


Request for Quotation	<div style="text-align: center;">  </div> <p style="text-align: center;"> Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: delong16@marshall.edu </p>	Bid# <div style="text-align: center; font-size: 1.2em;"> MU24SECURITY </div>		
Vendor:		For information contact: Purchasing Contact: Misty DiSilvio Phone: (304) 696-2918 Email: delong16@marshall.edu Purchasing@marshall.edu		
<small>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.</small>				
DATE 03/07/2024	Mandatory Prebid Meeting: <div style="text-align: center;">NA</div>	DEPARTMENT REQUISITION NO. <div style="text-align: center;"> MU24SECURITY </div>	BIDS OPEN: March 29, 2024, at 3:30 PM EST	Bidder must enter delivery date for each item bid.
Item #	Quantity	Description	Unit Price	Extended Price
		<p style="text-align: center;"><u>Request for Quotation: MU24SECURITY</u></p> <p>Marshall University is soliciting bids to establish a Security Service contract for the Marshall University Campuses</p> <p>RFQ Schedule:</p> <ol style="list-style-type: none"> 1. Technical Questions Due Date: March 19, 2024, at 3:30 PM, EST. 2. Bids due and opened: March 29, 2024, at 3:30 PM, EST. in person, or online via Teams: https://tinyurl.com/MU24SECURITY 		
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 _____
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INSTRUCTIONS TO VENDORS

1. REVIEW DOCUMENTS THOROUGHLY: Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked, could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of a Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall" which identify a mandatory item or requirement. Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

☒ A pre-bid meeting will not be held prior to bid opening.

☐ A **NON-MANDATORY** pre-bid meeting will be held at the following place and time:

☐ A **MANDATORY** pre-bid meeting will be held at the following place and time:

All Vendors submitting a written bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No person attending the pre-bid meeting may represent more than one (1) Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document attendance verification. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's e-mail address, phone number, and fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. **Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.**

INSTRUCTIONS TO VENDORS

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid meeting.

If possible, questions submitted at least five (5) business days prior to a scheduled pre-bid meeting will be discussed at the pre-bid meeting. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

- 4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Marshall University Office of Purchasing as directed below. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submissions should include solicitation number in the subject line.

Question Submission Deadline (date and time): March 19, 2024 at 3:30 PM, EST

Submit Questions to: Misty DiSilvio

Old Main 125

One John Marshall Drive

Huntington, WV 25755

Fax: (304) 696-3333 (Vendors should not use this fax number for bid submission)

Email: delong16@marshall.edu and purchasing@marshall.edu

- 5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Marshall University Office of Purchasing is binding.
- 6. BID SUBMISSION:** All bids must be submitted electronically through Bonfire™ or signed and delivered by the Vendor to the Marshall University Office of Purchasing at the address listed above on or before the date and time of the bid opening. Any bid received by the Office of Purchasing staff is in the possession of the Office of Purchasing and will not be returned for any reason. The Office of Purchasing will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via Bonfire™, hand delivery, or delivery by courier.

INSTRUCTIONS TO VENDORS

A bid that is not submitted electronically through Bonfire™ should contain the information listed below on the face of the envelope or the bid may be rejected by the University.

SEALED BID:

CONTACT: Misty DiSilvio

SOLICITATION NAME: MU24SECURITY

SOLICITATION CLOSING DATE: March 29, 2024

SOLICITATION CLOSING TIME: 3:30 PM, EST

- 7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by Bonfire™ (in the case of electronic submission), when the bid is delivered via mail or courier and time stamped by the official Marshall University Office of Purchasing's time clock or when the bid is delivered and is time stamped by the official Marshall University Office of Purchasing's time clock.

Bid Opening Date and Time: March 29, 2024 3:30 PM, EST
in person or via Teams: <https://tinyurl.com/MU24SECURITY>
Bid Opening Location: Marshall University Office of Purchasing
Old Main 125
One John Marshall Drive
Huntington, WV 25755

- 8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official addendum issued by the University. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.
- 9. BID FORMATTING:** Vendor should type or electronically enter the information onto its written bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

INSTRUCTIONS TO VENDORS

- 10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or Vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the University at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
- 11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
- 12. COMMUNICATION LIMITATIONS:** In accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, communication with Marshall University or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Marshall University Office of Purchasing, is strictly prohibited without prior Office of Purchasing approval for such communication.
- 13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the registration fee, if applicable.
- 14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 15. PREFERENCE:** Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and should include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>. Please Note: Vendor Preference is not applicable to construction projects.
- 15A. RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, if reciprocal preference is requested by a West Virginia resident vendor, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

INSTRUCTIONS TO VENDORS

- 16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 17. WAIVER OF MINOR IRREGULARITIES:** The Chief Procurement Officer reserves the right to waive minor irregularities in bids or specifications in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy.
- 18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in Bonfire™ can be accessed and viewed by the University staff immediately upon bid opening. The University will consider any file that cannot be immediately access and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and therefore unacceptable. A Vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or removed access restrictions to allow the University to print or electronically save documents provided that those documents are viewable by the University prior to obtaining the password or removing the access restriction.
- 19. NON-RESPONSIBLE:** The Chief Procurement Officer reserves the right to reject the bid of any Vendor as Non-Responsible in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, when the Chief Procurement Officer determines that the Vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.
- 20. NON-RESPONSIVE:** The Chief Procurement Officer reserves the right to reject the bid of any Vendor as Non-Responsive in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, when the Chief Procurement Officer determines that the Vendor submitting the bid does not conform to the mandatory or essential requirements contained in the solicitation.
- 21. ACCEPTANCE/REJECTION:** The University may accept or reject any bid in whole, or in part in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy.

INSTRUCTIONS TO VENDORS

- 22. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, §5-22-1 et seq., §5G-1-1 et seq., and the West Virginia Freedom of Information Act in W. Va. Code § 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET (S), OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Marshall University Office of Purchasing constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The University may disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by W. Va. Code § 47-22-1 et seq. and subject to W. Va. Code 29B-1-4(a) (1). All submissions are subject to public disclosure without notice.

- 23. PURCHASING AFFIDAVIT:** The University is prohibited from awarding a contract to any bidder that owes a debt to the State or political subdivision of the State. Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Marshall University Office of Purchasing affirming under oath that it is not in default on any monetary obligation owed to the State or a political subdivision of the State.

<http://www.state.wv.us/admin/purchase/vrc/pAffidavit.pdf>

- 24. INTERESTED PARTY DISCLOSURE:** West Virginia Code § 6D-1-4 requires that the vendor submit to the Marshall University Office of Purchasing a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

http://www.state.wv.us/admin/purchase/VRC/Ethics_DisclosureInterestedParties_2018.pdf

- 25. WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Chief Procurement Officer reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under Marshall University Board of Governors Policy No. FA-9 Purchasing Policy. This authority does not apply to instances where state law mandates receipt with the bid.

MARSHALL UNIVERSITY

GENERAL TERMS AND CONDITIONS

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document constitutes acceptance of this contract (the Contract) made by and between Marshall University (University or Marshall) and the Vendor. Vendor's signature to the Contract signifies Vendor's agreement to be bound by and accept the terms and conditions contained in the Contract. Therefore, the parties agree that the following contractual terms and conditions are dominate over any competing terms made a part of the Contract. **IN THE EVENT OF ANY CONFLICT BETWEEN VENDOR'S FORM(S) AND THESE GENERAL TERMS AND CONDITIONS, THESE GENERAL TERMS AND CONDITIONS SHALL CONTROL**

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications, if applicable, included with the Solicitation/Contract.

