


Request for Proposal	 <p style="text-align: center;">Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3056</p>	Bid# MU25GRAPHICS – Addendum No. 02
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Vendor:	For information call: Purchasing Contact: Leeann Lemon Phone: (304) 696-3056 Email: bidquestions@marshall.edu
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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.

DATE 03/18/2025	MANDATORY PRE-BID MEETING: 03/04/2025 @ 1:30 pm EST. Broadcast via Teams.	DEPARTMENT REQUISITION NO. MU25GRAPHICS	BIDS OPEN: 03/25/2025 at 3:00 p.m., EST. Broadcast via Teams at link listed below: https://tinyurl.com/MU25GRAPHICS-TechOpening	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
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Item #	Quantity	Description	Unit Price	Extended Price
<p><u>ADDENDUM NO. 02</u></p> <p>Project Name: MU25GRAPHICS Specialty and Experiential Graphic Design, Planning Fabrication and Installation MARSHALL UNIVERSITY – HUNTINGTON, WV</p> <ol style="list-style-type: none"> 1. Reiterate and highlight the cost submission deadline on the RFP Cover Page and in the Schedule of Events. 2. Provide responses to the technical questions. 3. Provide the Mandatory Pre-bid Attendance Sheet. 				
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: 02

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:

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. Reiterate and highlight the cost submission deadline on the RFP Cover Page and in the Schedule of Events.
2. Provide responses to the technical questions.
3. Provide the Mandatory Pre-bid Attendance Sheet.

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.



REQUEST FOR PROPOSAL
MU25GRAPHICS
Specialty and Experiential Graphic Design, Planning, Fabrication & Installation

ADDENDUM 02 ATTACHMENT A

This Addendum is issued to reiterate and highlight that the cost submission deadline on the Cover Page and in the Schedule of Events is listed as TBD or "to be determined".

Request for Proposal	 <p>Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3056</p>	Bid# MU25GRAPHICS
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DATE 02/17/2025	MANDATORY PRE-BID MEETING: In-person on 03/04/2025 @ 1:30 p.m. EST at the Memorial Student Center Room 2W22	DEPARTMENT REQUISITION NO. MU25GRAPHICS	BIDS OPEN: 03/25/2025 at 3:00 p.m., EST. Broadcast via Teams at link listed below.	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
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Item #	Quantity	Description	Unit Price	Extended Price
		<p>Marshall University, on behalf of the Board of Governors, invites sealed Bids to provide all Work, including but not limited to labor, material, equipment, supplies, and transportation for:</p> <p align="center">Project Name: MU25GRAPHICS Specialty and Experiential Graphic Design, Planning, Fabrication, and Installation MARSHALL UNIVERSITY – HUNTINGTON, WV</p> <p>Mandatory In-person Pre-Bid Meeting: March 4, 2025 at 1:30 p.m., EST at the Memorial Student Center Room 2W22.</p> <p>Technical Question Deadline: March 11, 2025 at 9:00 a.m., EST send via email to at bidquestions@marshall.edu.</p> <p>Bid Opening:</p> <p>Technical – March 25, 2025 at 3:00 p.m., EST and via Microsoft Teams at the following link: https://tinyurl.com/MU25GRAPHICS-TechOpening</p> <p>Cost - TBD</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 _____
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REQUEST FOR PROPOSAL

Marshall University

MU25GRAPHICS

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- 7. Section 6: Evaluation and Award
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SECTION 1: GENERAL INFORMATION

1. Introduction:

The Marshall University Office of Purchasing (hereinafter referred to as the “Office of Purchasing”) is issuing this solicitation as a request for proposal (“RFP”), as authorized by Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, to provide specialty and experiential graphic design services.

The RFP is a procurement method in which vendors submit proposals in response to the request for proposal published by the Office of Purchasing. It requires an award to the highest scoring vendor, rather than the lowest cost vendor, based upon a technical evaluation of the vendor’s technical proposal and a cost evaluation. This is referred to as a best value procurement. Through their proposals, vendors offer a solution to the objectives, problem, or need specified in the RFP, and define how they intend to meet (or exceed) the RFP requirements.

