


Request for Proposal Addendum No. 01		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3056		Bid# MU25EVENTPER– Addendum No. 01	
Vendor:				For information call: Purchasing Contact: Leeann Lemon Phone: (304) 696-3056 Email: bidquestions@marshall.edu	
Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.					
DATE 7/2/2025		MANDATORY VIRTUAL PRE-BID MEETING:		DEPARTMENT REQUISITION NO. MU25EVENTPER	
				BIDS OPEN: 07/22/2025 at 3:00 p.m., EST. Broadcast via Teams at link listed below.	
				BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID	
Item #	Quantity	Description			Unit Price
		<p align="center"><u>ADDENDUM NO. 01</u></p> <p align="center">Project Name: MU25EVENTPER Event Security and Personnel MARSHALL UNIVERSITY – HUNTINGTON, WV</p> <p>1. Provide a revised Request for Proposal Schedule of Events</p> <p>Technical & Cost Bid Submission Deadline - July 22 2025, at 2:59 p.m., EST</p> <p>Technical Submission Opening – July 22, 2025, at 3:00 p.m., EST and via Microsoft Teams at the following link: https://tinyurl.com/MU25EVENTPER-Technical-Opening</p> <p>Oral Presentations – <i>anticipated</i> the week of August 4, 2025</p> <p>Cost Submission Opening – To be determined (TBD)</p>			
					Total

To the Office of Purchasing,
 In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____
 _____ within _____ days
 FOB _____ After receipt of order at address shown
 Terms _____

Bidder's name Vendor _____
 Signed By _____
 Typed Name _____
 Title _____
 Email _____
 Street Address _____
 City/State/Zip _____
 Date _____ Phone _____
 Fein _____

SOLICITATION NUMBER: MU252EVENTPER

Addendum Number:⁰¹

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☒ Other

Description of Modification to Solicitation:

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

1. Provide a revised Request for Proposal Schedule of Events

NO OTHER CHANGES.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.



REQUEST FOR PROPOSAL
MU25EVENTPER
Event Security and Personnel

ADDENDUM 01 ATTACHMENT A

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

1.2 RFP Schedule of Events:

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

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

MU25EVENTPER

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" 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.