



SPARTANBURG COMMUNITY COLLEGE

Only items highlighted in "yellow" and/or Q&A are subject to additional questions:

Invitation for Bids/AMENDMENT #1

Solicitation Number	SCC-445
Date Issued	03/20/2020
Procurement Officer	Michael Clardy
Phone	(864) 592-4670
E-Mail Address	clardym@sccsc.edu

DESCRIPTION: **Student Lifecycle Management Services**

USING GOVERNMENTAL UNIT: **SPARTANBURG COMMUNITY COLLEGE**

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

SUBMIT OFFER BY (Opening Date/Time): **04/14/2020 2:00 p.m.**

QUESTIONS MUST BE RECEIVED BY: ~~03/21/2020~~ **03/31/2020 2:00 p.m.**

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

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Spartanburg Community College
Attn: Michael Clardy
REFERENCE BID #SCC-445
P.O. Box 4386
Spartanburg, SC 29305
See "Submitting Your Offer" provision

PHYSICAL ADDRESS:

Spartanburg Community College
107 Community College Drive
REFERENCE BID #SCC-445
Ledbetter Building Room 238
Spartanburg, SC 29303

CONFERENCE TYPE: ~~Non-Mandatory~~ **Pre-Proposal**

DATE & TIME: ~~03/31/2010 10:00 a.m.~~

As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions

LOCATION:

~~Spartanburg Community College
Ledbetter Building - Room #230
107 Community College Drive
Spartanburg, SC 29303~~

**AWARD &
AMENDMENTS**

Award will be posted at the Physical Address stated above on **04/28/2020**. The award, this solicitation, and any amendments will be posted at the following web address: <http://www.sccsc.edu/vendors>

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

(Person 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

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 _____

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

AMENDMENTS TO SOLICITATION (modified):

(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.sccsc.edu/vendors/purchasing-solicitations.php> (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]

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Ledbetter Room 238

Spartanburg, SC 29303

Amendment No. 1

Cancellation of Non-Mandatory Pre-Proposal Conference

Due to the changes in operational procedures attributable to the Covid-19 virus and out of an abundance of caution, Spartanburg Community College has canceled the Non-Mandatory Pre-Proposal Conference that was scheduled relative to the solicitation for Student Lifecycle Management Services (SCC -445).

Questions will be received until 03/31/2020 at 2:00 p.m.

The deadline for submitting proposals has not changed.