1.1 RFP Schedule of Events:

RFP Released to Public	02/17/2025
Mandatory In-person Pre-bid Conference	03/04/2025 @ 1:30 p.m.
	in Memorial Student Center [MSC] 2W22
Vendor’s Written Questions Submission Deadline	03/11/2025 at 9:00 a.m.
Addendum Issued	by 03/18/2025
Vendor Technical Bid Submissions Due	03/25/2025 @ 2:59 p.m.
Technical Bid Opening Date	03/25/2025 @ 3:00 p.m.
Technical Evaluation Begins	03/26/2025
Oral Presentation	TBD
Cost Bid Opening	TBD
Cost Evaluation Begins.....	TBD
Contract Award Made.....	TBD



REQUEST FOR PROPOSAL
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Specialty and Experiential Graphic Design, Planning, Fabrication & Installation

ADDENDUM 02 ATTACHMENT B

This Addendum is issued to provide responses to the technical questions.

ATTACHMENT B



Request for Bid: **MU25GRAPHICS**
Specialty and Experiential Graphic Design, Planning, Fabrication & Installation

Technical Questions and Answers

ADDENDUM 02 ATTACHMENT A

- Q1.** You had mentioned about a possible Large Stone Top Monument for Aviation. Could you please explain this, and what exactly they would be wanting?
- A1.** During the mandatory virtual pre-bid conference, this was used as an example of the type of project that could fall within the scope of this contract once awarded.
- Q2.** You had mentioned that you had an incumbent for wayfinding signage. Are they bidding for this project as well? I would assume that is a good relationship.
- A2.** Marshall does have an awarded contract, *MU21SIGNS* for wayfinding signage. The supplier for this contract is Paris Signs. Representatives from Paris Signs attended the mandatory virtual pre-bid conference but we do not know of their intentions to bid or not.
- Q3.** Are there relevant categories of items/services that you would like for us to list in the pricing sheet to narrow it down? Or would you us to be as broad as possible and list everything under our wheelhouse?
- A3.** While wall murals/covering, window films and decals, signage, monument type signs, column wraps and elevator wraps are most common product categories, this is not an exclusive list of what may be requested. Marshall University is interested in pricing and portfolio examples from the most common product categories, as well as pricing and portfolios of work that your firm would like to showcase and that could be requested under this contract.
- A Request for Proposal (RFP) is an opportunity for suppliers to share and be evaluated on their potential and work portfolios, along with the mandatory RFP requirements that goes beyond pricing alone. See Section 4.6 of the RFP.
- Q4.** There do not appear to be any files related to the scope or any details?
- A4.** The RFP documents are available to the public through Bonfire and on the Marshall University Office of Purchasing webpage: <https://www.marshall.edu/purchasing/resources/bids-and-proposals/>

- Q5.** I cannot find a file of the sign and graphics drawings.
- A5.** There are none. There are 3 files. The Request for Proposal (PDF), Pricing Sheet (PDF), Pricing Sheet (Excel). As stated during the mandatory virtual pre-bid conference, this is a blanket request for proposal for which a campus-wide contract will be awarded. The scope of the proposal and contract will encompass individual projects.
- We are giving you the opportunity to show us your range and cost within your Scope; This includes you sharing your capabilities to include possible offerings with pricing, drawings, material options, and specifications, as one would detail in a portfolio, rendering, and pricing list.
- Q6.** Do you have a current Brand Catalog you can post here?
- A6.** Marshall University does have approved logos/brands, which can be found at the following link: <https://www.marshall.edu/brandservices/brand-resources/>
- Q7.** Can you share a list of categories of work are priority, i.e. Wall coverings, window films, signage, monument signs, scoreboards?
- A7.** While wall murals/covering, window films and decals, signage, monument type signs, column wraps and elevator wraps are most common product categories, this is not an exclusive list of the work/projects that may be requested.
- Q8.** I see the pricing sheets but do not understand specifically what we are providing pricing for. There are no specific type and size of projects to give estimates for?
- A8.** As stated during the mandatory virtual pre-bid conference, this is a blanket request for proposal for which a campus-wide contract will be awarded. The scope of the proposal and contract will encompass individual projects. Suppliers should list information requested in the pricing sheet for the products used in experiential and specialty graphics projects. The information in the pricing sheet is an example.
- While wall murals/covering, window films and decals, signage, monument type signs, column wraps and elevator wraps are most common product categories for which pricing per unit of measure should be provided, this is not an exclusive list of the work/projects that may be requested. Bidders are encouraged to provide materials/goods pricing beyond the most common product categories.
- Q9.** I am officially submitting my question to be addressed for an amendment for this bid. Can we have some very specific projects with the same specifications, material, fabrication, and installation to bid on? Everything that we do is so custom, you won't be able to compare apples to apples if you don't. Without some guidance, we would all bid different things

