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| <b>Request for Quotation</b> |  <p style="text-align: center;">Marshall University<br/>Office of Purchasing<br/>One John Marshall Drive<br/>Huntington, WV 25755-4100</p> <p>Direct all inquiries regarding this order to: <a href="mailto:delong16@marshall.edu">delong16@marshall.edu</a></p> | <b>Bid#</b><br><b>MU24SECURITY</b> |
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| <b>Vendor:</b> | <b>For information contact:</b><br><b>Purchasing Contact: Misty DiSilvio</b><br><b>Phone: (304) 696-2918</b><br><b>Email: <a href="mailto:delong16@marshall.edu">delong16@marshall.edu</a></b><br><b><a href="mailto:Purchasing@marshall.edu">Purchasing@marshall.edu</a></b> |
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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.

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| <b>DATE</b><br><br>04/18/2024 | <b>Mandatory Prebid Meeting:</b><br><br>NA | <b>DEPARTMENT REQUISITION NO.</b><br><br>MU24SECURITY | <b>BIDS OPEN:</b><br>April 30 2024, at 3:30 PM EST | Bidder must enter delivery date for each item bid. |
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|--------|----------|-------------|------------|----------------|
| Item # | Quantity | Description | Unit Price | Extended Price |
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|  |  | <p style="text-align: center;"><b><u>Request for Quotation: MU24SECURITY</u></b><br/><b><u>Addendum 3</u></b></p> <p>Marshall University is issuing this addendum to make the following changes.</p> <ol style="list-style-type: none"> <li>1. Extend bid due date and bid opening.</li> <li>2. Post response to technical questions</li> </ol> <p>RFQ Schedule:</p> <ol style="list-style-type: none"> <li>1. <b>Bids due and opened:</b> April 30, 2024, at 3:30 PM, EST. in person, or online via Teams: <a href="https://tinyurl.com/MU24SECURITY">https://tinyurl.com/MU24SECURITY</a></li> </ol> |  |  |
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**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 \_\_\_\_\_

Signed By \_\_\_\_\_

Typed Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

FEIN \_\_\_\_\_

**SOLICITATION NUMBER:** MU24SECURITY

**Addendum Number:** 003

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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. Extend Bid Due Date to April 30, 2024
2. Respond to 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.

**REQUEST FOR QUOTATION – Addendum 1**  
**MU24SECURITY**  
**Security Services**

**Technical Questions and Responses**

1. Are all locations in the current contract being renewed?
    - a. Locations for this contract are listed in the specification.
  
  2. Why is premium officer only 20 hours per week? And how is it calculated? Its is not time and ½ for OT and Holidays like the state pays.
    - a. This role and hours have been updated on the pricing page. An additional line has been added for Holiday pay rates. Overtime will be paid at 1.5 times the standard hourly rate.
  
  3. Will all pricing page positions be utilized?
    - a. The Pricing page has been updated to properly reflect the positions that will be utilized in this contract.
  
  4. Can we schedule site visits? If so, who do we reach out to for scheduling?
    - a. The contact would vary depending on the site
      - i. Parking Office –
        1. Jim Terry [terry@marshall.edu](mailto:terry@marshall.edu) 304-696-2486
        2. Karen Fischer [fischerk@marshall.edu](mailto:fischerk@marshall.edu) 304-696-6684
  
      - ii. Graduate College – Carl Mummert [mummertc@marshall.edu](mailto:mummertc@marshall.edu) 304-696-6156
  
      - iii. Housing & Residence Life -
        1. Le'Kesha Taylor [glover11@marshall.edu](mailto:glover11@marshall.edu) 304-696-6208
        2. Tracey Eggleston [eggleston3@marshall.edu](mailto:eggleston3@marshall.edu) 304-696-6004 (Fairfield Landing site)
  
