


<b>Request for Proposal</b>		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	<b>Bid#</b> MU25GRAPHICS
		Direct all inquiries regarding this order to: (304) 696-3056	

<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>  02/17/2025	<b>MANDATORY PRE-BID MEETING:</b> In-person on 03/04/2025 @ 1:30 p.m. EST at the Memorial Student Center Room 2W22	<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>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 style="text-align: center;"><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 In-person Pre-Bid Meeting:</b> March 4, 2025 at 1:30 p.m., EST at the Memorial Student Center Room 2W22.</p> <p><b>Technical Question Deadline:</b> March 11, 2025 at 9:00 a.m., EST send via email to at <a href="mailto:bidquestions@marshall.edu">bidquestions@marshall.edu</a>.</p> <p><b>Bid Opening:</b></p> <p style="padding-left: 40px;"><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>		
<b>Total</b>				

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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**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

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**SECTION 2: MANDATORY ADMINISTRATIVE REQUIREMENTS &  
INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

**REVIEW DOCUMENTS THOROUGHLY:** Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked, could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of a Vendor's bid.

**1. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall" which identify a mandatory item or requirement. Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**2. PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening.

A **NON-MANDATORY** pre-bid meeting will be held at the following place and time:

A **MANDATORY** pre-bid meeting will be held at the following place and time:

March 4, 2025 at 1:30 p.m., EST at the Memorial Student Center Room 2W22.

All Vendors submitting a written bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No person attending the pre-bid meeting may represent more than one (1) Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document attendance verification. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list their name and the name of the Vendor representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's e-mail address, phone number, and fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. **Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.**

All Vendors should arrive prior to the starting time for the pre-bid meeting. Vendors who arrive after the starting time but prior to the end of the pre-bid meeting will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid meeting.

If possible, questions submitted at least five (5) business days prior to a scheduled pre-bid meeting will be discussed at the pre-bid meeting. Any discussions or answers to questions at the pre-bid

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meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

- 3. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Marshall University Office of Purchasing as directed below. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the email address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submissions should include solicitation number in the subject line.

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March 11, 2025 at 9:00 a.m., EST send via email to at:

[bidquestions@marshall.edu](mailto:bidquestions@marshall.edu)

- 4. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Marshall University Office of Purchasing is binding.
- 5. BID SUBMISSION:** All bids must be submitted electronically through Bonfire™ or signed and delivered by the Vendor to the Marshall University Office of Purchasing at the address listed above on or before the date and time of the bid opening. Any bid received by the Office of Purchasing staff is in the possession of the Office of Purchasing and will not be returned for any reason. The Office of Purchasing will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via Bonfire™, hand delivery, or delivery by courier.

All bids are considered received when delivered and has the official date/time stamp by the Office of Purchasing. Bid submissions are not considered received when accepted by any other department of the University, including but not limited to the Marshall University Mailroom. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery when the bid is delivered via mail or courier and time stamped by the official Marshall University Office of Purchasing's time.

A bid that is not submitted electronically through Bonfire™ should contain the information listed below on the face of the envelope or the bid may be rejected by the University.

SEALED BID: MU25GRAPHICS

CONTACT: Leeann Lemon

SOLICITATION NAME: Marshall University – Specialty and Experiential Graphic  
Design, Planning Fabrication and Installation

SOLICITATION CLOSING DATE: March 25, 2025

SOLICITATION CLOSING TIME: 2:59 p.m. EST

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**Bid submissions must include the following *signed* documents:**

- ✓ Bid Cover Page
- ✓ Marshall University General Terms & Conditions
- ✓ Addendum Cover Page(s)
- ✓ Addendum Acknowledgement Page(s)
- ✓ Contractor's License
- ✓ Subcontractor's License [if using a subcontractor]
- ✓ Certificate of Insurance
- ✓ Pricing Page [Attachment A]
- ✓ Bond Documents [Attachment B]
- ✓ Purchasing Affidavit [Attachment C]
- ✓ Drug-Free Workplace Conformance Affidavit [vendor and subcontractor if using a subcontractor] [Attachment D]
- ✓ Interested Party Disclosure [Attachment E]

**Failure to provide these signed documents with the bid submission may result in bid disqualification.**

6. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by Bonfire™ (in the case of electronic submission), or when the bid is delivered via mail or courier and time stamped by the official Marshall University Office of Purchasing's time.

Technical Bid Opening Date and Time: March 25, 2025 3:00 p.m. EST

<https://tinyurl.com/MU25GRAPHICS-TechOpening>

Bid Opening Location: Marshall University  
Office of Purchasing  
125 Old Main  
Huntington, WV 25755

7. **ADDENDUMACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official addendum issued by the University. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.
8. **BID FORMATTING:** Vendor should type or electronically enter the information onto its written bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

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**9. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or Vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the University at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid. Unapproved communication outside the Office of Purchasing may result in bid disqualification.

**10. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**11. COMMUNICATION LIMITATIONS:** In accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, communication with Marshall University or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Marshall University Office of Purchasing, is strictly prohibited without prior Office of Purchasing approval for such communication.

**12. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and the West Virginia Secretary of State and must have paid the registration fee, if applicable. In addition, the apparent successful Vendor must register in Marshall Marketplace.

**13. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**14. PREFERENCE:** Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37 and should include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>. Please Note: Vendor Preference is not applicable to construction projects.

**14A. RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, if reciprocal preference is requested by a West Virginia resident vendor, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

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- 15. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 16. WAIVER OF MINOR IRREGULARITIES:** The Chief Procurement Officer reserves the right to waive minor irregularities in bids or specifications in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy.
- 17. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in Bonfire™ can be accessed and viewed by the University staff immediately upon bid opening. The University will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and therefore unacceptable. A Vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or removed access restrictions to allow the University to print or electronically save documents provided that those documents are viewable by the University prior to obtaining the password or removing the access restriction.
- 18. NON-RESPONSIBLE:** The Chief Procurement Officer reserves the right to reject the bid of any Vendor as Non-Responsible in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, when the Chief Procurement Officer determines that the Vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.
- 19. NON-RESPONSIVE:** The Chief Procurement Officer reserves the right to reject the bid of any Vendor as Non-Responsive in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, when the Chief Procurement Officer determines that the Vendor submitting the bid does not conform to the mandatory or essential requirements contained in the solicitation.
- 20. ACCEPTANCE/REJECTION:** The University may accept or reject any bid in whole, or in part in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy.

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**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, §5-22-1 et seq., §5G-1-1 et seq., and the West Virginia Freedom of Information Act in W. Va. Code § 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET (S), OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Marshall University Office of Purchasing constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The University may disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by W. Va. Code § 47-22-1 et seq. and subject to W. Va. Code 29B-1-4(a) (1). All submissions are subject to public disclosure without notice.

**22. PURCHASING AFFIDAVIT:** The University is prohibited from awarding a contract to any bidder that owes a debt to the State or political subdivision of the State. Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Marshall University Office of Purchasing affirming under oath that it is not in default on any monetary obligation owed to the State or a political subdivision of the State. <http://www.state.wv.us/admin/purchase/vrc/pAffidavit.pdf>

**23. DRUG-FREE WORKPLACE AFFIDAVIT:** *West Virginia Code* §21-1D-5 requires each vendor who submits a bid for the work to submit an affidavit that the vendor has a written plan for a drug-free workplace policy prior to being awarded a contract. If the affidavit is not submitted with the vendor's bid proposal, the vendor must provide the affidavit within one (1) business day of the request. Failure to submit the affidavit within one (1) business day of receiving the request may result in disqualification of the bid. For subvendors, compliance may take place before their work on the project is begun. [DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT \(state.wv.us\)](http://www.state.wv.us/admin/purchase/vrc/pDrugFreeWorkplaceAffidavit.pdf)

**24. INTERESTED PARTY DISCLOSURE:** West Virginia Code § 6D-1-4 requires that the vendor submit to the Marshall University Office of Purchasing a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above. [http://www.state.wv.us/admin/purchase/VRC/Ethics\\_DisclosureInterestedParties\\_2018.pdf](http://www.state.wv.us/admin/purchase/VRC/Ethics_DisclosureInterestedParties_2018.pdf)



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- 25. WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Chief Procurement Officer reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under Marshall University Board of Governors Policy No. FA-9 Purchasing Policy. This authority does not apply to instances where state law mandates receipt with the bid.
- 26. AWARD:** This RFP does not obligate the State of West Virginia or the University to contract for services specified herein. The University also reserves the right to cancel, re-issue the RFP, in whole or in part, prior to execution of a contract. Further, the University reserves the right to award the contract to one vendor, multiple vendors, and/or in any combination of vendors, if deemed in the best interest of the University.
- 27. PRICE ESCALATION:** Maximum hourly rates must remain firm throughout the entire term of the contract including renewals. Materials and equipment must remain firm for the initial year of the contract. If your pricing for these areas is a basis method pricing such as a percent markup from cost, then your basis must remain firm throughout the contract including renewals. Any price increase after that initial period is limited to once a year at least sixty (60) days before the renewal period and must be received and approved in writing to [purchasing@marshall.edu](mailto:purchasing@marshall.edu) at least thirty (30) in advance before going into effect. Any price increase sought must be based on documented industry-wide changed market conditions beyond the control of the vendor.

If Purchasing deems cost increases are not acceptable, Marshall University reserves the right to rebid the contract in whole or part or to negotiate price increase requests with the Vendor. An acceptance of the price list change will be in the form of an amendment to the contract or a letter to the Vendor.

- 28. QUOTATION PRICING:** Quotation Pricing: It is hereby stipulated and agreed that the total cost to the University for the Performance of the work under this Agreement will not exceed the quotation price. Vendor agrees to perform the work specified and all obligations under this Agreement as specified in the quotation. Marshall University shall not be obligated to reimburse Vendor for billing in excess of the funding limitation set forth in the quotation, and Vendor shall not be obligated to continue performance of work under the order or to incur costs in excess of the funding limitations if such increased costs are due to additional requirements identified by Marshall University and the Vendor after the initiation of effort on the work specified in the quotation, and until a change order or amendment to the quotation, increasing the funding limitation, is approved by Marshall University. Total production pricing, including hourly rate and fees, shall be included in each quote. Terms and conditions on vendor provided quotations are canceled and are not a part of this contract. Materials and installation must be included at the contracted prices. Invoices must not exceed the quote unless amended and agreed to in writing.

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## **SECTION 3: GENERAL TERMS AND CONDITIONS**

Terms and conditions begin on next page.

