

 UNIVERSITY OF SOUTH CAROLINA	INVITATION FOR BID	Solicitation Number Date Printed Date Issued Procurement Officer Phone E-Mail Address	USC-IFB-2345-DG-Rebid February 25, 2013 February 25, 2013 Dennis Gallman 803-777-5896 GallmanD@mailbox.sc.edu
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DESCRIPTION: Printing of USC Certificates, Diplomas and Cases

USING GOVERNMENT AGENCY: UNIVERSITY OF SOUTH CAROLINA

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

SUBMIT OFFER BY: (Opening Date/Time): **3/12/2013 11:00 AM** See "Deadline for Submission of Offer" provision

QUESTIONS MUST BE RECEIVED BY: **3/5/2013 9:00 AM** See "Questions From Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original in Hardcopy and three (3) copies marked 'Copy' (Original hardcopy shall prevail)**

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: University of South Carolina – Purchasing Dept. 1600 Hampton St., Suite 606 Columbia, SC 29208	PHYSICAL ADDRESS: University of South Carolina – Purchasing Dept. 1600 Hampton St., Suite 606 Columbia, SC 29208
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See "Submitting Your Offer" provision

CONFERENCE TYPE: N/A As appropriate, see "Conferences-Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: N/A
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on 3/15/2013 . The award, this solicitation, and any amendments will be posted at the following web address: http://purchasing.sc.edu
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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)	OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax –exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ (See "Signing Your Offer" provision.)
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)	
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>i.e.</i> , 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)	

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/> Area Code - Number - Extension Facsimile <hr/> E-mail Address
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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 (check only one)	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 (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)

Solicitation Outline

- I. Scope of Solicitation
- II. Instructions to Offerors
 - A. General Instructions
 - B. Special Instructions
- III. Scope of Work / Specifications
May be blank if Bidding Schedule / Cost Proposal attached
- IV. Information for Offerors to Submit
- V. Qualifications
- VI. Award Criteria
- VII. Terms and Conditions
 - A. General
 - B. Special
- VIII. Bidding Schedule / Cost Proposal
- IX. Attachments to Solicitation

I. Scope Of Solicitation

ACQUIRE SERVICES: (JAN 2006): The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications and conditions.

The University of South Carolina Columbia is seeking bids from qualified sources of supply for Printing of USC Certificates, Diplomas and Cases in accordance with all the requirement stated herein.

MAXIMUM CONTRACT PERIOD — ESTIMATED (JAN 2006): (**April 1, 2013 – March 31, 2018**). Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract – Effective Date / Initial Contract Period".

II. Instructions To Offerors - A. General Instructions

DEFINITIONS (JANUARY 2006) EXCEPT AS OTHERWISE PROVIDED HEREIN, THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION.

AMENDMENT – means a document issued to supplement the original solicitation document.

BUYER – means the Procurement Officer.

CHANGE ORDER - means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract.

CONTRACT - See clause entitled "Contract Documents & Order of Precedence."

CONTRACT MODIFICATION – means a written order signed by the Procurement Officer, directing the contractor to make changes which the changes clause of the contract authorizes the Procurement Officer to order without the consent of the contractor.

CONTRACTOR - means the Offeror receiving an award as a result of this solicitation.

COVER PAGE – means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.

OFFER – means the bid or proposal submitted in response this solicitation. The terms "Bid" and "Proposal" are used interchangeably with the term "Offer."

OFFEROR – means the single legal entity submitting the offer. The term "Bidder" is used interchangeably with the term "Offeror." See bidding provisions entitled "Signing Your Offer" and "Bid/Proposal As Offer To Contract."

ORDERING ENTITY - Using Governmental Unit that has submitted a Purchase Order.

PAGE TWO – means the second page of the original solicitation, which is labeled Page Two.

PROCUREMENT OFFICER – means the person, or his successor, identified as such on the Cover Page.

YOU and YOUR – means Offeror.

SOLICITATION – means this document, including all its parts, attachments, and any Amendments.

STATE – means the Using Governmental Unit(s) identified on the Cover Page.

PROCUREMENT OFFICER – means the person, or his successor, identified as such on the Cover Page.

YOU and YOUR – means Offeror.

SOLICITATION – means this document, including all its parts, attachments, and any Amendments.

STATE – means the Using Governmental Unit(s) identified on the Cover Page.

SUBCONTRACTOR – means any person having a contract to perform work or render service to Contractor as a part of the Contractor’s agreement arising from this solicitation.

USING GOVERNMENTAL UNIT – means the unit(s) of government identified as such on the Cover Page. If the Cover Page names a “Statewide Term Contract” as the Using Governmental Unit, the Solicitation seeks to establish a Term Contract [11-35-310(35)] open for use by all South Carolina Public Procurement Units [11-35-4610(5)].

WORK - means all labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor’s obligations under the Contract.

AMENDMENTS TO SOLICITATION (JANUARY 2006) (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: <http://purchasing.sc.edu>. (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.

AWARD NOTIFICATION (NOV 2007): Notice regarding any award or cancellation of award will be posted at the location specified on the Cover Page. If the contract resulting from this Solicitation has a total or potential value of fifty thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation. Should the contract resulting from this Solicitation have a total or potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given. [02-2A010-1]

BID / PROPOSAL AS OFFER TO CONTRACT (JANUARY 2006) By submitting Your Bid or Proposal, You are offering to enter into a contract with the Using Governmental Unit(s). 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 (JANUARY 2006) In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Officer in writing.

BID IN ENGLISH & DOLLARS (JANUARY 2006) Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation.

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JANUARY 2006)

(a)(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default.

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (MAY 2008)

GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

(a) By submitting an offer, the offeror certifies that-

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to-

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or

(2)(i) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal];

(ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

CLARIFICATION (NOV 2007): Pursuant to Section 11-35-1520(8), the Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of the solicitation. Such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation. [Section 11-35-1520(8); R.19-445.2080] [02-2B055-1]

CODE OF LAWS AVAILABLE (JAN 2006): The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at <http://www.scstatehouse.net/code/statmast.htm>. The South Carolina Regulations are available at: <http://www.scstatehouse.net/coderegs/statmast.htm>.

COMPLETION OF FORMS / CORRECTION OF ERRORS (JAN 2006): All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (Applicable only to offers submitted on paper.)

DEADLINE FOR SUBMISSION OF OFFER (JANUARY 2006) Any offer received after the Procurement Officer of the governmental body or 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)]

DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (MAY 2011): You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the state may withhold award. Before withholding award on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

DRUG FREE WORK PLACE CERTIFICATION (JANUARY 2006) By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

DUTY TO INQUIRE (JANUARY 2006) 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. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the State's attention.

ETHICS CERTIFICATE (May 2008): By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-

13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

ILLEGAL IMMIGRATION CLAUSES (2008)

Procurement Code Transactions: Non-Construction

ILLEGAL IMMIGRATION (NOV. 2008): (An overview is available at www.procurement.sc.gov) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

Procurement Code Transactions: Construction

By signing its bid or proposal, Contractor certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Contractor and its subcontractors or sub-subcontractors; or (b) that Contractor and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. (An overview is available at www.procurement.sc.gov)

Other Transactions

By submitting an offer, Contractor certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act, 2008 S.C. Act No. 280) and agrees to provide upon request any documentation required to establish either: (a) the applicability of Title 8, Chapter 14 to Contractor and any subcontractors or sub-subcontractors; or (b) the compliance with Title 8, Chapter 14 by Contractor and any subcontractor or sub-subcontractor. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any contracts with its subcontractors language requiring the subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in any contracts with the sub-subcontractors language requiring the sub-subcontractor to comply with the applicable requirements of Title 8, Chapter 14.

OMIT TAXES FROM PRICE (JANUARY 2006): Do not include any sales or use taxes in Your price that the State may be required to pay.

PROCUREMENT AGENT (AUG 2004) Authorized Agent. All authority regarding the conduct of this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement.

PROTESTS (JUNE 2006) Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled "Protest-CPO". [~ 11-35-4210]

PUBLIC OPENING (JANUARY 2006) 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 (JANUARY 2006): (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. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. 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 (JAN 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.]

RESPONSIVENESS / IMPROPER OFFERS (JANUARY 2006)

(a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple offers may be submitted as one document, provided that you clearly differentiate between each offer and you submit a separate cost proposal for each offer, if applicable.

(c) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation

may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the State cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer. [R.19-445.2070 and Section 11-35-1520(13)]

(d) Price Reasonableness: Any offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. [R. 19-445.2070].

(e) Unbalanced Bidding. The State may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

RESTRICTIONS APPLICABLE TO OFFERORS (JANUARY 2006) Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the state Ethics Act. (a) After issuance of the solicitation, ***you agree not to discuss this procurement activity in any way with the Using Governmental Unit or its employees, agents or officials.*** All communications must be solely with the Procurement Officer. This restriction may be lifted by express written permission from the Procurement Officer. This restriction expires once a contract has been formed. (b) Unless otherwise approved in writing by the Procurement Officer, ***you agree not to give anything to any Using Governmental Unit***

SIGNING YOUR OFFER (JANUARY 2006) Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words "by its Partner," and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

STATE OFFICE CLOSINGS (JANUARY 2006) If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the government office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If state offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information may be available at: http://www.scemd.org/scgovweb/weather_alert.htm.