      - iv. MU Joan C. Edwards SOM locations-  
Erma O. Byrd Clinical Center -
        1. Jamey Montgomery [montgomerych@marshall.edu](mailto:montgomerych@marshall.edu) 304.691.1642
        2. Frank Accidentale [accidentalef@marshall.edu](mailto:accidentalef@marshall.edu) 740.547.4170Graduate Medical Education (GME) office-
        1. Amanda Jones [cartmel1@marshall.edu](mailto:cartmel1@marshall.edu) 304.691.1817
        2. Jamey Montgomery [montgomerych@marshall.edu](mailto:montgomerych@marshall.edu) 304.691.1642Douglass Centre-
        1. Jamey Montgomery [montgomerych@marshall.edu](mailto:montgomerych@marshall.edu) 304.691.1642
        2. Frank Accidentale [accidentalef@marshall.edu](mailto:accidentalef@marshall.edu) 740.547.4170
- PROACT-
1. Jamey Montgomery [montgomerych@marshall.edu](mailto:montgomerych@marshall.edu) 304.691.1642
  2. Frank Accidentale [accidentalef@marshall.edu](mailto:accidentalef@marshall.edu) 740.547.4170

**REQUEST FOR QUOTATION – Addendum 1**  
**MU24SECURITY**  
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5. What are the payment terms for this agreement?
  - a. Net 30 from receipt of invoice or services, whichever is later.
  
6. Can you provide more detail regarding the roles, responsibilities and additional training requirements (if any) for the Lieutenant and Captain positions.
  - a. The Pricing page has been updated to properly reflect the positions that will be utilized in this contract.
  
7. Can you provide the coverage hours per week needed for housing and residence life?
  - a. At The Landing the schedule is midnight – 8am, but there may be a need for additional shifts. Housing and Residence life will work with vendor to establish schedule and update shifts as needed. We will provide advance notice of any schedule changes.
  
8. Can you please clarify coverage hours per month as it relates to the pricing sheet? The pricing sheet is asking for hourly rates for 2920 hours per month, but JCESOM alone references 5110 hours per month. Were the hours for JCESOM not included in the pricing sheet?
  - a. The Pricing page has been updated to properly reflect the positions and hours that will be utilized in this contract.
  
9. Will security staff need to pay for parking at any facility?
  - a. For the JCESOM locations, no parking fee is required. For Parking on the main campus, additional information about permits can be found on our website at <https://www.marshall.edu/parking/>
  
10. What are the requirements for Healthcare screening, vaccinations and immunizations to work at the JCESOM? Can we use your occupational health services or do we direct bill you for these costs?
  - a. The JCESOM does require all employees to have annual flu vaccination. If the security employee would like to get a vaccine through our Occupational Health division, they can. Those can probably be direct billed. If they choose to get a vaccine somewhere else, they just need to send proof to Occupational Health.
  
11. What training are you currently utilizing for managing aggressive behavior, de-escalation and workplace violence?
  - a. Marshall University doesn't have requirements outside of the vendors standard training program.
  
12. Can we use a different training program that is equal to or exceeds your current training program?
  - a. Yes.
  
13. How many hours of training is required for your current program?
  - a. The current training program is managed by our current vendor. We are not able to share the details of their program
  
14. Who provides the certified instructors for these trainings?
  - a. The vendor shall provide all training.
  
15. Are these costs able to be direct billed to you?
  - a. Per item 4.3.2. The University will not reimburse the hours or cost of training.
  
16. Is there site orientation training for JCESOM? If yes, how many hours for this training? Can this be direct billed?
  - a. All guards assigned to JCESOM will receive on-the-job training. These hours are billable.

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**MU24SECURITY**  
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17. Will patient restraints be a part of contractors scope of work at JCESOM?
  - a. No, guards should call MUPD if a situation arises that would require patient restraints.
18. Are there any vehicles required for conducting security duties? If yes, who provides the vehicles?
  - a. We do not require that the vendor provide any vehicles. We do require that guards have a driver's license. If a vehicle is required Marshall will provide the transportation.
19. Are there any unusual equipment that we need to provide our security team?
  - a. No.
20. Who provides the training for the metal detectors or wands? Do you require a minimum training guidelines for both?
  - a. The vendor is responsible for training their staff on the equipment.
21. 1) In two different locations page 31 4.6.4.3. Staffing: The Vendor shall provide staffing, supplies, and equipment (except as otherwise provided by JCESOM) and shall plan, schedule, and coordinate 5,110 hours of service per month (average) of unarmed coverage. On page 37 listed 2920 hours per month which would be 730 HPW once broken down. What are the correct hours per week?
  - a. The Pricing page has been updated to properly reflect the positions and hours that will be utilized in this contract.
22. 2) Section 4.4.1.1.1. – Refers to an employee needing to be employed for at least one month by the vendor. Does this mean hired one month prior to coming to the site?
  - a. **After further review of our specifications, we are no longer requiring one month of employment with the vendor. We do prefer guards with at least one month of experience.**
23. Section 4.6.1.3.4. – Is the golf cart to be provided by the university or by the vendor? A) Will other vehicles be required other than the golf cart?
  - a. For Parking we provide transportation. Other departments don't require transportation.
24. (Golf carts) How many will be needed?
  - a. Marshall University will provide transportation when required.
25. (Golf carts) Will the Golf cart be branded to the university or the vendor?
  - a. We do not have any requirements for branding.
26. Is the vendor expected to provide radios, or will these be provided by Marshall University?
  - a. The JCESOM does not require radios but we do supply the officers at each location with a cell phone.
27. If vendor provided, what is the specification of radios required?
  - a. Marshall University will provide radios
28. Will we have access to a repeater on the campus for the radios?
  - a. Yes, we will provide the radios.
29. Will we access the MUPD channel via the radios for direct communication between security and MUPD?
  - a. Radios will be used in Parking and there is a dedicated parking office channel.

