



# Francis Marion University

REQUEST FOR QUOTATION

Solicitation Number: RFQ-2053  
Date Issued: January 25, 2010  
Procurement Officer: Velma C. Simmons  
Phone: 843.661.1161  
Mail Address: vsimmons@fmarion.edu

DESCRIPTION: Furnish and Deliver Engraved Diplomas for Francis Marion University.

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

SUBMIT OFFER BY: **February 5, 2010** 10:00a.m. local time.

NUMBER OF COPIES TO BE SUBMITTED: One original.

SUBMIT YOUR OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

**MAILING ADDRESS:**

FRANCIS MARION UNIVERSITY  
PURCHASING OFFICE  
PO BOX 100547  
FLORENCE, S.C. 29501-0547

**PHYSICAL ADDRESS:**

FRANCIS MARION UNIVERSITY  
CENTRAL RECEIVING DEPARTMENT  
4822 E. PALMETTO STREET  
FLORENCE, S.C. 29506

**FAX TO:**

ATTN: V. SIMMONS  
843-661-1165

See "Submitting Your Offer" provision

SITE VISIT: N/A

LOCATION: N/A

See "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions

AWARD & AMENDMENTS

The award, this solicitation, and any amendments will be posted at the following website:  
<http://www.fmarion.edu/about/solicitationsandawards> Award will be posted on or about 02/08/2010.

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, you agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR  
(offer)

(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  
(above)

(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  
(Incorporation.)

(If offeror is a corporation, identify the state of incorporation.)

TAXPAYER IDENTIFICATION NO.:

PHONE NUMBER:

FAX NUMBER:

**MBE Status**

**IMPORTANT: SC Resident Vendor Status**

Are you a Certified Minority Vendor (MBE)  YES  NO  
If yes, Please provide certification number:

The signature below certifies that I qualify as a South Carolina Resident Vendor

(see quotation schedule)

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## PROVISIONS CLAUSES

### **AMENDMENTS TO SOLICITATION (AUG 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:. (b) Bidders shall acknowledge receipt of any Amendment to this solicitation (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the amendment.

### **BID / PROPOSAL AS OFFER TO CONTRACT (AUG 2004)**

By submitting Your Bid or Proposal, You are offering to enter into a contract. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

### **BID ACCEPTANCE PERIOD (AUG 2004)**

In order to withdraw Your Offer after the period specified on the Cover Page, You must notify the Procurement Officer in writing.

### **DEADLINE FOR SUBMISSION OF OFFER (AUG 2004)**

Any offer received after the procurement officer of the governmental body of his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or the governmental bodies' mail room which services that purchasing office prior to the bid opening. [R.19-445.2070(H)]

### **DUTY TO INQUIRE (AUG 2004)**

Offeror, by submitting an Offer, represents that it has read and understands the solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk.

### **PUBLIC OPENING (AUG 2004)**

Offers will be publicly opened at the date / time and at the location identified on the Cover Page, or last Amendment, whichever is applicable.

### **QUESTIONS FROM OFFERORS (AUG 2004)**

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc. must request it in writing. Questions must be received by the Procurement Officer no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Oral explanations or instructions will not be binding. Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer – as soon as possible – regarding any aspect of this procurement, including any aspect of the Solicitation, that unnecessarily or inappropriately limits full and open competition.

### **REJECTION/CANCELLATION (AUG 2004)**

The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R. 19-445.2065.]

### **WITHDRAWAL OR CORRECTION OF OFFER (AUG 2004)**

Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for

the bid. The withdrawal and correction of Offers is governed by S.C. Code Section 11-35-1520 and Regulation 19-445.2085.

**NON-INDEMNIFICATION (JAN 2006)**

Any term or condition is void to the extent it requires the state to indemnify anyone.

**DEFAULT:**

In case of default by the contractor, the state reserves the right to purchase any or all items in default in the open market, charging the contractor with any additional cost. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.

**NON-APPROPRIATIONS:**

Any contract entered into by the state resulting from the bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

**CONTRACT ADMINISTRATION:**

Questions or problems arising after award to this contract shall be directed to the Purchasing Office, Francis Marion University.

**FORCE MAJURE:**

The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of god or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet required delivery schedule.

**SAVE HARMLESS:**

(This clause does not apply to solicitations for service requirements). The successful bidder shall indemnify and save harmless the State of South Carolina and all state officers, agents, and employees, from all suits or claims of any character brought by reason of infringing on any patent, trade mark or copyright. Bidder shall have no liability to the state if such patent, trade mark, or copyright infringement or claim is based upon the bidder's use of material furnished to the bidder by the state.

**PUBLICITY RELEASES:**

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user.

**S.C. LAW CLAUSE:**

Upon award of a contract under this bid, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in with state, by submission of this signed bid, the bidder agrees to subject himself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the state.