2.1 "Award Document" means the document that identifies the Vendor as the Contract holder when signed by the Vendor and Marshall University's Office of Purchasing and, when necessary, approved as to form by the Attorney General.

2.2 "Bid" or "Proposal" means the Vendor's verbal bid or written bid provided in response to a solicitation by the University.

2.3 "Board" means the Governing Board of Marshall University.

2.4 "Buyer" means an individual designated by a Chief Procurement Officer to perform designated purchasing and acquisition functions as authorized by the Chief Procurement Officer.

2.5 "Chief Procurement Officer" means the individual designated by the President of Marshall University to manage, oversee and direct the purchasing and acquisition of supplies, equipment, services, and printing for the University.

2.6 "Contract" means the binding agreement that is entered between the University and the Vendor to provide requested goods and/or services requested in the Solicitation.

2.7 "Governing Board" means the Marshall University Board of Governors as provided for in the West Virginia state code.

2.8 "Higher Education Institution" means an institution as defined by Sections 401(f), (g) and (h) of the federal Higher Education Facilities Act of 1963, as amended.

2.9 "Office of Purchasing" means the section within Marshall University headed by the Chief Procurement Officer and its personnel.

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2.10 “Purchasing Card” or “P-Card” means The State of West Virginia’s Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.

2.11 "Responsible Bidder" and "Responsible Vendor" mean a person and/or vendor who have the capability in all respects to perform contract requirements, and the integrity and reliability which will assure good faith performance.

2.12 "Responsive Bidder" and "Responsive Vendor" mean a person and/or a vendor who has submitted a bid which conforms in all material respects to the invitation to bid.

2.13 “Solicitation” means the notice of an opportunity to supply the University with goods and services.

2.14 “State” means the State of West Virginia and/or any of its agencies, commissions, boards, departments or divisions as context requires.

2.15 “University” means Marshall University or Marshall.

2.16 “Vendor” or “Vendors” means any entity providing either a verbal or written bid in response to the solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

2.17 “Will”, “Shall” and “Must” identifies a mandatory item or requirement that concludes the duty, obligation or requirement imposed is mandatory, as opposed to being directory or permissive.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of the Contract shall be determined in accordance with the category that has been identified as applicable to the Contract below:

Term Contract

☒ **Initial Contract Term:** The Contract becomes effective on July 1, 2024
_____ and extends for a period of one (1) year(s).

Renewal Term: The Contract may be renewed upon the mutual written consent of the University and the Vendor. Any request for renewal should be submitted to the University thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of the Contract is limited to four (4) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 48 months in total. Automatic renewal of the Contract is prohibited.

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Any language that seeks to automatically renew, modify, or extend the Contract beyond the initial term or automatically continue the Contract period from term to term is deleted. The Contract may be renewed or continued only upon mutual written agreement of the Parties.

- ☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor and Agency.
- ☐ **Fixed Period Contract:** The Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____.
- ☐ **Fixed Period Contract with Renewals:** The Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract must be completed within _____ days. Upon completion, the Vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ successive one-year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total.
- ☐ **One-Time Purchase:** The term of the Contract shall run from the issuance of the Award Document until all the goods contracted for have been delivered, but in no event, will the Contract extend for more than one fiscal year.
- ☐ **Other:** See attached.
- 4. NOTICE TO PROCEED:** Vendor shall begin performance of the Contract immediately upon receiving notice to proceed unless otherwise instructed by the University. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.
- 5. QUANTITIES:** The quantities required under the Contract shall be determined in accordance with the category that has been identified as applicable to the Contract below.
- ☒ **Open End Contract:** Quantities stated in the solicitation are approximations only, based on estimates supplied by the University. It is understood and agreed that the Contract shall cover the quantities ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
- ☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

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- ☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
- ☐ **One-Time Purchase:** The Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under the Contract without an appropriate change order approved by the Vendor, University, and/or when necessary, the Attorney General's office.

6. EMERGENCY PURCHASES: The Chief Procurement Officer may suspend the use of a university wide mandatory contract (the University's Office of Purchasing has created standard specifications that are establish University wide contracts for commonly used commodities and services that are needed on a repetitive basis), or the competitive bidding process to allow a Department to purchase goods or services in the open market if for immediate or expedited delivery in an emergency.

Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work, provided that a required University emergency purchase with another vendor does not cause a breach of contract.

7. REQUIRED DOCUMENTS: All the items checked below must be provided to the University by the Vendor as specified below.

- ☐ **BID BOND** (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.
- ☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Marshall University Office of Purchasing Office prior to Contract award.
- ☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be received by the Marshall University Office of Purchasing Office prior to Contract award.
- ☐ **MAINTENANCE BOND:** The successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and received by the Marshall University Office of Purchasing Office prior to Contract award.
- ☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the University.

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INSERT ADDITIONAL CONDITIONS BELOW:

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications prior to Contract award regardless whether that requirement is listed above.

8. INSURANCE: The Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the University with proof that the insurance mandated herein has been continued. Vendor must also provide with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of the contract. The Vendor shall also furnish proof of any additional insurance requirements prior to the Contract award regardless of whether that insurance requirement is listed in this section.

Any provisions requiring the University to maintain any type of insurance for either of its or the Vendors benefit is deleted.

Vendor must maintain:



Commercial General Liability Insurance in at least an amount of: \$1,000,000 per occurrence and an aggregate of \$3,000,000.



Automobile Liability Insurance in at least an amount of: _____ per occurrence and an aggregate of _____.



Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence and an aggregate of _____.



Commercial Crime and Third-Party Fidelity Insurance in an amount of: _____ per occurrence and an aggregate of _____.



Cyber Liability Insurance in an amount of: _____ per occurrence and an aggregate of _____. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in performance of the Contract and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

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☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.
_____ per occurrence and an aggregate of _____.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the University's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ NA _____ for _____ NA _____

Liquidated Damages Contained in the Specifications

11. ACCEPTANCE: Vendor's signature on the certification and signature page, constitutes an offer to the University that cannot be unilaterally withdrawn, signifies that the product or service proposed by Vendor meets the mandatory requirements for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions unless otherwise indicated.

12. STATUTE OF LIMITATIONS - Any clauses limiting the time in which the State may bring suit against the Vendor or any other third party are deleted.

13. PRICING/BEST PRICE GUARANTEE: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation by the University. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the University and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software licenses, subscriptions, or maintenance may be paid annually in advance.

15. PAYMENT METHODS: The Vendor must accept payment by electronic funds transfer or P-Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's P-Card or by electronic funds transfer as payment for all goods and services for the reason(s) stated below:

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16. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract. Any references contained in the Contract, Vendor's bid, or in any American Institute of Architects documents obligating the University to pay to compensate Vendor, in whole or in part, for lost profit, pay a termination fee, pay liquidated damages if the Contract is terminated early, seeking to accelerate payments in the event of Contract termination, default, or non-funding, costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is hereby deleted. Any language imposing and interest or charges due to late payment is deleted.

17. FEES OR COSTS: Any language obligating the State to pay costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is deleted.

18. RISK SHIFTING: Any provision requiring the State to bear the costs of all or a majority of business/legal risks associated with this Contract, to indemnify the Vendor, or hold the Vendor or a third party harmless for any act or omission is hereby deleted.

