



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

**AMENDMENT/ADDENDUM No. 1**

Posting Date: Tuesday, March 24, 2020

**Solicitation Number:** 1920-54VS

**Description:** Tennis Court Improvement Program – Phase I

**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 or 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.

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The following clauses have been added to the solicitation. HCS will NOT accept paper bids, but will require all offers to be submitted electronically online via of the vendor registry online system. Therefore, bids are NOT to be submitted or opened at the addresses listed in the Submit Bids To and Bid Opening Location sections of the *Invitation for Bids*. Additionally, delete clause #24 (Sealed Bid Packaging) in the *Bid Instructions* in its entirety.

**ON-LINE BIDDING INSTRUCTIONS (MODIFIED)**

(a) Mandatory Registration. You must register before you can submit an offer on line! See clause entitled "VENDOR REGISTRATION MANDATORY."

(b) Steps for On-Line Bidding

1. The link provided on the solicitation's Cover Page will take you to our web based on-line bidding system, where you will enter and/or upload your offer.

2. Follow the general user instructions posted at:

<https://cdn2.hubspot.net/hubfs/1890889/How%20to%20respond%20to%20an%20online%20bid%20using%20Vendor%20Registry.pdf>

3. To confirm your offer has been submitted, you should receive an email notification from [cservice@vendorregistry.com](mailto:cservice@vendorregistry.com) with the subject line "Vendor Bid File Submittal".

**Only offers who receive an email status of "Vendor Bid File Submittal" have been received by the District.**

If you experience any issues, contact Vendor Registry Support Team by email at [cservice@vendorreistry.com](mailto:cservice@vendorreistry.com) or toll-free at 844-802-9202.

**PLEASE NOTE: DO NOT WAIT UNTIL THE LAST MINUTE TO ENTER YOUR SUBMISSION. REGISTRATION FOR NEW CONTRACTORS CAN TAKE UP TO 3 DAYS.**

**SUBMISSION ONLINE MANDATORY:** SUBMIT YOUR OFFER ON-LINE THROUGH THE WEBSITE AT THE FOLLOWING URL:  
<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>

**VENDOR REGISTRATION MANDATORY:** The District has implemented an online, electronic bidding system to receive bids and proposals from prospective offerors. In order to submit offers in response to posted solicitations, prospective must be registered through this electronic system. Registration can be completed through the following link: <https://vrapp.vendorregistry.com/Vendor/Register/Index/horry-county-schools-sc-vendor-registration>. Once registered, suppliers must keep their information current.

**ELECTRONIC FILES – REQUIRED MEDIA AND FORMAT:** Documents and/or electronic files submitted shall contain the solicitation number and the offeror’s name, and be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password. If required by the solicitation, your business and technical proposals must be within separate files.

**SUBMITTING AN OFFER OR MODIFICATION:** You must **submit your offer or modification on line via of the vendor registry system. Paper offers are not accepted due to office closures.** See clauses titled “VENDOR REGISTRATION MANDATORY” and “ON-LINE BIDDING INSTRUCTIONS”.

**ON-LINE BIDDING INSTRUCTIONS:**

- (a) Mandatory Registration: You must register before you can submit an offer on-line! See clause entitled “VENDOR REGISTRATION MANDATORY.” To register or submit an offer, please visit the following site:  
<https://vrapp.vendorregistry.com/Vendor/Register/Index/horry-county-schools-sc-vendor-registration>
- (b) Once registered and signed into the system, chose the solicitation you wish to respond to. The system will provide the necessary steps to obtain the required information from you.
- (c) Only offers with an email status of "Vendor Bid File Submittal" have been received by the District.

**HORRY COUNTY SCHOOLS**

By: \_\_\_\_\_  
Robin B. Strickland, CPPB  
Procurement Officer