SUBMITTING CONFIDENTIAL INFORMATION (AUG 2002): (An overview is available at www.procurement.sc.gov) For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected! If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited

to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the State will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless the State of South Carolina, its officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the State withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.)

SUBMITTING YOUR OFFER OR MODIFICATION (JANUARY 2006) (a) Offers and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by electronic means) – (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the bidder. (b) If you are responding to more than one solicitation, each offer must be submitted in a different envelope or package. (c) Each Offeror must submit the number of copies indicated on the Cover Page. (d) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper as prescribed in paragraphs (a)(1) and (2) of this provision when delivered to the office specified in the Solicitation. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. (f) Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

TAX CREDIT FOR SUBCONTRACTING WITH DISADVANTAGED SMALL BUSINESSES (JAN 2008): Pursuant to Section 12-6-3350, a taxpayer having a contract with this State who subcontracts with a socially and economically disadvantaged small business is eligible for an income tax credit equal to four percent of the payments to that subcontractor for work pursuant to the contract. The subcontractor must be certified as a socially and economically disadvantaged small business as defined in Section 11-35-5010 and regulations pursuant to it. The credit is limited to a maximum of fifty thousand dollars annually. A taxpayer is eligible to claim the credit for ten consecutive taxable years beginning with the taxable year in which the first payment is made to the subcontractor that qualifies for the credit. After the above ten consecutive taxable years, the taxpayer is no longer eligible for the credit. A taxpayer claiming the credit shall maintain evidence of work performed for the contract by the subcontractor. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498. [02-2A135-1]

TAXPAYER IDENTIFICATION NUMBER (JANUARY 2006): (a) If Offeror is owned or controlled by a common parent as defined in paragraph (b) of this provision, Offeror shall submit with its Offer the name and TIN of common parent.

(b) Definitions: "Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member. "Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(c) If Offeror does not have a TIN, Offeror shall indicate if either a TIN has been applied for or a TIN is not required. If a TIN is not required, indicate whether (i) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States; (ii) Offeror is an agency or instrumentality of a state or local government; (iii) Offeror is an agency or instrumentality of a foreign government; or (iv) Offeror is an agency or instrumentality of the Federal Government.

WITHDRAWAL OR CORRECTION OF OFFER (JANUARY 2006) 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.

II. Instructions To Offerors - B. Special Instructions

SUBMISSION OF QUESTIONS

Mark envelopes on questions mailed:

QUESTIONS: USC-IFB-2345-DG-Rebid

Title: Printing of USC Certificates, Diplomas and Cases

Attn.: Dennis Gallman

QUESTIONS MAY BE E-MAILED TO:

GallmanD@mailbox.sc.edu

FAXED TO:

803-777-2032

DISCUSSIONS WITH BIDDERS (JAN 2006) After opening, the Procurement Officer may, in his sole discretion, initiate discussions with you to discuss your bid. Discussions are possible only if your bid is apparently responsive and only for the purpose of clarification to assure your full understanding of the solicitation's requirements. Any discussions will be documented in writing and shall be included with the bid.

PROTEST – PROTEST – CPO – ITMO ADDRESS (JUNE 2006) Any protest must be addressed to the Chief Procurement Officer, Information Technology Management Office, and submitted in writing (a) by email to protest-itmo@itmo.sc.gov, (b) by facsimile at 803-737-0102, or (c) by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201. [02-2B120-1]

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 – RESIDENT CONTRACTOR PREFERENCE (SEP 2009) To qualify for the RCP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must, at the time you submit your bid, directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and your

total direct labor cost for those individuals to provide those services must exceed fifty percent of your total bid price. [11-35-1524(C)(1)(iii)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that will perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, and documentation of the your labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action).

PREFERENCES - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009) To qualify for this preference, You must meet the following requirements. (1) You must – at the time you submit your bid -- have a documented commitment from a single proposed first tier subcontractor to perform some portion of the services expressly required by the solicitation. (2) The subcontractor -- at the time you submit your bid -- must directly employ, or have a documented commitment with, individuals domiciled in South Carolina that will perform services expressly required by the solicitation and the total direct labor cost to the subcontractor for those individuals to provide those services exceeds, as applicable, either twenty percent for a 2% preference or forty percent of bidder's total bid price for a 4% preference. (3) You must identify the subcontractor that will perform the work, the work the subcontractor is to perform, and your factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement. [11-35-1524(D)] You can stack this preference, i.e., earn another 2% or 4% preference for each additional qualifying subcontractor, but the preference is capped. [11-35-1524(D)(4), (E)(7)] Upon request by the procurement officer, you must identify the persons domiciled in South Carolina that are to perform the services involved in the procurement upon which you rely in qualifying for the preference, the services those individuals are to perform, the employer of those persons, your relationship with the employer, and documentation of the subcontractor's labor cost for each person identified. If requested, your failure to provide this information promptly will be grounds to deny the preference (and, potentially, for other enforcement action). **YOU WILL NOT RECEIVE THE PREFERENCE UNLESS YOU SPECIFY WHETHER YOU ARE CLAIMING THE 2% OR 4% PREFERENCE AND YOU PROVIDE THE INFORMATION REQUIRED BY ITEM (3) ABOVE**

UNIT PRICES REQUIRED (JAN 2006): Unit price to be shown for each item

III. Scope of Work / Specifications

DELIVERY / PERFORMANCE LOCATION – PURCHASE ORDER (January, 2006): After award, all deliveries shall be made and all services provided to the location specified by the using Governmental Unit in its purchase order

SPECIFICATIONS

Following are the specifications for certificates and diplomas for the various University wide colleges and schools of the University of South Carolina. These will be in 23 categories:

President's Honor Roll Certificates 4" x 8"

Certificate of Graduate Study 8 1/2" x 11"

Certificate of Graduate Study/Bicentennial (2001) Replacement Diploma 8 1/2" x 11"

Diplomas 14" x 11"

Diplomas/Bicentennial (2001) Replacement Diploma 14" x 11"

University of Charleston/University of South Carolina Joint Diploma 14" x 11"

Medical University of South Carolina/University of South Carolina Joint Diplomas 14" x 11"

Clemson University/University of South Carolina Joint Diploma 14" x 11"

Wirtschaftsuniversitat Wien/University of South Carolina Joint Diploma 14" x 11"

The Darla Moore School of Business Diploma 14" x 11"

The Darla Moore School of Business Bicentennial (2001)Replacement Diploma 14" x 11"

Bachelor of Arts of Interdisciplinary Studies Special Diploma 14" x 11"

Bachelor of Arts of Interdisciplinary Studies Special Diploma Bicentennial (2001) Replacement 14" x 11"
Aiken Campus and The Graduate School Special Diploma 14" x 11"
Honorary Degree Citation 14" x 11"
Honorary Diplomas 14" x 11"
Honorary Diplomas Bicentennial (2001) Replacement Diploma 14" x 11"
Teaching Awards 14" x 11"
Teaching Awards Bicentennial (2001) Replacement Award 14" x 11"
Emeriti Awards 8 1/2" x 11"
Emeriti Awards Bicentennial (2001) Replacement Award 8 1/2" x 11"
Up-Fold Diploma Cases
Panoramic Diploma Case

GENERAL:

Manufacturer (Contractor) must be a registered manufacturer of diplomas and diploma cases, not a jobber. Order may not be sublet to another manufacturer.

Manufacturer (Contractor) must state in reply to the University of South Carolina its compliance with the specifications for the specific items listed.

Manufacturer (Contractor) must have the ability to have overnight delivery of express orders.

Manufacturer (Contractor) must host diploma management software that meets the following requirements at no charge to the University.

- A. Software must allow unlimited users at no charge.
- B. Full user audit trail and mailing detail of each diploma including date/time when diploma actually mailed.
- C. Software must have "diploma code translation" management system. It will translate school/college codes, degree codes, major codes, honors codes, etc. from code to formal diploma English. It must also support "date ranging" of titles. For example, the College code 360 prints "College of Humanities and Social Sciences" for diplomas from 8/28/1975 to 6/30/1995 and prints "College of Liberal Arts" from 7/1/1995 to 12/31/2004. "Date ranging" feature must support degree and major codes as well.

Manufacturer (Contractor) must provide SSL web based search capability for each diploma ordered that is available to graduates and staff of the University of South Carolina system.

Manufacturer (Contractor) must provide "automated" signature library at no charge. This library needs to provide diploma signatures for the University of South Carolina system dating back to 2010. The "diploma management" software must automatically handle and print the appropriate signatures for each diploma. For example, if a 2010 graduate requests a re-print, it must have the 2010 set of official signatures automatically. It also must have date ranging of individual official's titles. For example, if a new dean is an "Interim Dean" and one year later becomes "Dean," his/her title must be archived both ways and print the correct title depending upon the graduation date.

Manufacturer (Contractor) must supply detailed invoice electronically that match order detail within the manufacturer (contractor) hosted diploma management software for expedient reconciliation.

FOR DIPLOMAS TO BE DELIVERED TO THE OFFICE OF THE UNIVERSITY REGISTRAR:

Inside delivery is required. Contractor must furnish labor and equipment needed for unloading and delivering to designated area at 516 South Main Street without any physical assistance from University of South Carolina personnel. University of South Carolina personnel will supervise delivery. No loading dock is available at delivery location. Preferred shipper: Federal Express.

FOR DIPLOMAS TO BE MAILED DIRECTLY TO GRADUATES: Vendor must email every graduate when the diploma is mailed at no charge. Email must contain all diploma detail as well as address information where the diploma was mailed.