19. LIMITING LIABILITY: Any language limiting the Vendor's liability for direct damages is deleted.

20. TAXES: The Vendor shall pay any applicable sales, use, personal property or other taxes arising out of the Contract and the transactions contemplated hereby. The University is exempt from federal and state taxes and will not pay or reimburse such taxes. The University will, upon request, provide a tax-exempt certificate to confirm its tax-exempt status.

21. FISCAL YEAR FUNDING: The Contract shall continue for the term stated herein, contingent upon funds being appropriated by the WV Legislature or otherwise being made available for this Contract. In the event funds are not appropriated or otherwise available, the Contract becomes of no effect and is null and void after June 30 of the current fiscal year. If that occurs, the University may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

22. CANCELLATION/RIGHT TO TERMINATE: The University reserves the right to cancel/terminate the Contract immediately upon written notice to the Vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The University may also cancel any purchase or Contract upon thirty (30) days written notice to the Vendor. In the event of early cancellation, the University agrees to pay the Vendor only for all undisputed services rendered or goods received before the termination's effective date. All provisions are delete that seek to require the State to (1) compensate Vendor, in whole or in part, for loss profit, (2) pay a termination fee, or (3) pay liquidated damages if the Contract is terminated early.

In the event that a vendor fails to honor any contractual term or condition, the Chief Procurement Officer may cancel the contract and re-award the contract to the next lowest responsible and responsive bidder in accordance with the Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, section 7.4.1

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Any language seeking to accelerate payments in the event of Contract termination, default or non-funding is hereby deleted.

23. RIGHT OF FIRST REFUSAL Any language seeking to give the Vendor a Right of First Refusal is hereby deleted.

24. DISPUTES – Any language binding the University to any arbitration or to the decision of any arbitration board, commission, panel, or other entity is deleted; as is any requirement to waive a jury trial.

Any language requiring or permitting disputes under this Contract to be resolved in the courts of any state other than the State of West Virginia is deleted. All legal actions for damages brought by Vendor against the University shall be brought in the West Virginia Legislative Claims Commission. Other causes of action must be brought in the West Virginia Court authorized by statute to exercise jurisdiction over it.

Any language requiring the State to agree to, or be subject to, any form of equitable relief not authorized by the Constitution or laws of State of West Virginia is deleted.

25. TIME: Time is of the essence with regard to all matters of time and performance in the Contract.

26. DELIVERY -All deliveries under the Contract will be FOB destination unless the State expressly and knowingly agrees otherwise. Any contrary delivery terms are hereby deleted.

27. APPLICABLE LAW: The Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, W. Va. Code or Marshall University Board of Governors Policy No. FA-9 Purchasing Policy is void and of no effect. Any language requiring the application of the law of any state other than the State of West Virginia in interpreting or enforcing the Contract is deleted. The Contract shall be governed by the laws of the State of West Virginia

28. COMPLIANCE WITH GOVERNING LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances. Vendor shall notify all subcontractors providing commodities or services related to this Contract that, as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances.

29. ARBITRATION: Any references made to arbitration contained in the Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to the Contract are hereby deleted, void, and of no effect.

30. MODIFICATIONS: Notwithstanding anything contained in the Contract to the contrary, no modification of the Contract shall be binding without mutual written consent of the University, and the Vendor.

31. AMENDMENTS - The parties agree that all amendments, modifications, alterations or changes to the Contract shall be by mutual agreement, in writing, and signed by both parties. Any language to the contrary is deleted.

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32. NO WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of the Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

Any provisions requiring the University to waive any rights, claims or defenses is hereby deleted.

33. SUBSEQUENT FORMS: The terms and conditions contained in the Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the University such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

34. ASSIGNMENT: Neither the Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the University and any other government or office that may be required to approve such assignments.

The Vendor agrees not to assign the Contract to any person or entity without the State's prior written consent, which will not be unreasonably delayed or denied. The State reserves the right to assign this Contract to another State agency, board or commission upon thirty (30) days written notice to the Vendor. These restrictions do not apply to the payments made by the State. Any assignment will not become effective and binding upon the State until the State is notified of the assignment, and the State and Vendor execute a change order to the Contract.

35. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by the Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the University; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

36. UNIVERSITY EMPLOYEES: University employees are not permitted to utilize the Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

37. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the University, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the University's policies, procedures, and rules.

Proposals are NOT to be marked as confidential or proprietary Any Provisions regarding confidential treatment or non-disclosure of the terms and conditions of the Contract are hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act ("FOIA") (W.Va. Code §29B-1-1, et. seq.) and public procurement laws. This Contract and other public records may be disclosed without notice to the vendor at the University's sole discretion. The University shall not be liable in any way for disclosure of any such records

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Any provisions regarding confidentiality of or non-disclosure related to contract performance are only effective to the extent they are consistent with FOIA and incorporated into the Contract through a separately approved and signed non-disclosure agreement.

38. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of W. Va. Code §18B-5-4 and the Freedom of Information Act in W.Va. Code Chapter 29B.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, CONTAINING A TRADE SECRET(S), OR IS OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Marshall University Office of Purchasing constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document.

39. LICENSING: Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local University of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state University or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the University to verify that the Vendor is licensed and in good standing with the above entities.

40. ANTITRUST: In submitting a bid to, signing a contract with, or accepting an Award Document from Marshall University, the Vendor agrees to convey, sell, assign, or transfer to the University all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by Marshall University. Such assignment shall be made and become effective at the time the University tenders the initial payment to Vendor.

41. THIRD-PARTY SOFTWARE: If this Contract contemplates or requires the use of third-party software, the vendor represents that none of the mandatory click-through, unsigned, or web-linked terms and conditions presented or required before using such third-party software conflict with any term of this Addendum or that it has the authority to modify such third-party software's terms and conditions to be subordinate to this Addendum. The Vendor shall indemnify and defend the State against all claims resulting from an assertion that such third-party terms and conditions are not in accord with, or subordinate to, this Addendum.

42. RIGHT TO REPOSSESSION NOTICE: Any provision for repossession of equipment without notice is hereby deleted. However, the State does recognize a right of repossession with notice.

43. VENDOR CERTIFICATIONS: By signing its bid or entering into the Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that the Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity

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that could be considered a violation of law; and (4) that it has reviewed the Contract in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the University. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with the all State agencies as required.

44. VENDOR RELATIONSHIP: The relationship of the Vendor to the University shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the University for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and University with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

45. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the University, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage, and hour laws.

46. PURCHASING AFFIDAVIT: In accordance with West Virginia Code §18B-5-5 and §5A-3-18 the University is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Marshall University Office of Purchasing affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

47. WEST VIRGINIA DRUG-FREE WORKPLACE CONFORMANCE AFFIDAVIT West Virginia Alcohol and Drug-Free Workplace Act requires public improvement contractors to have and implement a drug-free workplace policy that requires drug and alcohol testing. This act is applicable to any construction, reconstruction, improvement, enlargement, painting, decorating or repair of any public improvement let to contract for which the value of contract is over \$100,000. No public authority may award a public improvement contract which is to be let to bid to a contractor unless the terms of the contract require the

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contractor and its subcontractors to implement and maintain a written drug-free workplace policy and the contractor and its subcontractors provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy.

48. DISCLOSURE OF INTERESTED PARTIES A state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1,000,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract.

49. CONFLICT OF INTEREST: Vendor, its officers, members, or employees shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the University.

50. MARSHALL UNIVERSITY'S INFORMATION TECHNOLOGY SERVICES AND SUPPORT DEPARTMENT (IT) FEES: If a vendor requires services through the Marshall University's IT Department, they must reimburse the University at the IT Rate Schedule which is located at: <https://www.marshall.edu/it/rates/>.

