


<b>Request for Bids</b>		<b>Marshall University</b> <b>Office of Purchasing</b> <b>One John Marshall Drive</b> <b>Huntington, WV 25755-4100</b> Direct all inquiries regarding this order to: (304) 696-2820	<b>Bid#</b> <b>MU21PRINTING</b> <b>Addendum No. 01</b>	
<b>For information call:</b> <b>Purchasing Contact:</b> Justin Hawthorne <b>Phone:</b> (304) 696-2820 <b>Email:</b> <a href="mailto:hawthorne2@marshall.edu">hawthorne2@marshall.edu</a> & <a href="mailto:purchasing@marshall.edu">purchasing@marshall.edu</a>				
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.				
<b>DATE</b>  8/28/20	<b>MANDATORY PRE-BID MEETING:</b>  N/A	<b>DEPARTMENT REQUISITION NO.</b>  MU21PRINTING	<b>BIDS OPEN:</b> 9/4/20 at 3:00 p.m., LPT. Broadcast via Zoom at the following link: <a href="https://marshall.zoom.us/j/92583514087">https://marshall.zoom.us/j/92583514087</a>	<b>BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID</b>
Item #	Quantity	Description	Unit Price	Extended Price
<b><u>ADDENDUM NO. 01</u></b>  Project Name: MU21PRINTING – University Communications Open-End Printing Contract  Purpose: To respond to vendor’s technical questions.				
<b>Total</b>				

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: MU21PRINTING**  
**University Communications Open-End Printing Contract**

**Addendum Number: No. 01**

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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. To respond to vendor's technical questions.

**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.

# **Attachment A**

**Addendum No. 01**  
**MU21PRINTING University Communications Open-End**  
**Printing Services**  
**Technical Questions and Answers**

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**Q1.** On pages 25-27, is there a way you can give us the quantities needed by which we could base a quote?

**A1.** Please refer to Exhibit B in the RFB, which lists the estimated annual use for all items.

**Q2.** Page 25. How many ink colors on tab? Is it tab printing only?

**A2.** Black ink printing on tab front side only.

**Q3.** Page 26 Are we using RX Security paper? If so, what color? If not, What paper stock would you like to use?

**A3.** RX Security paper, green.

**Q4.** Page 26 File Folder open size and die line or do you have a sample we could see?

**A4.** See attached.

**Q5.** Page 26 What kind of paper stock would you like for your Parking Permits?

**A5.** 100 lb. cover stock for Parking Permits.

## POLICY AND PROCEDURE INFORMATION

### Students' Rights and Responsibilities

The Students' Rights and Responsibilities (Student Code of Conduct) outlines the standards and expectations for students' conduct and behavior as a Marshall University student. The Rights and Responsibilities can be found at [http://www.marshall.edu/student-conduct/files/2300\\_Student\\_Conduct.pdf](http://www.marshall.edu/student-conduct/files/2300_Student_Conduct.pdf).

### Excused Absence Policy

- Attendance: the university recognizes the right of the individual professor to make attendance mandatory. Clearly communicate your attendance policy in your course syllabus.
- Any student who seeks an excused absence must provide documentation immediately following the event/activity/incident by submitting this request form and appropriate supporting materials to the Division of Student Affairs. Instructors are required to honor valid University Excused Absences and to provide reasonable and equitable means for students to make up work missed as a result of those absences.
- Academic obligations that cannot be made up should be addressed by the course instructor in consultation with the student to ensure that continued enrollment is feasible while there is still an opportunity to drop the course within the established withdrawal period. Visit the Undergraduate Catalog for the full policy. <http://www.marshall.edu/academic-affairs/policies/#ExcusedAbsences>

### (Herd Aware) Mental Health First Aid

Mental Health First Aid is an 8-hour course that teaches you how to identify, understand and respond to signs

of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. To schedule a training for your faculty & staff, go to: <https://www.marshall.edu/student-affairs/>

### Sexual Misconduct

Marshall is committed to maintaining an environment free from sexual harassment. Sexual assault is a criminal form of sexual harassment. The sexual assault of a student and/or sexual harassment should be reported directly to MUPD and the Title IX Coordinator, 304-696-2597, <http://www.marshall.edu/eeoaa/title-ix/>

### Behavioral Intervention Team (BIT)

BIT takes a coordinated and educational approach to assessment and intervention with students who are in significant distress, especially those who may be of harm to self or others or whose behavior is significantly impacting the community in a detrimental way. To refer a student to the Behavioral Intervention Team, at 304-696-2495 or 304-696-3152. [https://marshall-advocate.symplify.com/care\\_report/index.php/pid981398](https://marshall-advocate.symplify.com/care_report/index.php/pid981398)

### ADA Committee

Marshall University recognizes its responsibility to provide reasonable accommodations, as defined under the Americans with Disabilities Act (ADA), for students. The goal of the accommodation is to afford students the opportunity to successfully participate in the curricular and co-curricular activities provided by the University. All students seeking an accommodation must follow the policies and procedures of the Office of Disability Services. <http://www.marshall.edu/ada/accessibility-complaint-form/>

### Student Death Notification

In the event of the death of a currently enrolled student, an official notification will be issued by the Office of University Communications. Records pertaining to this student will be restricted by the Registrar's Office. Faculty or staff members receiving information that a currently enrolled student has died are to contact the Division of Student Affairs.