PRESIDENT'S HONOR ROLL CERTIFICATE

Size: 4" x 8"

Quantity:

Approximately 6,000 certificates may be required annually

Workmanship:

The certificate heading and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind will not be acceptable. Examination of the plates is required upon request.

Stock:

Ivory 100 17" x 22" – 48#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applies to all wording except recipient's name, semester line and year line.

Seal:

The seal of the University of South Carolina shall be a one inch two color steel die engraved at the lower left corner of the certificate. Seal shall be garnet (PMS 209) and black color.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing time: Two-four business days.

CERTIFICATE OF GRADUATE STUDY

Size: 8 1/2" x 11"

Quantity:

Approximately one hundred certificates may be required annually

Workmanship:

The certificate heading and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of the plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applies to all wording except recipient's name, recipient's field of study and date line.

Heading:

Straight metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

The seal of the University of South Carolina shall be a 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Each campus may require separate dates and signatures.

Printing time: Two-four business days.

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

**CERTIFICATE OF GRADUATE STUDY/BICENTENNIAL (2001)
REPLACEMENT DIPLOMA**

Size: 8 1/2" x 11"

Quantity:

Approximately one hundred certificates may be required annually

Workmanship:

The certificate heading and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of the plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applies to all wording except recipient's name, recipient's field of study and date line.

Bicentennial Year:

All diplomas and certificates conferred in 2001 will bear an official bicentennial design. The specially designed bicentennial diploma/certificates will have the following features: curved metallic gold engraving ink heading showing the University of South Carolina school name; the years 1801 and 2001 will be printed in gold metallic ink on either side of the University of South Carolina oval seal at the top of the diploma or certificate; and the wording in the "place and date paragraph" will be altered to read "Given at (city name), South Carolina this (date) day of (month) in the year of Our Lord two thousand and one and in the bicentennial year of the University's founding."

Heading:

Straight metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

The seal of the University of South Carolina shall be a 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing time: Two-four business days.

DIPLOMAS

Size: 14" x 11"

Quantity:

Approximately 12,000 may be required annually

Workmanship:

The certificate head and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applied to all wording except recipient's name, school/college, degree, major, dateline, honors, majors and accent marks.

Heading:

Curved metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

There shall be two seals on the diploma

Upper seal: The seal of the University of South Carolina shall be a 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Each campus may require separate dates and signatures. The following list denotes possible copy changes:

DIPLOMA

Page 2

Approximately 100 different degrees

Approximately 40 different schools/colleges

Approximately 50 different signatures

Approximately 300 different majors

Approximately 95% diplomas will have a major printed

Approximately 25% diplomas will have double majors printed

Approximately 5% diplomas will have triple majors printed

Approximately 25% diplomas will have honors printed

Approximately 10% diplomas will have 2 honors printed

Honors Overprinting:

Diplomas may be returned for honors to be overprinted. Overprinted honors shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing time: Two-four business days.

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

DIPLOMA/BICENTENNIAL (2001) REPLACEMENT DIPLOMA

Size: 14" x 11"

Quantity:

Approximately 100 may be required annually

Workmanship:

The certificate head and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applied to all wording except recipient's name, school/college, degree, major, dateline, honors, majors and accent marks.

Bicentennial Year:

All diplomas and certificates conferred in 2001 will bear an official bicentennial design. The specially designed bicentennial diploma/certificates will have the following features: curved metallic gold engraving ink heading showing the University of South Carolina school name; the years 1801 and 2001 will be printed in gold metallic ink on either side of the University of South Carolina oval seal at the top of the diploma or certificate; and the wording in the "place and date paragraph" will be altered to read "Given at (city name), South Carolina this (date) day of (month) in the year of Our Lord two thousand and one and in the bicentennial year of the University's founding."

Heading:

Curved metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

There shall be two seals on the diploma

Upper seal: The seal of the University of South Carolina shall be a 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

DIPLOMA/BICENTENNIAL (2001) REPLACEMENT DIPLOMA

Page 2

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Honors Overprinting:

Diplomas may be returned for honors to be overprinted. Overprinted honors shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing time: Two-four business days.

UNIVERSITY OF CHARLESTON/UNIVERSITY OF SOUTH CAROLINA JOINT DEGREE PROGRAM DIPLOMA

Size: 14" x 11"

Quantity:

Approximately twenty may be required annually

Workmanship:

The certificate head and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applied to all wording except recipient's name, degree, dateline, and accent marks.

Heading:

Curved black ink engraved heading showing the University of South Carolina and University of Charleston school names.

Seal:

There shall be three seals on the diploma

Upper right seal: The seal of the University of Charleston shall be a 1 7/16" one color steel die engraved. Seal shall be black color.

Upper left seal: The seal of the University of South Carolina shall be 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing time: Two-four business days.

**UNIVERSITY OF CHARLESTON/UNIVERSITY OF SOUTH CAROLINA
JOINT DEGREE PROGRAM DIPLOMA
Page 2**

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

**MEDICAL UNIVERSITY OF SOUTH CAROLINA/UNIVERSITY OF SOUTH CAROLINA JOINT
DEGREE PROGRAM DIPLOMA**

Size: 14" x 11"

Quantity:

Approximately 100 may be required annually.

Workmanship:

The certificate head and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applied to all wording except recipient's name, degree, dateline, and accent marks.

Heading:

Curved black ink engraved heading showing the University of South Carolina and Medical University of South Carolina school names.

Seal:

There shall be three seals on the diploma

Upper right seal: The seal of the Medical University of South Carolina shall be a 1 7/16" one color steel die engraved. Seal shall be gold metallic color.

Upper left seal: The seal of the University of South Carolina shall be 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

**MEDICAL UNIVERSITY OF SOUTH CAROLINA/UNIVERSITY OF SOUTH CAROLINA JOINT
DEGREE PROGRAM DIPLOMA**

Page 2

Printing time: Two-four business days.

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

**CLEMSON UNIVERSITY/UNIVERSITY OF SOUTH CAROLINA
JOINT DEGREE PROGRAM DIPLOMA**

Size: 14" x 11"

Quantity:

Approximately twenty may be required annually

Workmanship:

The certificate head and body shall be reproduced utilizing thermographic fineline process.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be reproduced in rich non-fading black ink, clear and sharp. This applied to all wording except recipient's name, degree, dateline, and accent marks.

Heading:

Curved black ink engraved heading showing the University of South Carolina and Clemson University school names.

Seal:

There shall be three seals on the diploma

Upper right seal: The seal of the Clemson University shall be a 1 7/16" two color steel die engraved. Seal shall be purple and gold metallic color.

Upper left seal: The seal of the University of South Carolina shall be 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

**CLEMSON UNIVERSITY/UNIVERSITY OF SOUTH CAROLINA
JOINT DEGREE PROGRAM DIPLOMA**

Page 2

Printing time: Two-four business days.

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

**WIRTSCHAFTSUNIVERSITAT WIEN/UNIVERSITY OF SOUTH CAROLINA JOINT DEGREE
PROGRAM DIPLOMA**

Size: 14" x 11"

Quantity:

Approximately one hundred may be required annually.

Workmanship:

The certificate head and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applied to all wording except recipient's name, degree, dateline, and accent marks.

Heading:

Curved black ink engraved heading showing the University of South Carolina school name.

Seal:

There shall be three seals on the diploma

Upper right seal: The seal of the Wirtschaftsuniversitat Wein shall be a 1 7/16" one color steel die engraved. Seal shall be Vienna blue color.

Upper left seal: The seal of the University of South Carolina shall be 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

**WIRTSCHAFTSUNIVERSITÄT WIEN/UNIVERSITY OF SOUTH CAROLINA PROGRAM
DIPLOMA**

Page 2

Printing time: Two-four business days.

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

THE DARLA MOORE SCHOOL OF BUSINESS SPECIAL DIPLOMA

Size: 14" x 11"

Quantity:

Approximately 2,000 may be required annually

Workmanship:

The certificate head and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applied to all wording except recipient's name, school/college, degree, major, dateline, honors, majors and accent marks.

Heading:

Curved metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

There shall be two seals on the diploma

Upper seal: The seal of the University of South Carolina shall be a 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

THE DARLA MOORE SCHOOL OF BUSINESS SPECIAL DIPLOMA

Page 2

Honors Overprinting:

Diplomas may be returned for honors to be overprinted. Overprinted honors shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing time: Two-four business days.

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

**THE DARLA MOORE SCHOOL OF BUSINESS SPECIAL DIPLOMA/BICENTENNIAL (2001)
REPLACEMENT DIPLOMA**

Size: 14" x 11"

Quantity:

Approximately 100 may be required annually

Workmanship:

The certificate head and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applied to all wording except recipient's name, school/college, degree, major, dateline, honors, majors and accent marks.

Bicentennial Year:

All diplomas and certificates conferred in 2001 will bear an official bicentennial design. The specially designed bicentennial diploma/certificates will have the following features: curved metallic gold engraving ink heading showing the University of South Carolina school name; the years 1801 and 2001 will be printed in gold metallic ink on either side of the University of South Carolina oval seal at the top of the diploma or certificate; and the wording in the "place and date paragraph" will be altered to read "Given at (city name), South Carolina this (date) day of (month) in the year of Our Lord two thousand and one and in the bicentennial year of the University's founding."

