


Purchase Change Request			 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			Order # MU20EVENTPER co7		
FY 26	Buyer LL	Date 07/11/2025	Account Various	P.O. Date 8/1/2019	Contract MU20EVENTPER			
Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement				Document Action <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input checked="" type="checkbox"/> Other </div> </div>				
Vendor Name, Address, Phone #, etc. Contemporary Services Corporation 17101 Superior St. Northridge, CA 91325			Vendor Code 952832166		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			
Ph# 818-885-5150		Fax		FEIN# 952832166				
Item#	Quantity	Description of Change			Unit Price	Extended Price		
		<p style="text-align: center;">Change Order # <u>7</u></p> <p>To extend contract MU20EVENTPER all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders.</p> <p style="text-align: center;">Sport Event Non-Personnel Services</p> <p>1. To issue an emergency extension due to the issuance of a revised solicitation schedule. See pages 4-7.</p> <p>2. To establish new "Billing Rates" during the emergency extension. See page 2.</p> <p>Effective Date(s): August 1, 2025 to September 30, 2025 Renewals remaining: 0 (Emergency Extension)</p> <p>Vendor Contact: Mark Glaser mglaser@csc-usa.com</p>						
Reason for Change: 1. To issue an emergency extension due to the issuance of a revised solicitation schedule. See pages 4-7.					Previous Total		\$ Open-End	
					Increase		\$	
					Decrease		\$	
					New Total		\$ Open-End	
2. To establish new "Billing Rates" during the emergency extension. See page 2.								

Approved: Michelle M. Glaser July 26, 2025
 Authorized Signature Date

N/A
 Attorney General **if** required Date



Contemporary Services Corporation

July 14, 2025

Leeann Lemon, M.S.
 Contract Specialist
 Office of Purchasing
 Marshall University
 One John Marshall drive
 Old Main 125
 Huntington, WV 25755

Re: Contract Extension MUEVENTPER

Ms Lemon

We have received and accept the contract extension addendum of our Contract for Event Services, MUEVENTPER for the period of August 1, 2025 thru September 30, 2025.

Period 8/1/2025 – 9/30/2025

Position	Billing Rate Hour
Event Staff	\$21.60
Supervisor	\$24.37
Manager	\$34.05

We appreciate the partnership and thank you for the continued support.

Respectfully

Mark Glaser
 Executive Vice President, Operations
 303.808.5987
 mglaser@csc-usa.com



Office of Purchasing

Emergency Extension/Renewal Letter

July 11, 2025

VIA ELECTRONIC MAIL ONLY: mglaser@csc-usa.com and cjculliton@csc-usa.com

Mr. Mark Glaser
 Mr. CJ Culliton
 Contemporary Services Corporation
 17101 Superior Street
 Northridge, CA91325

Re: Emergency Extension MU20EVENTPER

Dear Mr. Glaser,

The above referenced contract expires on July 31, 2025. There is a provision for an extension/renewal upon written mutual agreement of the parties. Marshall University is requesting an extension due to the issuance of a revised solicitation schedule for MU25EVENTPER.

Please annotate at the bottom of this letter, with your signature and date, if you agree to an emergency extension/renewal of the contract **MU20EVENTPER**, effective August 1, 2025, through September 30, 2025, under the same terms and conditions as the original contract including all approved change orders.

Please return the executed letter and purchasing affidavit via email at your earliest convenience.

If you have any questions, please feel free to contact me at lemonl@marshall.edu.

Very truly yours,

Leeann Lemon
 Contract Specialist

I agree to an extension of ***Contemporary Services Corporation/MU20EVENTPER***, for a period of August 1, 2025, through September 30, 2025, under the same terms and conditions as the original contract.


_____ Yes _____ No

 X **Yes, subject to the following changes indicated below or in the attached letter.**

 Signature

July 14, 2025

 Date

Request for Proposal Addendum No. 01		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3056			Bid# MU25EVENTPER– Addendum No. 01		
Vendor:					For information call: Purchasing Contact: Leeann Lemon Phone: (304) 696-3056 Email: 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		MANDATORY VIRTUAL PRE-BID MEETING:		DEPARTMENT REQUISITION NO. MU25EVENTPER		BIDS OPEN: 07/22/2025 at 3:00 p.m., EST. Broadcast via Teams at link listed below.	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
Item #	Quantity	Description				Unit Price	Extended Price
		<u>ADDENDUM NO. 01</u> Project Name: MU25EVENTPER Event Security and Personnel MARSHALL UNIVERSITY – HUNTINGTON, WV 1. Provide a revised Request for Proposal Schedule of Events Technical & Cost Bid Submission Deadline - July 22 2025, at 2:59 p.m., EST Technical Submission Opening – July 22, 2025, at 3:00 p.m., EST and via Microsoft Teams at the following link: https://tinyurl.com/MU25EVENTPER-Technical-Opening Oral Presentations – <i>anticipated</i> the week of August 4, 2025 Cost Submission Opening – To be determined (TBD)					
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: MU252EVENTPER**Addendum Number:**⁰¹

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
- ☐ Correction of error
- ☒ Other

Description of Modification to Solicitation:

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. Provide a revised Request for Proposal Schedule of Events

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.



