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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Request**  **for Bids** | | | MU newlogo | **Marshall University**  **Office of Purchasing**  **One John Marshall Drive**  **Huntington, WV 25755-4100**  **Direct all inquiries regarding this order to: (304) 696-2820** | | | | **Bid #**  R1601592  Addendum 1 | |
| **Vendor:** | | | | **Phone:**  **Fax:** | | **For information call:**  **Purchasing Contact:** Virginia M. Campbell-Turner  **Phone:** (304) 696-2820 campbell@marshall.edu | | | |
| **FEIN/SSN:** | | | |
| **Sealed requests for bids furnishing services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR**  **AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED IN BONFIRE ON OR BEFORE THE DATE AND TIME SHOWN FOR**  **THE BID OPENING. The Institution reserves the right to accept or reject bids 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 GENERALTERMS AND CONDITIONS AS SET FORTH HEREIN.** | | | | | | | | | |
| **DATE**  4/18/2016 | | DELIVERY IS REQUIRED NO LATER THAN | | | **DEPARTMENT**  **REQUISITION NO.** | | BIDS OPEN:  3:00 PM on April 25, 2016 | | **BIDDER MUST ENTER**  **DELIVERY**  **DATE FOR**  **EACH ITEM BID** |
| Item # | Quantity | Description | | | | | | Unit Price | Extended Price |
|  |  | ADDENDUM 1  Project Name: Cisco Equipment  Bid Time and Date: April 25, 2016 3:00 PM.  The purpose of this addendum is to modify/clarify project specifications and respond to written questions  All addenda must be signed and included with your RFB. | | | | | |  |  |
|  |  |  | | | | | | **Total** |  |

**RFB No. R1601592 Addendum No. 1** Page 2

1. **Q. Will Marshall consider an extension to the due date to a later date?**
2. **An extension to the bid opening date and time is not feasible. The minimum time allowed for bid responses is now five (5) days after advertisement. This bid was released the day the ad ran, April 12, 2016, and will not be opened and recorded till April 25, 2016 at 3:00 PM. Thirteen (13) days were given for the vendors to respond.**
3. **Q. Is it the expectation that upon award Marshall will enter into a written contractual agreement with the approved vendor of which the negotiated terms including those of the RFP will be incorporated into the agreement?**
4. **This request is for a direct purchase. Section 2.8 is for additional quantities within a three month time frame from the award of the purchase order/contract, not to exceed 5% of the bid amount. The Purchase Order with reference to the RFB section will serve as a contract.**

**Vendor must answer “yes or no” for Section 2.8.**

## **Section 2.8 *Now Reads*:**

## Additional Quantities

The department may need to order miscellaneous quantities of these items within three months’ time from award of purchase order/contract. Please indicate if you would or would not be able to offer bid price for these miscellaneous items, not to exceed five percent of the **total bid amount**.

🞎Yes or 🞎No

Please note that your response will not change the outcome of the award.

**Section 2.8 *Change to Read*:**

Additional Quantities

The department may need to order miscellaneous quantities of these items within three months’ time from award of purchase order/contract. Please indicate if you would or would not be able to offer bid price for these miscellaneous items, not to exceed five percent of the **bid amount of each item.**

🞎Yes or 🞎No

Please note that your response will not change the outcome of the award.

1. **Q. Are we able to make changes to the technical portions of the bid?**

1. **Vendor may offer alternate on the technical portion of the bid. However, alternate items are not acceptable and its specification cannot be changed.**
2. **Cost Sheet**

The former cost sheet contains greyed-out areas. The greyed-out areas have been removed on the revised cost sheet posted at <http://www.marshall.edu/purchasing/resources/bids-and-proposals/> entitled “Revised Cost Sheet”.