


Request for Bids	 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3157	Bid # MU18CREMATION				
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Vendor: Phone: </td> <td style="width: 50%; vertical-align: top;"> For information call: Buyer: Tracey Brown-Dolinski Marshall University Old Main Room 125 Huntington, WV 25755 Email: browndolinsk@marshall.edu and purchasing@marshall.edu </td> </tr> <tr> <td style="vertical-align: top;"> FEIN/SSN: </td> <td style="vertical-align: top;"> Fax: </td> </tr> </table>			Vendor: Phone:	For information call: Buyer: Tracey Brown-Dolinski Marshall University Old Main Room 125 Huntington, WV 25755 Email: browndolinsk@marshall.edu and purchasing@marshall.edu	FEIN/SSN:	Fax:
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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, THE BID WILL BE SUBMITTED IN BONFIRE, SIGNED, AND RECEIVED ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. Prices will be based on units specified. 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 PRINTED ON THE REVERSE SIDE HEREOF AND AS SET FORTH HEREIN.						
DATE 1/26/2018	DELIVERY IS REQUIRED NO LATER THAN 3:00 PM on January 30, 2018	DEPARTMENT REQUISITION NO. MU18CREMATION	BIDS OPEN: 3:00 PM on January 30, 2018	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID		
Item #	Quantity	Description	Unit Price	Extended Price		
<u>ADDENDUM 1</u> Bid Number: MU18CREMATION Bid Time and Date: January 30, 2018 at 3:00PM The purpose of this addendum is to modify/clarify bid specifications and respond to written questions. Addenda must be signed and included with your RFB response.						
Total						

To the Office of Purchasing,

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

Bidder guarantees shipment from _____

within _____ days

FOB _____ After receipt of order at address shown

Terms _____

Bidder's name Vendor _____

Signed By _____

Typed Name _____

Title _____

Street Address _____

City/State/Zip _____

Date _____

Phone _____

Fein _____

1. I know you will supply cardboard containers and all necessary paperwork, but do you also supply the Cremation Permit that we typically get from the Chief Medical Examiner's Office to cremate a human body. Is there also a permit for body parts, many parts of separate bodies that may be within the cardboard container?

Once completed Marshall University will place body and associated parts in a standard cremation tray. Each body is boxed separately and must remain so during the cremation process.

Occasionally, we have a mix of parts from several bodies that are boxed together as mixed anatomical parts.

Marshall University shall provide the necessary burial transfer permits with each box. After award the university will check on the difference between the burial transfer permit and the cremation permit.

2. We are already registered with the State of West Virginia as we transport and cremate for the state. Do we need to register with the state in a different manner to cremate for MU?

Vendor registration is not required at this time. Once a successful award is issued registration is required if not previously registered.

3. Unit Price per Cremation Container - are you asking about the Urn costs to the state or the fiberboard cremation container costs to the state that we use to cremate our bodies in?

The cremation container provided by the vendor is the box in which the cremains are returned to Marshall University. Generally, this is a small black plastic box. The cremains and identifying tag and cremation paperwork must be in the container when it is returned to Marshall University. The price is Marshall Universities reimbursement to vendor for this container.