**ASSIGNMENT:**

No contract or its provisions may be assigned, sublet, or transferred without the written consent of the university.

**CONTRACT AMENDMENTS:**

Amendments to any contract(s) resulting from this solicitation must be in writing.

**PAYMENT FOR GOODS & SERVICES:**

Payment for goods and services received by the state shall be processed in accordance with Section 11-35-45 of the South Carolina Procurement Code.

**GENERAL CONTRACT CLAUSES**

**FORCE MAJURE:**

The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of god or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet required delivery schedule.

**S.C. LAW CLAUSE:**

Upon award of a contract under this bid, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina.

**TERMINATION:**

Subject to the conditions below, the contract may be terminated for any reason by the university providing a 30-day advance notice in writing is given to the contractor.

**FOR CONVENIENCE** – In the event that this contract is terminated or canceled upon request and for the convenience of the state without the required thirty- (30) days advance written notice, then the state may negotiate reasonable termination costs, if applicable.

**FOR CAUSE** – Termination by the state for cause, default or negligence on the part of the contractor shall be excluded from the foregoing condition; termination costs, if any, shall not apply.

**BY THE CONTRACTOR** – The contractor may terminate this agreement sixty days prior to each anniversary date.

**ASSIGNMENT:**

No contract or its provisions may be assigned, sublet, or transferred without the written consent of the university.

**PROTECTION OF HUMAN HEALTH & THE ENVIRONMENT:**

The State of South Carolina requires all contractual activities to be in compliance with local, state, and federal mandates concerning “Protection of human health and the environment.” Any contractor doing business with the state will be required to document compliance and to specify prudent practices used by the contractor to address applicable mandates including, but not restricted to “The hazard communication standard” Osha CFR 1910.1200 (SCRR Article 1, 71-1910.1200).

By submission of this bid, the vendor agrees to take all necessary steps to ensure compliance with these requirements.

**SCOPE OF WORK**

**AMENDMENTS TO SOLICITATION (AUG 2004)**

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**DUTY TO INQUIRE (AUG 2004)**

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**REJECTION/CANCELLATION (AUG 2004)**

The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R. 19-445.2065.]

**EVALUATION/AWARD:** Award will be made to one provider for the entire quantity for a period of Five years contract term beginning March 2010 through February 28, 2015. The university will decide which option (annual or five-year premium payment) would be most beneficial to the State. In either event, pricing will remain firm for the five-year period. There will be four years remaining option to extend available on this contract, pending the mutual agreement of both parties.

**INFORMATION FOR OFFERORS TO SUBMIT**

- Cover Page and Page Six
- Initial SC Resident Vendor (if applicable)
- Non-Resident Taxpayer Form (if applicable)

SPECIFICATION SHEET RFQ-2053

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**DESCRIPTION:** UNIVERSITY DIPLOMAS      **AGENCY:** FRANCIS MARION UNIVERSITY  
**AGENCY CONTACT:** ELIZABETH McLEAN      **PHONE NUMBER:** 843-661-1175  
**QUANTITY** (per issue): 250-350      **ISSUES PER YEAR:** 5  
**FINISHED SIZE:** 11" X 14"      **PAGES:** 1  
**STOCK:** Text: COLLEGE PARCHMENT\*      **INK:** Text- GOLD LEAF  
**MECHANICAL:** Composition provided by Printer      **MEDIA:** Vendor will supply all typefaces

Layout provided by Printer

1. Diploma

11 X 14-college parchment  
engraved gold leaf state seal  
lithographed university seal, using heat resistant PMS 294 blue ink  
engraved text (facsimile signatures required):  
Francis Marion University  
By the authority...  
and upon...  
is hereby...  
with all the...  
lithographed text:  
name, degree, and dateline (to be in capital and lower case letters)  
two signature line designations  
Given at Florence...  
Two thousand...

Wording layout will be provided to the printer upon award of contract.  
Wording for honorary diploma same as student diploma with the omission of one line.  
Type style will be provided to printer upon award of contract

2. Degrees

Bachelor of Arts  
Bachelor of Science  
Bachelor of Business Administration  
Bachelor of General Studies  
Master of Arts in Teaching  
Master of Business Administration  
Master of Education  
Master of Science in Applied Psychology  
Doctor of Humanities

3. Approximate delivery dates

Bachelor and Master Degrees:

<b>Name List Postmarked</b>	<b>Delivery Required</b>
March 15	April 25
June 25	August 5
October 15	December 1

\*Every second year the name and signature of the Board of Trustees Chairman will change. Both will be mailed to the printer mid-July.

4. Diplomas reordered because of company errors are to be received within three weeks from receipt of order.

5. 750 to 1050 degrees each academic year (total for three commencements)

6. No cover or outside paper envelope required.

7. The University reserves the right, based upon last-minute changes, to order at the basic quoted unit price right up to the date of Commencement.