**Be Proactive:** Engage students early on, pay attention to signs of distress, and set limits on disruptive behavior.

**Be Direct:** Don't be afraid to ask students directly if they are feeling confused, or having thoughts of harming themselves or others.

**Safety First:** The welfare of the student and campus community is the top priority when a student displays threatening or potentially violent behavior. Do not hesitate to call for help.

**Follow Through:** Direct the student to the physical location of the identified resource and follow-through with the department/resource.

**Consultation and Documentation:** Always document your interactions with distressed, disturbing, and troubled students. Consult with your department chair/supervisor for needed guidance and protocols.

## Division of Student Affairs Marshall University | 2019-20

### HELPING STUDENTS IN DISTRESS Faculty and Staff Resource Guide: The Green Folder

For non-emergency safety concerns call Marshall University Police Department (MUPD) at (304) 696-HELP

Please refer all situations involving dangerous, disruptive/disturbing, or troubled students to MUPD (304) 696-HELP and the Vice President for Student Affairs by calling 304-696-6422 or [studentaffairs@marshall.edu](mailto:studentaffairs@marshall.edu). The Vice President for Student Affairs will work with staff and others to determine a necessary course of action.

### If in doubt, contact the MUPD

Important Emergency Contact Numbers:

<b>Emergency</b> .....	<b>911</b>
MU Police Department.....	(304) 696-HELP
Division of Student Affairs.....	(304) 696-6422
Office of Student Conduct.....	(304) 696-2495
*Student Counseling Center.....	(304) 696-3111
MU Student Health Center.....	(304) 691-1100
Office of Student Advocacy and Success.....	(304) 696-2284
MU Wellness Center.....	(304) 696-4800
Title IX Coordinator.....	(304) 696-2597
Housing and Residence Life.....	(304) 696-6765
Women & Gender Center.....	(304) 696-3112
First Year Residence Halls.....	(304) 696-3362
LGBTQ + Office.....	(304) 696-6623

\*After office hours, call and request the on-call staff person in the Student Counseling Center by contacting the MU Police Department at 304-696-HELP

[www.marshall.edu/studentaffairs](http://www.marshall.edu/studentaffairs)

Marshall University is committed to the physical and emotional well-being of our students. We all play a part by noticing concerning behavior and responding. By sharing your concerns and intervening early you can assist in our students succeeding. This folder is designed to help you recognize indicators of student distress and how to respond and refer the student appropriately.

### SEE | Awareness

Personal and academic challenges may lead to distress in undergraduate and graduate students. You are in a unique position to identify students who may be in need of help.

### SAY | Communication

Sharing your concern directly with the student or reaching out to campus and community partners can be an important first step in helping a student access help and services. Our campus partners can help ensure the safety of the student and our campus and provide a coordinated response.

### DO | Engagement

Students may not know that help is available, or where to find it. Reach out to a student who you believe to be in distress, using the guidelines provided below.

### DAINGEROUS STUDENT

Safety of the student and/or other members of the Marshall community is an immediate concern; verbal or physical threats to harm others; Active threats of suicide and resists help.

- If student is on campus and Dangerous or threatening harm to self or Others Call MU PD at 304-696-HELP. Also notify the Vice President for Student Affairs at 304-696-6422 or [studentaffairs@marshall.edu](mailto:studentaffairs@marshall.edu).

### The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern with a health and safety emergency. Observations of a student's conduct or statements made by a student are not FERPA protected. Such information should be shared with appropriate consideration for student privacy.



## DISRUPTIVE OR DISTURBING STUDENT FAQ

### Q. What are warning signs of disruptive student behavior?

*Disruptive or disturbing students exhibit behaviors that signify an obvious crisis and necessitate more immediate intervention. Examples include:*

- Highly disruptive behavior (e.g. verbal hostility, aggression, disregard for classroom decorum and expected conduct, etc.); failure to comply with corrective feedback
- Inability to communicate clearly (garbled, pressured speech; disorganized, confused, or rambling thoughts)
- Loss of contact with reality (seeing or hearing things which others cannot see or hear; irrational beliefs or fears that others may be conspiring against them)
- Suicidal thoughts and/or threats to harm others (may be communicated orally or in written formats through email, assignments, or on social network or academic sites)

### Q. How should I respond to a disruptive or disturbing student?

- If immediate safety is a concern or the person acts in a highly irrational or disruptive way, call MUPD 304-696-4357 (HELP) and also notify the Vice President for Student Affairs
- If safety is not a concern, attempt to de-escalate the situation; offer to find someone to assist in problem-solving; meet and discuss solutions
- Talk with your supervisor for additional assistance
- Consult with the Student Counseling Center, Division of Student Affairs, and MUPD

