



Invitation for Bid Amendment 1

Solicitation Number	IFB-SP-589-08-03-2026
Date Issued	07/28/2026
Procurement Officer	Scott Pilgrim
Phone	(864) 388-8698
E-Mail Address	spilgrim@lander.edu

DESCRIPTION: Search Piece Mailer 26-27

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:
Lander University
Procurement Services CPO 6023
Greenwood, SC 29649

PHYSICAL ADDRESS:
204 W Henrietta Ave
Building FO 2, Room 212
Greenwood, SC 29649

SUBMIT OFFER BY (Opening Date/Time): **08/03/2026 3:00 pm EST** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: ~~07/27/2026 12:00 Noon~~ (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: One Original

CONFERENCE TYPE: **Not Applicable**
DATE & TIME:

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

LOCATION: **Not Applicable**

AWARD & AMENDMENTS

Award will be posted on **08/04/2026** The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.lander.edu/solicitations>

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 sixty (60) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR

(full legal name of business submitting the offer)

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

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

DATE SIGNED

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME

(printed name of person signing above)

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

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)

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)
	Area Code - Number - ExtensionFacsimile 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)
Payment Address same as Home Office Address Payment Address same as Notice Address (check only one)	Order Address same as Home Office Address 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 (%)
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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 - AMENDMENTS TO SOLICITATION (Modified): (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: www.lander.edu/solicitations (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. Stricken text is deleted. Highlighted text has been added or modified.
 - B. SPECIAL INSTRUCTIONS- Amendment 1 MUST BE ACKNOWLEDGED see pg. 2
- III. SCOPE OF WORK / SPECIFICATIONS
- 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 – See Attachment G

Questions and Responses:

Question 1: On the solicitation IFB-SP-589-08-03-2026, would you consider going with a 65# Cover? This would allow it to run on a web press which is more economical for larger quantities. I think you would see a tremendous savings by doing so.

Lander's Response: Yes, we will consider moving to a 65# matte cover weight, as long as it is suitable for mailing.

Question 2: Could you confirm the exact bid submission deadline?

Lander's Response: No Change. Please refer to the solicitation cover page.

Question 3: Has this project already been awarded, or is it still open for competitive bids?

Lander's Response: No Change. Please refer to www.lander.edu/solicitations for updates.

Question 4: Are there any sample mailers, artwork, or additional specifications available that would help us provide the most accurate pricing?

Lander's Response: Attached is a PDF of last year's search piece for reference, which has similar specs.

Question 5: Is there anything else you recommend prospective bidders include or consider beyond what's outlined in the solicitation?

Lander's Response: No Change.

Question 6: Is there a pdf sample of a prior year's piece that could be provided for reference?

Lander's Response: See Attachment G

Question 7:Is there any variable printing on the pieces other than the address information?

Lander's Response: No

Question 8:Related to the above questions, the specifications state "Lander to provide design and data files; printer to perform data merge for printing." Is the address required to be applied on press (due to variable copy within the printed pieces)?

Lander's Response: There is no variable printing other than the addresses, which will be provided as an excel file.

Question 9:The specifications state, "Printer to handle mail prep and deliver brochures to mail house." Is the mailing function being priced/performed separately by another party? If so, can you provide the physical address of the mailhouse?

Lander's Response: The printer will be responsible for providing mailing coordination with the mail house of their choosing. The bid should include the cost for mail prep and coordination.

Question 10:Specifications cite "contract color proofs for color matching at pressrun." Is a press check requested/required?

Lander's Response: A press check is not required at this time.

Question 11:Can we see the bid tabs from the last printing?

Lander's Response: No Change

Question 12:What date are the files expected to be sent to the awarded bidder?

Lander's Response: We anticipate files to be ready within two weeks of the award date.

IX. ATTACHMENTS TO SOLICITATION

LIST OF ATTACHMENTS [09-9002-1] The following documents are attached to this solicitation:

Attachment A - VENDOR APPLICATION FORM

Attachment B - W-9

Attachment C - OPEN TRADE REPRESENTATION

Attachment D - DRUG-FREE WORKPLACE CERTIFICATION

Attachment E - NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING

Attachment F – References

Attachment G – Search Piece FY25 sample at www.lander.edu/solicitations