# MARSHALL UNIVERSITY

## GENERAL TERMS AND CONDITIONS

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document constitutes acceptance of this contract (the Contract) made by and between Marshall University (University or Marshall) and the Vendor. Vendor's signature to the Contract signifies Vendor's agreement to be bound by and accept the terms and conditions contained in the Contract. Therefore, the parties agree that the following contractual terms and conditions are dominant over any competing terms made a part of the Contract. **IN THE EVENT OF ANY CONFLICT BETWEEN VENDOR'S FORM(S) AND THESE GENERAL TERMS AND CONDITIONS, THESE GENERAL TERMS AND CONDITIONS SHALL CONTROL**

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications, if applicable, included with the Solicitation/Contract.

**2.1 "Award Document"** means the document that identifies the Vendor as the Contract holder when signed by the Vendor and Marshall University's Office of Purchasing and, when necessary, approved as to form by the Attorney General.

**2.2 "Bid" or "Proposal"** means the Vendor's verbal bid or written bid provided in response to a solicitation by the University.

**2.3 "Board"** means the Governing Board of Marshall University.

**2.4 "Buyer"** means an individual designated by a Chief Procurement Officer to perform designated purchasing and acquisition functions as authorized by the Chief Procurement Officer.

**2.5 "Chief Procurement Officer"** means the individual designated by the President of Marshall University to manage, oversee and direct the purchasing and acquisition of supplies, equipment, services, and printing for the University.

**2.6 "Contract"** means the binding agreement that is entered between the University and the Vendor to provide requested goods and/or services requested in the Solicitation.

**2.7 "Governing Board"** means the Marshall University Board of Governors as provided for in the West Virginia state code.

**2.8 "Higher Education Institution"** means an institution as defined by Sections 401(f), (g) and (h) of the federal Higher Education Facilities Act of 1963, as amended.

**2.9 "Office of Purchasing"** means the section within Marshall University headed by the Chief Procurement Officer and its personnel.

Revised: 10/12/21



Any language that seeks to automatically renew, modify, or extend the Contract beyond the initial term or automatically continue the Contract period from term to term is deleted. The Contract may be renewed or continued only upon mutual written agreement of the Parties.

- Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor and Agency.
  
  - Fixed Period Contract:** The Contract becomes effective upon Vendor’s receipt of the notice to proceed and must be completed within \_\_\_\_\_.
  
  - Fixed Period Contract with Renewals:** The Contract becomes effective upon Vendor’s receipt of the notice to proceed and part of the Contract must be completed within \_\_\_\_\_ days. Upon completion, the Vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ successive one-year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total.
  
  - One-Time Purchase:** The term of the Contract shall run from the issuance of the Award Document until all the goods contracted for have been delivered, but in no event, will the Contract extend for more than one fiscal year.
  
  - Other:** See attached.
- 4. NOTICE TO PROCEED:** Vendor shall begin performance of the Contract immediately upon receiving notice to proceed unless otherwise instructed by the University. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.
- 5. QUANTITIES:** The quantities required under the Contract shall be determined in accordance with the category that has been identified as applicable to the Contract below.
- Open End Contract:** Quantities stated in the solicitation are approximations only, based on estimates supplied by the University. It is understood and agreed that the Contract shall cover the quantities ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
  
  - Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

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- Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
- One-Time Purchase:** The Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under the Contract without an appropriate change order approved by the Vendor, University, and/or when necessary, the Attorney General's office.

**6. EMERGENCY PURCHASES:** The Chief Procurement Officer may suspend the use of a university wide mandatory contract (the University's Office of Purchasing has created standard specifications that are establish University wide contracts for commonly used commodities and services that are needed on a repetitive basis), or the competitive bidding process to allow a Department to purchase goods or services in the open market if for immediate or expedited delivery in an emergency.

Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work, provided that a required University emergency purchase with another vendor does not cause a breach of contract.

**7. REQUIRED DOCUMENTS:** All the items checked below must be provided to the University by the Vendor as specified below.

- BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.
- PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Marshall University Office of Purchasing Office prior to Contract award.
- LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be received by the Marshall University Office of Purchasing Office prior to Contract award.
- MAINTENANCE BOND:** The successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and received by the Marshall University Office of Purchasing Office prior to Contract award.
- LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the University.

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**INSERT ADDITIONAL CONDITIONS BELOW:**

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications prior to Contract award regardless whether that requirement is listed above.

**8. INSURANCE:** The Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the University with proof that the insurance mandated herein has been continued. Vendor must also provide with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of the contract. The Vendor shall also furnish proof of any additional insurance requirements prior to the Contract award regardless of whether that insurance requirement is listed in this section.

Any provisions requiring the University to maintain any type of insurance for either of its or the Vendors benefit is deleted.

Vendor must maintain:

- Commercial General Liability Insurance** in at least an amount of: 1,000,000 per occurrence and an aggregate of 3,000,000.
- Automobile Liability Insurance** in at least an amount of: 1,000,000 per occurrence and an aggregate of 3,000,000.
- Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence and an aggregate of \_\_\_\_\_.
- Commercial Crime and Third-Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence and an aggregate of \_\_\_\_\_.
- Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence and an aggregate of \_\_\_\_\_. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in performance of the Contract and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

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**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.  
\_\_\_\_\_ per occurrence and an aggregate of \_\_\_\_\_.

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the University's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_

**Liquidated Damages Contained in the Specifications**

**11. ACCEPTANCE:** Vendor's signature on the certification and signature page, constitutes an offer to the University that cannot be unilaterally withdrawn, signifies that the product or service proposed by Vendor meets the mandatory requirements for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions unless otherwise indicated.

**12. STATUTE OF LIMITATIONS -** Any clauses limiting the time in which the State may bring suit against the Vendor or any other third party are deleted.

**13. PRICING/BEST PRICE GUARANTEE:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation by the University. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the University and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software licenses, subscriptions, or maintenance may be paid annually in advance.

**15. PAYMENT METHODS:** The Vendor must accept payment by electronic funds transfer or P-Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's P-Card or by electronic funds transfer as payment for all goods and services for the reason(s) stated below:

\_\_\_\_\_  
\_\_\_\_\_

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**16. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract. Any references contained in the Contract, Vendor's bid, or in any American Institute of Architects documents obligating the University to pay to compensate Vendor, in whole or in part, for lost profit, pay a termination fee, pay liquidated damages if the Contract is terminated early, seeking to accelerate payments in the event of Contract termination, default, or non-funding, costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is hereby deleted. Any language imposing and interest or charges due to late payment is deleted.

**17. FEES OR COSTS:** Any language obligating the State to pay costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is deleted.

**18. RISK SHIFTING:** Any provision requiring the State to bear the costs of all or a majority of business/legal risks associated with this Contract, to indemnify the Vendor, or hold the Vendor or a third party harmless for any act or omission is hereby deleted.

**19. LIMITING LIABILITY:** Any language limiting the Vendor's liability for direct damages is deleted.

**20. TAXES:** The Vendor shall pay any applicable sales, use, personal property or other taxes arising out of the Contract and the transactions contemplated hereby. The University is exempt from federal and state taxes and will not pay or reimburse such taxes. The University will, upon request, provide a tax-exempt certificate to confirm its tax-exempt status.

**21. FISCAL YEAR FUNDING:** The Contract shall continue for the term stated herein, contingent upon funds being appropriated by the WV Legislature or otherwise being made available for this Contract. In the event funds are not appropriated or otherwise available, the Contract becomes of no effect and is null and void after June 30 of the current fiscal year. If that occurs, the University may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

**22. CANCELLATION/RIGHT TO TERMINATE:** The University reserves the right to cancel/terminate the Contract immediately upon written notice to the Vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The University may also cancel any purchase or Contract upon thirty (30) days written notice to the Vendor. In the event of early cancellation, the University agrees to pay the Vendor only for all undisputed services rendered or goods received before the termination's effective date. All provisions are delete that seek to require the State to (1) compensate Vendor, in whole or in part, for loss profit, (2) pay a termination fee, or (3) pay liquidated damages if the Contract is terminated early.

In the event that a vendor fails to honor any contractual term or condition, the Chief Procurement Officer may cancel the contract and re-award the contract to the next lowest responsible and responsive bidder in accordance with the Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, section 7.4.1

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Any language seeking to accelerate payments in the event of Contract termination, default or non-funding is hereby deleted.

**23. RIGHT OF FIRST REFUSAL** Any language seeking to give the Vendor a Right of First Refusal is hereby deleted.

**24. DISPUTES** – Any language binding the University to any arbitration or to the decision of any arbitration board, commission, panel, or other entity is deleted; as is any requirement to waive a jury trial.

Any language requiring or permitting disputes under this Contract to be resolved in the courts of any state other than the State of West Virginia is deleted. All legal actions for damages brought by Vendor against the University shall be brought in the West Virginia Legislative Claims Commission. Other causes of action must be brought in the West Virginia Court authorized by statute to exercise jurisdiction over it.

Any language requiring the State to agree to, or be subject to, any form of equitable relief not authorized by the Constitution or laws of State of West Virginia is deleted.

**25. TIME:** Time is of the essence with regard to all matters of time and performance in the Contract.

**26. DELIVERY** -All deliveries under the Contract will be FOB destination unless the State expressly and knowingly agrees otherwise. Any contrary delivery terms are hereby deleted.

**27. APPLICABLE LAW:** The Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, W. Va. Code or Marshall University Board of Governors Policy No. FA-9 Purchasing Policy is void and of no effect. Any language requiring the application of the law of any state other than the State of West Virginia in interpreting or enforcing the Contract is deleted. The Contract shall be governed by the laws of the State of West Virginia

**28. COMPLIANCE WITH GOVERNING LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances. Vendor shall notify all subcontractors providing commodities or services related to this Contract that, as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances.

**29. ARBITRATION:** Any references made to arbitration contained in the Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to the Contract are hereby deleted, void, and of no effect.

**30. MODIFICATIONS:** Notwithstanding anything contained in the Contract to the contrary, no modification of the Contract shall be binding without mutual written consent of the University, and the Vendor.

**31. AMENDMENTS** - The parties agree that all amendments, modifications, alterations or changes to the Contract shall be by mutual agreement, in writing, and signed by both parties. Any language to the contrary is deleted.

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**32. NO WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of the Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

Any provisions requiring the University to waive any rights, claims or defenses is hereby deleted.

**33. SUBSEQUENT FORMS:** The terms and conditions contained in the Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the University such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**34. ASSIGNMENT:** Neither the Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the University and any other government or office that may be required to approve such assignments.

The Vendor agrees not to assign the Contract to any person or entity without the State's prior written consent, which will not be unreasonably delayed or denied. The State reserves the right to assign this Contract to another State agency, board or commission upon thirty (30) days written notice to the Vendor. These restrictions do not apply to the payments made by the State. Any assignment will not become effective and binding upon the State until the State is notified of the assignment, and the State and Vendor execute a change order to the Contract.

