

 INVITATION FOR BID AMENDMENT #2	Solicitation Number:	IFB0194-24
	Date Issued:	April 15, 2024
	Procurement Officer:	Toni Richardson
	Phone:	843-349-3680
	E-Mail Address:	Toni.Richardson@hgtc.edu

DESCRIPTION: **Printing and Mailing Services for College May Mailer**

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

SUBMIT OFFER BY (Opening Date/Time): **April 23, 2024 @ 3:00 p.m.** See "Deadline for Submission of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **April 10, 2024 @ 10:00 a.m.**

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

SUBMIT YOUR QUOTE TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Horry Georgetown Technical College
Procurement Office
PO Box 261966
Conway, SC 29528-6066

PHYSICAL ADDRESS:

Horry Georgetown Technical College
Procurement Office
Bldg. 100, Room 120
2050 Hwy. 501 E, Conway, SC 29526

ALL BIDS MUST BE MAILED IN A SEALED ENVELOPE MARKED WITH SOLICITATION NAME AND NUMBER TO THE ADDRESS ABOVE. No e-mails or faxes will be accepted. ALL MAIL IS PICKED UP FROM THE US POSTAL SERVICE ONCE DAILY AROUND 2:00 P.M. (EXCLUDING WEEKENDS AND HOLIDAYS)

CONFERENCE TYPE: N/A DATE & TIME: As appropriate, see "Conferences – Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted on April 24, 2024 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: https://www.hgtc.edu/about_hgtc/administrativedepartments/purchasingandprocurement/Invitationforbid.html
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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.

NAME OF OFFEROR (Full legal name of business submitting the offer)	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.	
AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)	TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)	
TITLE (Business title of person signing above)	STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)	
PRINTED NAME (Printed name of person signing above)	DATE SIGNED	STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)			(See "Signing Your Offer" provision.)
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Corporate entity (not tax-exempt)	<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) <hr style="width: 80%; margin-left: 0;"/> Area Code - Number - Extension Facsimile E-mail Address
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PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause) <input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses) <input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)
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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: <https://www.hgtc.edu/purchasing> (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. [02-2A005-1]

The following items are added to the “Scope of Work/Specifications”:

- **The awarded contractor will be provided with the mailing list.**
- **The awarded contractor’s mailing system shall have the ability to contain Palletization and the pallets to be labeled per post office requirements.**
- **The awarded contractor will be required to deliver the printed and addressed mailers to the appropriate SCF in South Carolina to save the most postage (Carrier Route rates as available) once the appropriate approvals and acceptances have been issued from the Conway Post Office (29526) where Horry-Georgetown Technical College’s permit is held.**
- **Printing and mailing services must occur on location of the awarded contractor. Brokers will not be considered.**