


Purchase Change Request					Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100		Order # MU20VENDSN co9	
FY 26	Buyer LL	Date 07/09/2024	Account VARIES	P.O. Date 07/01/2019	Contract MU20VENDSN			
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. AVI FOODSYSTEMS INC 2590 ELM RD NE WARREN, OH 44483			Vendor Code 340939177		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			
Ph# 304-766-8846		Fax		FEIN# 340939177				
Item#	Quantity	Description of Change				Unit Price	Extended Price	
		Change Order # 9 VENDING SERVICES To extend contract MU20VENDSN all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders by issuing an emergency extension and increasing contract pricing. 1. MU20VENDSN co8, emergency extension 1, extended the contract July 1, 2025 - July 31, 2025. 2. To issue a second emergency extension due to the issuance of a revised solicitation schedule. See pages 6-9. Effective Dates: August 1, 2025 - August 31, 2025. Renewals Remaining: 0 (Emergency Extension 2) Vendor contact: Jeremy VanNess jvanness@avifoodsystems.com						
Reason for Change: 1. MU20VENDSN co8, emergency extension 1, extended the contract July 1, 2025 - July 31, 2025. 2. To issue a second emergency extension due to the issuance of a revised solicitation schedule. See pages 6-9.						Previous Total		\$ Open-end
						Increase		\$ -
						Decrease		\$ -
						New Total		\$ Open-end

Approved: Michelle W. Greder July 11, 2025
 Authorized Signature Date

N/A
 Attorney General if required Date

Lemon, Leeann

From: William Uldrich <wuldrich@AVIFoodsystems.com>
Sent: Wednesday, July 9, 2025 1:29 PM
To: Lemon, Leeann
Cc: Carter, Tootie; Vickki Steck
Subject: Re: MU20VENDSN 2nd extension

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Hello Leeann,

This is agreeable to AVI. Just let me know if any other changes are needed and we will be happy to work with you on it.

Billy Uldrich
AVI Foodsystems
Branch Manager
304-542-0057

From: Lemon, Leeann <lemonl@marshall.edu>
Sent: Wednesday, July 9, 2025 1:23 PM
To: William Uldrich <wuldrich@AVIFoodsystems.com>
Cc: Carter, Tootie <carterw@marshall.edu>; Lemon, Leeann <lemonl@marshall.edu>; Vickki Steck <vsteck@AVIFoodsystems.com>
Subject: RE: MU20VENDSN 2nd extension

NOTICE: The e-mail below is from a sender external to AVI. Please do not open attachments or click links from an unknown or suspicious origin.

Billy,

Just wanted to correct the date range that I noted below. The second extension is *August 1, 2025 through August 31, 2025*.

Please reply if this is still agreeable to AVI.

Thanks,
Leeann

LEEANN LEMON, M.S.
Contract Specialist | [Office of Purchasing](#)
O: 304.696.3056

[Marshall University](#)

One John Marshall Drive
Old Main 125
Huntington, WV 25755

Lemonl@marshall.edu



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From: Lemon, Leeann <lemonl@marshall.edu>

Sent: Tuesday, July 8, 2025 7:55 AM

To: William Uldrich <wuldrich@AVIFoodsystems.com>

Cc: Carter, Tootie <carterw@marshall.edu>; Vicki Steck <vsteck@AVIFoodsystems.com>; Lemon, Leeann <lemonl@marshall.edu>

Subject: RE: MU20VENDSN 2nd extension

Thank you, Billy! I will get the second extension prepared and send to you when it is complete.

Thanks,
Leeann

LEEANN LEMON, M.S.

Contract Specialist | [Office of Purchasing](#)

O: 304.696.3056

[Marshall University](#)

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Old Main 125
Huntington, WV 25755

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From: William Uldrich <wuldrich@AVIFoodsystems.com>

Sent: Monday, July 7, 2025 8:40 PM

To: Lemon, Leeann <lemonl@marshall.edu>

Cc: Carter, Tootie <carterw@marshall.edu>; Lemon, Leeann <lemonl@marshall.edu>; Vickki Steck <vsteck@AVIFoodsystems.com>

Subject: Re: MU20VENDSN 2nd extension

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Good evening,

As always we are here for Marshall. AVI will be happy to continue service through September and beyond. If you need anything else please don't hesitate to reach out. Thank you

Billy Uldrich
Branch Manager
AVI Foodsystems, Inc
Mobile 304-542-0057

On Jul 7, 2025, at 7:26 PM, Lemon, Leeann <lemonl@marshall.edu> wrote:

NOTICE: The e-mail below is from a sender external to AVI. Please do not open attachments or click links from an unknown or suspicious origin.

Hi Billy,

As you know from the addendum that was issued last week, the solicitation event schedule has been revised resulting in the need to extend the current contract for a second 30 day period, from September 1, 2025 through September 30, 2025, to continue vending services while the solicitation process completes?

