



U N I V E R S I T Y O F  
**SOUTH CAROLINA**

AMENDMENT NO.1 TO SOLICITATION

TO: ALL VENDORS

FROM: Kevin Sanders, Procurement Manager

SUBJECT: SOLICITATION NUMBER USC-RFP-2948-KS  
Bookstore Inventory Control, Text Management, Accounting and Point of Sale System  
for USC Aiken

DATE: April 20<sup>th</sup>, 2016

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This Amendment **No.1** modifies the Request for quote only in the manner and to the extent as stated herein.

**Vendor questions and answers**

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BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT **NO.1** IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Offeror

\_\_\_\_\_  
Date

Please confirm if sample contracts are to be sent with the response. Page 10 mentions legal agreements to be included with proposals must be clearly labelled “sample”, however page 68 says do not include any of your standard contract forms. Please clarify.

**REMOVE**

**Page 10**

**LEGAL AGREEMENTS INCLUDED WITH PROPOSALS MUST BE CLEARLY LABELLED “SAMPLE”**

**Every page of legal agreement(s) that Offeror expects the University to sign in order to do business with Offeror, Offeror’s terms and conditions, and/or similar type legal documents pursuant to potential contract award that Offeror chooses to include with its proposal must be clearly labelled “SAMPLE”. If Offeror’s proposal is the highest ranked offer from the evaluation process for the solicitation, then the University will consider the legal documents pursuant to potential contract award that the Offeror included with its bid and clearly labelled “SAMPLE”.**

**DO NOT INCLUDE ANY ADDITIONAL CONTRACT TERMS AND OR CONDITIONS**

Page 19, IV. Information for Offerors to Submit. Summary of all insurance policies to be submitted. However, there isn't any additional language or guidelines on what kind, amount or insurance. Normally an institution will provide minimums of the insurance that must be in place prior to the project commencing. We cannot locate that in your document.

**Response**

**~ You should submit a summary of all insurance policies you have or plan to acquire to comply with the insurance requirements stated herein, if any**

**There are no insurance requirements beyond liability insurance to protect the University while contractor is on site for delivery, installation and training.**

We have reviewed Page 64 and 67 and believe they only apply if the equipment / solution was to be purchased under a lease arrangement. Are we reading this correctly?

**Yes, these pages are only applicable to a lease purchase. This project is an outright purchase with available maintenance and support for the life of the contract.**

What was the total of wholesale books sold to all wholesalers in the last fiscal year (Less commissions paid on those books) ?

**\$26,363**

What is the current commission rate you are receiving for wholesale books purchased at;

Semester end,

- a. Wholesaler 1 – 34%
- b. Wholesaler 2 – 15%

Opening

**15%**

Daily buybacks?

N/A

What was the total of books rented, both in units and dollar value for the last fiscal year?

387 Units for \$36,684

The store has seven (7) POS Registers, plus a mobile device.

What is the (primary) purpose of the two (2) registers in the customer service area?

Buyback/Grad Finale/Rental Returns/Receiving/Inventory

Are all seven units in use at one time?

No