintenance contract?

Answer 2: Bulbs for the viewing component of the Microfilm machines, toner, and paper will not be included in the maintenance contract. Toner units that include drums (that cannot be purchased separately) will not be included in the maintenance contract. All other items including drum cartridges (not included as one unit with a toner unit), fuser rollers, and fusers lamps will be included in the maintenance contract to be paid for by the contractor.

Authorized Signature: _____
(Same signature as individual who signed cover page of RFQ-2071 Response)

Date: _____

Please Note: 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 of the solicitation response
- (3) by letter, or
- (4) by submitting a bid that indicates in some way that the bidder received the amendment.

All terms and conditions which are not modified remain unchanged.

The signed acknowledgment of this Amendment may be received by fax at 843-661-1165.