

Request for Bid Proposal		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	Bid# 00173492
		Direct all inquiries regarding this order to: (304) 696-3498	Addendum No. 03

Vendor:	For information call: Purchasing Contact: Missy Workman Phone: (304) 696-3498 Email: workman57@marshall.edu & bidquestions@marshall.edu
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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, 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.

DATE 7.31.2026	MANDATORY PRE-BID MEETING: July 9, 2026 at 10:00 AM Charleston Airport - Bill Noe Flight School Room 102 (See address below) ALL BIDDERS MUST ATTEND	DEPARTMENT REQUISITION NO. 00173492	BIDS OPEN: August 6, 2026 at 3:00 pm est. Broadcasting via Teams link: https://tinyurl.com/MU-Noe-Flight-School-bid-open	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
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Item #	Quantity	Description	Unit Price	Extended Price
		<u>ADDENDUM NO. 03</u> <u>Project Name:</u> 00173492 Marshall University Bill Noe Flight School New Hangar and Classrooms Charleston, West Virginia <u>Purpose:</u> Revised and attached the Bid Form of Proposal <u>Reminder:</u> Architectural & Engineering bidding documents may be obtained from C&B Blueprint and Procurement Bidding documents can be found on these sites: https://marshall.bonfirehub.com/opportunities/240827 https://www.marshall.edu/procurement-services/resources/bids-and-proposals/ All other terms and conditions of the solicitation remain unchanged and in full force and effect		

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 _____

Email _____

Street Address _____

City/State/Zip _____

Date _____ Phone _____

Fein _____

SOLICITATION NUMBER:

Addendum Number:

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 Opening 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.

BID FORM OF PROPOSAL

Marshall University Procurement Services

Old Main 125

One John Marshall Drive

Huntington, WV 25755

Requisition Number: **00173492**

Project Description: **Marshall University Bill Noe
Flight School New Hangar and Classrooms**

Date: **July 31, 2026**

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 Procurement Services.

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 (NUMERICAMOUNT):

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

ALTERNATES: Bidder shall fill in the applicable blank with an increased or decreased bid amount and indicate which by **checking the word “ADD” or the word “DEDUCT” as applicable.** Marshall University reserves the right to accept or reject any or all bid amounts for Alternates, in whole or in part, and in any order. Such acceptance may affect lowest responsible and responsive bid chosen by Marshall University

If no change in the bid amount is required, indicate "No Change" or "\$0."

Failure to make an entry or an entry of "No Bid," "NI A," or similar entry on any Alternate shall cause the Bid to be rejected as non-responsive if that Alternate is selected by Marshall University.

Any statement of an amount for an alternate which has not been identified by checking the word ADD or DEDUCT, as applicable, shall reconsidered an ADD.

Marshall University may request additional alternates to be priced by the Bidder, if applicable, Marshall University shall include an additional Attachment to this Bid Form of Proposal indicating the additional requested alternates.

Marshall University has initially requested 1 alternates relating to this project.

Description:

High Performance Coating Applied to the Marshall University roof logo. Furnish materials, equipment, labor, and supervision necessary to prepare, paint, and protect Marshall University Logo on the Hangar Roof

Alternate No: ONE

CHECK ONE: ADD ☐ DEDUCT ☐

Written Amount:

Numerical Amount:

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

ALLOWANCES BID INFORMATION: 00173492

The amount of each Allowance shall be included in the Base Bid amount. Allowances shall be used solely for the purpose of determining the adjustment to the Contract Sum for the difference between the amount of the Allowance and the actual cost of the related Work provided.

Marshall University may notify Bidder of additional Allowance to be included in the Base Bid amount, if applicable, Marshall University shall include an additional Attachment to this Bid Form of Proposal indicating the additional allowances to notify Bidder.

Marshall University has initially included 2 Allowances to be included by Bidder in the Base Bid Amount relating to this project.

Allowance Number	Description	Amount
1	Site Development: Include Allowance for 400 cubic yards of undercut and backfilling with engineered structural fill as noted in the Geo-Technical Report	
2	Foundations: Include Allowance for 40 cubic yards of over-excavation below bearing elevation and backfill with lean concrete as noted in the Geo-Technical Report	

BID FORM OF PROPOSAL

UNIT PRICES BID INFORMATION:

The amount of each Allowance shall be included in the Base Bid amount. Allowances shall be used solely for the purpose of determining the adjustment to the Contract Sum for the difference between the amount of the Allowance and the actual cost of the related Work provided.

Marshall University may notify Bidder of additional Allowance to be included in the Base Bid amount, if applicable, Marshall University shall include an additional attachment to this Bid Form of Proposal indicating the additional allowances to notify Bid.

Unit Price	Description	Amount
1	Concrete for Building's Foundations: Description: Material and Labor for add/deduct pending final foundation design for concrete foundations Unit of Measurement: Per (1) One Cubic Yard of Concrete	
2	Rebar for Building's Foundations: Description: Material and Labor for add/deduct pending final foundation design for concrete foundations Unit of Measurement: Per (1) One Ton of Rebar	

BID FORM OF PROPOSAL

**COMPANY/VENDOR (“BIDDER”) WEST VIRGINIA CONTRACTOR’S
NUMBER:** _____

COMPANY/VENDOR (“BIDDER”) SIGNATURE:

Authorized Signature

Printed Name and Title of Authorized Representative

Date

Phone Number

Fax Number

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:
(If Applicable)

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)

- | | |
|---|--|
| ☐ Addendum No. 1 | ☐ Addendum No. 6 |
| ☐ Addendum No. 2 | ☐ Addendum No. 7 |
| ☐ Addendum No. 3 | ☐ Addendum No. 8 |
| ☐ Addendum No. 4 | ☐ Addendum No. 9 |
| ☐ Addendum No. 5 | ☐ 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 acknowledgement should be submitted with the bid to expedite document processing.

Submission Instructions for Suppliers

00173492 Marshall University Bill Noe Flight School New Hangar and Classrooms

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials: Requested for Bid

Name	Type	# Files	Requirement
RFB	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/240827>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Thursday, Aug 6, 2026 2:59 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: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help? <https://procurement-help.eunasolutions.com/hc/en-us>

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://vendorsupport.gobonfire.com/hc/en-us>