**35. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by the Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the University; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**36. UNIVERSITY EMPLOYEES:** University employees are not permitted to utilize the Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**37. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the University, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the University's policies, procedures, and rules.

**Proposals are NOT to be marked as confidential or proprietary** Any Provisions regarding confidential treatment or non-disclosure of the terms and conditions of the Contract are hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act ("FOIA") (W.Va. Code §29B-1-1, et. seq.) and public procurement laws. This Contract and other public records may be disclosed without notice to the vendor at the University's sole discretion. The University shall not be liable in any way for disclosure of any such records

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Any provisions regarding confidentiality of or non-disclosure related to contract performance are only effective to the extent they are consistent with FOIA and incorporated into the Contract through a separately approved and signed non-disclosure agreement.

**38. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of W. Va. Code §18B-5-4 and the Freedom of Information Act in W.Va. Code Chapter 29B.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL,  
CONTAINING A TRADE SECRET(S), OR IS OTHERWISE NOT SUBJECT TO  
PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Marshall University Office of Purchasing constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document.

**39. LICENSING:** Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local University of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state University or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the University to verify that the Vendor is licensed and in good standing with the above entities.

**40. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting an Award Document from Marshall University, the Vendor agrees to convey, sell, assign, or transfer to the University all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by Marshall University. Such assignment shall be made and become effective at the time the University tenders the initial payment to Vendor.

**41. THIRD-PARTY SOFTWARE:** If this Contract contemplates or requires the use of third-party software, the vendor represents that none of the mandatory click-through, unsigned, or web-linked terms and conditions presented or required before using such third-party software conflict with any term of this Addendum or that it has the authority to modify such third-party software's terms and conditions to be subordinate to this Addendum. The Vendor shall indemnify and defend the State against all claims resulting from an assertion that such third-party terms and conditions are not in accord with, or subordinate to, this Addendum.

**42. RIGHT TO REPOSSESSION NOTICE:** Any provision for repossession of equipment without notice is hereby deleted. However, the State does recognize a right of repossession with notice.

**43. VENDOR CERTIFICATIONS:** By signing its bid or entering into the Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that the Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity

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that could be considered a violation of law; and (4) that it has reviewed the Contract in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the University. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with the all State agencies as required.

**44. VENDOR RELATIONSHIP:** The relationship of the Vendor to the University shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the University for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and University with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**45. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the University, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage, and hour laws.

**46. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code §18B-5-5 and §5A-3-18 the University is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Marshall University Office of Purchasing affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**47. WEST VIRGINIA DRUG-FREE WORKPLACE CONFORMANCE AFFIDAVIT** West Virginia Alcohol and Drug-Free Workplace Act requires public improvement contractors to have and implement a drug-free workplace policy that requires drug and alcohol testing. This act is applicable to any construction, reconstruction, improvement, enlargement, painting, decorating or repair of any public improvement let to contract for which the value of contract is over \$100,000. No public authority may award a public improvement contract which is to be let to bid to a contractor unless the terms of the contract require the

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contractor and its subcontractors to implement and maintain a written drug-free workplace policy and the contractor and its subcontractors provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy.

**48. DISCLOSURE OF INTERESTED PARTIES** A state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1,000,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract.

**49. CONFLICT OF INTEREST:** Vendor, its officers, members, or employees shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the University.

**50. MARSHALL UNIVERSITY'S INFORMATION TECHNOLOGY SERVICES AND SUPPORT DEPARTMENT (IT) FEES:** If a vendor requires services through the Marshall University's IT Department, they must reimburse the University at the IT Rate Schedule which is located at: <https://www.marshall.edu/it/rates/>.

**51. PUBLICITY:** Vendor shall not, in any way or in any form, publicize or advertise the fact that Vendor is supplying goods or services to the University without the express written consent of the Marshall University Communications Department. Requests should be sent to [ucomm@marshall.edu](mailto:ucomm@marshall.edu).

**52. UNIVERSITY MARKS:** Vendor shall not, in any way or in any form use the University's trademarks or other intellectual property without the express written consent of the Marshall University Communications Department. Requests should be sent to [ucomm@marshall.edu](mailto:ucomm@marshall.edu).

**53. INTELLECTUAL PROPERTY:** The University will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising out of the agreement, and Vendor will execute any assignments of other documents necessary for the University to perfect such rights, provided that, for research collaboration pursuant to subcontracts under sponsored research agreements, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such intellectual property terms to apply to subcontractors.

**54. FERPA:** Vendor agrees to abide by the Family Education Rights and Privacy Act of 1974 ("FERPA). To the extent that Vendor receives personally identifiable information from education records as defined in (FERPA), Vendor agrees to abide by the limitations on re-disclosure set forth in which states that the officers, employees and agents of a party that receives education record information from Marshall may use the information, but only for the purposes for which the disclosure was made.

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**55. REPORTS:** Vendor shall provide the University with the following reports identified by a checked box below:



Such reports as the University may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by University, etc.



Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by University.

**56. PREFERENCE FOR THE USE OF DOMESTIC STEEL PRODUCTS IN STATE CONTRACT PROJECTS:** Pursuant to W.Va. Code §5A-3-56, (a)(1) Except when authorized pursuant to the provisions of subsection (b) of this section, no contractor may use or supply steel products for a state contract project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W.Va. Code §5A-3-56. As used in this section (2):

(A) "State contract project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of any materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after the effective date of this section on or after June 6, 2001.

(B) "Steel products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more of such operations, from steel made by the open hearth, basic oxygen, electric furnace, bessemer or other steel making process.

(b) Notwithstanding any provision of subsection (a) of this section to the contrary, the Director of the West Virginia Department of Administration, Purchasing Division ("Director of the Purchasing Division") may, in writing, authorize the use of foreign steel products if:

(1) The cost for each contract item used does not exceed one tenth of one percent of the total contract cost or \$2,500, whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

(2) The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**57. PREFERENCE FOR DOMESTIC ALUMINUM, GLASS AND STEEL PRODUCTS:**

In Accordance with W. Va. Code § 5-19-1 et seq.,

(a) Every state spending unit, as defined in chapter five-a, shall require that every contract or subcontract for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works contain a provision that, if any aluminum, glass or steel products are to be supplied in the performance of the contract, or subcontract, only domestic aluminum, glass or steel products shall be supplied unless the spending officer, as defined in chapter five-a, determines, in writing, after the receipt of offers or bids, that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest or that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements: Provided,

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That this article applies to any public works contract awarded in an amount more than \$50,000, and with regard to steel only, this article applies to any public works contract awarded in an amount more than \$50,000 or requiring more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

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**DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to the Contract.**

---

(Name, Title)

---

(Printed Name and Title)

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(Address)

---

(Phone Number)

(Fax Number)

---

(Email Address)

**CERTIFICATION AND SIGNATURE:** By signing below, I certify that I have reviewed this Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that the product or service proposed meets the mandatory requirements contained in the Contract for that product or service, unless otherwise stated herein; that the Vendor expressly accepts the terms and conditions contained in the Contract; **that Vendor understands and acknowledges that the terms and conditions contained in this contract take precedence over and any terms and conditions that Vendor seeks to be made a part of this contract (regardless of when the terms and conditions become effective) to the extent there is a conflict;** that I am authorized by the Vendor to execute and submit this Contract or any documents related thereto on Vendor's behalf; that I am authorized to bind the Vendor in a contractual relationship; and that to the best of my knowledge, the Vendor has/will properly register with the WV Purchasing Division and Marshall University.

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(Company)

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(Authorized Signature)

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(Printed Name and Title of Authorized Representative)

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(Date)

---

(Phone Number)

(Fax Number)

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**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:**  
**(If Applicable)**

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 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

---

Date

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

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# REQUEST FOR PROPOSAL

## (Marshall University and MU25GRAPHICS)

### SECTION 4: PROJECT SPECIFICATIONS

#### 4.1. Background and Current Operating Environment:

Marshall University invites experienced companies (“firms,” “vendors,” “service providers”) to submit a proposal for specialty and experiential graphic design services which includes fabrication and installation services. Proposals, for awarding purposes will focus on the Marshall University’s branding for campus-wide communities and entities.

Experiential, or often called environmental graphic design (EGD), is a multidisciplinary field of design in which the disciplines of graphic design, architecture, art, lighting, landscape, and other fields are utilized as a way to enhance the user experience through the visual translation of ideas in the built environment. These enhancements within a project are expressed through a broad array of applications and techniques, and may take the shape of signage, identity, super graphics, art installations, and the strategic use of color, just to name a few.

#### 4.2. Scope of Work:

Marshall University is interested in contracting with a qualified artist, graphic artist, and firms with experience in designing and or fabricating, artistic, interpretive or exhibit, design elements, including site, specific artwork, commemorative pieces, branding, and interior/exterior custom signage projects that will provide on-site consultation, planning, design, fabrication, and installation services to create, update, and/or add graphic images that tell the stories of Marshall University, it’s students, student athletes, athletic teams, faculty, and staff, describe its history and showcase its achievements and passion for excellence. Graphic exhibits may be static and or interactive.

Any contract resulting from this RFP shall be strictly on an **“as needed basis”**. **No minimum number of quantities can or will be guaranteed by Marshall University.** The awarded proposal shall be paid only for the services authorized and approved in writing by the authorized Marshall University representative.

Marshall University will own all rights to any graphic design artwork associated to the university. The awarded proposal must protect the Marshall University brand. Electronic files of any artwork design must be supported by Apple ISO, Windows and Adobe Creative Cloud for the various departments. The University will provide current brand standards.

**Note:** Prior approval from Planning & Construction may be required for fabricated, installed products to ensure that the proposed work is a feasible project which complies with campus standards, state codes, and Americans with Disabilities Act (ADA) guidelines.

# **REQUEST FOR PROPOSAL**

## **(Marshall University and MU25GRAPHICS)**

**4.3. Project Goals and Mandatory Requirements:** Vendor should describe its approach and methodology to providing the service or solving the problem described by meet the goals/objectives identified below. Vendor's response should include any information about how the proposed approach is superior or inferior to other possible approaches.

**4.3.1. Goals and Objectives** – The project goals and objectives are listed below.

**4.3.1.1** Work with MU leadership to identify storylines and design concepts that support the Marshall University desired images and messages.

**4.3.1.2** Showcase facilities that result in a top-notch recruiting tool for all students and student athletes

**4.3.1.3** Enhance the student, student athlete and fan experience by incorporating modern elements into Marshall University facilities, including athletic facilities.

**4.3.1.4** Enhance the student, student athlete, and fan experience by providing graphic messaged, images, and examples of excellence throughout the Marshall University facilities, including athletic facilities.