and we wouldn't have anything the same. This is not meant to bid on a "real" particular project but just examples. Could even be something that is already done. Then you can score our costs evenly.

A9. A Request for Proposal (RFP) is an opportunity for suppliers to share and be evaluated on their potential and work portfolios, along with the mandatory RFP requirements that goes beyond pricing alone. See Section 4.6 of the RFP. Marshall University is interested in pricing ***and*** portfolio examples from the most common product categories, as well as pricing and portfolios of work that your firm would like to showcase and that could be requested under this contract.

We are looking for a turnkey provider for signage needs, handling all aspects of the project:

- Site Surveys - to include travel and labor hours priced (if any cost associated with initial surveying)
- Signage Design and Engineering to include initial Drawings then Renderings for final review
- Design Specifications
- Location Drawings – site specific with measurements by Vendor (onsite and submitted virtually)
- Code review, submittals, and permitting – local and state
- Approvals from applicable Marshall University departments
- Production/Fab, shipping and installation scheduling
- Manufacturing
- Proper signage and hardware installation (Electrical and repairs as needed) to include travel and labor hours priced
- Communicate and manage all steps of the project being released for fabrication and coordinate to ensure the project will be shipped and installed on time and on budget
- Maintenance and Lighting
- Product Delivery details and process
- Warranty and maintenance
- Completion Photos
- A site-specific brand book to be sure all colors, designs, and materials will match current brand standards. Upon brand book approval, those documents are provided for permitting submission.
- Portfolio of criteria offered with size variance options including price

--END OF DOCUMENT--



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ADDENDUM 02 ATTACHMENT C

This Addendum is issued to provide the Mandatory Pre-bid Attendance Sheet.