### Q. How can I recognize and help the person who has thoughts about not wanting to live?

*Faculty and staff sometimes find themselves talking to someone who appears to be very sad, hopeless, and in despair. If the person's conversation of behaviors suggest suicide may be a concern, here are some suggestions for how to help:*

- Listen and allow time to understand the scope of his or her concerns
- Ask the question – Based on what you are saying about how things are for you, I am wondering... Are you thinking about not wanting to live? Are you thinking about killing yourself?
- Be persistent; if after further conversation you are still concerned, ask again
- Offer hope and promote the idea of getting help
- Refer to campus and community mental health resources: Counseling Center and Division of Student Affairs
- For emergency appointments during Student Counseling Center office hours, offer to walk the student to Prichard Hall.
- Notify the Vice President for Student Affairs
- Consult with your supervisor



## HELPFUL RESOURCES

- **Student Counseling Center:** Offers students counseling with any concern. They have open office hours and an emergency counselor on call 24/7. 304-696-3111. For after hours contact the MUPD at 304-696-4357(HELP)
- **Women & Gender Center:** The center provides information, educational programming, training, referrals, victim advocacy, and services to facilitate education on issues related to feminism, women, men, and gender. 304-696-3112
- **Office of Disability Services:** Provides the educational and physical accessibility support necessary for students to achieve their academic goals and professional goals. 304-696-2467
- **The Office of Student Conduct:** Upholds and enforces the Students' Rights and Responsibilities (Student Code of Conduct). 304-696-2495
- **Office of Advocacy & Success:** Assists students with academic needs and other student retention and success initiatives(e.g. appeals, class problems, connection to campus and community resources) 304-696-2284
- **MU Wellness Center:** Offers free resources, opportunities, substance abuse prevention, and health education to Marshall University students. Our goal is to help you achieve wellness through the promotion of healthy lifestyle habits and choices. 304-696-4800.
- **The College Program for Students with Autism Spectrum Disorder:** Students participating in the program have met acceptance criteria for Marshall University and have been admitted to The College Program through a separate application process. The program provides individualized skill building and therapeutic supports to program participants through a mentored environment. College Program staff are also available to provide free training for Marshall University faculty and staff, call 304-696-2332 to learn more.

## TROUBLED STUDENT FAQ

### Q. What are some signs a student may be troubled?

*Students in distress may not be disruptive to others, but may exhibit behaviors which indicate something is problematic. They may also be reluctant or unable to acknowledge a need for personal help. Behaviors may include:*

- Marked changes in academic performance
- Tardiness and excessive absences inconsistent with prior history
- Withdrawal from and/or avoidance of participation, increased anxiety around exams or deadlines, difficulty working in teams
- Changes in emotional states, e.g. sadness, crying, lethargy, irritability, rapid speech, preoccupied, increased and more intense disagreement with peers or instructor, sense of confusion
- Changes in physical well-being, e.g. swollen eyes from crying, increased illnesses, poor self-hygiene, rapid weight loss/gain, sleeping in class
- Repeated requests for special consideration, e.g., assignment extensions, changes in requirements, grade changes, anger, domination of discussion, derailing the focus of discourse
- Communication in either oral, written, or electronic formats that may suggest a threat to one's self or others

### Q. How should I respond to a student that is troubled?

*For students who are mildly or moderately troubled:*

- Address the situation on an individual level; consider having someone meet with you and student
- Avoid offering confidentiality to the student should they wish to talk
- Deal directly with the behavior according to classroom protocol; provide corrective feedback and offer to help
- Encourage the student to use campus and community helping resources; offer to walk the student to assistance or call and make an appointment
- Inform and consult with your supervisor and the Division of Student Affairs

### Q. How do I make a referral?

*Your exposure to students increases the likelihood you will identify signs of distress in a student. What can you do?*

- Recommend campus services to the student
- Reassure the student it is an act of strength to seek help
- Offer to help make the initial contact with the helping resource
- If the student rejects referral, notify the Division of Student Affairs of your concern

### Academic Indicators

- Sudden decline in quality of work and grades
- Repeated absences
- Disturbing content in writing or presentation (e.g., violence, death)
- You find yourself doing more personal rather than academic counseling during office hours
- Continuous classroom disruptions

### Safety Risk Indicator

- Unprovoked anger or hostility
- Making implied or direct threats to harm self or others
- Academic assignments dominated by themes of hopelessness, rage, isolation, despair, suicidal ideations

### Psychological Indicators

- Self-disclosure of personal distress that could include family problems, financial difficulties, depression, grief, or thoughts of suicide
- Excessive tearfulness, panic reactions, irritability, or unusual apathy
- Concern about student by their peers

### Physical Indicators

- Marked changes in physical appearance including deterioration in grooming, hygiene, or weight loss/gain
- Excessive fatigue/sleep disturbance
- Intoxication, hangovers, or smelling like alcohol
- Disoriented behavior

**ADDENDUM ACKNOWLEDGEMENT****FORM SOLICITATION NO.: Addendum No. 01****MU21PRINTING - University Communications Open-End Printing Contract**

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.

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Company

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Authorized Signature

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Date

NOTE: This Addendum Acknowledgement should be submitted with the bid to expedite document processing.