Heading:

Curved metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

There shall be two seals on the diploma

Upper seal: The seal of the University of South Carolina shall be a 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

**THE DARLA MOORE SCHOOL OF BUSINESS SPECIAL DIPLOMA/BICENTENNIAL
REPLACEMENT DIPLOMA**

Page 2

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Honors Overprinting:

Diplomas may be returned for honors to be overprinted. Overprinted honors shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing time: Two-four business days.

**BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES (NO COLLEGE NAME PRINTED)
SPECIAL DIPLOMA**

Size: 14" x 11"

Quantity:

Approximately 100 may be required annually

Workmanship:

The certificate head and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applied to all wording except recipient's name, degree, major, dateline, honors, majors and accent marks.

Heading:

Curved metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

There shall be two seals on the diploma

Upper seal: The seal of the University of South Carolina shall be a 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

**BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES (NO COLLEGE NAME PRINTED)
SPECIAL DIPLOMA**

Page 2

Honors Overprinting:

Diplomas may be returned for honors to be overprinted. Overprinted honors shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing time: Two-four business days.

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

**BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES (NO COLLEGE NAME PRINTED)
SPECIAL DIPLOMA/BICENTENNIAL (2001) REPLACEMENT DIPLOMA**

Size: 14" x 11"

Quantity:

Approximately 100 may be required annually

Workmanship:

The certificate head and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applied to all wording except recipient's name, degree, major, dateline, honors, majors and accent marks.

Bicentennial Year:

All diplomas and certificates conferred in 2001 will bear an official bicentennial design. The specially designed bicentennial diploma/certificates will have the following features: curved metallic gold engraving ink heading showing the University of South Carolina school name; the years 1801 and 2001 will be printed in gold metallic ink on either side of the University of South Carolina oval seal at the top of the diploma or certificate; and the wording in the "place and date paragraph" will be altered to read "Given at (city name), South Carolina this (date) day of (month) in the year of Our Lord two thousand and one and in the bicentennial year of the University's founding."

Heading:

Curved metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

There shall be two seals on the diploma

Upper seal: The seal of the University of South Carolina shall be a 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

**BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES (NO COLLEGE NAME PRINTED)
SPECIAL DIPLOMA/BICENTENNIAL (2001) REPLACEMENT DIPLOMA Page 2**

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Honors Overprinting:

Diplomas may be returned for honors to be overprinted. Overprinted honors shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing time: Four to six weeks manufacturer printing time

AIKEN CAMPUS AND THE GRADUATE SCHOOL SPECIAL DIPLOMA

Size: 14" x 11"

Quantity:

Approximately 100 may be required annually

Workmanship:

The certificate head and body shall be reproduced utilizing thermographic fineline process.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be reproduced in rich non-fading black ink, clear and sharp. This applied to all wording except recipient's name, school/college, degree, major, dateline, honors, majors and accent marks.

Heading:

Curved metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

There shall be two seals on the diploma

Upper seal: The seal of the University of South Carolina shall be a 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Each campus may require separate dates and signatures. The following list denotes possible copy changes:

AIKEN CAMPUS AND THE GRADUATE SCHOOL SPECIAL DIPLOMA

Page 2

Printing time: Two-four business days.

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

HONORARY DEGREE CITATIONS

Size: 14" x 11"

Quantity:

Approximately twenty citations may be required annually

Workmanship:

The citations shall be reproduced utilizing the thermographic fineline process.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The citation shall be reproduced in rich non-fading black ink, clear and sharp. Type size may vary due to length of text per recipient. The manufacturer may use their discretion of type size based on citation length.

Printing Time: Two-four business days.

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

HONORARY DIPLOMAS

Size: 14" x 11"

Quantity:

Approximately twenty honorary diplomas may be required annually.

Workmanship:

The certificate heading and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applies to all wording except recipient's name, degree and date line.

Heading:

Curved metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

There shall be two seals on the diploma.

Upper seal: The seal of the University of South Carolina shall be a 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing Time: Two-four business days.

HONORARY DIPLOMAS**Page 2****Replacement Certificates:**

Replacement certificates may be requested. The same specifications as listed above shall be honored.

HONORARY DIPLOMA/BICENTENNIAL(2001) REPLACEMENT DIPLOMA

Size: 14" x 11"

Quantity:

Approximately five diplomas may be required annually.

Workmanship:

The certificate heading and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applies to all wording except recipient's name, degree and date line.

Bicentennial Year:

All diplomas and certificates conferred in 2001 will bear an official bicentennial design. The specially designed bicentennial diploma/certificates will have the following features: curved metallic gold engraving ink heading showing the University of South Carolina school name; the years 1801 and 2001 will be printed in gold metallic ink on either side of the University of South Carolina oval seal at the top of the diploma or certificate; and the wording in the "place and date paragraph" will be altered to read "Given at (city name), South Carolina this (date) day of (month) in the year of Our Lord two thousand and one and in the bicentennial year of the University's founding."

Heading:

Curved metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

There shall be two seals on the diploma.

Upper seal: The seal of the University of South Carolina shall be a 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

HONORARY DIPLOMA/BICENTENNIAL REPLACEMENT DIPLOMAS

Page 2

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing Time: Two-four business days.

TEACHING AWARDS

Size: 14" x 11"

Quantity:

Approximately twenty teaching awards may be required annually

Workmanship:

The certificate head, "In grateful recognition..." and "is hereby presented" lines shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of the plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applies to head, "In grateful recognition..." and "is hereby presented" lines.

Heading:

Curved metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

There shall be two seals on certificate.

Upper seal: 1 3/8" two color steel die of the University of South Carolina engraved in garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

Engrossing:

Award recipient's name, title lines, facsimile signatures, and text shall be mechanically engrossed using rich non-fading black ink in a style of type to match or harmonize with engraved text matter Text copy varies.

Printing time: Two-four business days.

TEACHING AWARDS

Page 2

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

TEACHING AWARDS/BICENTENNIAL (2001) REPLACEMENT AWARDS

Size: 14" x 11"

Quantity:

Approximately five teaching awards may be required annually

Workmanship:

The certificate head, "In grateful recognition..." and "is hereby presented" lines shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of the plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applies to head, "In grateful recognition..." and "is hereby presented" lines.

Bicentennial Year:

All diplomas and certificates conferred in 2001 will bear an official bicentennial design. The specially designed bicentennial diploma/certificates will have the following features: curved metallic gold engraving ink heading showing the University of South Carolina school name; the years 1801 and 2001 will be printed in gold metallic ink on either side of the University of South Carolina oval seal at the top of the diploma or certificate; and the wording in the "place and date paragraph" will be altered to read "Given at (city name), South Carolina this (date) day of (month) in the year of Our Lord two thousand and one and in the bicentennial year of the University's founding."

Heading:

Curved metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

There shall be two seals on certificate.

Upper seal: 1 3/8" two color steel die of the University of South Carolina engraved in garnet (PMS 209) and black color.

Lower seal: 2" steel die engraved of the State Seal of the State of South Carolina engraved and burnished; gold metallic engraving ink. Seal must be gold and burnished to give the raised effect with detail clear and sharp.

TEACHING AWARDS/BICENTENNIAL REPLACEMENT AWARDS**Page 2****Engrossing:**

Award recipient's name, title lines, facsimile signatures, and text shall be mechanically engrossed using rich non-fading black ink in a style of type to match or harmonize with engraved text matter. Text copy varies.

Printing time: Two-four business days.

EMERITUS AWARDS

Size: 8 1/2" x 11"

Quantity:

Approximately 100 emeritus awards may be required annually

Workmanship:

The certificate heading and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applies to all wording except recipient's name, award title and date line.

Heading:

Straight metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

The seal of the University of South Carolina shall be 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing time: Two-four business days.

Replacement Certificates:

Replacement certificates may be requested. The same specifications as listed above shall be honored.

EMERITUS AWARDS/BICENTENNIAL (2001) REPLACEMENT AWARDS

Size: 8 1/2" x 11"

Quantity:

Approximately ten emeriti awards may be required annually.

Workmanship:

The certificate heading and body shall be reproduced from steel engraved plates of the finest banknote quality. Lithographic process plates of any kind are not acceptable. Examination of plates is required upon request.

Stock:

American Parchment: 17" x 22" – 47#

Printing:

The certificate shall be engraved from genuine engraved steel plates in rich non-fading black ink, clear and sharp. This applies to all wording except recipient's name, award title and date line.

Bicentennial Year:

All diplomas and certificates conferred in 2001 will bear an official bicentennial design. The specially designed bicentennial diploma/certificates will have the following features: the years 1801 and 2001 will be printed in gold metallic ink on either side of the University of South Carolina oval seal at the top of the diploma or certificate.

Heading:

Straight metallic gold engraving ink heading showing the University of South Carolina school name.

Seal:

The seal of the University of South Carolina shall be 1 3/8" two color steel die engraved. Seal shall be garnet (PMS 209) and black color.

Engrossing:

Recipient's name, school/college, degree, dateline, honors, majors, title lines, facsimile signatures, and accent marks shall be mechanically engrossed using rich non-fading black ink, in a style to match or harmonize with engraved text matter.

Printing time: Two-four business days.

UP-FOLD DIPLOMA CASE

Size: Up-Fold case to fit a diploma insert measuring 8 1/2" x 11"

Quantity:

Approximately fifty cases may be required annually

Cover Material:

Black .007 calf grain leatherette.