51. PUBLICITY: Vendor shall not, in any way or in any form, publicize or advertise the fact that Vendor is supplying goods or services to the University without the express written consent of the Marshall University Communications Department. Requests should be sent to ucomm@marshall.edu.

52. UNIVERSITY MARKS: Vendor shall not, in any way or in any form use the University's trademarks or other intellectual property without the express written consent of the Marshall University Communications Department. Requests should be sent to ucomm@marshall.edu.

53. INTELLECTUAL PROPERTY: The University will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising out of the agreement, and Vendor will execute any assignments of other documents necessary for the University to perfect such rights, provided that, for research collaboration pursuant to subcontracts under sponsored research agreements, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such intellectual property terms to apply to subcontractors.

54. FERPA: Vendor agrees to abide by the Family Education Rights and Privacy Act of 1974 ("FERPA). To the extent that Vendor receives personally identifiable information from education records as defined in (FERPA), Vendor agrees to abide by the limitations on re-disclosure set forth in which states that the officers, employees and agents of a party that receives education record information from Marshall may use the information, but only for the purposes for which the disclosure was made.

55. REPORTS: Vendor shall provide the University with the following reports identified by a checked box below:



Such reports as the University may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by University, etc.



Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by University.

56. PREFERENCE FOR THE USE OF DOMESTIC STEEL PRODUCTS IN STATE CONTRACT PROJECTS: Pursuant to W.Va. Code §5A-3-56, (a)(1) Except when authorized pursuant to the provisions of subsection (b) of this section, no contractor may use or supply steel products for a state contract project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W.Va. Code §5A-3-56. As used in this section (2):

(A) "State contract project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of any materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after the effective date of this section on or after June 6, 2001.

(B) "Steel products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more of such operations, from steel made by the open hearth, basic oxygen, electric furnace, bessemer or other steel making process.

(b) Notwithstanding any provision of subsection (a) of this section to the contrary, the Director of the West Virginia Department of Administration, Purchasing Division ("Director of the Purchasing Division") may, in writing, authorize the use of foreign steel products if:

(1) The cost for each contract item used does not exceed one tenth of one percent of the total contract cost or \$2,500, whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

(2) The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

57. PREFERENCE FOR DOMESTIC ALUMINUM, GLASS AND STEEL PRODUCTS:

In Accordance with W. Va. Code § 5-19-1 et seq.,

(a) Every state spending unit, as defined in chapter five-a, shall require that every contract or subcontract for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works contain a provision that, if any aluminum, glass or steel products are to be supplied in the performance of the contract, or subcontract, only domestic aluminum, glass or steel products shall be supplied unless the spending officer, as defined in chapter five-a, determines, in writing, after the receipt of offers or bids, that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest or that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements: Provided,

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That this article applies to any public works contract awarded in an amount more than \$50,000, and with regard to steel only, this article applies to any public works contract awarded in an amount more than \$50,000 or requiring more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

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DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to the Contract.

(Name, Title)

(Printed Name and Title)

(Address)

(Phone Number)

(Fax Number)

(Email Address)

CERTIFICATION AND SIGNATURE: By signing below, I certify that I have reviewed this Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that the product or service proposed meets the mandatory requirements contained in the Contract for that product or service, unless otherwise stated herein; that the Vendor expressly accepts the terms and conditions contained in the Contract; **that Vendor understands and acknowledges that the terms and conditions contained in this contract take precedence over and any terms and conditions that Vendor seeks to be made a part of this contract (regardless of when the terms and conditions become effective) to the extent there is a conflict;** that I am authorized by the Vendor to execute and submit this Contract or any documents related thereto on Vendor's behalf; that I am authorized to bind the Vendor in a contractual relationship; and that to the best of my knowledge, the Vendor has/will properly register with the WV Purchasing Division and Marshall University.

(Company)

(Authorized Signature)

(Printed Name and Title of Authorized Representative)

(Date)

(Phone Number)

(Fax Number)

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ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:
(If Applicable)

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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

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REQUEST FOR QUOTATION
MU24SECURITY
Security Services

1. **Purpose and Scope:** Marshall University is soliciting bids to establish a Security Service contract for the Marshall University Campuses.
2. **Definitions:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in Section 2 of the Terms and Conditions.
 - 2.1. **“Contract Services”** means Security Services as more fully described in the specifications.
 - 2.2. **“Pricing Page”** means the pages contained in Exhibit A, upon which the Vendor should list its proposed price for Contract Services.
 - 2.3. **“Solicitation”** means the official notice of an opportunity to supply the University with goods and services that is published by the Office of Purchasing.
 - 2.4. **“University”** means Marshall University.
 - 2.5. **“Vendor” or “Bidder”** means the company that is responding to the solicitation.
3. **Qualifications:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1. **Organization Experience:** Bidders must have at least five (5) years of experience with similar size and scope contracts.
 - 3.2. **Staffing:** Vendor should describe their standard staffing levels in their bid. This should include an Organization Chart, and a description of management levels specifying who is responsible for the daily supervision of vendor staff working on University property and who responsible for training and certifications.
 - 3.2.1. The vendor is required to maintain a minimum staffing level of 95% of staff required to complete contract requirements. If staffing levels fall below 95%, vendor must provide a staffing plan for hiring/recruiting and timeline to return to a standard staffing level.
 - 3.2.2. Vendor supervisors are responsible for initiating, maintaining, and supervising all safety precautions in connection with work under contract.
 - 3.2.3. Vendor supervisors are responsible for being on-site to inspect and oversee all activities required in this contract.
 - 3.2.4. Vendor Supervisors must be available, either by cell phone or radio, while work is in progress to receive notices, reports, or requirements for the University.
 - 3.2.5. Vendor must have staff or a process available for communicating with non or limited English speaking persons. This service must be available during hours of duty.
 - 3.2.6. The Contractor is expected to conduct a comprehensive recruitment, screening, and selection process before the assignment of any individual. This process must be documented and the complete documentation on any Security Officer, Supervisor, or other employee assigned must be available for review by Marshall University Divisions/Departments upon request. All applicable governmental laws and regulations must be adhered to during the recruiting and hiring process. Persons with the following will not be acceptable as Security Guards for this contract:

REQUEST FOR QUOTATION

MU24SECURITY

Security Services

- 3.2.6.1. Felony or serious misdemeanor conviction(s) during the last five years.
- 3.2.6.2. Persons presently on probation or parole.

- 3.3. **References/Portfolios:** Bidders must provide examples of three (3) existing contracts that should include:

3.3.1. Higher Education Experience,

3.3.2. Similar size facilities,

3.3.3. Similar scope level.

- 3.3.3.1. Bidders should provide at least three (3) references. References should include (1) Company name, (2) Contact person's name, (3) Phone number, and (4) email address.

4. **Mandatory Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

- 4.1. **Standard Operating Procedures:** Vendor shall provide a copy of their Standard Operating Procedures with their bid and upon request of the University during the term of the contract.

- 4.2. **Schedule Coverage:**

4.2.1. Vendor must ensure that vendor's staff has reported to work. If an employee does not report to work, the Vendor must provide a replacement within one (1) hour.

- 4.2.1.1. Vendor shall describe their process for covering all shifts in their proposal. This process must also include who will be responsible for covering shifts.

4.2.2. Vendor must provide a phone number that for use after hours. Calls to this phone must be answered or returned within 15 minutes.