8. Changes, additions, modifications, or alterations to these specifications during the course of the contract must be agreed to in advance and stated in writing by the University's Office of Business Affairs – Purchasing.

PRICING SCHEDULE RFQ-2053

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Please state below your best prices to furnish engraved diplomas to Francis Marion University as specified. Include all delivery and shipping costs in quoted price. Quantity shown is an estimate for the contract period and the university does not obligate itself to purchase the full quantity estimated. Prices offered must be allowed in the event quantities are less.

1050 degrees each academic year (total for three commencements) Engraved diplomas as specified:

Unit: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

**SC/US MADE, MANUFACTURED, OR GROWN END PRODUCT PREFERENCE:** BY SIGNING THE BID AND CHECKING THE APPROPRIATE SPACE HERE, THE VENDOR CERTIFIES THAT END PRODUCT(S) ARE EITHER MADE, MANUFACTURED, OR GROWN IN S.C. OR OTHER STATES IN THE U.S.

SC END PRODUCT \_\_\_\_\_ US END PRODUCT \_\_\_\_\_

The university may extend this contract if it appears to be in the best interest of the state and is agreeable to both parties. Extensions may be issued for a maximum of four additional one-year periods. The contract will automatically extend at the current rate on each anniversary date unless the contractor notifies the University of Intent to cancel or request for price increase. Notification or request must be in writing and received at least thirty days prior to the anniversary date.

Authorized signature: \_\_\_\_\_

Company name: \_\_\_\_\_

Phone: (        ) \_\_\_\_\_ Fax (        ) \_\_\_\_\_

**OPTIONAL COSTS**

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Please supply unit prices for each of the following, which may be ordered individually or in small lots independent of the three commencement orders:

1. Diploma \$ \_\_\_\_\_
2. Honorary degree diploma \$ \_\_\_\_\_
3. Honor sticker seals for Cum Laude, Magna Cum Laude, Summa Cum Laude, And with University Honors graduates \$ \_\_\_\_\_
4. Supplier to bid unit price on replacement ordered after Commencement date:  
Replacement Diploma \$ \_\_\_\_\_
5. Are credits issued for diplomas prepared for degree candidates who fail to meet degree requirements after name is submitted:  
Yes \_\_\_\_\_ No \_\_\_\_\_ How Much? \$ \_\_\_\_\_
6. Unit price for diplomas without facsimile signature \$ \_\_\_\_\_
7. Unit price and plate charge for other certificates ordered. Certificates would use the same format as diplomas. Only wording and signature lines would change.

Unit Price: \$ \_\_\_\_\_ Plate Charge: \$ \_\_\_\_\_

## IMPORTANT TAX NOTICE - NONRESIDENTS ONLY

Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

The withholding requirement applies to every governmental entity that uses a contract ("Using Entity"). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

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Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

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For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department's website at [www.sctax.org](http://www.sctax.org).

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This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-898-5383.



STATE OF SOUTH CAROLINA  
 DEPARTMENT OF REVENUE  
**NONRESIDENT TAXPAYER  
 REGISTRATION AFFIDAVIT  
 INCOME TAX WITHHOLDING**

**I-312**  
 (Rev. 6/26/01)  
 3323

The undersigned nonresident taxpayer on oath, being first duly sworn, hereby certifies as follows:

1. Name of Nonresident Taxpayer: \_\_\_\_\_
2. Trade Name, if applicable (Doing Business As):  
 \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Federal Identification Number: \_\_\_\_\_
5. \_\_\_\_\_ Hiring or Contracting with:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Receiving Rentals or Royalties From:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Beneficiary of Trusts and Estates:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

6. I hereby certify that the above named nonresident taxpayer is currently registered with (check the appropriate box):  
 The South Carolina Secretary of State or  
 The South Carolina Department of Revenue  
 Date of Registration: \_\_\_\_\_

7. I understand that by this registration, the above named nonresident taxpayer has agreed to be subject to the jurisdiction of the South Carolina Department of Revenue and the courts of South Carolina to determine its South Carolina tax liability, including estimated taxes, together with any related interest and penalties.

8. I understand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code Sections 12-8-540 (rentals), 12-8-550 (temporarily doing business or professional services in South Carolina), and 12-8-570 (distributions to nonresident beneficiary by trusts or estates) at any time it determines that the above named nonresident taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax liability.

The undersigned understands that any false statement contained herein could be punished by fine, imprisonment or both.

Recognizing that I am subject to the criminal penalties under Code Section 12-54-44 (B) (6) (a) (i), I declare that I have examined this affidavit and to the best of my knowledge and belief, it is true, correct and complete.

\_\_\_\_\_  
 Signature of Nonresident Taxpayer (Owner, Partner or Corporate Officer, when relevant) (Seal) \_\_\_\_\_ Date

If Corporate officer state title: \_\_\_\_\_

\_\_\_\_\_  
 (Name - Please Print)