Cover Board:

.070 warp resistant Red Label davey board or equivalent.

Padding:

1/8" polyfoam laminated to a .018 Kraft paper. Kraft refers to fiber length, the more Kraft, the more strength. Protection sheet on side exposed to cover material. Quality, density and compressibility equal to, or better than, industry standard of "Code 3800". None of the padding can be exposed to the cover material.

Lining:

The linings consist of two pads, sized to fit 8 1/2" x 11" diploma insert with 8 white corner pockets. Material—40 bar white moire or taffeta, celanese acetate. Warp 93.4 (100 denier) 26 filaments, filling 206.3 (200 denier) 52 filaments. Moire lining to have a lamination of white paper. All material is no. 180 taffeta base stock laminated to a 25 x 38–50 lb. Basis white solid bleached book paper. All moire patterns must be uniform and consistent. P.I.C. must be a minimum of 54. Lining board: .036 binders cloth board. Lining material is to be glued to the face and turned over all four sides of the .036 binders cloth board. All corners are to be neatly tucked and formed.

Hinge:

Black .007 calf grain leatherette, same as cover.

Cover Construction:

Regular fold, hinged at top, rigid cover. All corners are to be neatly tucked and formed. The cover padding is to be glued neatly in place. The lining pads must be in line and glued securely. The cover must be neat and taut. All four corners of the cover must coincide when case is closed.

Imprinting:

Cover to be embossed with gold the State Seal of the State of South Carolina and "University of South Carolina" school name printed-out in gold metallic decorative lettering.

Inserts:

A clear plastic certificate guard inserts to accompany each case.

UP FOLD DIPLOMA CASE

Page 2

Envelope:

A clean strong white envelope to accompany each diploma case. The envelope is opened on one end with no envelope flap.

Manufacturing/Printing time:

Four to six weeks manufacturer production/printing time.

PANORAMIC DIPLOMA CASE

Size: Panoramic case to fit a diploma insert measuring 11" x 14"

Quantity:

Approximately fifty cases may be required annually

Cover Material:

Black .007 calf grain leatherette.

Cover Board:

.070 warp resistant Red Label davey board or equivalent.

Padding:

1/8" polyfoam laminated to a .018 Kraft paper. Kraft refers to fiber length, the more Kraft, the more strength. Protection sheet on side exposed to cover material. Quality, density and compressibility equal to, or better than, industry standard of "Code 3800". None of the padding can be exposed to the cover material.

Lining:

The linings consist of two pads, sized to fit 11" x 14" diploma insert, with 8 white corner pockets. Material—40 bar white moire or taffeta, celanese acetate. Warp 93.4 (100 denier) 26 filaments, filling 206.3 (200 denier) 52 filaments. Moire lining to have a lamination of white paper. All material is no. 180 taffeta base stock laminated to a 25 x 38–50 lb. Basis white solid bleached book paper. All moire patterns must be uniform and consistent. P.I.C. must be a minimum of 54. Lining board: .036 binders cloth board. Lining material is to be glued to the face and turned over all four sides of the .036 binders cloth board. All corners are to be neatly tucked and formed.

Hinge:

Black .007 calf grain leatherette, same as cover.

Cover Construction:

Regular fold, hinged at side, rigid cover. All corners are to be neatly tucked and formed. The cover padding is to be glued neatly in place. The lining pads must be in line and glued securely. The cover must be neat and taut. All four corners of the cover must coincide when case is closed.

Imprinting:

Cover to be embossed with gold the State Seal of the State of South Carolina and "University of South Carolina" school name printed-out in gold metallic decorative lettering.

Inserts:

A clear plastic certificate guard inserts to accompany each case.

Envelope:

A clean strong white envelope to accompany each diploma case. The envelope is opened on one end with no envelope flap.

Manufacturing/Printing time:

Four to six weeks manufacturer production/printing time.

IV. INFORMATION FOR OFFERORS TO SUBMIT

INFORMATION FOR OFFERORS TO SUBMIT -GENERAL

(JAN 2006): Offeror shall submit a signed Cover Page and Page Two. Offeror should submit all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in section IX Attachments to Solicitations.

MINORITY PARTICIPATION (JAN 2006)

Is the bidder a South Carolina Certified Minority Business? Yes NO

Is the bidder a Minority Business certified by another governmental entity? Yes NO

If so, please list the certifying governmental entity: _____

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? Yes NO

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? Yes NO

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? Yes NO

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? Yes NO

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- Traditional minority
- Traditional minority, but female
- Women (Caucasian females)
- Hispanic minorities
- DOT referral (Traditional minority)
- DOT referral (Caucasian female)
- Temporary certification
- SBA 8 (a) certification referral
- Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

V. Qualifications

QUALIFICATION OF OFFEROR (JAN 2006) To be eligible for award of a contract, a prospective contractor must be responsible. In evaluating an Offeror's responsibility, the State Standards of Responsibility [R.19-445.2125] and information from any other source may be considered. An Offeror must, upon request of the State, furnish satisfactory evidence of its ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award. S.C. Code Section 11-35-1810.

SUBCONTRACTOR – IDENTIFICATION: If you intend to subcontract with another business for any portion of the work and that portion exceeds 10% of your price, your bid must identify that business and the portion of work which they are to perform. Identify potential subcontractors by providing the business' name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the state may evaluate your proposed subcontractors.

VI. Award Criteria

AWARD CRITERIA – BIDS (JANUARY 2006): Award will be made to the lowest responsible and responsive bidder(s).

AWARD TO ONE OFFEROR (JAN 2006): Award will be made to one Offeror.

UNIT PRICE GOVERNS (JAN 2006): In determining award, unit prices will govern over extended prices unless otherwise stated.

VII. Terms and Conditions - A. General

ASSIGNMENT (JAN 2006): No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Procurement Officer.

BANKRUPTCY (JAN 2006): (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the Using Governmental Unit. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all State contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the State upon the contractor's insolvency, including the filing of proceedings in bankruptcy.

CHOICE-OF-LAW (JAN 2006): The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

CONTRACT DOCUMENTS & ORDER OF PRECEDENCE (JAN 2006): (a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Officer, (2) documentation regarding the clarification of an offer [e.g., 11-35-1520(8) or 11-35-1530(6)], if applicable, (3) the solicitation, as amended, (4) modifications, if any, to your offer, if accepted by the Procurement Officer, (5) your offer, (6) any statement reflecting the state's final acceptance (a/k/a "award"), and (7) purchase orders. These documents shall be read to be consistent and complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above. (b) The terms and conditions of documents (1) through (6) above shall apply notwithstanding any additional or different terms and conditions in either (i) a purchase order or other instrument submitted by the State or (ii) any invoice or other document submitted by Contractor. Except as otherwise allowed herein, the terms and conditions of all

such documents shall be void and of no effect. (c) No contract, license, or other agreement containing contractual terms and conditions will be signed by any Using Governmental Unit. Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect.

DISCOUNT FOR PROMPT PAYMENT (JAN 2006)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the state annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

DISPUTES (JAN 2006): (1) Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Richland County, State of South Carolina. Contractor agrees that any act by the Government regarding the Agreement is not a waiver of either the Government's sovereign immunity or the Government's immunity under the Eleventh Amendment of the United State's Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail.

EQUAL OPPORTUNITY (JAN 2006): Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.

FALSE CLAIMS (JAN 2006): According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

FIXED PRICING REQUIRED (JAN 2006): Any pricing provided by contractor shall include all costs for performing the work associated with that price. Except as otherwise provided in this solicitation, contractor's price shall be fixed for the duration of this contract, including option terms. This clause does not prohibit contractor from offering lower pricing after award.

NON-INDEMNIFICATION (JAN 2006): Any term or condition is void to the extent it requires the State to indemnify anyone.

NOTICE (JAN 2006): (A) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used. (B) Notice to contractor shall be to the address identified as the Notice Address on Page

Two. Notice to the state shall be to the Procurement Officer's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph.

PAYMENT & INTEREST (MAY 2011): (a) Unless otherwise provided in this Solicitation, the State shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the Government. (b) Unless otherwise provided herein, including the purchase order, payment will be made by check. (c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, the State shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason. (d) Amounts due to the State shall bear interest at the rate of interest established by the South Carolina Comptroller General pursuant to Section 11-35-45 ("an amount not to exceed fifteen percent each year"), as amended. (e) Any other basis for interest, including but not limited to general (pre- and post-judgment) or specific interest statutes, including S.C. Code Ann. § 34-31-20, are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied as simple interest without compounding.

PUBLICITY (JAN 2006): Contractor shall not publish any comments or quotes by State employees, or include the State in either news releases or a published list of customers, without the prior written approval of the Procurement Officer.

PURCHASE ORDERS (JAN 2006): Contractor shall not perform any work prior to the receipt of a purchase order from the using governmental unit. The using governmental unit shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order.

SETOFF (JAN 2006): The state shall have all of its common law, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the state with regard to this contract, any other contract with any state department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the state for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

SURVIVAL OF OBLIGATIONS (JAN 2006): The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit.

TAXES (JAN 2006): Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by the State, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by the State. It shall be solely the State's obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by the State to contractor, contractor shall be liable to the State for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the contractor.

TERMINATION DUE TO UNAVAILABILITY OF FUNDS (JAN 2006): Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. Contractor will not be reimbursed any costs amortized beyond the initial contract term.