4.2.3. Marshall University may change the schedule requirements or staffing levels with notice, either verbal or written to the Vendor.

- 4.3. **Training and Policies: Training:** Bidders shall ensure their staff are trained on the performance of tasks required by the contract and is trained on all equipment they are expected to utilize.

4.3.1. Bidders must provide an overview of their training program for review. The overview should include:

4.3.1.1. Frequency of training,

4.3.1.2. Topics covered,

4.3.1.3. Training verification or tracking process.

4.3.2. The Vendor's training program must include the following items. This list is intended to be the minimum requirements. The University will not reimburse hours or cost associated with training.

4.3.2.1. General Security Training,

4.3.2.2. Title IV and Cleary Training,

REQUEST FOR QUOTATION

MU24SECURITY

Security Services

- 4.3.2.3. Powers of arrest and right to restrain,
- 4.3.2.4. Fire Prevention and how to react in the event of fire,
- 4.3.2.5. Occupational hazards to maintain safety for employees,
- 4.3.2.6. Safe patrolling,
- 4.3.2.7. Patrol Techniques Client Relations,
- 4.3.2.8. Universal precautions for preventing infectious disease,
- 4.3.2.9. Safety procedures,
- 4.3.2.10. Property Protection Access Control,
- 4.3.2.11. Safety Public Relations,
- 4.3.2.12. Individual responsibility and schedules,
- 4.3.2.13. Appropriate use of Communications equipment,
- 4.3.2.14. Supervisor Specific Training, and
- 4.3.2.15. Accident reporting and prevention.
- 4.3.3. Throughout the duration of the contract, vendor must provide verification of training completion as requested by the University.
- 4.3.4. Vendor is responsible for ensuring their employees understand the requirements of this contract.
- 4.3.5. Vendor will ensure their employees complete any University training required by Environmental, Health and Safety Department and the Department supervising the work being completed.
- 4.3.6. All Vendor staff provided for contract must have the physical ability to perform contract requirements.
- 4.3.7. All Vendor staff provided for contract must follow all set policies of the University while completing contract services. The Vendor is responsible for understanding the University policies and ensuring their staff members are aware of policies. These include, but are not limited to the following:
 - 4.3.7.1. Tobacco products (including e-cigarettes and vapes) are only permitted in designated areas.
 - 4.3.7.2. Fire Prevention and safety procedures.
 - 4.3.7.3. Training and use of Security Systems, such as cameras, alarm systems, metal detectors, multi-line phones, office equipment, fire extinguishers, radios, etc.
- 4.4. **Positions:** The following sections describe the positions that must be available as part of this contract. The qualifications and work scope listed are the minimum requirements that must be met during the term of this contract.
 - 4.4.1. **Security Officers:**
 - 4.4.1.1. **Qualifications:**
 - 4.4.1.1.1. Employed at least one month by vendor.
 - 4.4.1.1.2. Physical ability to complete all job duties, including, but not limited to climbing stairs or ladders, lifting objects, and assisting with life Safety duties.

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MU24SECURITY

Security Services

- 4.4.1.1.3. Physical ability to stand for long periods of time.
 - 4.4.1.1.4. Ability to vocally issue warnings or commands to large groups of people.
 - 4.4.1.1.5. Ability to work outdoors in a variety of weather conditions.
 - 4.4.1.1.6. Ability to handle physical threats or adversarial confrontations.
 - 4.4.1.1.7. Adult CPR/AED and First-Aid Certification by an accredited training organization.
 - 4.4.1.2. **Work Scope:**
 - 4.4.1.2.1. Guard, secure and protect persons, premises, and property.
 - 4.4.1.2.2. Respond to alarm signals.
 - 4.4.1.2.3. Admit authorized persons to premises; monitor access to building by residents and guests; sign guests into and out of building.
 - 4.4.1.2.4. Provide Security across several different premises/sites either in a motor vehicle or by some other mode of transport.
 - 4.4.1.2.5. Respond to and make radio/telephone calls.
 - 4.4.1.2.6. Complete reports or documentation related to the above functions.
 - 4.4.1.2.7. Answer telephone and perform simple desk functions.
 - 4.4.1.2.8. Provide customer service and information to the residents.
 - 4.4.1.2.9. Conduct walks of the building for maintenance issues (Fairfield Landing ONLY)
- 4.5. **Uniforms:** All vendor personnel are required to wear uniforms meeting the following requirements:
- 4.5.1. Visible company patch or logo that clearly identifies the person as an employee of Vendor,
 - 4.5.2. Badge that includes photo, person's name, and company logo.
 - 4.5.3. Shirts must be a set style and color to allow quick identification of Vendor employees.
 - 4.5.4. Shirts must be a dress shirt style and size to allow the person to fulfil the requirements of their role.
 - 4.5.5. Long pants are required. Shorts are not permitted.
 - 4.5.6. Jumpsuits are not permitted.
 - 4.5.7. Shoes must be closed toe, with slip-resistant soles.
 - 4.5.8. Uniforms must be clean and in good repair.
 - 4.5.9. Vendor must provide their employees appropriate protective clothing for use in wet or cold conditions, at no additional cost to the University.
- 4.6. **University Departments/Divisions:** The following sections note contract requirements specific to each Department or Division listed. Staffing requirements for all departments are based on our current requirements. The University reserves the right to change required staffing levels during the term of the contract. These changes will be clearly communicated to the vendor to allow time for appropriate adjustments to staffing levels.

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4.6.1. Parking Office:

4.6.1.1. **Staff:** The Parking Office requires one (1) Roving Supervisor and two (2) Security Guards.

4.6.1.2. **Standard Schedule:** Mostly Monday – Friday 8:00 AM, EST – 4:00 PM, EST., but hours may be flexible, and events affiliated with the Parking Office.

4.6.1.2.1.1. Marshall University will notify Vendor of such events.

4.6.1.3. **Training and Responsibility:** All Vendor staff assigned to the Parking Office must be trained on the following, in addition to other training requirements listed in Section 4.3.

4.6.1.3.1. Follow proper sign in and out procedures,

4.6.1.3.2. Proper usage of radios,

4.6.1.3.3. Proper use of electronic handheld citation writers, and

4.6.1.3.4. Proper use of golf cart.

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.

4.6.2.1.1. Monday: 3:00 PM, EST – 11:00 PM, EST.

4.6.2.1.2. Tuesday – Thursday: 3:00 PM, EST – 11:00 PM, EST.

4.6.2.1.3. Weekends: Coverage starting at 4:00 PM, EST through Monday at 7:00 AM, EST.

4.6.3. Housing and Residence Life:

4.6.3.1. **Staffing:** The Vendor will provide security guards to cover job requirements for four (4) halls throughout the year, including school breaks. The vendor will be required to provide guards at other times as necessitated by the Department of Housing and Residence Life.

The security guards access is limited to the front door area and lobby areas and where authorized by the Housing and Residence Life Department.

4.6.3.1.1 Fairfield Landing will require 1 security guard with access to main entry area.

4.6.3.2. **Schedule:** Full-time Security Guards will be required to work eight hour shifts. Only working hours will be compensated. The vendor is responsible for ensuring coverage is provided for all breaks.