REQUEST FOR PROPOSAL
MU25EVENTPER
Event Security and Personnel

ADDENDUM 01 ATTACHMENT A

This Addendum is issued to provide a revised Request for Proposal Schedule of Events.

1.2 RFP Schedule of Events:

Answers to Technical Questions - Addendum Issued	07/11/25
Technical Bid Submission Deadline.....	07/22/25 at 2:59pm EST
Cost Bid Submission Deadline	07/22/25 at 2:59pm EST
Technical Bid Opening Date.....	07/22/25 at 3:00pm EST
Technical Evaluation Begins	07/22/25
Oral Presentations.....	<i>anticipated</i> Week of 08/04
Cost Bid Opening.....	TBD
Cost Evaluation Begins.....	TBD
<i>Anticipated</i> Effective Date of New Contract	09/01/2025

**ADDENDUM ACKNOWLEDGEMENT
FORM SOLICITATION NO.: 01**

MU25EVENTPER

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)

<input checked="checked" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> 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.

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Contemporary Services Corp

Authorized Signature: [Signature] Date: July 14, 2025

State of COLORADO

County of ARAPAHOE, to-wit:

Taken, subscribed, and sworn to before me this 15th day of JULY, 2025

My Commission expires 08/22/2026, 2025

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature] (Sheetal Verma)









Purchasing Affidavit (Revised 01/19/2018)

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000232349	CONTEMPORARY SERVICES COR		Active	Inactive	
000000232350	CONTEMPORARY SERVICES CORP		Active	Inactive	
VC0000005879	DEAN WILLIAM GEISBERT		Active	Inactive	
VC0000009985	CHILDRENS HOSPITAL OF PHILADELPHIA		Active	Inactive	
VC0000010023	EMERGENCY ASSOCIATES OF EASTERN OHIO LLC		Active	Inactive	
VC0000021097	JESSICA E MILLER		Active	Inactive	
VC0000028769	AUSTIN E CARDER		Active	Inactive	
VC0000029892	BONNIE J SHUMATE		Active	Active	
VC0000049535	DIANE LYNN SMITH		Active	Inactive	
VC0000055545	CHILDHOOD LANGUAGE CENTER INC		Active	Inactive	

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▼ General Info

Vendor/Customer :	000000232349	Restrict Use by Department :	<input type="checkbox"/>
Legal Name :	CONTEMPORARY SERVICE	Miscellaneous Account :	<input type="checkbox"/>
Alias/DBA :		Internal Account :	<input type="checkbox"/>
Vendor Active Status :	Active ▼	Third Party Only :	<input type="checkbox"/>
Vendor Approval Status :	Complete	Third Party Vendor :	<input type="checkbox"/>
Customer Active Status :	Inactive ▼	Third Party Customer :	<input type="checkbox"/>
Customer Approval Status :	Incomplete	Inventory Customer :	<input type="checkbox"/>
Location Name :		Healthcare Provider :	<input type="checkbox"/>
First Name :		Never Archive :	<input type="checkbox"/>
Middle Name :		Restrict VSS Access :	Yes ▼
Last Name :		Discontinue - No New Business :	<input type="checkbox"/>
Company Name :	CONTEMPORARY SERVICE	Prevent MA Reference :	<input type="checkbox"/>
Previous Name :		PunchOut Enabled :	<input type="checkbox"/>
Previous Street :		Re-PunchOut Enabled :	<input type="checkbox"/>
Previous City :		Electronic Order Enabled :	<input type="checkbox"/>
Previous State/Province :		W-9 Received :	<input type="checkbox"/>
Previous Country :		W-9 Received Date :	
		W-8 Received :	<input type="checkbox"/>
		W-8 Received Date :	
		Accepts Credit Cards :	<input type="checkbox"/>
		Active From :	01/01/1999 
		Active To :	
		Last Usage Date :	04/20/2025
		Department :	
		Unit :	

► Headquarters

▼ Organization

Organization Type :	Company ▼	1099 Indicator :	No
1099 Classification :	PCard ▼	1042-S Indicator :	
Foreign Ownership Interest :	<input type="checkbox"/>	Taxpayer ID Number :	952832166 
1042-S Ch. 3 Recipient Code :		Taxpayer ID Number Type :	EIN ▼
1042-S Ch. 4 Status Code :		Detailed TIN Type :	
Number of Employees :		Foreign Tax ID :	
Merchant ID :	000009333090	GIIN :	
Sex :	▼	1042-S Recipient Account Number :	
Date of Birth :		W-8 Form :	▼
Marital Status :	▼	Tax Profile :	NOTAX 
Annual Income :	▼	Tax Profile Name :	No Tax
IRS Country of Residence :		EBIC Number :	
IRS Country Sub Code :		IAEC Number :	
Contract Withholding Exempt :	<input type="checkbox"/>	Web Address http:// :	
National Provider ID :		Employee ID :	
Assigning Authority :		Employee Status :	▼
CAGE Code :		Supplier Shared Secret :	
Permanent Staffed Office in State :	<input type="checkbox"/>		

► Disbursement Options

► Prenote/EFT

► Remittance Advice

► Vendor Terms

► Accounts Receivable

► eMALL

► Location Information

► Fee and Vendor Compliance Holds

► Executive Compensation

► Additional Information

► Travel

► Change Management

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