


<b>Request for Proposal</b>	 <p style="text-align: center;"> <b>Marshall University</b>  <b>Office of Purchasing</b>  <b>One John Marshall Drive</b>  <b>Huntington, WV 25755-4100</b>          Direct all inquiries regarding this order to: (304) 696-3056       </p>	<b>Bid#</b> MU25GRAPHICS
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<b>Vendor:</b>	<b>For information call:</b> <b>Purchasing Contact:</b> Leeann Lemon <b>Phone:</b> (304) 696-3056 <b>Email:</b> <a href="mailto:bidquestions@marshall.edu">bidquestions@marshall.edu</a>
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Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.

<b>DATE</b>  02/26/2025	<b>MANDATORY PRE-BID MEETING:</b> 03/04/2025 @ 1:30 p.m. EST. Broadcast via Teams at link listed below.	<b>DEPARTMENT REQUISITION NO.</b>  MU25GRAPHICS	<b>BIDS OPEN:</b> 03/25/2025 at 3:00 p.m., EST. Broadcast via Teams at link listed below.	<b>BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID</b>
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Item #	Quantity	Description	Unit Price	Extended Price
		<p><b><u>ADDENDUM NO. 01</u></b></p> <p><b>Project Name: MU25GRAPHICS</b>  <b>Specialty and Experiential Graphic Design, Planning Fabrication and Installation</b>  <b>MARSHALL UNIVERSITY – HUNTINGTON, WV</b></p> <p><b>Mandatory Pre-Bid Meeting:</b> March 4, 2025 at 1:30 p.m., EST broadcast via Microsoft Teams at the following link:  <a href="https://tinyurl.com/MU25GRAPHICSPrebidConf">https://tinyurl.com/MU25GRAPHICSPrebidConf</a></p> <p><b>Technical Question Deadline:</b> March 11, 2025 at 9:00 a.m., EST send via email to <a href="mailto:bidquestions@marshall.edu">bidquestions@marshall.edu</a></p> <p><b>Bid Opening:</b></p> <p><b>Technical</b> – March 25, 2025 at 3:00 p.m., EST and via Microsoft Teams at the following link:  <a href="https://tinyurl.com/MU25GRAPHICS-TechOpening">https://tinyurl.com/MU25GRAPHICS-TechOpening</a></p> <p><b>Cost - TBD</b></p>		

**Total**

To the Office of Purchasing,  
 In compliance with the above, the undersigned offers and agrees, if this offer is accepted within \_\_\_\_\_ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from \_\_\_\_\_ within \_\_\_\_\_ days  
 FOB \_\_\_\_\_ After receipt of order at address shown  
 Terms \_\_\_\_\_

Bidder's name Vendor \_\_\_\_\_  
 Signed By \_\_\_\_\_  
 Typed Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Email \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Fein \_\_\_\_\_

# SOLICITATION NUMBER: MU25GRAPHICS

Addendum Number: No. 01

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

This Addendum is issued to publish and distribute changing the Mandatory Pre-bid Conference from in-person to virtual broadcast via Microsoft Teams at the following link:

<https://tinyurl.com/MU25GRAPHICSPrebidConf>

The date and time remain the same as originally scheduled: March 4, 2025 at 1:30 p.m., EST

**NO OTHER CHANGES.**

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ADDENDUM ACKNOWLEDGEMENT**  
**FORM SOLICITATION NO.:MU25GRAPHICS Addendum No. 1**  
**Specialty and Experiential Graphic Design, Planning, Fabrication, and Installation**

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:

*(Check the box next to each addendum received)*

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

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Company

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Authorized Signature

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Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.