**4.3.2. Mandatory Project Requirements** – The following mandatory requirements relate to the goals and objectives and must be met by the Vendor as a part of its submitted proposal. Vendor should describe how it will comply with the mandatory requirements and include any areas where its proposed solution exceeds the mandatory requirement. Failure to comply with mandatory requirements will lead to disqualification, but the approach/methodology that the vendor uses to comply, and areas where the mandatory requirements are exceeded, will be included in technical scores where appropriate. The mandatory project requirements are listed below.

**4.3.2.1 Consultation and Graphic Design:**

**4.3.2.1.1** Consult, design, recommend, develop, and assist with visual branding, and messaging.

**4.3.2.1.2** Develop graphic designs for various applications, such as large-scale wall graphics, banners, vehicle wraps, window decals, digital displays, and other large-scale promotional materials.

**4.3.2.1.3** Incorporate the Marshall University branding guidelines into the design concepts while ensuring visual consistency and adherence to the university's visual identity standards.

**4.3.2.1.4** Provide multiple design options and revisions based on feedback from Marshall University stakeholders.

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- 4.3.2.1.5 Recommend material types, fabric, artwork, finishing, hardware, and installation method.
- 4.3.2.1.6 Provide layout using existing artwork, signage, and memorabilia, as well as creating new artwork, signage, and materials.
- 4.3.2.1.7 Perform on campus visits. A site visit is required to provide consultation and design work at no cost to Marshall.
- 4.3.2.1.8 Provide proofs, artwork, detailed production, and installation, drawings, and specifications to Marshall University for final review and approval within established deadlines.
- 4.3.2.1.9 Revise proof, artwork, drawings, and written specifications to Marshall University as the project progresses approved by Marshall University in writing. Marshall University will not be liable for any work that is unapproved for or for any progressive work that has been started without prior approval previous work.
- 4.3.2.1.10 Submit final conceptual drawings and written specifications to Marshall University
- 4.3.2.1.11 Must provide artwork and graphic design services in the following formats: Adobe Creative Cloud Suite.
- 4.3.2.1.12 Must ensure that all work provided to Marshall University meets city code and is consistent with or exceeding existing standards as applicable including across the state of West Virginia and surrounding areas.

### **4.3.2.2 Fabrication/Production of Signage, Products and Materials:**

- 4.3.2.2.1 Produce high-quality graphics and signage materials based on the approved designs.
- 4.3.2.2.2 Must have the fabrication capabilities and/or relationships with other vendors who would provide this service for your projects.
- 4.3.2.2.3 Utilize durable and weather-resistant materials suitable for both indoor and outdoor installations.
- 4.3.2.2.3 Must provide signage, artwork, display work, materials, and products, complete with lettering, including mounting hardware, necessary mounting accessories, fittings, and fastenings, that comply

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with type, size, specifications, and colors shown on the approved conceptual design documents for a complete installation per the approved quotation and scope of work.

**4.3.2.2.4** Samples may be requested and provided at no cost to Marshall University periodically throughout the life of the Contract. Samples must be provided in an agreed upon timeline upon written request.

### **4.3.2.3 Project Management:**

**4.3.2.3.1** Assign a dedicated project manager, who will serve as the main point of contact throughout the project duration.

**4.3.2.3.2** Development and adherence to a project timeline, including key milestones for design, production, and installation.

**4.3.2.3.3** Provide regular progress updates to Marshall University point of contact, including status report, design, proofs, and installation schedules.

### **4.3.2.4 Deliverables:**

**4.3.2.4.1** Deliver the following: finalized graphic design files and appropriate formats for various applications (E. G, vector files, high resolution images).

**4.3.2.4.2** Install graphics and signage at designated locations within Marshall, Marshall University, which are in surrounding areas and across the state of West Virginia, proper alignment, sizing, and professional finishing.

**4.3.2.5 Delivery & Receiving Requirements:** Delivery requirements are essential to the success of the University's projects. Failure to provide the product in the prescribed period as agreed upon will result in losses to the University associated with lost research opportunity, lost opportunity for future grants, costs associated with additional resources required to keep the research project on schedule; logistical costs associated with expediting delivery; as well as other potential direct and consequential losses.

**4.3.2.5.1** Printed and finished graphics and signage materials ready for installation. Completed installations with proper alignment, sizing, and professional quality.

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- 4.3.2.5.2** Each job shall be completed and delivered within an agreed upon timeframe for each project and include in writing in the project timeline.
- 4.3.2.5.3** If this is not possible for particular project, the awarded proposals shall provide the user department with the proposed delivery turnaround time in writing.
- 4.3.2.5.4** The user department in return shall provide written approval with the proposed date is approved.
- 4.3.2.5.5** Storage, delivery, and transporting of goods is the contractor's responsibility. Marshall University will not unload, store, or take any responsibility for contractor tools, materials, or product. Tailgate deliveries are not acceptable.
- 4.3.2.5.6** Must package and transport products and materials to prevent damage or deterioration during transfer to job site, handling, through installation as required.
- 4.3.2.5.7** Delivery and installation dates must be coordinated to ensure there is no unnecessary interruption of ongoing building activities.
- 4.3.2.5.8** Contractor must assist the University in determining the load bearing capabilities of installation sites and work with Marshall University Planning and Construction staff to ensure proper installations affecting structures.
- 4.3.2.5.9** Contractor must provide the Department with at least 7 business days of a pending delivery and installation.
- 4.3.2.5.10** Marshall University is not required to accept late deliveries and will make the final determination of whether or not to accept late deliveries.
- 4.3.2.5.11** Marshall University reserve the right to cancel an order at no charge if the late delivery is not acceptable.
- 4.3.2.5.12** Contractor may be required to "hold" product in storage in the event a building or installation site is not ready, complete, or available. This storage should be at no cost to the University for a period up to 30 calendar days. Storage cost may be negotiated if required beyond 30 days.

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### **4.3.2.6 Installation General Specifications / Scope of Work:**

- 4.3.2.6.1** Prior to installation beginning, projects must be submitted to Marshall University's Planning & Construction for review and approval as applicable.
- 4.3.2.6.2** Licensed in the State of West Virginia and the City of Huntington.
- 4.3.2.6.3** Vendor must be bonded with the state of West Virginia for the life of the contract providing coverage for all projects and work performed under the contract. See Attachment B for examples.
- 4.3.2.6.3.1 Bid Bond:** Pursuant to the requirements contained in W. Va. Code §5-22-1(c), all vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid proposal.
- 4.3.2.6.3.2 Labor/Material Payment Bond:** The apparent successful vendor shall provide a "blanket" Labor/Material Payment Bond in the amount of \$500,000.00. This Blanket Bond will be used for all delivery orders issued against the Master Agreement and must be received by the Office of Purchasing prior to Contract award.
- 4.3.2.6.3.3 Performance Bond:** The apparent successful vendor shall provide a "blanket" Labor/Material Payment Bond in the amount of \$500,000.00. This Blanket Bond will be used for all delivery orders issued against the Master Agreement and must be received by the Office of Purchasing prior to Contract award.
- 4.3.2.6.4** Vendor shall include as part of their bid proposal the cost of construction bonds listed in 4.3.2.6.2. The bonds must cover all work for the life of the contract.
- 4.3.2.6.5** Coordinate with the facilities management team to schedule installations during appropriate times to minimize disruptions to regular operations.
- 4.3.2.6.6** Must comply with all federal, state, and municipal laws and ordinances. The contractor is solely responsible to prepare all documents, give all notices, obtain permits and certificates as



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required, and all other related expenses to complete the service at no additional cost other than the quote price to Marshall University. Must also be credentialed and able to work at FAA Part 139 airports.

- 4.3.2.6.7** Responsible for complying with any required building, construction, or installation codes, should individual projects fall within such regulations.
- 4.3.2.6.8** Must provide labor, supervision, insurance, mounting hardware, materials, tools, equipment, lifts, trash removal, and all other applicable materials and service to perform the requested service. Quotes must be fully inclusive of all costs to complete this service.
- 4.3.2.6.9** Contractor's employees, while working on Marshall University property, must wear a clearly displayed photo identification badge or uniform showing name of employee and/or company represented. Any identification must be provided by the contractor at no cost to Marshall University. Badges must be available but will not be required to be worn when protective clothing and respiratory protection is required.
- 4.3.2.6.10** Services must be coordinated, scheduled, and approved by the Marshall University Project Coordinator.
- 4.3.2.6.11** Installations must be in accordance with manufacturer's instructions as applicable.
- 4.3.2.6.12** Must install work and displays, level, plumb, and at the height indicated, free from distortion or other defects in appearance.
- 4.3.2.6.13** Must assist Marshall University in determining the load bearing capabilities of installation sites and work with Marshall University Construction and Planning staff to ensure proper installations affecting structures.
- 4.3.2.6.14** Must ensure that all installations meet city code and are mounted with hardware consistent with or exceeding existing conditions as applicable. Any variations of these conditions must be approved by Marshall University in writing prior to the initiation of the work.
- 4.3.2.6.15** Must remove and dispose of all unused materials, waste, and dispose of legally without use of Marshall University dumpsters at no additional cost to Marshall University unless preapproved in writing by Marshall University.

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- 4.3.2.6.16** Must leave the work area in the same condition as upon arrival.
- 4.3.2.6.17** Must provide all warranty information, brochures, to Marshall University before the job is considered complete.
- 4.3.2.6.18** Any equipment, tools or materials owned by the Contractor left on the job site are the Contractors responsibility. Marshall University does not take any responsibility for these items and their safety. Marshall University reserves the right to dispose of any items that have not been removed within ten (10) business days of written notice and shall not be held liable for any costs for the items.

### **4.3.2.7 Safety/Damage/ Installation**

- 4.3.2.7.1** Prior to issuing a Notice to Proceed on any resultant work authorizations, the Awarded vendor(s) will be required to provide a site-specific safety plan. Marshall University reserves the right to have a 3rd party review and approve any safety requirements.
- 4.3.2.7.2** Contractor shall be solely responsible for initiating, instituting, enforcing, maintaining, and supervising all safety precautions and programs, which must be in conformance with industry standards and practices, and must take all reasonable precautions for the safety of property, employees, visitors, and the public.
- 4.3.2.7.3** Must provide all safety training to your employees in compliance with State, Federal, or local requirements.
- 4.3.2.7.4** Must during the performance and completion of the work, maintain a clean and safe work area, free of debris, and remove all unused materials and dispose of legally at no additional cost to Marshall University.
- 4.3.2.7.5** If, due to the fault or neglect of the contractor, his agents, or employees, any damage occurs to Marshall University property, city property, and/or equipment during performance of this contact, the contractor shall be responsible for such loss or damage. Marshall University, at its option, may either require the contractor to replace all property or reimburse for the full value of the lost or damaged property.