Thanks,
Leeann

LEEANN LEMON, M.S.
Contract Specialist | [Office of Purchasing](#)
O: 304.696.3056

[Marshall University](#)

One John Marshall Drive


Old Main 125

Huntington, WV 25755

Lemonl@marshall.edu



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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# MU26VENDING – Addendum No. 01
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Vendor:	For information call: Purchasing Contact: Leeann Lemon Phone: (304) 696-3056 Email: 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 07/03/2025	MANDATORY VIRTUAL PRE-BID MEETING:	DEPARTMENT REQUISITION NO. MU26VENDING	BIDS OPEN: 08/05/2025 at 3:00 p.m., EST. Broadcast via Teams at link listed below. https://tinyurl.com/MU26VENDING-Bid-Opening	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
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Item #	Quantity	Description	Unit Price	Extended Price
		<p align="center"><u>ADDENDUM NO. 01</u></p> <p align="center">Project Name: MU26VENDING Vending Machine Program and Services MARSHALL UNIVERSITY – HUNTINGTON, WV</p> <p>1. Provide a Request for Proposal <u>revised</u> Schedule of Events.</p> <p>Technical & Cost Bid Submission Deadline - 08/05/2025 at 2:59 p.m., EST</p> <p>Technical Submission Opening – August 5, 2025, at 3:00 p.m., EST and via Microsoft Teams at the following link: https://tinyurl.com/MU26VENDING-Bid-Opening</p> <p>Cost Submission Opening – To be determined (TBD)</p>		

Total	
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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 _____
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SOLICITATION NUMBER: MU26VENDING

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 Request for Proposal revised 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
MU26VENDING
Vending Machine Program and Services

ADDENDUM NO 01 ATTACHMENT A

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

1.2 RFP Schedule of Events:

Answers to Technical Questions - Addendum Issued by 07/22/2025
Technical Bid Submission Deadline..... 08/05/2025 at 2:59 p.m.
Cost Bid Submission Deadline 08/05/2025 at 2:59 p.m.
Technical Bid Opening Date..... 08/05/2025 at 3:00 p.m.
Technical Evaluation Begins 08/05/2025
Cost Bid Opening..... TBD
Cost Evaluation Begins..... TBD
Contract Award Made..... *anticipated* 09/01/2025

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

MU26VENDING

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="" 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.

Vendor/Customer

[Menu](#)

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000176381	AVI FOOD SYSTEMS INC		Active	Inactive	
000000176382	AVI FOODSYSTEMS IN Q51		Discontinued	Inactive	
000000176383	AVI FOODSYSTEMS INC		Active	Inactive	
000000176384	AVI HQ CATERING		Discontinued	Inactive	
000000176385	AVI WV STATE COLLEGE Q51		Discontinued	Inactive	
000000176386	AVI WVA BD CATERIN Q51		Active	Inactive	

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▼ General Info

Vendor/Customer : 000000176381

Legal Name : AVI FOOD SYSTEMS INC

Alias/DBA :

Vendor Active Status : Active ▼

Vendor Approval Status : Complete

Customer Active Status : Inactive ▼

Customer Approval Status : Incomplete

Location Name :

First Name :

Middle Name :


Last Name :


Company Name : AVI FOOD SYSTEMS INC

Previous Name :

Previous Street :

Previous City :

Previous State/Province : 

Previous Country : 

Restrict Use by Department : ☐

Miscellaneous Account : ☐

Internal Account : ☐

Third Party Only : ☐

Third Party Vendor : ☐

Third Party Customer : ☐

Inventory Customer : ☐

Healthcare Provider : ☐

Never Archive : ☐

Restrict VSS Access : No ▼

Discontinue - No New Business : ☐


Prevent MA Reference : ☐

PunchOut Enabled : ☐


Re-PunchOut Enabled : ☐

Electronic Order Enabled : ☐


W-9 Received : ☐


W-9 Received Date : 

W-8 Received : ☐


W-8 Received Date : 


Accepts Credit Cards : ☐

Active From : 07/28/1988 

Active To : 

Last Usage Date : 04/20/2025

Department : 

Unit : 

▶ Headquarters

▶ Organization

▶ Disbursement Options

▶ Prenote/EFT

▶ Remittance Advice

▶ Vendor Terms


▶ Accounts Receivable

▶ eMALL

▶ Location Information

▶ Fee and Vendor Compliance Holds

Fee Exempt : ☐

Registration Application Date : 09/23/2013 

Registration Effective Date : 09/23/2013

Registration Expiration Date : 11/01/2014

Pre-Registration Code :

Tax Clearance : ☐

Unemployment Insurance : ☐

Worker's Compensation : ☐

Secretary of State Registration : ☐

Federal Debarred : ☐

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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