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- 4.6.3.2.1. Additional coverage may be required for weekends, holidays, and other events.
- 4.6.3.2.2. An individual staff member should never exceed 60 hours per week.
- 4.6.3.2.3. The Supervisor will provide a schedule on either a monthly or weekly basis that includes the name and phone number of the Supervisor on Duty.
- 4.6.3.3. **Time Keeping:** Vendor will ensure all staff assigned to the Housing and Residence Life Department are trained and follow the time tracking requirements set by the Department.
- 4.6.3.4. **Training:** All Vendor staff assigned to the department must be trained on the following, in addition to other training requirements listed in Section 4.3.
 - 4.6.3.4.1. Loan Key Policy,
 - 4.6.3.4.2. Key Control Policy,
 - 4.6.3.4.3. Guest registration,
 - 4.6.3.4.4. Residence hall rules,
 - 4.6.3.4.5. Lobby policies,
 - 4.6.3.4.6. Visitation hours,
 - 4.6.3.4.7. Procedures for contacting staff,
 - 4.6.3.4.8. Procedures for checking out equipment from desk,
 - 4.6.3.4.9. Use of telephones,
 - 4.6.3.4.10. Completing incident reports, and
 - 4.6.3.4.11. Emergency procedures.
 - 4.6.3.4.12. Building specific Manuals (The Landing)
 - 4.6.3.4.13. Check in/Check out Procedures (The Landing)
- 4.6.3.5. **Responsibilities:** Security Guards are responsible for enforcing residence hall rules, regulations, policies, and procedures and monitoring conditions and activities for threats to security and life safety. This service is provided with minimum supervision. Specific duties include:
 - 4.6.3.5.1. Observes and checks all incoming and outgoing persons for proper identification and authorization for access to the residence hall. Monitors conditions and activity to identify hazards for threats to life safety and security.
 - 4.6.3.5.2. Conduct two walks of the halls to ensure no maintenance concerns. Communicate with the Property Manager any concerns. (Fairfield Landing)
 - 4.6.3.5.3. Assist with Move in and Move outs when needed (Fairfield Landing)
 - 4.6.3.5.4. Assist with lockouts when needed (Fairfield Landing)
- 4.6.3.6. Provides information and assistance to students, staff, faculty, and authorized persons in person and by phone.

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- 4.6.3.7. Informs, warns and enforces all Housing and Residence Life, The Office of Student Conduct, and University policies, rules and regulations governing activity at the facility. Examples of these rules include:
- 4.6.3.7.1. Threat of infliction of bodily harm by one person to another
 - 4.6.3.7.2. Disruption or obstruction of university functions or activities
 - 4.6.3.7.3. Unauthorized use of university functions or activities
 - 4.6.3.7.4. False report of an emergency
 - 4.6.3.7.5. Forcible entry
 - 4.6.3.7.6. Harassment
 - 4.6.3.7.7. Interference with emergency services and procedures & equipment
 - 4.6.3.7.8. Possession of dangerous weapons, devices, or substances
 - 4.6.3.7.9. Possession, manufacture, distribution, or sale of illegal drugs
 - 4.6.3.7.10. Interference with or misuse of the property rights of the university or students
 - 4.6.3.7.11. Violations of federal, state or local laws
 - 4.6.3.7.12. Throwing objects from the buildings
 - 4.6.3.7.13. Trespassing
 - 4.6.3.7.14. Destruction of property
 - 4.6.3.7.15. Unauthorized possession of alcoholic beverages
 - 4.6.3.7.16. Unauthorized visitors in the residence halls.
- 4.6.3.8. Writes reports and /or statements concerning infractions or violations of the Student Code of Conduct or other University policies or regulations for the appropriate office. Crimes in progress or emergencies should be reported to MUPD and the duty staff and documented to Housing and Residence Life. Document and provide the Housing and Residence Life with pertinent information in regard to suspicious, unusual, or criminal activity. As directed, assists with investigations, checks on residents for situations for safety purposes, alerts residents to hazards or danger, and assists with providing first aid or other life safety functions.
- 4.6.3.9. Reports all fires, fire alarms, fire hazards, vandalism and breeches of security, suspicious or unusual activities, and crimes to the proper authorities. This requires a thorough knowledge of procedures related to these activities.
- 4.6.3.10. Assists University officials when required.
- 4.6.3.11. Locks and unlocks doors at proper times. Ensures that all door alarm systems are functioning properly.
- 4.6.3.12. Reports any problems to Housing and Residence Life.

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4.6.4. MU Joan C. Edwards School of Medicine at Erma Ora Byrd Clinical Center:

4.6.4.1. The Erma Ora Byrd Clinical Center is located at 1249 15th Street, Huntington, WV.

4.6.4.2. The Erma Ora Byrd Clinical Center is a multi-use facility serving as the primary location for medical student education as well as the outpatient clinical facility for the departments of Internal Medicine and Cardiology. The building itself is made up of 4 floors, totaling 64,000 square feet of space. In addition, the facility has dedicated parking for patients, employees, and students. Access to the building for medical students is 24 hours per day, 7 days per week.

The Erma Ora Byrd Clinical Center houses approximately 350 faculty, staff, residents, and students daily and conducts approximately 80,000 visits annually.

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. JCESOM requires that all posts be covered during all client hours of operation.

4.6.4.4. **Schedule:** Security services will be required 24 hours a day, 7 days a week.

4.6.4.5. **Training:** All Vendor staff assigned to the department must be trained on the following, in addition to other training requirements listed in Section 4.3.

4.6.4.5.1. Deterring Intrusion,

4.6.4.5.2. Resolution of Disputes,

4.6.4.5.3. Deterrence of violence, theft, and vandalism,

4.6.4.5.4. Reception, Assistance, and Information,

4.6.4.5.5. Emergency Response policy and procedures,

4.6.4.5.6. Lost and found, and

4.6.4.5.7. Submitting required reports, including daily incident and facility condition reports.

4.6.4.6. **Responsibility:** JCESOM Security guard duties shall include, but is not limited to:

4.6.4.6.1. Entrance Control: Operate and enforce a system of personnel identification and a package inspection and movement procedure. This may include screening people entering specified JCESOM facilities for weapons by use of JCESOM-provided metal detectors or wands.

4.6.4.6.2. Video Surveillance: Monitoring video surveillance equipment for safety, security, and authorized access.

4.6.4.6.3. Patrol: Make security, fire and safety patrols as directed. Contractor will assure a mixture of guards of each gender to adequately patrol and search restrooms as is required by each site.

4.6.4.6.4. Unauthorized Access: Discover and detain persons attempting to gain unauthorized access to the property. Making citizens' arrests per ordinance on subjects engaged in physical threats, physical violence, vandalism, and other illegal acts, which disrupt the service processes of the Department,

