| **Expression of Interest Addenda 01** | **Marshall University<br>Procurement Services<br>One John Marshall Drive<br>Huntington, WV 25755-4100** | **EOI# MU27MSCROOF<br>Addendum No. 01** |
|---|---|---|

**Vendor:**

**For information call:**
**Purchasing 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**<br>11.19.2026 | | **DEPARTMENT REQUISITION NO.**<br>**MU27MSCROOF** | **EOI OPENS:**<br>Dec. 3, 2026 @ 3:00 PM EST via Teams Link:<br>**https://tinyurl.com/MU27MSCROOF** | **BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID** |
|---|---|---|---|---|
| **Description** | | | | |

# ADDENDUM NO. 01

## Project Details:

**Addendum 01 | Solicitation No. MU27MSCROOF**

Expression of Interest (EOI) for Architectural and Engineering (A/E) Full Design and Construction Administrative Services Marshall University Memorial Student Center Roof Replacement Shock & Awe (Huntington, WV)

## Purpose:

This addendum provides Marshall University's official responses to Supplier questions and the non-mandatory site visit sign-in sheet pursuant to the EOI solicitation. All other original solicitation terms and specifications remain unchanged.

## Solicitation Documents & Acknowledgment:

Marshall University Procurement Services solicitation documents can be found on these two sites:

1. https://marshall.bonfirehub.com/opportunities/
2. https://www.marshall.edu/procurement-services/resources

Firms must monitor for additional addenda, acknowledge receipt of all addenda, and incorporate this information into their EOI submissions using the provided Submission Checklist

**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 _____

SOLICITATION NUMBER: MU27MSCROOF

Addendum Number: 1

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.

1. Non-Mandatory Site Visit Sign-in Sheet Attached
2. Questions and Responses Attached

**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.

MARSHALL UNIVERSITY
Procurement Services

# Addendum No. 01
## Questions and Answers Request for Bid (RFB)
## MU27MSCROOF Marshall University Memorial Student Center Roof Replacement Shock & Awe

**Q1. Where can I find the details for this Roof EOI project and future MU projects?**

A1. Please check out our two sites:

- ✓ https://marshall.bonfirehub.com/opportunities/
- ✓ https://www.marshall.edu/procurement-services/resources/bids-and-proposals/

**Q2. Does the existing roof under the current EPDM roof contain any hazardous materials such as asbestos? Is a hazardous material report available for review?**

A2. No Hazardous Report Available

**Q3. Are there any Union Labor requirements to this contract?**

A3. No

**Q4. Is there an engineer's estimate or budget/range for this project?**

A4. No

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Procurement Services

**ADDENDUM ACKNOWLEDGEMENT FORM**
**SOLICITATION NO.:** Addendum 01
**(If Applicable)** MU27MSCROOF
Marshall University Memorial Student Center Roof Replacement Shock & Awe

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)*

- [x] Addendum No. 1
- [ ] Addendum No. 2
- [ ] Addendum No. 3
- [ ] Addendum No. 4
- [ ] Addendum No. 5
- [ ] Addendum No. 6
- [ ] Addendum No. 7
- [ ] Addendum No. 8
- [ ] Addendum No. 9
- [ ] 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.

# MARSHALL UNIVERSITY

## PRE-BID MEETING SIGN-IN SHEET

**PROJECT NO:** MU27MSCROOF **PROJECT NAME:** Marshall University Memorial Student Center Roof Replacement S&A

**MEETING PLACE:** Main Campus by Fountain and MSC

**DATE:** 11.10.2026

**Legibly Write Please:**

| # | NAME | TITLE | REPRESENTING | PHONE | EMAIL |
|---|---|---|---|---|---|
| 1. | Cliff Kay | Designer | Williamson Shriner Architects | 304-345-1060 | CKay@wsarch.com |
| 2. | Jarrett Smith | MU Project Mgr | MU | 304-881-2659 | Smith1866@marshall.edu |
| 3. | SEAN SIMON | PRINCIPAL ARCHITECT | PICKERING | 304. 991. 6275 | SSIMON@PICKERINGUSA.COM |
| 4. | HEATH FAIN | CONSTRUCTION ADMIN | MCKINLEY ARCHITECTS & ENG | 304-932-7177 | hfain@mckinleydelivers.com |
| 5. | Debra Shockley | QC/specs | Ross Tarrant Architects | 8592544010 | dshockley@rosstarrant.com |
| 6. | SILKE BECKER | PRINCIPAL | ROSS TARRANT ARCH | 859 254 4016 | SBECKER@ROSSTARRANT.COM |
| 7. | WAYNE COWAN | SR PM/QA MGR | MORRIS HARTSHORN | 859 619-7822 | WCOWAN@MORRISHARTSHORN.C |
| 8. | MARK T. ZACHWIEJA | ARCHITECT | ZACHWIEJA WORKMAN ARCH. | 304. 552-9777 | zach@zwarchitecture.com |
| 9. | Vivian Workman | Architect | ZACHWIEJA WORKMAN ARCHITECTURE | 304 993 7887 | vivian@zwarchitecture.com |
| 10. | DAVE FINLEY | PRESIDENT | FCG | 216.214.9933 | dave@finleycg.com |

MARSHALL UNIVERSITY

# Solicitation Document Checklist

**The following documents are REQUIRED to be submitted with your Bid Package:**

- ☐ Completed with Signatures BOG 43 Cover Page (First Page of Solicitation)
- ☐ Completed with Signatures BOG 43 Addendum(s) Cover Page (First Page of Addendum(s))
- ☐ Addendum Acknowledge Form(s) (Can be more than 1 page due to multiple Addendum's)
- ☐ Designated Contact/Certification and Signature Page
- ☐ Subcontractor List Submission
- ☐ Criteria for Selection of Lowest Qualified Bidders Response
- ☐ Bid Bond with Raised Seal (5% of Amount Bid) Signed and Sealed
- ☐ Bid Bond Surety Documents – Signed and Sealed
- ☐ Bid Form of Proposal with Bid information (can be multiple pages)
- ☐ Bid Form of Proposal Signed Signature page
- ☐ A1A Signature page(s) when applicable from Engineering and Architectural firm
- ☐ Disclosure of Interested Parties to Contracts
- ☐ West Virginia Contractors License (Include Subcontracts WV License when applicable)
- ☐ Completed Drug Free Workplace Conformance Affidavit
- ☐ Certificate of Insurance (COI - Marshall University as Certificate Holder)
- ☐ Proof of Compliance with or application for WV Workmen's Compensation Insurance
- ☐ Builder's Risk Insurance (Marshall University as Certificate Holder)
- ☐ EOI Business Information Form
- ☐ Purchasing Affidavit
- ☐ W9

**Procurement Services**
One John Marshall Drive | Huntington, WV 25755
304-696-3498 | Workman57@marshall.edu | www.marshall.edu