


<b>Request for Bid Proposal</b>		<b>Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100</b> Direct all inquiries regarding this order to: (304) 696-3498	<b>Bid# R2501663</b>  <b>Addendum No. 01</b>
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**Vendor:**

**For information call:**  
**Purchasing Contact:** Missy Workman  
**Phone:** (304) 696-3498  
**Email:** [workman57@marshall.edu](mailto:workman57@marshall.edu) & [purchasing@marshall.edu](mailto:purchasing@marshall.edu)

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>  03/20/2025	<b>MANDATORY PRE-BID MEETING:</b> March 13, 2025 @ 10:00AM. Meeting at Weisberg Applied Engineering Complex 1105 for <u>ALL BIDDERS</u>	<b>DEPARTMENT REQUISITION NO.</b>  <b>R2501663</b>	<b>BIDS OPEN:</b> 3/27/2025 at 3:00pm EST Broadcast via Teams: <a href="https://tinyurl.com/SnA-RR-Repair-R2501663Bid-Open">https://tinyurl.com/SnA-RR-Repair-R2501663Bid-Open</a>	<b>BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID</b>
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Item #	Quantity	Description	Unit Price	Extended Price
<p><b><u>ADDENDUM NO. 01</u></b></p> <p><b>Project Name: R2501663 Shock &amp; Awe Restroom Renovations Marshall University - Huntington, WV</b></p> <p><b>Purpose: To attach Meeting Minute Notes, Mandatory Pre-Bid Sign-In Sheet, Respond to Vendor's Technical Questions, and to attach an updated Bid Form of Proposal</b></p>				

**Total**

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

Bidder guarantees shipment from \_\_\_\_\_ within \_\_\_\_\_ days  
 Bidder's name Vendor \_\_\_\_\_

FOB \_\_\_\_\_ After receipt of order at address shown  
 Signed By \_\_\_\_\_

Terms \_\_\_\_\_  
 Typed Name \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Street Address \_\_\_\_\_

\_\_\_\_\_ City/State/Zip \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

BOG 43 \_\_\_\_\_ Fein \_\_\_\_\_

# SOLICITATION NUMBER:

## Addendum Number:

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

### **Applicable Addendum Category:**

Modify Bid Ppening Date and Time

Modify Specifications of Product or Service being sought

Attachment of Vendor Questions and Responses

Attachment of Pre-Bid Sign-in Sheet

Attachment of Pre-Bid Meeting Minute Notes

Correction of error

Other

### **Description of Modification to Solicitation:**

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

### **NO OTHER CHANGES**

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

### **Terms and Conditions:**

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

**SECTION 009111  
ADDENDUM NUMBER 1**

**PARTICULARS**

**1.01 DATE: MARCH 18, 2025**

**1.02 PROJECT: MU-RESTROOM REPAIRS**

**1.03 OWNER: MARSHALL UNIVERSITY**

**1.04 ARCHITECT: PICKERING ASSOCIATES**

**TO: PROSPECTIVE BIDDERS:**

**2.01 THIS ADDENDUM FORMS A PART OF THE CONTRACT DOCUMENTS AND MODIFIES THE ORIGINAL PROCUREMENT DOCUMENTS DATED JANUARY 24, 2025, WITH AMENDMENTS AND ADDITIONS NOTED BELOW.**

**2.02 ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED IN THE BID FORM. FAILURE TO DO SO MAY DISQUALIFY THE BIDDER.**

**2.03 THIS ADDENDUM CONSISTS OF 7 PAGES AND THE FOLLOWING DRAWINGS:**

- A. Pre-Bid Meeting Minutes
- B. Pre-Bid Sign In Sheet
- C. Bid Form
- D. Contractor Questions

**CONTRACTOR QUESTIONS**

**IS THERE A BUDGET FOR THE PROJECT?**

Answer: A budget has not been established.

**WHEN WILL CONSTRUCTION START?**

As soon as the Purchase Order is issued.

**CAN YOU PROVIDE THE EXISTING FIRE ALARM MANUFACTURER NAME FOR EACH OF THE FOUR BUILDINGS?**

Answer:

- 1. Science Building - Notifier
- 2. Drinko Library - Notifier
- 3. Harris Hall - Notifier
- 4. Morrow Library - Notifier

**END OF SECTION 009111**



Architects • Engineers • Surveyors

### Mandatory Pre-Bid Meeting Minutes

Project Name: Restroom Renovations Project Project Number: 2243008  
Date: March 13, 2025 Time: 10:00 AM  
Locations: Harris Hall, Science Building, Morrow Library, Drinko Library  
City: Huntington, WV  
Pickering Associates Rep: Sean G. Simon, AIA, NCARB

#### 1. Introductions

- a) Marshall
- b) Pickering Associates

#### 2. Site Safety & Access

- a) Parking is very limited.
- b) Access.
- c) No Smoking or tobacco use inside the building or on the roof.
- d) Barricades / Temporary Partitions / Security – responsibility of the contractor.
- e) Field Office – is not required.
- f) Temporary Utilities – contractor can use/connect to existing utilities at no cost to contractor.
- g) Working Hours 7:00 – 5:00.