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- 4.6.4.6.5. Reports and Records: Prepare and submit legible reports on accidents, fires, bomb threats, vandalism, trespassing, unusual incidents, other unlawful acts, and facility-related concerns.
- 4.6.4.6.6. Emergencies: Respond to emergency situations as required by established procedures. Assisting in the evacuation of buildings under the direction of Department Management.
- 4.6.4.6.7. Intervention: Intervening in potentially hostile confrontations using the minimal amount of force necessary to deescalate the threat and detain the perpetrator(s).
- 4.6.4.6.8. 24-Hour Emergency Response to Include Disaster Response: Provide twenty-four (24) hour emergency response services and establish a chain of command to ensure adequate emergency response. When facility alarms are activated in any of the Department buildings, Vendor shall have procedures in place for response, investigation and if necessary, notification of Marshall University and Huntington Police Department. Disaster response includes security services coverage during major disasters. Services during a disaster should follow the comprehensive disaster and emergency response plan, until as directed by Department Management.
- 4.6.4.7. **Department Liaison Officer (DLO):** The JCESOM Department has a designated Department Liaison Officer (DLO) who shall act on the behalf of JCESOM. In addition, the Department will provide the Contractor with contact phone numbers for 24 hours per day, 7 days a week emergency contact. The staff assigned to this duty will have the authority to handle emergency situations.
 - 4.6.4.7.1. The DLO reserves the right to approval any Vendor Staff assigned to this duty.
 - 4.6.4.7.2. The DLO may verbally request and confirm in writing that Vendor removes any Security Guard from its premises at any time, for any reason whatsoever, and Vendor shall provide immediate replacement
- 4.6.4.8. **Guard Cards:** Vendor shall require and provide all guards reporting for duty to have current guard cards in their possession.
 - 4.6.4.8.1. Photocopies of valid guard cards for new employees shall be provided prior to their start date at JCESOM sites.
 - 4.6.4.8.2. Photocopies of guard card renewals or proof of payment for the renewals shall be provided to the Department.
 - 4.6.4.8.3. If the Contractor has obtained any criminal history data as part of a background check for any of the security guards assigned to JCESOM,
- 4.6.4.9. **Time Keeping:** Vendor must keep verifiable time records for staff. The DLO or Marshall University may audit or verify these records at any time. Time Keeping records must be maintained by the vendor for at least three (3) years after the expiration of the contract.

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- 4.7. **Incident Reporting:** Vendor staff are required to submit written reports in the instances listed below. Copies of Reports for JCESOM must be submitted to the DLO by 9:00 AM EST of the following working day.

Contractor will immediately notify one of the Department Liaison Officers verbally and via e-mail whenever a serious incident occurs including those involving injury to JCESOM employees and/or clients, and/or significant property damage/loss.

* Must be reported immediately by phone to MU Police division and DLO, as well as a written report.

** Copy of the written report must also be sent to MU Police

- 4.7.1. Guard makes any physical contact with a member or members of the public, JCESOM staff or other guards. **
 - 4.7.2. Guard makes citizen's arrest. *
 - 4.7.3. Guard is required to intervene between any two or more persons, including other guards. **
 - 4.7.4. Guard witnesses or is told about any crime or suspected crime. *
 - 4.7.5. Guard witnesses or is told about any incident in which there is an injury or potential injury, whether or not medical attention is immediately required.*
 - 4.7.6. Guard witnesses or is told about loss or damage to public or private property.*
 - 4.7.7. Guard discovers after hours any unlocked doors or any activated alarms, false or otherwise.
 - 4.7.8. Guard discovers any evidence of an area being used and/or occupied by vagrants or loiterers.
 - 4.7.9. Any other incident or unusual circumstance that occurs that should be brought to Department's attention.
 - 4.7.10. Incident reports requested by DLO.
- 4.8. Copies of all written incident reports are to be submitted by 9:00 am of the next ordinary working day to the DLO.
- 4.9. • Contractor will immediately notify one of the Department Liaison Officers verbally and via e-mail whenever a serious incident occurs including those involving injury to JCESOM employees and/or clients, and/or significant property damage/loss.
- 4.10. * Must be reported immediately by phone to MU Police division and DLO, as well as a written report.
- 4.11. ** Copy of the written report must also be sent to MU Police
- Vendor is required to report ALL EMERGENCIES to the Marshall University Police Department (MUPD) as soon as safely possible.**
- 4.12. **Holiday Pay:** When contract work is required during a holiday The University will pay worked hours at the Holiday Hourly Rate. All Holiday pay must be approved in writing by the University in advance. Vendor shall submit a list of Holidays that they are requesting holiday pay for with their proposal.

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4.13. Standard Reports: Vendor must submit the reports requested below.

4.13.1. **Weekly Billing Summary:** Detailed by site/building.

4.13.2. **Quarterly Training Report:** Each quarter the Vendor must submit a report identifying any training successfully completed by Vendor employees utilized for contract services. The report should clearly identify any new employees hired during the quarter.

4.13.3. **Annual Report:** The Vendor shall submit an annual report that at minimum includes the following:

4.13.3.1. Summary of the year, which can include status on goals and objectives, improvements made, etc.

4.13.3.2. Goals for the following year,

4.13.3.3. Unusual or Significant incidents that occurred during the year,

4.13.3.4. Updated to the disaster or emergency response plan,

4.13.3.5. Emergency drills that were held during the year and any planned for the following year,

4.13.3.6. Recommendations for improvements,

4.13.3.7. Areas of concern

4.14. **Additional Services:** This contract is intended to cover Security Services for buildings managed by the Facilities and Operations department. A list of existing buildings is included in these specifications.

4.15. **Inspections:** The University will perform inspections of contract services. These inspections may be conducted with or without the presence of a Vendor representative. Deficiencies brought to the Vendor's attention must be corrected within two (2) business days. Safety Deficiencies must be corrected immediately. The University may report inspection findings either verbally or in writing.

4.16. **Contract Completion:** Vendor shall vacate assigned areas, including storage space, at the end of the contract period. This includes removal of all Vendor owned equipment from University property and repairs of damage to assigned areas caused by Vendor use.

4.17. **Attachments:** Additional information is provided in the following attachments. Vendor is responsible for reviewing all attachments in their entirety.

- Exhibit A Pricing Page
- Exhibit B Campus Map

5. Contract award and Pricing Page:

5.1. **Contract Award:** The Contract is intended to provide Department with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the

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Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

- 5.2. **Pricing Page:** Vendor should complete the Pricing Page by entering the hourly rate for each listed service in Exhibit A Pricing Page. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.
 - 5.2.1. Vendor should type or electronically enter the information into the Pricing Pages through Banner, if available, or as an electronic document.
6. **Performance:** Vendor and Department shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Department. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
7. **Payment:** University shall pay hourly, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
8. **Travel:**
 - 8.1. Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the University separately.
9. **Facilities access:** Performance of Contract Services may require access cards and/or keys to gain entrance to the University's facilities. In the event that access cards and/or keys are required:
 - 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen. Vendor is not permitted to duplicate any keys or cards provided by the University.
 - 9.3. Vendor shall not lend keys or permit access to locked areas to anyone, unless specifically authorized by the University.
 - 9.4. The University will provide direction regarding the locking and unlocking of buildings and rooms.
 - 9.5. Vendor shall notify the University immediately of any lost, stolen, or missing card or key.
 - 9.5.1. Lost or broken keys/cards will be replaced by the University at a rate of \$25 per item. This fee will be deducted from the monthly invoice.

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9.5.2. Lost keys that result in the door needing to be re-keyed will cost \$25 per lock cylinder.
This fee will be deducted from the monthly invoice.