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### **4.3.2.8 Customer Service**

- 4.3.2.8.1** Contractor must assign a dedicated account representative and project manager for each project as Marshall University 's primary contact.
- 4.3.2.8.2** Contractor must make reasonable efforts to ensure that personnel work in harmony with Marshall University and provide courteous and professional service
- 4.3.2.8.3** Marshall University reserves the right to require the contractor not to assign any employee, Marshall University deems and confident, careless, insubordinate, or otherwise objectionable.
- 4.3.2.8.4** A post-project evaluation will be conducted by the Marshall University project team. The Marshall University project coordinator will lead the post-project evaluation and share the results with Purchasing.

### **4.3.2.9 Returns**

- 4.3.2.9.1** All products and materials shall be in good condition. Marshall University reserves the right to reject products and materials due to specifications not being met, changes or substitutions without prior approval, damages, and/or inferior quality etc.
- 4.3.2.9.2** If installed, Contractor (at the Contractor's expense) must remove the products and materials within ten (10) business days, unless approved by Marshall University and must provide a refund check if any monies have been paid within ten (10) business days of pickup or replaced with new installed products and materials at no additional cost to Marshall University. The remedy is at the sole discretion of Marshall University.

### **4.3.2.10 Service Completion**

- 4.3.2.10.1** Installation must be approved by Marshall University with a written job sign off, otherwise service is deemed incomplete, and invoices will not be paid. Payment will not be made without the written job sign off. The warranty period will begin following the successful acceptance.

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### **4.3.2.11 Product Warranty**

- 4.3.2.11.1** All products and/or parts purchased under this contract shall carry a minimum the manufacturer's warranty or a one (1) year warranty, whatever is greater, from the date of acceptance by Marshall University.
- 4.3.2.11.2** All equipment must be warranted to perform at effective levels in accordance with manufacturers' specifications, manufacturers advertised data sheets, and manufacturers' technical publications.
- 4.3.2.11.3** The contractor must provide warranty literature for products installed as applicable.

### **4.3.2.12 Service Warranty**

- 4.3.2.12.1** Installation shall carry with it a warranty against defects in poor or defective workmanship for one (1) year from the service completion date.
- 4.3.2.12.2** Any subsequent repair for the same work occurring within that twelve (12) month period shall be presumed to be defective workmanship, unless Contractor demonstrates another cause by a preponderance of the evidence using generally accepted industry standards.
- 4.3.2.12.3** Service work for defective workmanship shall be remedied at no additional expense to MARSHALL UNIVERSITY for service and/or replacement of parts.

### **4.3.2.13 Subcontracting**

- 4.3.2.13.1** Marshall University anticipates that, on certain projects, vendors may need to subcontract services (e.g. electricians, plumbers, etc.) to complete projects.
- 4.3.2.13.2** Any contract resulting from this bid shall not be, in whole or in part, subcontracted, assigned, or otherwise transferred to any Subcontractor without prior written approval by Purchasing, [contracts@marshall.edu](mailto:contracts@marshall.edu).
- 4.3.2.13.3** Upon request Contractor must provide Subcontractor's complete contact information including EIN# (TIN#, SS#) and signed W-9 form.

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- 4.3.2.13.4** If Subcontractors are to be used, the Contractor must clearly explain their participation, deliverables, and project milestones prior to commencing work.
- 4.3.2.13.5** The Contractor shall be solely responsible for any subcontractor's performance and work quality when used by the Contractor to conduct the scope of the job.
- 4.3.2.13.6** University reserves the right to assess Contractor damages more than the contract amount for Subcontractor's failure to perform or inability to complete required project milestones.
- 4.3.2.13.7** Subcontractors must abide by all terms and conditions under this Contract.

**4.4 Qualifications and Experience:** Vendor should provide information and documentation regarding its qualifications and experience in providing services or solving problems like those requested in this RFP. Information and documentation should include, but is not limited to, copies of any staff certifications or degrees applicable to this project, proposed staffing plans, descriptions of past projects completed (descriptions should include the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.), references for prior projects, and any other information that vendor deems relevant to the items identified as desirable or mandatory below.

**4.4.1 Mandatory Qualification/Experience Requirements** – The following mandatory qualification/experience requirements must be met by the Vendor as a part of its submitted proposal. Vendor should describe how it meets the mandatory requirements and include any areas where it exceeds the mandatory requirements. Failure to comply with mandatory requirements will lead to disqualification, but areas where the mandatory requirements are exceeded will be included in technical scores where appropriate. The mandatory qualifications/experience requirements are listed below.

- 4.4.1.1** This solicitation is limited to experienced firms.
- 4.4.1.2** Any resulting contract(s) shall be focused on services and products specific to experiential and specialty graphics.
- 4.4.1.3** Subcontractor, if any, must also be experienced in like work.
- 4.4.1.4** Qualification of Personnel
  - 4.4.1.4.1** Provide a detailed management plan with defined lines of authority

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and responsibility.

- 4.4.1.4.2 Include an organizational chart, resumes and tenure for all proposed “key” staff members who shall be assigned to this project. If personnel substitutions are contemplated on a contingency basis, they should also be identified.
- 4.4.1.4.3 Provide certification certifications, awards, memberships, publications, etc., for each team member.

**4.5 Pricing/Cost:** Please thoroughly address all costs associated with Firm’s RFP response and with all deliverables and solutions proposed.

- 4.5.1 All expected costs must be shown as you will not be able to bill the University for additional and/or hidden costs not directly addressed in your proposal response.
- 4.5.2 **Design:** Describe how design fees are structured and calculated. Provide a list of current hourly rates.
- 4.5.3 **Fabrication:** Describe how fabrication costs are calculated. Marshall University expects complete transparency with respect to fees and fabrication costs associated with this engagement. At a minimum, itemized invoicing is required to understand if any finished products are categorized as fixed assets and the type of labor involved. If applicable, provide a list of current pricing structures, rates, or deposit requirements.
- 4.5.4 **Installation:** Describe how installation costs are estimated and priced. Marshall University expects complete transparency with respect to fees and installation costs associated with this engagement. At a minimum, itemized invoicing is required to understand if any finished products are categorized as fixed assets and the type of labor involved. If applicable, provide a list of current pricing structures, rates, or deposit requirements.
- 4.5.5 **Typical “additional charge”:** Describe items required to deliver products that are typically not included in your base estimates. Discuss how you estimate these types of charges and keep your clients informed.
  - 4.5.5.1 “Rush” projects
  - 4.5.5.2 Data transfer fees, i.e., File Transfer Protocol [FTP]
  - 4.5.5.3 Shipping and handling
  - 4.5.5.4 Any other “additional fees or charges” that could arise.

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### **4.5.6 Quotations:**

**4.5.6.1** Provide a quote and scope of work, clearly defining the services to be provided.

**4.5.6.2** Quotations must be provided at no cost to Marshall University and may require a site visit.

**4.5.6.3** Quotations must be itemized, breaking down the number of hours per service, clearly showing what is included and the amount of time appropriated for each type of service to include but not limited to consultation, design, layout, artwork, detailed production and installation drawings, revisions, fabrication, and installation etc. and is to be fully inclusive of all costs.

**4.5.6.4** Quotations must clearly specify if Marshall University has any responsibilities.

### **4.6 Evaluation Criteria and Firm Capability**

Evaluation criteria are the specific standards and measures used to assess the quality, effectiveness, or success of a project, performance, or product. Criteria provide a structured framework to ensure consistency, objectivity, and fairness in the evaluation process. By defining clear criteria, evaluators can identify key aspects of performance to focus on, compare results meaningfully, and make informed decisions based on measurable factors. Effective evaluation criteria are tailored to the specific goals and requirements of the RFP. Marshall University is interested in understanding how your firm approaches the requirements of the RFP. Please provide the information requested below in your response to this RFP.

This section also includes details pertaining to your firm's management and technical approach, implementation, product identification and capabilities as are relevant to this proposal, delivery, or orientation, as proposer anticipates performing.

**4.6.1** Provide Company profile, including relevant experience and graphic design and installation services for university and athletic programs.

**4.6.2** Provide a portfolio, showcasing, previous projects and designs. Including references from other higher education customers.

**4.6.3** Please describe your firm's approach to understanding the client's needs, scheduling projects, developing milestones, engagement, execution, installation and completion of projects.

**4.6.5** Provide a written timeline detailing sequence/schedule of work, starting and ending dates for each activity that exemplifies your company's approach to project management.

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- 4.6.5** Provide a past project schedule of similar scope to explain project management and assist in articulating what a process looks like. Please be sure to highlight design review, discipline engagement, trades coordination, subcontractor utilization (if applicable) and any changes that occurred.
- 4.6.6** Describe in your proposal how your company meets the desirable qualifications and experience requirements stated in the Specifications.
- 4.6.7** List your specific experience in fabrication and installation; and provide examples of each.
- 4.6.8** State the average tenure of employees in your company.
- 4.6.9** State how many total employees your company employs.
- 4.6.10** State how many employees would be assigned to Marshall University.
- 4.6.11** Describe how your firm determines who shall be assigned to service each account.
- 4.6.12** Please state if your firm anticipates the need to hire additional personnel to handle this agreement and how many.
- 4.6.13** References
  - 4.6.13.1** Provide a current list of at least three (3) active contracted accounts, preferably Higher Education Clients, of comparable size, dollar volume in gross sales and number of transactions.
  - 4.6.13.2** Provide a current list of at least five (5) clients for which the proposer provided services similar to those outlined in the RFP within the past three (3) years.
    - 4.6.13.2.1** The name, address, telephone number, and valid email address of a reference person who may be contacted for further information.
    - 4.6.13.2.2** It is preferable that these reference are other universities or public sector accounts comparable in size or larger.
  - 4.6.13.3** Provide a current list of Lost Accounts and reason(s) for loss.
- 4.6.14** Describe your firm's previous record of performance with Marshall University.
- 4.6.15** Describe a project where your firm coordinated with all specialty firms. Include approach to identifying partners, coordinating schedules, or similar and include a discussion around utilization of Business Equity Enterprises (BEE) (diverse firms) in your work.



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**4.6.16** Provide an inventory list that includes:

**4.6.16.1** Graphic Design Software used for projects.

**4.6.16.2** Age of each Graphic Design software.

**4.6.16.3** Benefits each Software can provide.

**4.6.17** Explain how your firm determines priorities among clients when time is crucial for jobs.

**4.6.18** Explain how project requests are received.

**4.6.19** Explain how project design concepts, proofs, final approved work is shared with the department coordinator and team.

