


Request for Bid		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-2823		Bid # R2000101	
Vendor:				For information contact: Buyer: Becky Neace Neace15@marshall.edu and purchasing@marshall.edu Phone: (304) 696-2823	
FEIN/SSN:		Phone		Fax:	
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, SIGNED, AND UPLOADED INTO BONFIRE PORTAL, AND RECEIVED 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 each item contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.					
DATE 7/10/2019		DELIVERY IS REQUIRED NO LATER THAN		DEPARTMENT REQUISITION NO.	
				BID OPENS: July 17, 2019 3:00 PM	
				BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID	
Item #	Quantity	Description			Unit Price
		<u>Addendum No. 1</u> Project: Moving Services Date: July 17, 2019 Time: 3:00 PM The purpose of this addendum is to modify and/or clarify project requirements and/or specifications. Receipt of this Addendum must be acknowledged in the space provided below.			
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 opening 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/Printed Name _____

Title _____

Email _____

FEIN _____

Street Address _____

City/State/Zip _____

Date _____ Phone _____

R2000101 Moving Services

Phase 1 General inventory list for office equipment (given in approximation only)

10 5' bookcases
12 large printer boxes
3 wardrobe size boxes
10 2-drawer lateral file cabinets
2 5-drawer lateral file cabinets
12 double door cabinets
5 tall file cabinets
2 mini fridges
27 shelving units
900 boxes measuring 10"x12"x15"
250 boxes measuring 26"ishx15"x5"
100 boxes measuring 16"x18"x12"
50 plastic bins up to 26"x20"x20"
2 large rugs
26 artwork pieces in artwork boxes – most averaging 26"x30" (largest is 57"x39")

Phase 2 Research equipment and components (given in approximation only)

All research equipment and components shown during the mandatory pre-bid conference.

Boxes for Phase 2 will be in close approximation to Phase 1