9.6. Anyone performing under this Contract will be subject to the University's security protocol and procedures.

9.7. Vendor shall inform all staff of the University's security protocol and procedures.

10. Vendor default:

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to the University upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. Miscellaneous:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Company Name:	
Contract Manager Name:	
Office Number:	
Cell Number:	
Email Address:	

Exhibit A: Pricing Page

MU24SECURITY

Bidder Company Name: _____

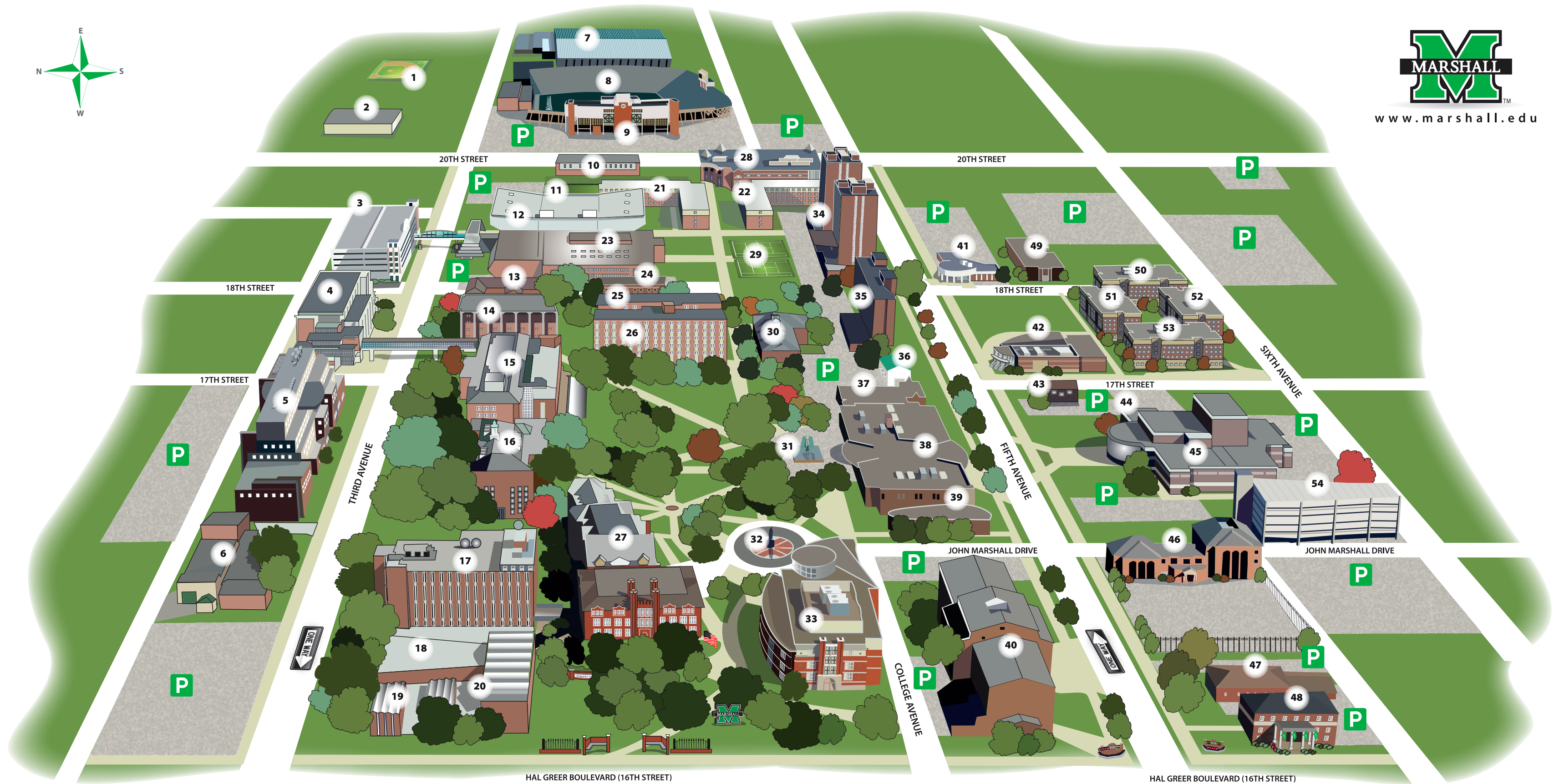
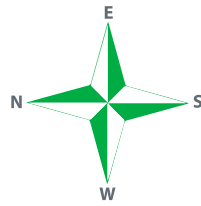
All bidders must complete the pricing page.

Bidders should enter their hourly rate in column D. Then multiply the hourly rate by the estimated hours listed in Column E to calculate the line total (Column F). Then Bidders should add the line totals to calculate the Bid Total (cell F15).

All hours listed are estimated based on historical and planned usage of this contract. They are not a commitment or guarantee of hours.

In the event of a miscalculation, the hourly rate will prevail.

Item #	Position Title	Estimated Monthly		Line Total
		Hourly Rate	Hours	
1	Security Officer (Roving Supervisor)		1600	
2	Lieutenant		160	
3	Site Supervisor (Captain)		640	
4	Parking Enforcement Officer		320	
5	Parking Enforcement Supervisor		160	
6	Premium Rate Security Officer		20	
7	Premium Rate Supervisor		20	
Bid Total				



MARSHALL UNIVERSITY HUNTINGTON CAMPUS

1. Dot Hicks Field
2. Art Warehouse=AW
3. Third Avenue Parking Garage
4. Robert C. Byrd Biotechnology Science Building=BBSC
5. Arthur Weisberg Family Applied Engineering Complex =WAEC
6. Arthur Weisberg Family Engineering Laboratories=EL
7. Chris Cline Athletic Complex
8. Joan C. Edwards Stadium
9. HerdZone Bookstore
10. Sorrell Maintenance Building
11. Multipurpose field

12. Cam Henderson Center=HC
13. Laidley Hall=LA
14. Harris Hall=HH
15. Science Building=S
16. Morrow Library=ML
17. Communications Building=CB
18. Smith Hall=SH
19. Birke Art Gallery
20. Smith Music Hall=SM
21. Freshman North Residence Hall=FN
22. Freshman South Residence Hall=FS

23. Gullickson Hall=GH
24. East Hall (INTO Center)=EH
25. Prichard Hall=PH
26. Buskirk Hall = BU
27. Old Main=OM
28. Recreation Center=RC
29. Brian D. Fox Tennis Center
30. Education Building=EB
31. Memorial Fountain
32. John Marshall Statue
33. Drinko Library=DL

34. Twin Towers=TT
35. Holderby Hall=HY
36. One Room Schoolhouse
37. Campus Christian Center
38. Memorial Student Center=MSC
39. Campus Bookstore
40. Corby Hall=CH
41. Bliss Charles Public Safety Building
42. Harless Dining Hall
43. Career Services Center
44. Jomie Jazz Center=JJ

45. Joan C. Edwards Performing Arts Center=PAC
46. Brad D. Smith Foundation Hall/Erickson Alumni Center
47. Marshall Newman Center
48. Joseph M. Gillette Welcome Center
49. Wilber E. Myers Hall
50. Marshall Commons (Gibson Hall)=MC
51. Marshall Commons (Willis Hall)=MC
52. Marshall Commons (Wellman Hall)=MC
53. Marshall Commons (Haymaker Hall)=MC
54. Sixth Avenue Parking Facility

OFF CAMPUS LOCATIONS

Forensic Science • 1401 Forensic Science Drive • Huntington, WV 25701-3628
Department of Dietetics, located within Huntington's Kitchen, 911 3rd Ave, Huntington, WV 25701
School of Pharmacy • 1542 Spring Valley Drive • Huntington, WV 25704
School of Physical Therapy • 2847 5th Avenue • Huntington, WV 25702
Hoops Family Veterans Memorial Soccer Complex • 2560 5th Avenue • Huntington, WV 25703
Visual Arts Center • 927 3rd Avenue • Huntington, WV 25701

Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: PDF (.pdf)	Multiple	Required

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	9212	Security and personal safety	
UNSPSC	92111901	National security	
UNSPSC	92121504	Security guard services	

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.



Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

<https://marshall.bonfirehub.com/opportunities/126020>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Mar 29, 2024 3:30 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Marshall University uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>