

Request for Proposal		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3157		Proposal# MU19POUR	
Phone: Fax:		For information contact: Buyer: Tracey Brown-Dolinski Phone: (304) 696-3157 browndolinsk@marshall.edu and purchasing@marshall.edu			
FEIN/SSN:					
Sealed requests for proposals furnishing services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, unless otherwise noted herein, THE PROPOSAL WILL BE SUBMITTED INTO THE BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE PROPOSAL OPENING. The Institution reserves the right to accept or reject proposals separately or as a whole, to reject any or all proposals, to waive informalities or irregularities and to contract as the best interests of the Institution may require. PROPOSALS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.					
DATE 05/28/19		DELIVERY REQUIREMENTS	DEPARTMENT REQUISITION NO.	PROPOSALS OPEN: 06/07/19 @ 3:00 p.m.	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
Item #	Quantity	Description			Unit Price
		ADDENDUM #4 BEST AND FINAL OFFER Contract for Pouring Rights Deadline for Best & Final Offers: 3:00 p.m. on Friday, June 7, 2019			
Total					

To the Purchasing Department,

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
 Terms _____
 After receipt of order at address shown

BOG 43

Bidder's name Vendor _____
 Signed By _____
 Typed Name _____
 Title _____
 Street Address _____
 City/State/Zip _____
 Date _____ Phone _____
 Fein _____

REQUEST FOR BEST AND FINAL OFFER

Marshall University is requesting a best and final offer for RFP# MU19POUR

The evaluation committee conducted a preliminary evaluation of proposals and discussions were held with proposers for the purpose of clarifying the project requirements.

Best and Final Offers must be received by the Office of Purchasing no later than the deadline specified above.

Responses must be submitted into the Bonfire portal at
<https://marshall.bonfirehub.com/opportunities/13036>

The Best and Final Offer:

Proposers are instructed to submit financial proposals for University Pouring Rights to address the following information.

The best and final offer should not include any reduction and or reallocation from any area from the original bid.

The University will accept increases to the original bid as an unassigned pool of funds with the allocation to be determined by the University.

Best and Final Offers will be evaluated as an adjustment to scores already received by proposers on their original proposal response.

Marshall University reserves the right to conduct additional discussions after submission of Best and Final Offers. If proposers do not submit a Best and Final Offer, their original proposal will be considered their Best and Final Offer.



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	Instructions
Financial Workbook (BT-01GJ)	BidTable: Excel (.xlsx)	1	Received	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.
Proposal	File Type: PDF (.pdf)	Multiple	Received	
Addendum 4 Best & Final Offer	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/13036>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jun 07, 2019 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: Internet Explorer 11, 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 for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>