THIRD PARTY BENEFICIARY (JAN 2006): This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise.

WAIVER (JAN 2006): The State does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the State's rights under this Contract. Any waiver must be in writing.

VII. Terms and Conditions - B. Special

HIPAA LAW: The Contractor agrees that to the extent that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the University of South Carolina may require to ensure compliance. Additional information may be viewed at: <http://www.sc.edu/hipaa/>

PROTECTION OF HUMAN HEALTH AND THE ENVIRONMENT - The University of South Carolina requires that all contractual activities to be in compliance with local, state and federal mandates concerning "protection of human health and the environment". In addition, the University of South Carolina is a "Drug Free Work Place" and requires all contractors to comply with South Carolina Code of Laws Section 41-15-10 ET sequence (1976 w/amendments). Any contractor doing business with the University will be required to document compliance with these mandates and to furnish specific information requested by the University's Department of Environmental Health and Safety when notified to do so. The Contractor understands and agrees that jobsites are open at all times work is being performed by the Contractor to authorized University employees who have been trained to identify unsafe work conditions. The Contractor will immediately correct any deficiencies noted by these inspections when requested by the University's Department of Environmental Health and Safety to do so. In work areas where a specific hazard is posed which includes but is not limited to lead paint and asbestos abatement projects, Contractors will be required to produce Lead Compliance Plans and Asbestos Project Designs which outline their method of work prior to the start of work. Each contractor shall designate a responsible member of the Contractor's organization to be at the site whose duty shall be the prevention of accidents. By submission of this bid, the vendor agrees to take all necessary steps to insure compliance with the requirements outlined above.

CHANGES (JAN 2006):

(1) **Contract Modification.** By a written order, at any time, and without notice to any surety, the Procurement Officer may, subject to all appropriate adjustments, make changes within following:
(a) drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the [State] in accordance therewith; (b) method of shipment or packing; (c) place of delivery; (d) description of services to be performed; (e) time of performance (i.e., hours of the day, days of the week, etc.); or, (f) place of performance of the services. Subparagraphs (a) to (c) apply only if supplies are furnished under this contract. Subparagraphs (d) to (f) apply only if services are performed under this contract. (2) **Adjustments of Price or Time for Performance.** If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in

contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the State promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion. (3) Time Period for Claim. Within 30 days after receipt of a written contract modification under Paragraph (1) of this clause, unless such period is extended by the Procurement Officer in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the State is prejudiced by the delay in notification.

(4) Claim Barred After Final Payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

COMPLIANCE WITH LAWS (JAN 2006): During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

CONTRACTOR PERSONNEL (JAN 2006): The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

CONTRACTOR'S OBLIGATION – GENERAL (JAN 2006): The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

CONTRACTOR'S USE OF STATE PROPERTY (JAN 2006): Upon termination of the contract for any reason, the State shall have the right, upon demand, to obtain access to, and possession of, all State properties, including, but not limited to, current copies of all State application

INDEMNIFICATION - THIRD PARTY CLAIMS (JAN 2006): Notwithstanding any limitation in this agreement, Contractor shall defend and indemnify the State of South Carolina, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees against all suits or claims of any nature (and all damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities attributable thereto) by any third party which arise out of, or result in any way from, any defect in the goods or services acquired hereunder or from any act or omission of Contractor, its subcontractors, their employees, workmen, servants or agents. Contractor shall be given written notice of any suit or claim. State shall allow Contractor to defend such claim so long as such defense is diligently and capably prosecuted through legal counsel. State shall allow Contractor to settle such suit or claim so long as (i) all settlement payments are made by (and any deferred settlement payments are the sole liability of) Contractor, and (ii) the settlement imposes no non-monetary obligation upon State. State shall not admit liability or agree to a settlement or other disposition of the suit or claim, in whole or in part, without the prior written consent of Contractor. State shall reasonably cooperate with Contractor's defense of such suit or claim. The obligations of this paragraph shall survive termination of the parties' agreement.

OWNERSHIP OF DATA & MATERIALS (JAN 2006): All data, material and documentation either prepared for the state pursuant to this contract shall belong exclusively to the State.

PRICE ADJUSTMENTS (JAN 2006): (1) Method of Adjustment. Any adjustment in the contract price made pursuant to a clause in this contract shall be consistent with this Contract and shall be arrived at through whichever one of the following ways is the most valid approximation of the actual cost to the Contractor (including profit, if otherwise allowed): (a) by agreement on a fixed price adjustment before commencement of

the pertinent performance or as soon thereafter as practicable; (b) by unit prices specified in the Contract or subsequently agreed upon; (c) by the costs attributable to the event or situation covered by the relevant clause, including profit if otherwise allowed, all as specified in the Contract; or subsequently agreed upon; (d) in such other manner as the parties may mutually agree; or, (e) in the absence of agreement by the parties, through a unilateral initial written determination by the Procurement Officer of the costs attributable to the event or situation covered by the clause, including profit if otherwise allowed, all as computed by the Procurement Officer in accordance with generally accepted accounting principles, subject to the provisions of Title 11, Chapter 35, Article 17 of the S.C. Code of Laws. (2) Submission of Price or Cost Data. Upon request of the Procurement Officer, the contractor shall provide reasonably available factual information to substantiate that the price or cost offered, for any price adjustments is reasonable, consistent with the provisions of Section 11-35-1830.

PRICE ADJUSTMENT - LIMITED - AFTER INITIAL TERM ONLY (JAN 2006): Upon approval of the Procurement Officer, prices may be adjusted for any renewal term. Prices shall not be increased during the initial term. Any request for a price increase must be received by the Procurement Officer at least ninety (90) days prior to the expiration of the applicable term and must be accompanied by sufficient documentation to justify the increase. If approved, a price increase becomes effective starting with the term beginning after approval. A price increase must be executed as a change order. Contractor may terminate this contract at the end of the then current term if a price increase request is denied. Notice of termination pursuant to this paragraph must be received by the Procurement Officer no later than fifteen (15) days after the Procurement Officer sends contractor notice rejecting the requested price increase

PRICE ADJUSTMENTS – LIMITED BY CPI “All Items” (JAN 2006): Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), “all items” for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov.

Printing Contracts:

Printing Overruns/Underruns: Unless otherwise stated in the specifications, overruns or underruns will be based on the quantity ordered and shall not exceed 2.5% for up to 499,999 each; 1% for 500,000 each and more. The State will only pay for overruns up to 2.5% for 0 to 499,999 each; 1% for 500,000 each and more. **Printing Contractors will not abuse the 2.5% overrun limitation.**

Printing Manual: The South Carolina Government Printing Services Manual, dated September 28, 2005, shall be made a part of all printing services, bids, and contracts by reference regardless of dollar value. It is the bidder’s/proposer’s responsibility to obtain a copy of the manual. This manual is available on the MMO web site at www.state.sc.us/mmo/mmo

PRICING DATA – AUDIT – INSPECTION (JAN 2006) [Clause Included Pursuant to § 11-35-1830, - 2210, & -2220] (a) Cost or Pricing Data. Upon Procurement Officer's request, you shall submit cost or pricing data, as defined by 48 C.F.R. § 2.101 (2004), prior to either (1) any award to contractor pursuant to 11-35-1530 or 11-35-1560, if the total contract price exceeds \$500,000, or (2) execution of a change order or contract modification with contractor which exceeds \$100,000. Your price, including profit or fee, shall be adjusted to exclude any significant sums by which the state finds that such price was increased because you furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date agreed upon between parties. (b) Records Retention. You shall maintain your records for three years from the date of final payment, or longer if requested by the chief Procurement Officer. The state may audit your records at reasonable times and places. As used in this subparagraph (b), the term "records" means any books or records that relate to cost or pricing data submitted pursuant to this clause. In addition to the obligation stated in this subparagraph (b), you shall retain all records and allow any audits provided for by 11-35-2220(2). (c) Inspection. At reasonable times, the state may inspect any part of your place of business which is related to performance of the work. (d) Instructions – Certification. When you submit data pursuant to subparagraph (a), you shall (1) do so in accordance with the instructions appearing in Table 15-2 of 48 C.F.R. § 15.408 (2004) (adapted as necessary for the state context), and (2) submit a Certificate of Current Cost or Pricing Data, as prescribed by 48 CFR § 15.406-2(a) (adapted as

necessary for the state context). (e) Subcontracts. You shall include the above text of this clause in all of your subcontracts. (f) Nothing in this clause limits any other rights of the state.

DEFAULT (JAN 2006):

(a)(1) The State may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to-

(i) Deliver the supplies or to perform the services within the time specified in this contract or any extension;

(ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or

(iii) Perform any of the other material provisions of this contract (but see paragraph (a)(2) of this clause).

(2) The State's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the Procurement Officer) after receipt of the notice from the Procurement Officer specifying the failure.

(b) If the State terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Procurement Officer considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the State for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.

(c) Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the State in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

(d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule.

(e) If this contract is terminated for default, the State may require the Contractor to transfer title and deliver to the State, as directed by the Procurement Officer, any (1) completed supplies, and (2) partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing materials" in this clause) that the Contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Procurement Officer, the Contractor shall also protect and preserve property in its possession in which the State has an interest.

(f) The State shall pay contract price for completed supplies delivered and accepted. The Contractor and Procurement Officer shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property; if the parties fail to agree, the Procurement Officer shall set an amount subject to the Contractor's rights under the Disputes clause.

