

Request for Bid Proposal		Marshall University Procurement Services One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3498	Bid# MU27MAUTT Addendum No. 01	
Vendor:		For information call: Procurement Contact: Missy Workman Phone: (304) 696-3498 Email: workman57@marshall.edu & bidquestions@marshall.edu		
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 9.3.2026	DEPARTMENT REQUISITION NO. MU27MAUTT	BIDS OPEN: 9.17.2026 at 3:00 PM EST. Broadcast via Teams Link below: https://tinyurl.com/MU27MAUTT	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID	
Item #	Quantity	Description	Unit Price	Extended Price
		<u>ADDENDUM NO. 01</u> <u>Project:</u> MU27MAUTT Comprehensive Full-Service Maintenance, Inspection, Preventative Maintenance, and Repair for Marshall University Twin Towers West MAU #4 and Twin Towers East MAU #6, located on the 15th Floor in Huntington, West Virginia <u>Purpose:</u> This addendum represents the questions received to date and mandatory pre-bid sign-in sheet. Reminder: Bidders are responsible for monitoring the solicitation for additional addenda(s) and acknowledge receipt of all addenda(s) issued, and incorporating all applicable information into their bids. A Bid checklist is provided in the Solicitation. Bid Opening: 9.17.2026 3:00 PM via Teams: https://tinyurl.com/MU27MAUTT Marshall University Procurement Bidding documents can be found on these two sites: 1. https://marshall.bonfirehub.com/opportunities/244155 2. 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 Procurement Services,
 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 _____
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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.



Addendum No. 01

Questions and Answers Request for Bid (RFB)

MU27MAUTT Comprehensive Full-Service Maintenance, Inspection, Preventative Maintenance, and Repair for Marshall University Twin Towers West MAU #4 & Twin Towers East MAU #6

No Questions Submitted



PROJECT MANDATORY PRE-BID MEETING SIGN-IN SHEET

PROJECT NO.: MU27MAUTT PROJECT NAME: MU Comprehensive Maintenance, Inspection,
PM & Repair Twin Towers MAU #4 & #6

MEETING LOCATION: Drinko Library Room #349

DATE: July 30, 2026 @ 10:00 AM

Please write legibly:

#	NAME	TITLE	REPRESENTING	PHONE	CELL	EMAIL
1.	Robert Eastham	AS - Director	MU	304-633-5086		eastthoma@marshall.edu
2.	Harry Main	Operational mgr.	Energy Transfer solutions	304-963-3644		harrym@ETS HVAC. com
3.	Nick Day	area service manager	Casto	304-282-1316		NDay@castotech.com
4.	Rich Burgraff	Account manager	Casto Tech.	304 545 3489		Rburgraff@Castotech.com @NitoCS.com
5.	Nick Hughes	HVAC Tech	Nito CS	304-674-5840		Nhughes@NitoCS.com
6.	Eric Watts	HVAC Tech Marshall	MU	304-633-4988		Watts 42@Marshall.edu
7.						
8.						
9.						
10.	Michelle Wheeler	CPO	Marshall University	304.696.3498		Michelle.Wheeler@Marshall.edu

Email all questions to Bidquestions@Marshall.edu

Please leave your business cards if you have them

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.