

	Invitation to Bid AMENDMENT #1	Solicitation Number:	USC-IFB-3686-TD
		Date Issued:	February 26, 2021
		Procurement Officer:	Tameeka Donald
		Phone:	803-777-2026
		E-Mail Address:	tdonald@mailbox.sc.edu
		Mailing Address	1600 Hampton Street; Ste 606 Columbia, SC 29208

DESCRIPTION: Travel Services for Choir Trip to England

USING GOVERNMENTAL UNIT: **UNIVERSITY OF SOUTH CAROLINA**

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:	
MAILING ADDRESS: University of South Carolina – Purchasing Department 1600 Hampton Street, Suite 606 Columbia SC 29208	PHYSICAL ADDRESS: University of South Carolina – Purchasing Department 1600 Hampton Street, Suite 606 Columbia SC 29208

SUBMIT OFFER BY (Opening Date/Time): **March 16, 2021 at 11:00 AM (EST)** (See "Deadline For Submission Of Offer" provision)

Solicitation openings and closings will be limited to teleconference only: Telephone 800-753-1965/Access code 777 7162

QUESTIONS MUST BE RECEIVED BY: **February 26, 2021 at 11:00 AM (EST)** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: 1 (One) Original Hard Copy;
 1 (One) Digital version (USB); and
 1 (One) Redacted copy

CONFERENCE TYPE: Not Applicable DATE & TIME: <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)</small>	LOCATION: Not Applicable
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AWARD & AMENDMENTS	Award will be posted on 03/30/2021 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.procurement.sc.gov
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You must submit a signed copy of this form with Your Offer. By signing, 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. (See "Signing Your Offer" provision.)

NAME OF OFFEROR <small>(full legal name of business submitting the offer)</small>	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	DATE SIGNED
TITLE <small>(business title of person signing above)</small>	STATE VENDOR NO. <small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small>
PRINTED NAME <small>(printed name of person signing above)</small>	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

☐ Sole Proprietorship ☐ Partnership ☐ Other _____
☐ Corporate entity (not tax-exempt) ☐ Corporation (tax-exempt) ☐ Government entity (federal, state, or local)

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(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)
	<div style="display: flex; justify-content: space-between;"><div>Area Code - Number - Extension</div><div>Facsimile</div></div>
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address	<input type="checkbox"/> Order Address same as Home Office Address
<input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Notice Address (check only one)

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

The solicitation has been amended as follows:

Section III. Scope of Work/ Specifications

Reference: Para (A) Purpose:

- The number of participants and travelers will be finalized with the Contractor no later than 90 days prior to the trip.

Reference: Paragraph (B) Scope of Work/Specifications; 1(C)

- Contractor shall provide (1) Complimentary trip per (20) booked, based on double occupancy.

Section VI. AWARD CRITERIA- BIDS (JAN 2006)

Award will be made to the lowest responsible and responsive bidder. [06-6020-1]

QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017)

The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a question-and-answer format. All questions received have been reprinted below. The “state’s response” should be read without reference to the questions. The questions are included solely to provide a cross-reference to the potential offeror that submitted the question. Questions do not form a part of the contract; the “state’s response” does. Any restatement of part or all of an existing provision of the solicitation in an answer does not modify the original provision except as follows: underlined text is added to the original provision. Stricken text is deleted. [02-2A097-1]

Questions and Answers:

1. Does the group require any free places to be figured into the cost, or should I provide a transparent cost for 50 paid spots and 0 frees?

Answer: There should be a designation for (1) Complimentary trip per 20 booked, based on double occupancy.

2. Is the group set on Oxford as a day trip, or would Cambridge be equally acceptable? Concert opportunities in the chapels vary based on day of the week, and it would be good to have the flexibility of either University.

Answer: Oxford is requested but Cambridge is also acceptable.

3. For the performances – what will the program look like? Sacred/Secular and Accompanied/Unaccompanied bias along with desired length would be very helpful. If accompanied, is an organ or piano required?

Answer: It will be a 40-50 minute program; secular/sacred; mostly unaccompanied. We are flexible with the length of time and could do a shorter set, if appropriate. Minimal piano or organ, depending on availability.

4. Is Evensong participation a possibility for the group?

Answer: No, not for this trip.

5. The itinerary has a few days in London (specifically the three days of rehearsal and concert with Dr Meaders). Does the group require coaching for those days, or will that be independent travel by tube?

Answer: They will do independent travel by bus/tube.

6. Will Dr. Meaders be paid directly? How will the choir be paid? Does the \$500 include the whole package, including the reception?

Answer: Yes, the Contractor would pay Vox Anima directly (Actual cost is £395, approximately \$500 depending on the exchange rate) and it includes the post-concert reception.

7. Can you confirm that you wish for students to pay individually to the Contractor?

Answer: Yes, correct. Students will pay the Contractor.

8. Is there any specific information for the breakfast daily and 3-course dinners on the days requested?

Answer: The final itinerary is subject to changes. The Contractor should use their best judgement on the days and places for dining options in accordance with the solicitation.

9. Clarify the submission and/or mailing procedures.

Answer: This information is located on the Cover Page of the Solicitation.

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10. Can you clarify - Resident Contractor Preference?

Answer: See Section II (B). PREFERENCES - RESIDENT CONTRACTOR PREFERENCE; Page 10 for clarification of Vendor Preference qualifications and requirements.

11. Is (One) Redacted copy needed if I have confidential information? Advise on what is required in a redacted copy?

Answer: See Section IV. Information for Offerors to Submit (Submitting Redacted Offers); Page 16. A redacted copy is a complete copy of your offer from which you have removed or concealed such information marked as Confidential, Trade Secret or Protected. If this is not applicable, proceed with submission.

12. Clarify the accuracy of "1 Complimentary Trip per 20 Rooms Booked."

Answer: The Solicitation has been amended to read, "(1) Complimentary trip per 20 booked, based on double occupancy."

13. For the electronic copy of the proposal, do you require only a copy on a USB, or should it be emailed as well?

Answer: (1) Digital Version USB; (1) Original Hard Copy and (1) Redacted Copy. See mailing address and submission instructions on the Cover Page of the Solicitation. Also see answer to Question #9.

14. Provide clarification to when the final number of participants will be finalized.

Answer: The Solicitation has been amended to read, "The number of participants and travelers will be finalized with the Contractor no later than 90 days prior to the trip."