Failure to agree will be a dispute under the Disputes clause. The State may withhold from these amounts any sum the Procurement Officer determines to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders.

(g) If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the termination had been issued for the convenience of the State. If, in the foregoing circumstances, this contract does not contain a clause providing for termination for convenience of the State, the contract shall be adjusted to compensate for such termination and the contract modified accordingly subject to the contractor's rights under the Disputes clause.

(h) The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or under this contract.

LICENSES AND PERMITS (JAN 2006): During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

SHIPPING / RISK OF LOSS (JAN 2006): F.O.B. Destination. Destination is the shipping dock of the Using Governmental Units' designated receiving site, or other location, as specified herein. (See Delivery clause)

MATERIAL AND WORKMANSHIP (JAN 2006): Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended.

RELATIONSHIP OF THE PARTIES (JAN 2006): Neither party is an employee, agent, partner, or joint venturer of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party.

TERM OF CONTRACT – EFFECTIVE DATE / INITIAL CONTRACT PERIOD (JAN 2006): The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is one year from the effective date. Regardless, this contract expires no later than the last date stated on the final statement of award.

TERM OF CONTRACT – OPTION TO RENEW (JAN 2006): At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of one year, unless contractor receives notice that the state elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award.

TERMINATION FOR CONVENIENCE (JAN 2006): (1) Termination. The Procurement Officer may terminate this contract in whole or in part, for the convenience of the State. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.

(2) Contractor's Obligations. The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Procurement Officer

may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the State. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

(3) Right to Supplies. The Procurement Officer may require the contractor to transfer title and deliver to the State in the manner and to the extent directed by the Procurement Officer: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights. (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the State has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in a accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this Section in no way implies that the State has breached the contract by exercise of the Termination for Convenience Clause.

(4) Compensation. (a) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Section 11-35-1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph.

(b) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the State, the proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated;

(c) Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph:

(i) contract prices for supplies or services accepted under the contract;

(ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services;

(iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (2) of this clause. These costs must not include costs paid in accordance with Subparagraph (c)(ii) of this paragraph;

(iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph (b) of this Paragraph, and the contract price of work not terminated.

(d) Contractor must demonstrate any costs claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles.

(5) Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not (i) affect the state's right to require the termination of a subcontract, or (ii) increase the obligation of the state beyond what it would have been if the subcontract had contained an appropriate clause.

SUBCONTRACTOR SUBSTITUTION PROHIBITED - RESIDENT SUBCONTRACTOR PREFERENCE (SEP 2009): If you receive an award as a result of the subcontractor preference, you may not substitute any business for the subcontractor upon which you relied to qualify for the preference, unless first approved in writing by the procurement officer. If you violate this provision, the State may terminate your contract for cause and you may be debarred. In addition, the procurement officer may require you to pay the State an amount equal to twice the difference between the price paid

by the State and the price offered by the next lowest bidder, unless the substituted subcontractor qualifies for the preference. [11-35-1524(D)(5)(c)]

The total quantity of purchases of any individual item on the contract is not known. The Purchasing Department does not guarantee that the University will buy any specified item or total amount. The omission of an estimated purchase quantity does not indicate a lack of need but rather a lack of historical information. All orders received by the contractor during the term of the contract shall be filled in accordance with the terms and conditions hereinafter set forth, except that the contractor shall not be required to ship any amount in excess of the normal use requirements of the ordering agency for a period beginning with the date of the purchase order and sixty (60) days after expiration of the contract.

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

(Year 1)

<u>Item No.</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Total</u>
1	Approx 10,000	President's Honor Roll Certificates 4" x 8" 4" x 8" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
2	Approx 450	Certificate of Graduate Study 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
3	Approx 1,000	Certificate of Graduate Study/Bicentennial 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
4	Approx 10,000	Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
5	Approx 100	Diplomas/Bicentennial (2001) 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
6	Approx 60	University of Charleston/University of South Carolina Joint Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
7.	Approx 300	Medical University of South Carolina/University of South Carolina Joint Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
8.	Approx 60	Clemson University/University of South Carolina Joint Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____

9.	Approx 300	Wirtschaftsuniversitat Wien/University of South Carolina Joint Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
10.	Approx 6,000	The Darla Moore School of Business Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
11.	Approx 1000	The Darla Moore School of Business Bicentennial (2001)Replacement Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
12.	Approx 100	Bachelor of Arts of Interdisciplinary Studies Special Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
13.	Approx 100	Bachelor of Arts of Interdisciplinary Studies Special Diploma Bicentennial (2001) 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
14.	Approx 300	Aiken Campus and The Graduate School Special Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
15.	Approx 60	Honorary Degree Citation 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
16.	Approx 60	Honorary Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
17.	Approx 5	Honorary Diplomas Bicentennial (2001) Replacement Diploma 14" x 11" 14" x 11" mailer	\$ _____ \$ _____	\$ _____

		Postage	\$ _____	
		Handling	\$ _____	
18.	Approx 20	Teaching Awards 14" x 11" 14" x 11" mailer	\$ _____ \$ _____	\$ _____
		Postage	\$ _____	
		Handling	\$ _____	
19.	Approx 5	Teaching Awards Bicentennial (2001) Replacement Award 14" x 11" 14" x 11" mailer	\$ _____ \$ _____	\$ _____
		Postage	\$ _____	
		Handling	\$ _____	
20.	Approx 100	Emeriti Awards 8 1/2" x 11" 8 1/2" x 11" mailer	\$ _____ \$ _____	\$ _____
		Postage	\$ _____	
		Handling	\$ _____	
21.	Approx 10	Emeriti Awards Bicentennial (2001) Replacement Award 8 1/2" x 11" 8 1/2" x 11" mailer	\$ _____ \$ _____	\$ _____
		Postage	\$ _____	
		Handling	\$ _____	
22.	Approx 50	Up-Fold Diploma Cases	\$ _____	\$ _____
23.	Approx 50	Panoramic Diploma Case	\$ _____	\$ _____

Total \$ _____

Note: Include Postage & Handling In Extended Total

Resident Contractor Preference _____
 Resident Sub-Contractor Preference (2%) _____ Number of Sub-Contractors _____
 Resident Sub-Contractor Preference (4%) _____ Number of Sub-Contractors _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

(Year 2)

Item

No.	Quantity	Description	Unit Price	Extended Total
1	Approx 10,000	President's Honor Roll Certificates 4" x 8" 4" x 8" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
2	Approx 450	Certificate of Graduate Study 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
3	Approx 1,000	Certificate of Graduate Study/Bicentennial (2001) Replacement Diploma 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
4	Approx 10,000	Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
5	Approx 100	Diplomas/Bicentennial (2001) Replacement Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
6	Approx 60	University of Charleston/University of South Carolina Joint Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
7	Approx 300	Medical University of South Carolina/University of South Carolina Joint Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
8	Approx 60	Clemson University/University of South Carolina Joint Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
9	Approx 300	Wirtschaftsuniversitat Wien/University	\$_____	\$_____

of South Carolina Joint Diploma 14" x 11"

14" x 11" mailer \$ _____
Postage \$ _____
Handling \$ _____

10	Approx 1,000	The Darla Moore School of Business Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
11	Approx 100	The Darla Moore School of Business Bicentennial (2001)Replacement Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
12	Approx 100	Bachelor of Arts of Interdisciplinary Studies Special Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
13	Approx 100	Bachelor of Arts of Interdisciplinary Studies Special Diploma Bicentennial (2001) Replacement 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
14	Approx 300	Aiken Campus and The Graduate School Special Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
15	Approx 60	Honorary Degree Citation 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
16	Approx 60	Honorary Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____
17	Approx 5	Honorary Diplomas Bicentennial (2001) Replacement Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____	\$ _____

18	Approx 20	Teaching Awards 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
19	Approx 5	Teaching Awards Bicentennial (2001) Replacement Award 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
20	Approx 100	Emeriti Awards 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
21	Approx 10	Emeriti Awards Bicentennial (2001) Replacement Award 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
22	Approx 50	Up-Fold Diploma Cases	\$ _____	\$ _____
23	Approx 50	Panoramic Diploma Case	\$ _____	\$ _____
			Total \$ _____	

Note: Include Postage & Handling In Extended Total

Resident Contractor Preference _____

Resident Sub-Contractor Preference (2%) _____ Number of Sub-Contractors _____
Resident Sub-Contractor Preference (4%) _____ Number of Sub-Contractors _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

(Year 3)

Item

<u>No.</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Total</u>
1	Approx 10,000	President's Honor Roll Certificates 4" x 8" 4" x 8" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
2	Approx 450	Certificate of Graduate Study 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
3	Approx 1,000	Certificate of Graduate Study/Bicentennial (2001) Replacement Diploma 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
4	Approx 10,000	Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
5	Approx 100	Diplomas/Bicentennial (2001) Replacement Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
6	Approx 60	University of Charleston/University of South Carolina Joint Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
7.	Approx 300	Medical University of South Carolina/University of South Carolina Joint Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
8.	Approx 60	Clemson University/University of South Carolina Joint Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
7	Approx 300	Wirtschaftsuniversitat Wien/University of South Carolina Joint Diploma 14" x 11"	\$ _____	\$ _____