**4.6.20** List services that you outsource if any.

**4.6.21** State any necessary company policies that may pertaining to your clients' projects.

**4.6.22** State the days/hours of your standard business operations.

### **4.7 Oral Presentations (Department Option)**

The Department has the option of requiring oral presentations of all Vendors participating in the RFP process. If this option is exercised, it would be listed in the Schedule of Events (Section 1.1) of this RFP. During oral presentations, Vendors may not alter or add to their submitted proposal, but only clarify information. A description of the materials and information to be presented is provided below:

**4.7.1** Describe the Firm's philosophy and practiced approach to graphic design. Unique aspects of storytelling and messaging, through graphics and signage, to enhance the University and its specific departments.

**4.7.2** Describe the Firm's experience with higher education and NCAA institutions.

**4.7.3** Identify instances and examples where specific storylines or themes were introduced.

**4.7.4** Provide examples of project timelines, from initial meeting to design phase, fabrication and installation.

**4.7.5** Provide specific project challenges anticipated based on experience, including but not limited to problems the organization has run into in the past, how the problems were handled and changed approach moving forward.

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- 4.7.6 Describe the Firm's experience with project and budget management and how that experience would apply in the context of working with University and key stakeholders.
- 4.7.7 Provide 3-5 samples of work product with a brief description of each.

### **SECTION 5: VENDOR PROPOSAL**

- 5.1. **Economy of Preparation:** Proposals should be prepared simply and economically providing a concise description of the items requested in Section 4. Emphasis should be placed on completeness and clarity of the content.
- 5.2. **Incurring Cost:** Neither the State nor any of its employees or officers shall be held liable for any expenses incurred by any Vendor responding to this RFP, including but not limited to preparation, delivery, or travel.
- 5.3. **Proposal Format:** Vendors should provide responses in the format listed below:
  - 5.3.1. **Two-Part Submission:** Vendors must submit proposals in two distinct parts: technical and cost. Technical proposals must not contain any cost information relating to the project. Cost proposal must contain all cost information and must be sealed in a separate envelope from the technical proposal to facilitate a secondary cost proposal opening.
  - 5.3.2. **Title Page:** State the RFP subject, number, Vendor's name, business address, telephone number, fax number, name of contact person, e-mail address, and Vendor signature and date.
  - 5.3.3. **Table of Contents:** Clearly identify the material by section and page number.
  - 5.3.4. **Response Reference:** Vendor's response should clearly reference how the information provided applies to the RFP request. For example, listing the RFP number and restating the RFP request as a header in the proposal would be considered a clear reference.
  - 5.3.5. **Proposal Submission:** All proposals must be submitted to the Office of Purchasing **prior** to the date and time stipulated in the RFP as the opening date. All submissions must be in accordance with the provisions listed in Section 2: Instructions to Bidders Submitting Bids.

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### **SECTION 6: EVALUATION AND AWARD**

- 6.1. Evaluation Process:** Proposals will be evaluated in two parts by a committee of three (3) or more individuals. The first evaluation will be of the technical proposal and the second is an evaluation of the cost proposal. The Vendor who demonstrates that it meets all the mandatory specifications required, attains the minimum acceptable score and attains the highest overall point score of all Vendors shall be awarded the contract.
- 6.2. Evaluation Criteria:** Proposals will be evaluated based on criteria set forth in the solicitation and information contained in the proposals submitted in response to the solicitation. The technical evaluation will be based upon the point allocations designated below for a total of (seventy) 70 of the one hundred (100) points. Cost represents thirty (30) of the one hundred (100) total points.

**Evaluation Point Allocation:**

Project Goals and Proposed Approach (§ 4.3)	
- Approach & Methodology to Goals/Objectives (§ 4.3.1)	(15) Points Possible
- Approach & Methodology to Compliance with Mandatory Project Requirements (§ 4.3.2)	(15) Points Possible
Qualifications and experience (§ 4.6)	
- Qualifications and Experience Generally (§ 4.6)	(25) Points Possible
- Exceeding Mandatory Qualification/Experience Requirements	(5) Points Possible
<u>(Oral interview, if applicable) (§ 4.7)</u>	<u>(10) Points Possible</u>
<u>Total Technical Score:</u>	<u>70 Points Possible</u>
<u>Total Cost Score:</u>	<u>30 Points Possible</u>
<b><u>Total Proposal Score: 100 Points Possible</u></b>	

- 6.3. Technical Bid Opening:** At the technical bid opening, the Office of Purchasing will open and announce the technical proposals received prior to the bid opening deadline. Once opened, the technical proposals will be provided to the Department evaluation committee for technical evaluation.

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**6.4. Technical Evaluation:** The Department evaluation committee will review the technical proposals, assign points where appropriate, and make a final written recommendation to the Office of Purchasing.

**6.5. Proposal Disqualification:**

**6.5.1. Minimum Acceptable Score (“MAS”):** Vendors must score a minimum of seventy (70) percent (forty-nine (49) points) of the total technical points possible in order to move past the technical evaluation and have their cost proposal evaluated. All vendor proposals not attaining the MAS will be disqualified.

**6.5.2. Failure to Meet Mandatory Requirement:** Vendors must meet or exceed all mandatory requirements in order to move past the technical evaluation and have their cost proposals evaluated. Proposals failing to meet one or more mandatory requirements of the RFP will be disqualified.

**6.6. Cost Bid Opening:** The Office of Purchasing will schedule a date and time to publicly open and announce cost proposals after technical evaluation has been completed and the Office of Purchasing has approved the technical recommendation of the evaluation committee. All cost bids received will be opened. Cost bids for disqualified proposals will be opened for record keeping purposes only and will not be evaluated or considered. Once opened, the cost proposals will be provided to the Department evaluation committee for cost evaluation.

The Office of Purchasing reserves the right to disqualify a proposal based upon deficiencies in the technical proposal even after the cost evaluation.

**6.7. Cost Evaluation:** The Department evaluation committee will review the cost proposals, assign points in accordance with the cost evaluation formula contained herein and make a final recommendation to the Office of Purchasing.

**Cost Evaluation Formula:** Each cost proposal will have points assigned using the following formula for all Vendors not disqualified during the technical evaluation. The lowest cost of all proposals is divided by the cost of the proposal being evaluated to generate a cost score percentage. That percentage is then multiplied by the points attributable to the cost proposal to determine the number of points allocated to the cost proposal being evaluated.

**Step 1:**  $\text{Lowest Cost of All Proposals} / \text{Cost of Proposal Being Evaluated} = \text{Cost Score Percentage}$

**Step 2:**  $\text{Cost Score Percentage} \times \text{Points Allocated to Cost Proposal} = \text{Total Cost Score}$

Example:

Proposal 1 Cost is \$1,000,000

Proposal 2 Cost is \$1,100,000

Points Allocated to Cost Proposal is 30

# REQUEST FOR PROPOSAL

## (Marshall University and MU25GRAPHICS)

Proposal 1: Step 1 –  $\$1,000,000 / \$1,000,000 =$  Cost Score Percentage of 1 (100%)  
Step 2 –  $1 \times 30 =$  Total Cost Score of 30

Proposal 2: Step 1–  $\$1,000,000 / \$1,100,000 =$  Cost Score Percentage of 0.909091 (90.9091%)  
Step 2 –  $0.909091 \times 30 =$  Total Cost Score of 27.27273

**6.8. Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State Department that may require registration.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Representative Name, Title)

\_\_\_\_\_  
(Contact Phone/Fax Number)

\_\_\_\_\_  
(Date)

**REQUEST FOR PROPOSAL**  
(Marshall University and MU25GRAPHICS)

**Attachment A: Cost Sheet/Pricing Page**

**MU25GRAPHICS**

Bidder Company Name: \_\_\_\_\_

All bidders must complete the pricing page. Items 12-18 (Items 1-7) are EXAMPLES ONLY. Please delete EXAMPLES and enter your details on these lines C - G, I, J, L - U, and any Notes in Column W. EXCLUDING H, K, & V - Those columns will auto-calculate with formulas based off your data entered in the other columns.

Pricing Submissions shall include how your company would be compensated for the Product & Services requested. Marshall expects complete transparency of all cost associated with the project. Itemized cost breakdown would be required to understand if any finished products would be categorized as fixed assets and what type of labor will be involved, along with any additional fees associated with the Totality of the Project.

If not using the Excel file, Bidders should follow the same data and formula ranges as listed on the Pricing Page Sheet/Tab in Columns H, K & V and line 8 column D.

**Note: If using Marshall's Excel file (this document), formulas are provided. Please follow these steps below:**

1. Please fill in the Supplier Details and information list on lines 5-7 in column D on the Pricing Page Sheet/Tab
2. Delete any pre-filled EXAMPLES for items 1-7 on lines 12 - 18 within the Pricing Page Sheet/Tab
3. Input your descriptions and details on the Pricing Page Sheet/Tab, including specific pricing, rates, terminology, and true data
4. Typical "Misc." charges - Describe items required to deliver products that are typically not included in your base estimates or may be needed as on-offs. (An example might be Scissors Lift Rentals or Window Washers.)
5. Line 8 Column C & D - on Pricing Page Sheet/Tab - Total Bid Amount will Auto-populate so you will not need to add anything here
6. As Mentioned above Pricing Page Sheet/Tab - you will not need to add any details in Columns H, K & V, as they will auto-populate.
7. If you need to insert additional lines, Right click on the numbers on the very far left of the page - fixed #'s you cannot change and hit "Insert"
8. Invoiceing details will be explained in another section of the bid documents package
9. If you need to insert additional lines, Right click on the numbers on the very far left of the page - fixed #'s you cannot change and hit "Insert"
10. Please make sure you pricing, sign, and date the very bottom of the Pricing Page Sheet/Tab, once you have entered in your data

