**DESCRIPTION:** Printing of the MTC CCE Training Guide Summer 2016

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

**SUBMIT OFFER BY (Opening Date/Time):** January 28, 2016 at 11:00 A.M., See provision entitled "Deadline For Submission of Offer"

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

**QUESTIONS MUST BE RECEIVED BY:** January 21, 2016 at 11:00 A.M., See provision entitled "Questions From Offerors"

**SUBMIT YOUR OFFER TO EITHER OF THE FOLLOWING ADDRESSES:**

<table>
<thead>
<tr>
<th>MAILING ADDRESS</th>
<th>PHYSICAL ADDRESS</th>
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<tbody>
<tr>
<td>Midlands Technical College</td>
<td>Midlands Technical College</td>
</tr>
<tr>
<td>Procurement Office</td>
<td>Reed Hall - 104</td>
</tr>
<tr>
<td>P.O. Box 2408</td>
<td>1260 Lexington Drive</td>
</tr>
<tr>
<td>Columbia, SC 29202</td>
<td>West Columbia, SC 29170</td>
</tr>
</tbody>
</table>

**CONFERENCE TYPE:**

**DATE & TIME:**

See provision entitled "Submitting Your Offer"

**AWARD & AMENDMENTS**

Award will be posted on at the Physical Address stated above. The award, this solicitation, and any amendments will be posted at the following web address: http://www.midlandstech.edu/procurement

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)

**AUTHORIZED SIGNATURE**

(Persons 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.**

(See “Taxpayer Identification Number” provision)

**STATE VENDOR NO.**

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)
**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)

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Number</th>
<th>Extension</th>
<th>Facsimile</th>
<th>E-mail Address</th>
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**PAYMENT ADDRESS** (Address to which payments will be sent.)

(See "Payment" clause)

- Payment Address same as Home Office Address
- Payment Address same as Notice Address

**ORDER ADDRESS** (Address to which purchase orders will be sent)

(See "Purchase Orders and "Contract Documents" clauses)

- Order Address same as Home Office Address
- Order Address same as Notice Address

**ACKNOWLEDGMENT OF AMENDMENTS**

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

<table>
<thead>
<tr>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
<th>Amendment No.</th>
<th>Amendment Issue Date</th>
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**DISCOUNT FOR PROMPT PAYMENT**

(See "Discount for Prompt Payment" clause)

<table>
<thead>
<tr>
<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. IF PROPERLY 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

**PAGE TWO (SEP 2009) End of PAGE TWO**
AMENDMENT - NO. 1

Solicitation # MTC-RFQ-0880

AMENDMENTS TO SOLICITATION (JANUARY 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.midlandstechstech.edu/vendors (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.

ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO DATE AND TIME SPECIFIED IN THE SOLICITATION, OR AS AMENDED, BY ONE OF THE FOLLOWING METHODS: (A) BY SIGNING AND RETURNING ONE COPY OF THIS AMENDMENT WITH YOUR BID; (B) BY ACKNOWLEDGING RECEIPT OF THIS AMENDMENT ON EACH COPY OF THE OFFER SUBMITTED; OR (C) BY SEPARATE LETTER OR TELE-GRAM WHICH INCLUDES A REFERENCE TO THE SOLICITATION AND AMENDMENT NUMBER(S). FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO DATE AND TIME SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. IF, BY VIRTUE OF THIS AMENDMENT YOU DESIRE TO CHANGE AN OFFER ALREADY SUBMITTED, SUCH CHANGE MAY BE MADE BY LETTER OR TELEGRAM, PROVIDED SUCH LETTER OR TELEGRAM MAKES REFERENCE TO THE SOLICITATION AND THIS AMENDMENT AND IS RECEIVED PRIOR TO DATE AND TIME SPECIFIED.

RESPONSES TO WRITTEN QUESTIONS RECEIVED:

QUESTION 1: Would you be open to making 25 miles radius to 150 miles?

ANSWER: For the best interest of the College, we are able to expand the bidding miles radius to 50 miles. The consideration of the distance is to prevent the need to append the bid specs to include travel & accomodations for one person to allow for a press check & stay over in the even there are any problems or issues that may come up. We would also need to state that the press check occur during normal business hours.

BIDder shall acknowledge receipt of amendment no. 1 in the space provided on page two and return it with their bid response. Failure to do so may subject bid to rejection.