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30. What is the current billing and /or budget rates used by the current vendor providing security services?
- a. The current contract and billing rates can be found on our website:  
<https://www.marshall.edu/purchasing/security/>
31. In Section 11.1. is the contract manager to be a dedicated contract manager who will be working directly at the site as opposed to a client manager who would manage the site remotely?
- a. No, the contract manager is the main point of contact for questions relating to this contract. These could include renewals, invoices, terms and conditions, etc. They do not need to be on site.
32. RFQ calls for a contract manager in section 11.1. Is that manager to be part of the billable rate, a line-item rate or do you expect that manager to be a part of the package without additional charge to the university?
- a. No, the contract manager is the main point of contact for questions relating to this contract. These could include renewals, invoices, terms and conditions, etc. They do not need to be on site and are not billable.
33. Section 4.1. regarding the Standard Operating Procedures, these documents change site to site and per customer as a customized document. Is there something else that could satisfy this request such as providing Standard Operating Procedures after the award and before the start of the contract date?
- a. Yes, this can be provided after award as part of the implementation planning for the contract start.
34. Section 4.2.3 regarding verbal notification for changes, who specifically is authorized to request changes from the client to Allied Universal via verbal or written notifications? Who would be the direct chain of command for Allied Universal to respond to?
- a. Each department manages and approves schedule changes. As part of implementation we will establish the appropriate positions within each department that can approve schedule changes.
35. Section 4.6.3.3 what are the time tracking requirements for the residential and housing side of campus? What is the time tracking requirements for the standard campus?
- a. We currently track hours via a paper timecard system. Time cards are signed by the department to verify hours worked.
36. Will the university consider electronic time keeping option for our security professional's hours and time sheets?
- a. Yes, we would be interested in an electronic system. This system would need to be provided by the vendor and included in the contract cost.
37. How does the university handle request for services outside of the core hours per the RFQ?
- a. For services related to those detailed in the contract, Marshall University will work with the awarded vendor to provide additional services at the rates listed on the pricing page. For services not detailed in the contract, or provided at different rates we reserve the right to quote these services with the awarded vendor and other vendors available to provide the services. These requests will be handled in accordance with our Purchasing policy and set bid thresholds.
38. How does the university expect the vendor to invoice for any short-term staffing needs?
- a. All invoices should be submitted on a regular basis after the work is completed. Payments are made on a Net 30 basis from the receipt of service or invoice, whichever is later.
39. Approximately how many hours per year of short-term staffing has been requested over the last two-year period?
- a. Approximate hours are listed below for JCESOM:
    - i. Douglass Centre (DC)-60 hrs/wk, 240 hrs/mth
    - ii. Erma O Byrd Clinical Center (BCC)- 168 hrs/wk, 672 hrs/mth

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- iii. Graduate Medical Education (GME)- 168 hrs/wk, 672 hrs/mth
- iv. PROACT-50 hrs/wk, 200 hrs/mth