		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
8	Approx 6,000	The Darla Moore School of Business Diploma 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
9	Approx 100	The Darla Moore School of Business Bicentennial (2001)Replacement Diploma 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
10	Approx 1000	Bachelor of Arts of Interdisciplinary Studies Special Diploma 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
11	Approx 100	Bachelor of Arts of Interdisciplinary Studies Special Diploma Bicentennial (2001) Replacement 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
12	Approx 300	Aiken Campus and The Graduate School Special Diploma 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
13	Approx 60	Honorary Degree Citation 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
14	Approx 60	Honorary Diplomas 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
15	Approx 5	Honorary Diplomas Bicentennial (2001) Replacement Diploma 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	

16	Approx 20	Teaching Awards 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
17	Approx 5	Teaching Awards Bicentennial (2001) Replacement Award 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
18	Approx 100	Emeriti Awards 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
19	Approx 10	Emeriti Awards Bicentennial (2001) Replacement Award 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
20	Approx 50	Up-Fold Diploma Cases	\$ _____	\$ _____
21	Approx 50	Panoramic Diploma Case	\$ _____	\$ _____
22	Approx 50	Up-Fold Diploma Cases	\$ _____	\$ _____
23	Approx 50	Panoramic Diploma Case	\$ _____	\$ _____

Total \$ _____

Note: Include Postage & Handling In Extended Total

Resident Contractor Preference

Resident Sub-Contractor Preference (2%) _____ Number of Sub-Contractors _____
Resident Sub-Contractor Preference (4%) _____ Number of Sub-Contractors _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

(Year 4)

<u>No.</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Total</u>
1	Approx 10,000	President's Honor Roll Certificates 4" x 8" 4" x 8" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
2	Approx 450	Certificate of Graduate Study 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
3	Approx 1,000	Certificate of Graduate Study/Bicentennial (2001) Replacement Diploma 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
4	Approx 10,000	Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
5	Approx 100	Diplomas/Bicentennial (2001) Replacement Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
6	Approx 60	University of Charleston/University of South Carolina Joint Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
7	Approx 300	Medical University of South Carolina/University of South Carolina Joint Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
8	Approx 60	Clemson University/University of South Carolina Joint Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
9	Approx 300	Wirtschaftsuniversitat Wien/University	\$ _____	\$ _____

of South Carolina Joint Diploma 14" x 11"

14" x 11" mailer \$ _____

Postage \$ _____

Handling \$ _____

10 Approx 1,000 The Darla Moore School of Business \$ _____ \$ _____

Diploma 14" x 11"

14" x 11" mailer \$ _____

Postage \$ _____

Handling \$ _____

11 Approx 100 The Darla Moore School of Business \$ _____ \$ _____

Bicentennial (2001)Replacement

Diploma 14" x 11"

14" x 11" mailer \$ _____

Postage \$ _____

Handling \$ _____

12 Approx 100 Bachelor of Arts of Interdisciplinary \$ _____ \$ _____

Studies Special Diploma 14" x 11"

14" x 11" mailer \$ _____

Postage \$ _____

Handling \$ _____

13 Approx 100 Bachelor of Arts of Interdisciplinary \$ _____ \$ _____

Studies Special Diploma Bicentennial

(2001) Replacement 14" x 11"

14" x 11" mailer \$ _____

Postage \$ _____

Handling \$ _____

14 Approx 300 Aiken Campus and The Graduate \$ _____ \$ _____

School Special Diploma 14" x 11"

14" x 11" mailer \$ _____

Postage \$ _____

Handling \$ _____

15 Approx 60 Honorary Degree Citation 14" x 11" \$ _____ \$ _____

14" x 11" mailer \$ _____

Postage \$ _____

Handling \$ _____

16 Approx 60 Honorary Diplomas 14" x 11" \$ _____ \$ _____

14" x 11" mailer \$ _____

Postage \$ _____

Handling \$ _____

17 Approx 5 Honorary Diplomas Bicentennial (2001) \$ _____ \$ _____

Replacement Diploma 14" x 11"

14" x 11" mailer \$ _____

Postage \$ _____

		Handling	\$_____	
18	Approx 20	Teaching Awards 14" x 11" 14" x 11" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
19	Approx 5	Teaching Awards Bicentennial (2001) Replacement Award 14" x 11" 14" x 11" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
20	Approx 100	Emeriti Awards 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
21	Approx 10	Emeriti Awards Bicentennial (2001) Replacement Award 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$_____ \$_____ \$_____ \$_____	\$_____
22	Approx 50	Up-Fold Diploma Cases	\$_____	\$_____
23	Approx 50	Panoramic Diploma Case	\$_____	\$_____

Total \$_____

Note: Include Postage & Handling In Extended Total

Resident Contractor Preference

Resident Sub-Contractor Preference (2%) _____ Number of Sub-Contractors _____
 Resident Sub-Contractor Preference (4%) _____ Number of Sub-Contractors _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

(Year 5)

Item

<u>No.</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Total</u>
1	Approx 10,000	President's Honor Roll Certificates 4" x 8" 4" x 8" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
2	Approx 450	Certificate of Graduate Study 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
3	Approx 1,000	Certificate of Graduate Study/Bicentennial (2001) Replacement Diploma 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
4	Approx 10,000	Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
5	Approx 100	Diplomas/Bicentennial (2001) Replacement Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
6	Approx 60	University of Charleston/University of South Carolina Joint Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
7	Approx 300	Medical University of South Carolina/University of South Carolina Joint Diplomas 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
8	Approx 60	Clemson University/University of South Carolina Joint Diploma 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
9	Approx 300	Wirtschaftsuniversitat Wien/University of South Carolina Joint Diploma 14" x 11"	\$ _____	\$ _____

		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
10	Approx 1,000	The Darla Moore School of Business Diploma 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
11	Approx 100	The Darla Moore School of Business Bicentennial (2001)Replacement Diploma 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
12	Approx 100	Bachelor of Arts of Interdisciplinary Studies Special Diploma 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
13	Approx 100	Bachelor of Arts of Interdisciplinary Studies Special Diploma Bicentennial (2001) Replacement 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
14	Approx 300	Aiken Campus and The Graduate School Special Diploma 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
15	Approx 60	Honorary Degree Citation 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
16	Approx 60	Honorary Diplomas 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	
17	Approx 5	Honorary Diplomas Bicentennial (2001) Replacement Diploma 14" x 11"	\$ _____	\$ _____
		14" x 11" mailer	\$ _____	
		Postage	\$ _____	
		Handling	\$ _____	

18	Approx 20	Teaching Awards 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
19	Approx 5	Teaching Awards Bicentennial (2001) Replacement Award 14" x 11" 14" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
20	Approx 100	Emeriti Awards 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
21	Approx 10	Emeriti Awards Bicentennial (2001) Replacement Award 8 1/2" x 11" 8 1/2" x 11" mailer Postage Handling	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____
22	Approx 50	Up-Fold Diploma Cases	\$ _____	\$ _____
23	Approx 50	Panoramic Diploma Case	\$ _____	\$ _____

Total \$ _____

Note: Include Postage & Handling In Extended Total

Resident Contractor Preference

Resident Sub-Contractor Preference (2%) _____ Number of Sub-Contractors _____
 Resident Sub-Contractor Preference (4%) _____ Number of Sub-Contractors _____

Note: The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

(TOTAL YEARS 1,2,3,4 &5) \$ _____

IX. ATTACHMENTS TO SOLICITATION

- 1. IMPORTANT TAX NOTICE – NONRESIDENTS ONLY**
- 2. NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING (DEPT. OF REVENUE FORM I-312)**
- 3. OFFEROR’S CHECKLIST**

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.

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.

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.

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. 5/7/04)
 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)

Mail to: The company or individual you are contracting with.

OFFEROR'S CHECKLIST
AVOID COMMON BID/PROPOSAL MISTAKES

Review this checklist prior to submitting your bid/proposal.
If you fail to follow this checklist, you risk having your bid/proposal rejected.

- DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES.
- REREAD YOUR ENTIRE BID/PROPOSAL TO MAKE SURE YOUR BID/PROPOSAL DOES NOT TAKE EXCEPTION TO ANY OF THE STATE'S MANDATORY REQUIREMENTS.
- MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL, OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE INSTRUCTIONS ENTITLED: SUBMITTING CONFIDENTIAL INFORMATION. ***DO NOT MARK YOUR ENTIRE BID/PROPOSAL AS CONFIDENTIAL, TRADE SECRET, OR PROTECTED! DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!***
- HAVE YOU PROPERLY ACKNOWLEDGED ALL AMENDMENTS? INSTRUCTIONS REGARDING HOW TO ACKNOWLEDGE AN AMENDMENT SHOULD APPEAR IN ALL AMENDMENTS ISSUED.
- MAKE SURE YOUR BID/PROPOSAL INCLUDES A COPY OF THE SOLICITATION COVER PAGE. MAKE SURE THE COVER PAGE IS SIGNED BY A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS.
- MAKE SURE YOUR BID/PROPOSAL INCLUDES THE NUMBER OF COPIES REQUESTED.
- CHECK TO ENSURE YOUR BID/PROPOSAL INCLUDES EVERYTHING REQUESTED!
- IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! **AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A PRE-BID/PROPOSAL CONFERENCE OR A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS!** PLEASE SEE INSTRUCTIONS UNDER THE HEADING "SUBMISSION OF QUESTIONS" AND ANY PROVISIONS REGARDING PRE-BID/PROPOSAL CONFERENCES.

This checklist is included only as a reminder to help offerors avoid common mistakes.

Responsiveness will be evaluated against the solicitation, ***not*** against this checklist.

You do not need to return this checklist with your response.