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|  | <h2 style="margin: 0;">Amendment No. 2</h2> | Solicitation Number: | IFB0163-20 March 11, 2020 Teresa Welch 843-349-5207 Teresa.welch@hgtc.edu |
| | | Date Issued: | |
| | | Procurement Officer: | |
| | | Phone: | |
| | | E-Mail Address: | |

DESCRIPTION: Printing and Mailing of College Saturation May Mailing

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

SUBMIT OFFER BY (Opening Date/Time): **TBD**

QUESTIONS SUBMIT BY: 3/18/2020 5:00 p.m.

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

One

See "Deadline for Submission of Offer" provision

SUBMIT YOUR OFFER IN A SEALED ENVELOPE WITH THE NUMBER AND NAME OF THE SOLICITATION 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, 2nd Floor
2050 Hwy. 501 E, Conway, SC 29526

ALL MAIL IS PICKED UP FROM THE US POSTAL SERVICE ONCE DAILY AT 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:

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| AWARD & AMENDMENTS | The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.hgtc.edu/purchasing TBD |
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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.

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| 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.)

☐ Sole Proprietorship

☐ Partnership

☐ Other _____

☐ Corporate entity (not tax-exempt)

☐ Corporation (tax-exempt)

☐ Government entity (federal, state, or local)

PAGE TWO
(Return Page Two with
Your Offer)

| | |
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| 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) <div style="border-top: 1px solid black; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Area Code - Number - Extension Facsimile </div> <div style="border-top: 1px solid black; margin-top: 5px;"> E-mail Address </div> </div> |
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| PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause) <div style="margin-top: 10px;"> <input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one) </div> | ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses) <div style="margin-top: 10px;"> <input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one) </div> |
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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 |
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| 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)]

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| 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)). <input type="checkbox"/> In-State Office Address same as Home Office Address <input type="checkbox"/> In-State Office Address same as Notice Address (check only one) |
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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.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]

Page 1: CHANGE TO SUBMIT DATE

Due to the unknown characteristics of the Corona virus, the decision was made to suspend the SUBMIT OFFER BY date until further notice.

An Amendment will be issued at a later date notifying all Offerors when they should submit their proposals. Offerors will be given seven (7) business days notice.

Any offer already received will not be opened and will be held to open on the new bid opening date.