40. Section 4.6.4.8., the state of West Virginia does not offer guard cards. Please advise what would be acceptable.
- a. **After further review of our specifications, we are not requiring guard cards. This was an old requirement that was pulled forward.**
41. On page 37 items # 6 and #7 As it relates to discrepancy in hours between the pricing and the RFQ document, confirm that the premium rate is the OT rate.
- a. These roles and hours have been updated on the pricing page. An additional line has been added for Holiday pay rates. Overtime will be paid at 1.5 times the standard hourly rate.
42. Is this a new requirement or an ongoing requirement?
- a. This is an ongoing service that we are currently utilizing.
43. Who is the incumbent contractor(s)?
- a. A1 Security
44. What is the current total contract value?
- a. The current contract and billing rates can be found on our website:  
<https://www.marshall.edu/purchasing/security/>
45. Are there any significant changes to coverage between the previous contract and this opportunity? (a change in hours and/or post positions?)
- a. Yes, please reference the updated specifications included in the RFQ packet, as well as responses to the questions included in this addendum.
46. Are all officer positions fully staffed? What is the hourly pay rate for each position and the hourly bill rate for the current incumbent company?
- a. The current contract and billing rates can be found on our website:  
<https://www.marshall.edu/purchasing/security/>
47. Will there be any required training for guards prior to covering shifts at the various locations? Like orientation/site-specific training?
- a. Housing - Our Housing department has a manual and they will train the guard supervisors. The supervisors train the individual guards.
  - b. Parking – Our Parking office provides a manual and provides on the job training.
  - c. JCESOM – Our JCESOM office provides a manual and provides on the job training.
48. (Training) If so, are these hours billable to the Security Services for Marshall University in addition to the set hours mentioned in the solicitation?
- a. Per Item 4.3.2. the University will not reimburse the hours or costs of training provided by the vendor. On-the-job training provided by our staff is billable.
49. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?
- a. No, we follow the state and federal minimum wage requirements.

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50. Please provide the wage determination applicable to this solicitation.
- a. There is no wage determination applicable to this solicitation. This solicitation does not fall under the requirements of the Davis-Bacon Prevailing wage.
51. Do we need to provide pricing only to the positions mentioned in Exhibit A - Pricing Page?
- a. The pricing page has been updated to match the roles requested in the specifications. These are the only positions that we require pricing on, if you would like to include additional positions you may add them to your bid.
52. In Exhibit A - Pricing Page, what does the Lieutenant position stand for?
- a. These roles and hours have been updated on the pricing page.
53. 4.4.1.1.1. Employed at least one month by vendor. Can this be Waived?
- a. **This requirement has been removed as part of this amendment.**
54. Are Radios provided by client?
- a. When needed, Marshall University will provide radios
55. 4.5.2. Badge that includes photo, person's name, and company logo. Will DSI's ID card meet this need?
- a. Yes, ID cards will meet this requirement.
56. 4.6.4.8. Guard Cards: Vendor shall require and provide all guards reporting for duty to have current guard cards in their possession. Are Guard cards company made? State of WV does not issue a guard card.
- a. **After further review, this requirement is being removed from the RFQ.**
57. Can we keep current officers?
- a. Yes, if any of our current officers are willing to interview with the awarded vendor they may be hired.
58. Who is the current security firm at Marshall University and how long have they been with Marshall?
- a. The current contract and billing rates can be found on our website:  
<https://www.marshall.edu/purchasing/security/>
59. How many security vehicles are currently being utilized to maintain this contract?
- a. We currently utilize one UTV provided by the Parking office.
60. Are UTV used or just marked vehicles?
- a. We currently utilize a UTV.
61. What was Marshall University's total spend last year on security services?
- a. The current contract and billing rates can be found on our website:  
<https://www.marshall.edu/purchasing/security/>
62. Will the University consider extending the due date to allow bidders sufficient time to incorporate answers to questions in their proposal response?
- a. Yes, the due date will be extended via addendum.
63. Is parking for security officers available on campus? If so, what is the cost to the contractor?
- a. Information about parking can be found on our website at <https://www.marshall.edu/parking/news-updates/permit-info/>