#### 3. Project Overview

- a) Project to be awarded as a Lump Sum single prime bid. Bid Form asks for cost per building so the Owner can track operational costs.
- b) Restroom Renovations as described in the Scope of Work.
- c) Material products specified are to match existing maintenance stock. Substitutions will not be accepted.

#### 4. Unit Prices – None..

#### 5. Alternates – None.

#### 6. Bids Opening

- a) Bids are due to Marshall's Purchasing by 3:00 PM on March 27, 2025.
- b) Bid must include supplements as listed on the Bid Form.

#### 7. Contract time

- a) Contractor shall be Substantially Complete by October 30, 2025.



*Architects • Engineers • Surveyors*

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**8. Time Restrictions**

- a) Typical work hours to be from 7:00 AM to 5:00 PM. Night and weekend work hours are possible, but must be scheduled ahead of time.

**9. Questions/Clarifications**

- a) Final questions and clarifications must be submitted in writing to the Purchasing Dept. at Marshall University by **9:00** am on March 18, 2025.

**10. Site Visit**

- a) Will occur after Pre-Bid meeting.



Architects • Engineers • Surveyors

Meeting Sign-In Sheet

Client Name: Marshall University

Date: 3.13.25 @ 10:00 AM

Project Name: Shock & Awe - Restroom Renovation Project

Project Number: 2243008, 2243008.4, 2243008.5, 2243008.6

Meeting Location: Weisberg Applied Engineering - Room 1105

Project Location: Huntington, WV

Purpose: Mandatory Pre-Bid Meeting

	Company	Representative	Phone	E-Mail
1.	Pickering Associates	Sean G. Simon, AIA, NCARB	304.991.6275	ssimon@pickeringusa.com
2.	JARRETT Const Svs.	ED TYSON	304 344 9140	Bill.LONG@jarrett.construction.com
3.	JANHILL CONSTRUCTION	PHIL DAVIS	304 719 2153	PHIL.DAVIS@JANHILLCONSTRUCTION.COM
4.	W.B. Fosson & Sons Inc.	Jeremiah Adkins	(606) 744-4292	Jeremiah.adkins@wbfosson.com
5.	W.B. Fosson & Sons Inc.	Kenneth Tackett	606 483-0164	KTackett@wbfosson.com
6.	<del>JARRETT</del>			
7.	<del>JARRETT</del>			
8.	Start to Finish Construction, LLC	Stanley Kinder	304-982-2392	stan.kinder10@outlook.com
9.	E.P. Leach & Sons	James & Ryan Leach	304-523-7560	office@epleach.com
10.	Geiger Brothers Inc	Charles Meyers	304-710-5917	cmeyers@geigerbrothers.com
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## BID FORM OF PROPOSAL

Marshall University Office of Purchasing  
Old Main 125  
One John Marshall Drive  
Huntington, WV 25755

Requisition Number: R2501663  
Project Description: MU Shock & Awe  
Restroom Renovations  
Issue Date: \_\_\_\_\_

### COMPANY/VENDOR ("BIDDER") INFORMATION:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

**W Va. Code §5-22-1:** The apparent low bidder on a contract valued at more than \$250,000 for the construction, alteration, decoration, painting or improvement of a new or existing building or structure shall submit a list of all subcontractors who will perform more than \$25,000 of work on the project including labor and materials. This information shall be provided to the within one business day of the opening of bids for review prior to the awarding of a construction contract. Failure to submit the subcontractor list within one business day after the deadline for submitting bids may result in disqualification of the bid. The list shall include the names of the bidders and the license numbers.

**Special Instructions:** The bid/proposal process is highly controlled. To protect the integrity of the process, any questions or clarifications regarding this Request for Bid/Proposal must be handled through the Marshall University Office of Purchasing.

### BASE BID INFORMATION:

The undersigned, hereinafter call the Bidder, being familiar with and understanding the Bidding documents and having examined the project site and being familiar with all local conditions affecting the Project, hereby proposes to furnish all labor, material, equipment, supplies, and transportation, and to perform all Work in accordance with the Bidding Documents within the time set forth therein, for the sum of:

**BASE BID:** \_\_\_\_\_  
Written Amount

**BASE BID (NUMERICAL):**

\_\_\_\_\_  
Amount to be shown in both words and numbers, in the event of a difference between the written amount and the number amount, the written amount shall prevail.

## BID FORM OF PROPOSAL

**SPECIFIC BID INFORMATION:**

Each building should be priced separately in the table below with the project total being written in the Base Bid Information section on the previous page

Building Name	Description	Amount
Science Building		
Drinko Library		
Harris Hall		
Morrow Library		



## BID FORM OF PROPOSAL

WV \_\_\_\_\_

### COMPANY/VENDOR ("BIDDER") SIGNATURE:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

**ADDENDUM ACKNOWLEDGEMENT  
FORM SOLICITATION NO.:**

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.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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