



OFFICE OF PROCUREMENT SERVICES
335 FOUR MILE ROAD
CONWAY, SC 29526-6005

AMENDMENT/ADDENDUM No. 1

Posting Date: Friday, March 8 , 2024

Solicitation Number: 2324-31MJ
Description: New Toner Cartridges

ADDENDA: Addenda shall be issued prior to the bid opening date and time for the purposes of modifying or interpreting the Contract Documents through additions, deletions, clarifications or corrections. No addendum shall be issued later than four (4) days prior to the bid opening date except to a) withdraw the Invitation for Bids, or b) to postpone the bid opening date and time. When an addendum is issued for the purposes of postponing the bid opening date and time, the addendum shall establish the new bid opening date and time no earlier than five (5) days after the addendum issue date. Addenda shall be posted on the on-line bidding source(s) stated in the Invitation for Bids. A Bidder shall acknowledge receipt of all addenda issued by identifying the addendum number and the date of issuance with the Bidder's initials in the spaces provided on the Official Bid Form or the bid shall be found non-responsive in accordance with the District's Procurement Code. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

INTERPRETATIONS AND CLARIFICATIONS: Requests for additional information or questions regarding error, omission or clarification of any portion of the Bid Documents or the Contract Documents or any addendum, shall be submitted in writing to the District Bid Contact Person stated in the Invitation for Bids by e-mail or facsimile no later than five (5) days prior to the bid opening date and time unless an earlier date is stated on the Invitation for Bids or as may be amended. Any interpretations, corrections, or changes to the Bid Documents or the Contract Documents made in any other manner than by a written addendum shall not be binding, and Bidders shall not rely upon them. Any information given a prospective Bidder concerning a solicitation will be furnished promptly to all other prospective bidders as an addendum to the solicitation, if that information is necessary for submitting offers of if the lack of it would be prejudicial to other prospective bidders. See clause entitled "Bidder Representations." We will not identify you in our answer to your question. The District seeks to permit maximum practicable competition. Bidders are urged to advise the Procurement Specialist – 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.

Section IV. Information for Offerors to Submit has been revised to ~~stricken verbiage "Copy of South Carolina business license"~~

Bid opening date remains the same.

QUESTIONS

Question Number	Question	Answer
1.	Would you provide last bid tab or bid results?	This is a new contract so that information is not available.
2.	We do not have a local presence and all service will be through phone calls and emails. In needed, we will have a third party to stop by for service. Will that meet following bid requirement? Offeror shall list all contact information of the local representative who will be performing under this contract.	Contractor will be required to provide contact information for whomever the contact is for this contract that will be providing all the required services in the solicitation.
3.	Currently all of our business to SC are government and schools and all are sales tax exempt. All orders are shipped by UPS and FedEx. Also, we do not have presence in SC. Do we still have to provide following? Also, we do not have presence in SC. Do we still have to provide following? Copy of South Carolina business license.	Contractor is required to obtain necessary license/permits required to do business with Horry County Schools. Section IV has been revised.
4.	Will there be more than one winner/ award? Meaning will all HCS be required to purchase from one vendor or multiple vendors if the pricing is similar.	No change, refer to section VI. AWARD CRITERIA: AWARD TO ONE OFFEROR (JAN 2006): Award will be made to one Offeror. [06-6040-1]

5.	Will HCS consider an alternate SKU ? For example we can provide an ## cartridge.	No, no change
6.	Will HCS consider a cost per print billing?	No, no change
7.	Please explain the highlighted column on the Market Basket. Is the highlighted column for quantity?	No change to Market Basket Excel Cell D2, the number is the estimated annual quantity usage” Refer to Section VII. Terms and Conditions – B. Special: Clause Estimated Quantity -Unknown
8.	Is it a requirement of the contractor to also install the toners or is it only to deliver the product?	No change, no installation required.
9.	Can an out-of-state vendor bid on this solicitation?	Refer to response 3.
10.	Would any certifications be recognized as the prime on this contract (i.e. Small business certifications)?	No change, refer to section II. INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS:TAX CREDIT FOR SUBCONTRACTING WITH DISADVANTAGED SMALL BUSINESSES
11.	I am having a problem with line item 1 it says it is protected. Can you help with this?	Yes I have corrected and posted on the vendor registry site at the following link. https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e