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64. Is there a small, women-owned, or minority owned businesses preference for this contract? If so, what is the scoring weight of bidding as the prime contractor with one of these designations? What is the scoring weight of teaming with a subcontractor with one of these designations?
- a. Yes, details and the form can be found on our website - <https://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>
65. Is the contract manager required to be on-site?
- a. No
66. Is the contract manager required to be dedicated to this contract?
- a. No, as long as they are available to respond to questions and concerns.
67. The pricing sheet does not contain a line item for the Contract Manager. If the Contract Manager is required on-site and dedicated to this contract, please consider revising the pricing sheet to include the position.
- a. This is not a billable position.
68. The qualification for Security Officers (4.4) states "employed at least one month by vendor." If there is an incumbent provider and the incumbent employees are hired on, can this requirement be waived?
- a. This requirement has been removed. Incumbent employees are permitted to be hired for this contract.
69. The References/Portfolios (3.3) subsection calls for Higher Education experience, similar size facilities and similar scope level. Can vendors who provide similar size and scope provide references for large scale government facilities to include airport and Federal installations and Headquarters as a substitute for campus past performance?
- a. Yes, this is acceptable.
70. Can the University extend the current due date of 3/29 to allow vendors sufficient time to incorporate answers to questions into their proposal response?
- a. Yes, this due date will be extended via addendum.
71. Will Marshall supply the needed marked security patrol golf carts? If not, how many would VENDOR need to provide?
- a. Marshall University will provide transportation.
72. Will Marshall supply the needed radios? If not, how many radios should Vendor provide? What's the minimum / maximum distance the radios will need to cover, if required?
- a. Marshall University will provide radios as needed.
73. How many phones, if any, are required per shift? Would Marshall or Security Engineers provide?
- a. Marshall University will provide phones and radios as needed.
74. About the schedule: For the Parking Office post listed below, is that the total staffing needed per shift or overall for the week?
- 4.6.1. Parking Office:**
- 4.6.1.1. Staff:** The Parking Office requires one (1) Roving Supervisor and two (2) Security Guards.
- a. This is the total needed, not per shift.

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75. For the Graduate College posted listed below, we have the following questions: How many regular security officers per shift are needed? About the Roving Supervisor, does the Graduate College have its own Roving Supervisor or could it be the Roving Supervisor that is already working in The Parking Office?
- 4.6.2. **Graduate College:** The Graduate College is located on the South Charleston Campus, at 100 Angus E. Peyton Drive, South Charleston, WV 25303.
- 4.6.2.1. **Staffing and Schedule:** The Graduate College requires that the Vendor provide enough staff to cover the following hours of Operation. There must be a Roving Supervisor available while Security Guards are working.
- a. As long as hours are covered, we do not have the required number of officers. The number of officers and schedule will be agreed to and approved during implementation. Yes, a Roving Supervisor can work across different departments as long as all posts are appropriately covered.
76. About the Housing and Residence Life: Should this be staffed 24 hours per day? How many officers per shift – one for each of the 4 residence halls? Is the Fairfield Landing officer included in the 4 hall listed? Or is it a separate officer in a separate building?
- a. At The Landing the schedule is midnight – 8am, but there may be a need for additional shifts. Housing and Residence life will work with vendor to establish schedule and update shifts as needed. We will provide advance notice of any schedule changes. **The Landing is not included in the 4 halls listed. This is a separate location.**
77. Which holidays are recognized as paid holidays?
- a. The Following holidays are observed: New Year’s Day, Memorial day, Independence day, Labor day, Thanksgiving, Black Friday, Christmas Eve, and Christmas day. Some departments choose to take Good Friday as an assigned holiday also.
78. Will Marshall require security on site during the holidays?
- a. Yes, as listed in the specifications Security guards may be required during holidays and during student breaks.
79. If security is required, will the regular schedule continue, or will it be a reduced number of hours/ officers?
- a. The Landing may require additional coverage. Other housing halls reduce hours over breaks but may still be needed and will be arranged ahead of time. Parking guards are not needed during holidays and break. JCESOM will work with vendors to arrange coverage over breaks and holiday.
80. Are the supervisors (Roving Supervisor, Site Supervisor, Parking Enforcement Supervisor, Premium Rate Supervisor) - are they holding specific posts or just supervising when they are on their shift?
- a. These roles have been updated on the pricing page. Roving Supervisors will be expected to hold post in addition to supervising.
81. During the school breaks when coverage is needed, would the officers work their regular schedules or would it be more or less hours? What are the dates of the school breaks? What schedule / hours is coverage needed?
- a. The Landing may require additional coverage. Other housing halls reduce hours over breaks but may still be needed and will be arranged ahead of time. Parking guards are not needed during holidays and break. JCESOM will work with vendors to arrange coverage over breaks and holiday.

**ADDENDUM ACKNOWLEDGEMENT  
FORM SOLICITATION NO.:**

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 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.