ATTACHMENT C

1. Summary

MU25GRAPHICS
 : Mandatory

Meeting title: Virtual Pre-bid

Attended participants: 14

3/04/25,
 Start time: 12:33:34 PM

End time: 3/04/25, 2:16:37

Meeting duration: 1h 43m 3s

Average attendance time: 40m 42s

2. Participants

Name	First Join	Last Leave	In-Meeting Duration	Email	Participant ID (UPN)	Role
Lemon, Leeann	3/04/25, 1:20:35 PM	3/04/25, 2:16:28 PM	55m 53s	lemonl@marshall.edu	lemonl@marshall.edu	Organizer
Jonathan Baltic (External)	3/04/25, 1:17:41 PM	3/04/25, 2:16:20 PM	51m 39s	jonathanb@tcs.ink	jonathanb@tcs.ink	Presenter
Dave Stingo - MPB (Unverified)	3/04/25, 1:20:44 PM	3/04/25, 2:16:23 PM	55m 39s			Presenter
Tony Wheeler (Unverified)	3/04/25, 1:28:29 PM	3/04/25, 2:16:21 PM	47m 52s			Presenter
Workman, Missy	3/04/25, 1:28:59 PM	3/04/25, 2:16:30 PM	47m 30s	workman57@marshall.edu	workman57@marshall.edu	Presenter
Courtney Fronce (External)	3/04/25, 1:29:05 PM	3/04/25, 2:16:21 PM	47m 15s	cfronce@riggsward.com	cfronce@riggsward.com	Presenter
Wade Murphy (Unverified)	3/04/25, 1:29:06 PM	3/04/25, 2:16:24 PM	47m 18s			Presenter
Alana - Riggs Ward Design (Unverified)	3/04/25, 1:29:13 PM	3/04/25, 2:16:26 PM	47m 12s			Presenter
Todd (Unverified)	3/04/25, 1:29:43 PM	3/04/25, 2:16:37 PM	46m 53s			Presenter
Bernard Kincaid	3/04/25, 1:30:17 PM	3/04/25, 2:16:22 PM	46m 5s			Presenter
alex steiner (print project) (Unverified)	3/04/25, 1:32:21 PM	3/04/25, 2:00:21 PM	28m			Presenter
Niels (Print Project) (Unverified)	3/04/25, 1:32:45 PM	3/04/25, 2:01:11 PM	28m 25s			Presenter

alex steiner (print project) (Unverified)	3/04/25, 2:02:54 PM	3/04/25, 2:16:27 PM	13m 32s		Presenter
Dave Stingo -MPB (Unverified)	3/04/25, 2:09:52 PM	3/04/25, 2:16:26 PM	6m 33s		Presenter

3. In-Meeting Activities

Name	Join Time	Leave Time	Duration	Email	Role
Lemon, Leeann	3/04/25, 1:20:35 PM	3/04/25, 2:16:28 PM	55m 53s	lemonl@marshall.edu	Organizer
Jonathan Baltic (External)	3/04/25, 1:17:41 PM	3/04/25, 1:18:42 PM	1m 1s	jonathanb@tcs.ink	Presenter
Jonathan Baltic (External)	3/04/25, 1:25:42 PM	3/04/25, 2:16:20 PM	50m 38s	jonathanb@tcs.ink	Presenter
Dave Stingo - MPB (Unverified)	3/04/25, 1:20:44 PM	3/04/25, 2:16:23 PM	55m 39s		Presenter
Tony Wheeler (Unverified)	3/04/25, 1:28:29 PM	3/04/25, 2:16:21 PM	47m 52s		Presenter
Workman, Missy	3/04/25, 1:28:59 PM	3/04/25, 2:16:30 PM	47m 30s	workman57@marshall.edu	Presenter
Courtney Fronce (External)	3/04/25, 1:29:05 PM	3/04/25, 2:16:21 PM	47m 15s	cfronce@riggsward.com	Presenter
Wade Murphy (Unverified)	3/04/25, 1:29:06 PM	3/04/25, 2:16:24 PM	47m 18s		Presenter
Alana - Riggs Ward Design (Unverified)	3/04/25, 1:29:13 PM	3/04/25, 2:16:26 PM	47m 12s		Presenter
Todd (Unverified)	3/04/25, 1:29:43 PM	3/04/25, 2:16:37 PM	46m 53s		Presenter
Bernard Kincaid	3/04/25, 1:30:17 PM	3/04/25, 2:16:22 PM	46m 5s		Presenter
alex steiner (print project) (Unverified)	3/04/25, 1:32:21 PM	3/04/25, 2:00:21 PM	28m		Presenter
Niels (Print Project) (Unverified)	3/04/25, 1:32:45 PM	3/04/25, 2:01:11 PM	28m 25s		Presenter
alex steiner (print project) (Unverified)	3/04/25, 2:02:54 PM	3/04/25, 2:16:27 PM	13m 32s		Presenter
Dave Stingo -MPB (Unverified)	3/04/25, 2:09:52 PM	3/04/25, 2:16:26 PM	6m 33s		Presenter

**ADDENDUM ACKNOWLEDGEMENT
FORM SOLICITATION NO.: 02**

MU25GRAPHICS

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 type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" 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.

Company

Authorized Signature

Date

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