**EXAMPLES:**

Item #	Name of Item	Description	Signage & Fabrication Fees			Labor/Installation Fees			Specification Details & Misc. Fees				Total Cost	Notes		
			QTY	UOM	Unit \$	Total Cost	Hours	Rate	Total Cost	Size	Application/Material/Finish	Installation details			Equipment	Misc. Fee
1	Cast Vinyl Metal Letter	Whitener Department/Metal in Women's softball locker room	1.00	ea.	\$150.00	\$150.00	3.5	18.0	\$63.00	120"W x 80"H	5 mil Cast Vinyl		Tooling	\$200.00	\$413.00	
2	Metal #2	Hillcrest Department/Metal on windows outside Men's Soccer Facility	3.00	ea.	\$200.00	\$600.00	8.0	24.0	\$192.00	40"W x 72"H	3 mil Calendared Vinyl		Hardware - Spacers and Wooden board	\$140.00	\$932.00	
3	Halo Lift Sign	Purchasing Department/Fabricated Metal Halo Lift Sign on jobs wall on right	5.00	pk.	\$80.00	\$400.00	8.0	32.0	\$256.00	48"	Halo Lift Metal - 18 Gauge, with Stainless Steel Alloy 304 Titanium Coated Brushed Gold		Hardware & Electric	\$1,534.00	\$2,190.00	
4	PTC Sign	Construction Department/Hanging PTC Sign for front entrance	4.00	ea.	\$11.00	\$44.00	2.0	13.0	\$26.00	90"L x 10"W x 120"H	3 Gatorboard		Hardware & Electric	\$1,932.00	\$2,002.00	Cheaper to keep rental for Project (totaly vs 2 days and return and new rental agreement with delivery charges
5	Window Decal	Aviation Department - Trim Windows on Hanger doors	20.00	fl.	\$12.00	\$240.00	5.3	15.0	\$78.75	20" W x 50"H	Cast Vinyl Oratof 751		Payment for Window Cleaner	\$180.00	\$498.75	
6	Band Fees	Performance Band at 1% - Listed under MSC				\$0.00			\$0.00					\$150.00	\$150.00	
7	Band Fees	COLUNA O				\$0.00			\$0.00					\$200.00	\$200.00	

**MUSEGRAPHICS**

Attachment A Pricing Page

Bidder Name: \_\_\_\_\_

Total Bid Amount (Auto populates - please do not adjust or add anything to column 8D) **\$6,385.75**

Item #	Name of Item	Description	Signage & Fabrication Fees			Labor/Installation Fees			Specification Details & Misc. Fees					Total Cost	Notes	
			QTY	Unit of Measure	Unit \$	Total Cost	Hours	Rate	Total Cost	Size	Application/Material/Finish	Installation details	Equipment			Misc. Details
1	Cast Vinyl/Mural #1	Athletics Department Mural in Tomark's softball locker room	1.00	ea.	\$150.00	\$150.00	3.5	18.0	\$63.00	120"W x 80"H	5 mil Cast Vinyl		Tooling	\$200.00	\$413.00	
2	Mural #2	Athletics Department Mural on windows outside Men's Soccer Facility	3.00	ea.	\$200.00	\$600.00	8.0	24.0	\$192.00	40"W x 72"H	3 mil Calendered Vinyl		Hardware - Spacers and Wooden board	\$140.00	\$932.00	
3	Halo Lit Sign	Firehousing Department Fabricated Metal Halo Lit Sign on first wall on right	5.00	pk	\$80.00	\$400.00	8.0	32.0	\$256.00	48"	Halo Lit Metal - 18 Gauge with Stainless Steel Alloy 304 Titanium Coated Brushed Gold	Run electric and fix any drywall repairs, paint, etc.	Hardware & Electric	\$1,534.00	\$2,190.00	
4	PVC Sign	Construction Department Hanging PVC Sign for front entrance	4.00	ea.	\$11.00	\$44.00	2.0	13.0	\$26.00	90"L x 10"W x 120"H	3 Gatorboard	Run electric \$1500, Scissors Lift Rental \$200, and build out pegs (hardware) \$252	Hardware & Electric	\$1,932.00	\$2,002.00	Cheapest to keep rental for Project totality vs 2 days rental cost and new rental agreement with delivery charges
5	Window Decal	Aviation Department - Trim Windows on Hanger doors	20.00	ft	\$12.00	\$240.00	5.3	15.0	\$78.75	20" W x 30"H	Cast Vinyl(Oxofol) 751	Aerial Lift \$100 & Window Cleaner \$80	Payment for Window Cleaner	\$180.00	\$498.75	
6	Band Fees	Blanket Band - Listed under MSC COLUMN Q				\$0.00			\$0.00					\$150.00	\$150.00	
7	Band Fees	Performance Band at 1% - Listed under MSC COLUMN Q				\$0.00			\$0.00					\$200.00	\$200.00	
8						\$0.00			\$0.00						\$0.00	
9						\$0.00			\$0.00						\$0.00	
10						\$0.00			\$0.00						\$0.00	
11						\$0.00			\$0.00						\$0.00	
12						\$0.00			\$0.00						\$0.00	
13						\$0.00			\$0.00						\$0.00	
14						\$0.00			\$0.00						\$0.00	
15						\$0.00			\$0.00						\$0.00	
16						\$0.00			\$0.00						\$0.00	
17						\$0.00			\$0.00						\$0.00	
18						\$0.00			\$0.00						\$0.00	
19						\$0.00			\$0.00						\$0.00	
20						\$0.00			\$0.00						\$0.00	
21						\$0.00			\$0.00						\$0.00	
22						\$0.00			\$0.00						\$0.00	
23						\$0.00			\$0.00						\$0.00	
24						\$0.00			\$0.00						\$0.00	
25						\$0.00			\$0.00						\$0.00	
26						\$0.00			\$0.00						\$0.00	









**MUSEGRAPHICS**

Attachment A Pricing Page

Bidder Name: \_\_\_\_\_

Total Bid Amount (data populated - please do not adjust or add anything to column 8D) \$6,385.75

LINES 12 - 18 (Items 1-7) are examples. Please delete examples and add your details here

Item #	Name of Item	Description	Signage & Fabrication Fees		Labor/Installation Fees		Specification Details & Misc. Fees					Total Cost	Notes			
			QTY	Unit of Measure	Unit \$	Total Cost	Hours	Rate	Total Cost	Size	Application/Material/Finish			Installation details	Equipment	Misc. Details
117					\$0.00	\$0.00									\$0.00	
118					\$0.00	\$0.00									\$0.00	
119					\$0.00	\$0.00									\$0.00	
120					\$0.00	\$0.00									\$0.00	
121					\$0.00	\$0.00									\$0.00	
122					\$0.00	\$0.00									\$0.00	
123					\$0.00	\$0.00									\$0.00	
124					\$0.00	\$0.00									\$0.00	
125					\$0.00	\$0.00									\$0.00	
126					\$0.00	\$0.00									\$0.00	
127					\$0.00	\$0.00									\$0.00	
128					\$0.00	\$0.00									\$0.00	
129					\$0.00	\$0.00									\$0.00	
130					\$0.00	\$0.00									\$0.00	
131					\$0.00	\$0.00									\$0.00	
132					\$0.00	\$0.00									\$0.00	
133					\$0.00	\$0.00									\$0.00	
134					\$0.00	\$0.00									\$0.00	
135					\$0.00	\$0.00									\$0.00	
136					\$0.00	\$0.00									\$0.00	
<b>TOTAL</b>						<b>\$1,434.00</b>									<b>\$615.75</b>	
<b>1</b>															<b>\$6,385.75</b>	

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**REQUEST FOR PROPOSAL**  
(Marshall University and MU25GRAPHICS)

**Attachment B: Bond Forms**

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, as Principal, and \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_ with its principal office in the City of \_\_\_\_\_, as Surety, are held and firmly bound unto the State  
of West Virginia, as Obligee, in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_) for the payment of which,  
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the  
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOW THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal  
attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform  
the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in  
full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no  
event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no  
way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby  
waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and  
Surety, or by Principal individually if Principal is an individual, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Principal Seal

\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_  
(Must be President, Vice President, or  
Duly Authorized Agent)

\_\_\_\_\_  
(Title)

Surety Seal

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
Attorney-in-Fact

**IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and  
must attach a power of attorney with its seal affixed.**

# PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_  
(Contractor name, complete address including ZIP Code and legal title)

as Principal, hereinafter called Contractor, and \_\_\_\_\_  
(Surety name and complete address including ZIP Code)

\_\_\_\_\_ a corporation organized and existing under  
the laws of the State of \_\_\_\_\_, with its principal office in the City of \_\_\_\_\_

as Surety, hereinafter called Surety, are held firmly bound unto \_\_\_\_\_  
(Owner name, complete address including ZIP Code and legal title)

as Obligee, hereinafter called Owner, in the amount of \_\_\_\_\_

Dollars (\_\_\_\_\_), for the payment whereof Contractor and Surety bind themselves, their heirs, executors,  
administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated \_\_\_\_\_  
\_\_\_\_\_ entered into a contract with Owner for \_\_\_\_\_

in accordance with drawings and specifications prepared by \_\_\_\_\_

which contract is by reference made a part hereof, and is hereinafter referred to as the CONTRACT.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if Contractor shall, promptly and faithfully Perform and CONTRACT,  
then this obligation shall be null and void, otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the Owner.

Whenever Contractor shall be, and declared by Owner to be in default under the CONTRACT, the Owner having performed Owner's obligations  
thereunder, the Surety may promptly remedy the default, or shall promptly:

1. Complete the CONTRACT in accordance with its terms and conditions, and
2. Shall save the Owner harmless from any claims, judgments, or liens arising from the Surety's failure to either remedy the default or to  
complete the CONTRACT in accordance with its terms and conditions in a timely manner.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein or the successors of  
Owner.

Signed and sealed this \* \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Principal Corporate Seal

\_\_\_\_\_  
(Contractor Name) (Seal)

BY: \_\_\_\_\_ (Seal)

(Must be President, Vice President, Owner, Partner, Manager, Member,  
or other duly Authorized Agent)

\_\_\_\_\_  
(Title)

Surety Corporate Seal

\_\_\_\_\_  
(Surety)

BY: \_\_\_\_\_ (Seal)

NOTE: Please attach Power of Attorney.

NOTE: Applicable sections of attached acknowledgments must be  
completed and returned as part of the bond.

APPROVED AG 07-15-2024

# ACKNOWLEDGMENTS

## Acknowledgment by Principal if individual or Partnership

1. STATE OF \_\_\_\_\_
2. County of \_\_\_\_\_ to-wit:
3. I, \_\_\_\_\_, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that \_\_\_\_\_  
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_
6. Notary Seal
7. \_\_\_\_\_  
(Notary Public)
8. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## Acknowledgment by Principal if Corporation

9. STATE OF \_\_\_\_\_
10. County of \_\_\_\_\_ to-wit:
11. I, \_\_\_\_\_, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that \_\_\_\_\_
13. who as, \_\_\_\_\_ signed the foregoing writing for
14. - a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_
16. Notary Seal
17. \_\_\_\_\_  
(Notary Public)
18. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## Acknowledgment by Surety

19. STATE OF \_\_\_\_\_
20. County of \_\_\_\_\_ to-wit:
21. I, \_\_\_\_\_, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that \_\_\_\_\_
23. who as, \_\_\_\_\_ signed the foregoing writing for
24. \_\_\_\_\_ a corporation,  
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_
26. Notary Seal
27. \_\_\_\_\_  
(Notary Public)
28. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## Sufficiency in Form and Manner of Execution Approved

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

By: \_\_\_\_\_  
Attorney General  
(Deputy Attorney General)



# ACKNOWLEDGMENT PREPARATION INSTRUCTIONS

1. IF PRINCIPAL IS AN INDIVIDUAL OR PARTNERSHIP, HAVE NOTARY COMPLETE LINES (1) THROUGH (8).
2. IF PRINCIPAL IS A CORPORATION, HAVE NOTARY COMPLETE LINES (9) THROUGH (18).
3. SURETY MUST HAVE NOTARY COMPLETE LINES (19) THROUGH (28).
4. **Notaries must:**

---

## ACKNOWLEDGMENT BY PRINCIPAL, IF INDIVIDUAL OR PARTNERSHIP

---

1. Enter name of State.
2. Enter name of County.
3. Enter name of Notary Public witnessing transactions.
4. Enter name of principal covered by bond if individual or partnership. (Must be Owner or General Partner of Sole Proprietorship or Partnership)
5. Notary enters date bond was witnessed. Must be the same as or later than signature date.
6. Affix Notary Seal.
7. Notary affixes his/her signature.
8. Notary enters commission expiration date.

---

## ACKNOWLEDGMENT BY PRINCIPAL IF CORPORATION

---

9. Enter name of State.
10. Enter name of County.
11. Enter name of Notary Public witnessing transactions.
12. Enter name of Corporate Officer signing bond.
13. Enter Title of Corporate Officer signing bond. (Must be President or Vice President of Corporation; Manager or Managing Member of Limited Liability Company)
14. Enter name of Company or Corporation.
15. Notary enters date bond was witnessed. Must be the same as or later than signature date.
16. Affix notary Seal.
17. Notary affixes his/her signature.
18. Notary enters commission expiration date.

---

## ACKNOWLEDGMENT BY SURETY

---

19. Enter name of State.
20. Enter name of County.
21. Enter name of Notary Public witnessing transactions.
22. Enter name of person having power of attorney to bind Surety Company.
23. Enter Title of person binding Surety Company.
24. Enter name of Insurance Company (Surety).
25. Notary enters date bond was witnessed. Must be the same as or later than signature date.
26. Affix Notary Seal.
27. Notary affixes his/her signature.
28. Notary enters commission expiration date.

---

## POWER OF ATTORNEY INSTRUCTIONS

---

Power of attorney for surety must be attached showing that it was in full force and effect on signature date indicated on the face of the bond. A corporate seal must also be affixed to the Power of Attorney form.

- a. Name of attorney in fact must be listed.
- b. Power of Attorney may not exceed imposed limitations.
- c. Certificate date, the signature date of bond must be entered.
- d. Signature of authorizing official must be affixed. (Signature may be facsimile).
- e. **Seal must be affixed.**

# LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_  
(Contractor name, complete address including ZIP Code and legal title )

as Principal, hereinafter called Contractor, and \_\_\_\_\_  
(Surety name and complete address including ZIP Code)

\_\_\_\_\_ a corporation organized and existing under  
the laws of the State of \_\_\_\_\_, with its principal office in the City of \_\_\_\_\_

as Surety, hereinafter called Surety, are held firmly bound unto \_\_\_\_\_  
(Owner name, complete address including ZIP Code and legal title)

as Obligee, hereinafter called Owner, for the use and benefit of claimants as herein below defined in the amount of  
\_\_\_\_\_ Dollars ( \_\_\_\_\_ ),

for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally,  
firmly by these presents.

WHEREAS, Contractor has by written agreement dated \_\_\_\_\_  
\_\_\_\_\_ entered into a contract with Owner for

\_\_\_\_\_ in accordance with drawings and specifications prepared by \_\_\_\_\_

which contract is by reference made a part hereof, and is hereinafter referred to as the CONTRACT.  
NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if Contractor shall, well and truly perform the contract, and shall pay off,  
satisfy and discharge all claims of subcontractors, labors, materialmen and all persons furnishing material or doing work pursuant to the  
CONTRACT and shall save Owner and its property harmless from any and all liability over and above the contract price thereof, between the Owner  
and the Contractor, for all of such labor and material, and shall fully pay off and discharge and secure the release of any and all mechanics liens  
which may be placed upon said property by any such subcontractor, laborer or materialmen, then this obligation shall be null and void. Otherwise, it  
shall remain in full force and effect.

Signed and sealed this \* \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Principal Corporate Seal

\_\_\_\_\_  
(Contractor Name) (Seal)

BY: \_\_\_\_\_ (Seal)  
(Must be President, Vice President, Owner, Partner, Manager, Member,  
or other duly Authorized Agent)

Surety Corporate Seal

\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Surety)

BY: \_\_\_\_\_ (Seal)

NOTE: Please attach Power of Attorney.

NOTE: Applicable sections of attached acknowledgments  
must be completed and returned as part of the bond.

# ACKNOWLEDGMENTS

## Acknowledgment by Principal if individual or Partnership

1. STATE OF \_\_\_\_\_
2. County of \_\_\_\_\_ to-wit:
3. I, \_\_\_\_\_, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that \_\_\_\_\_  
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_
6. Notary Seal \_\_\_\_\_ 7: \_\_\_\_\_  
(Notary Public)
8. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## Acknowledgment by Principal if Corporation

9. STATE OF \_\_\_\_\_
10. County of \_\_\_\_\_ to-wit:
11. I, \_\_\_\_\_, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that \_\_\_\_\_
13. who as, \_\_\_\_\_ signed the foregoing writing for
14. - a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_
16. Notary Seal \_\_\_\_\_ 17: \_\_\_\_\_  
(Notary Public)
18. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## Acknowledgment by Surety

19. STATE OF \_\_\_\_\_
20. County of \_\_\_\_\_ to-wit:
21. I, \_\_\_\_\_, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that \_\_\_\_\_
23. who as, \_\_\_\_\_ signed the foregoing writing for
24. \_\_\_\_\_ a corporation,  
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_
26. Notary Seal \_\_\_\_\_ 27: \_\_\_\_\_  
(Notary Public)
28. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## Sufficiency in Form and Manner of Execution Approved

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

By: \_\_\_\_\_  
(Deputy Attorney General)

Attorney General

## ACKNOWLEDGMENT PREPARATION INSTRUCTIONS

1. IF PRINCIPAL IS AN INDIVIDUAL OR PARTNERSHIP, HAVE NOTARY COMPLETE LINES (1) THROUGH (8).
2. IF PRINCIPAL IS A CORPORATION, HAVE NOTARY COMPLETE LINES (9) THROUGH (18).
3. SURETY MUST HAVE NOTARY COMPLETE LINES (19) THROUGH (28).
4. **Notaries must:**

---

### ACKNOWLEDGMENT BY PRINCIPAL, IF INDIVIDUAL OR PARTNERSHIP

---

1. Enter name of State.
2. Enter name of County.
3. Enter name of Notary Public witnessing transactions.
4. Enter name of principal covered by bond if individual or partnership. (Must be Owner or General Partner of Sole Proprietorship or Partnership)
5. Notary enters date bond was witnessed. Must be the same as or later than signature date.
6. Affix Notary Seal.
7. Notary affixes his/her signature.
8. Notary enters commission expiration date.

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### ACKNOWLEDGMENT BY PRINCIPAL IF CORPORATION

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9. Enter name of State.
10. Enter name of County.
11. Enter name of Notary Public witnessing transactions.
12. Enter name of Corporate Officer signing bond.
13. Enter Title of Corporate Officer signing bond. (Must be President or Vice President of Corporation; Manager or Managing Member of Limited Liability Company)
14. Enter name of Company or Corporation.
15. Notary enters date bond was witnessed. Must be the same as or later than signature date.
16. Affix notary Seal.
17. Notary affixes his/her signature.
18. Notary enters commission expiration date.

---

### ACKNOWLEDGMENT BY SURETY

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19. Enter name of State.
20. Enter name of County.
21. Enter name of Notary Public witnessing transactions.
22. Enter name of person having power of attorney to bind Surety Company.
23. Enter Title of person binding Surety Company.
24. Enter name of Insurance Company (Surety).
25. Notary enters date bond was witnessed. Must be the same as or later than signature date.
26. Affix Notary Seal.
27. Notary affixes his/her signature.
28. Notary enters commission expiration date.

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### POWER OF ATTORNEY INSTRUCTIONS

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Power of attorney for surety must be attached showing that it was in full force and effect on signature date indicated on the face of the bond. A corporate seal must also be affixed to the Power of Attorney form.

- a. Name of attorney in fact must be listed.
- b. Power of Attorney may not exceed imposed limitations.
- c. Certificate date, the signature date of bond must be entered.
- d. Signature of authorizing official must be affixed. (Signature may be facsimile).
- e. **Seal must be affixed.**

**REQUEST FOR PROPOSAL**  
(Marshall University and MU25GRAPHICS)

**Attachment C: Purchasing Affidavit**

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(j), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code §61-5-3*) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission expires \_\_\_\_\_, 20\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_

**REQUEST FOR PROPOSAL**  
(Marshall University and MU25GRAPHICS)

**Attachment D: Drug-Free Workplace Conformance  
Affidavit**



**State of West Virginia  
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT  
West Virginia Code §21-1D-5**

I, \_\_\_\_\_, after being first duly sworn, depose and state as follows:

1. I am an employee of \_\_\_\_\_; and,  
(Company Name)
2. I do hereby attest that \_\_\_\_\_  
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code** §21-1D.

The above statements are sworn to under the penalty of perjury.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_, TO-WIT:

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By Commission expires \_\_\_\_\_

(Seal)

\_\_\_\_\_  
(Notary Public)



**REQUEST FOR PROPOSAL**  
(Marshall University and MU25GRAPHICS)

**Attachment E: Interested Party Disclosure**

# West Virginia Ethics Commission



## Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by *W. Va. Code* § 6D-1-2)

Name of Contracting Business Entity: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_ Address: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Contract Description: \_\_\_\_\_

Governmental agency awarding contract: \_\_\_\_\_

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (*attach additional pages if necessary*):

**1. Subcontractors or other entities performing work or service under the Contract**

Check here if none, otherwise list entity/individual names below.

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

Check here if none, otherwise list entity/individual names below.

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

Check here if none, otherwise list entity/individual names below.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

***Notary Verification***

State of \_\_\_\_\_, County of \_\_\_\_\_:

I, \_\_\_\_\_, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_

**REQUEST FOR PROPOSAL**  
(Marshall University and MU25GRAPHICS)

**Attachment F: Bonfire Instructions**

# Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

## 1. Prepare your submission materials:

### Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: PDF (.pdf)	Multiple	Required

### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

## 2. Upload your submission at:

<https://marshall.bonfirehub.com/opportunities/173658>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Mar 25, 2025 3:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

### Important Notes:



Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

### **Need Help?**

Marshall University uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>