


<b>Request for Proposal</b> <b>Addendum No. 02</b>		<b>Marshall University</b> <b>Office of Purchasing</b> <b>One John Marshall Drive</b> <b>Huntington, WV 25755-4100</b> Direct all inquiries regarding this order to: (304) 696-3056	<b>Bid#</b> <b>MU25EVENTPER–</b> <b>Addendum No. 02</b>

<b>Vendor:</b>	<b>For information call:</b> <b>Purchasing Contact:</b> Leeann Lemon <b>Phone:</b> (304) 696-3056 <b>Email:</b> <a href="mailto:bidquestions@marshall.edu">bidquestions@marshall.edu</a>
----------------	---

Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.

DATE		MANDATORY VIRTUAL PRE-BID MEETING:	DEPARTMENT REQUISITION NO.  MU25EVENTPER	BIDS OPEN: 07/22/2025 at 3:00 p.m., EST. Broadcast via Teams at: <a href="https://tinyurl.com/MU25EVENTPER-Technical-Opening">https://tinyurl.com/MU25EVENTPER-Technical-Opening</a>	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID	
Item #	Quantity	Description			Unit Price	Extended Price
		<p style="text-align: center;"><b><u>ADDENDUM NO. 02</u></b></p> <p style="text-align: center;"><b>Project Name: MU25EVENTPER Event Security and Personnel MARSHALL UNIVERSITY – HUNTINGTON, WV</b></p> <p>1. Provide the Mandatory Pre-bid Attendance Sheet.</p> <p>2. Provide responses to the technical questions.</p> <p>3. Provide a revised Pricing Page/Cost Sheet</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: MU25EVENTPER

### Addendum Number:02

---

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 the Mandatory Pre-Bid Attendance Sheet.
2. Provide responses to the technical questions.
3. Provide a revised Pricing Page/Cost Sheet

#### 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 02 ATTACHMENT A**

This Addendum is issued to provide the Mandatory Virtual Pre-bid Attendance Sheet.

**ATTENDANCE  
ATTACHMENT A**

**1. Summary**

Meeting title	MU25EVENTPER: Virtual Mandatory Pre-Bid Meeting
Attended participants	7
Start time	6/10/25, 8:53:20 AM
End time	6/10/25, 9:27:48 AM
Meeting duration	34m 27s
Average attendance time	29m 42s

**2. Participants**

In-Meeting						
Name	First Join	Last Leave	Duration	Email	Participant ID (UPN)	Role
Lemon, Leeann	6/10/25, 8:53:22 AM	6/10/25, 9:27:43 AM	34m 20s	lemonl@marshall.edu	lemonl@marshall.edu	Organizer
CJ Culliton (External)	6/10/25, 8:56:02 AM	6/10/25, 9:27:48 AM	31m 45s	cjculliton@csc-usa.com	cjculliton@csc-usa.com	Presenter
Malko, Vicki (External)	6/10/25, 8:57:07 AM	6/10/25, 9:27:41 AM	30m 34s	Vicki.Malko@garda.com	Vicki.Malko@garda.com	Presenter
Paul McDermott (External)	6/10/25, 8:57:58 AM	6/10/25, 9:27:43 AM	29m 44s	pmcdermott@csc-usa.com	pmcdermott@csc-usa.com	Presenter
Greg Pencosky (External)	6/10/25, 8:59:43 AM	6/10/25, 9:27:41 AM	27m 57s	gpencosky@teamsignal.com	gpencosky@teamsignal.com	Presenter
Nicole Rubin (External)	6/10/25, 9:00:41 AM	6/10/25, 9:27:43 AM	27m 2s	nrubin@teamsignal.com	nrubin@teamsignal.com	Presenter
Brown, Andrew	6/10/25, 9:01:12 AM	6/10/25, 9:27:42 AM	26m 29s	brown613@marshall.edu	brown613@marshall.edu	Presenter

**3. In-Meeting Activities**

Name	Join Time	Leave Time	Duration	Email	Role
Lemon, Leeann	6/10/25, 8:53:22 AM	6/10/25, 9:27:43 AM	34m 20s	lemonl@marshall.edu	Organizer
CJ Culliton (External)	6/10/25, 8:56:02 AM	6/10/25, 9:27:48 AM	31m 45s	cjculliton@csc-usa.com	Presenter
Malko, Vicki (External)	6/10/25, 8:57:07 AM	6/10/25, 9:27:41 AM	30m 34s	Vicki.Malko@garda.com	Presenter
Paul McDermott (External)	6/10/25, 8:57:58 AM	6/10/25, 9:27:43 AM	29m 44s	pmcdermott@csc-usa.com	Presenter
Greg Pencosky (External)	6/10/25, 8:59:43 AM	6/10/25, 9:27:41 AM	27m 57s	gpencosky@teamsignal.com	Presenter
Nicole Rubin (External)	6/10/25, 9:00:41 AM	6/10/25, 9:27:43 AM	27m 2s	nrubin@teamsignal.com	Presenter
Brown, Andrew	6/10/25, 9:01:12 AM	6/10/25, 9:27:42 AM	26m 29s	brown613@marshall.edu	Presenter



REQUEST FOR PROPOSAL  
MU25EVENTPER  
Event Security and Personnel

---

**ADDENDUM 02 ATTACHMENT B**

This Addendum is issued to provide responses to the technical questions.



Request for Bid: MU25EVENTPER  
Event Security and Personnel  
**Technical Questions and Answers**

---

**ADDENDUM 02 ATTACHMENT B**

- Q1.** My team had a question about this pricing sheet on this project, would you like the hourly rate of the guards placed in this sheet or our bill rate?
- A1.** The Pricing/Cost Sheet has been revised to include both the hourly rate and the bill rate for the guards, as well as all positions listed. The Pricing/Cost Sheet is Attachment C of Addendum 02.
- Q2.** What are the current bill rates for the services provider providing the services outlined in this RFP?
- A2.** This information can be found on the Office of Purchasing webpage: <https://www.marshall.edu/purchasing/sport-events-non-personnel-services/>, along with the master agreement and all change orders.
- Q3.** Please provide the staffing levels for each athletic venue that the successful contractor will be servicing?
- A3.** Below is the total number of bodies for each sporting event, split amongst guard/ticket taker/usher/parking attendant/weapons detections machine/baggage checker etc.

Football – 160

Volleyball - 5

Men's Soccer – 26

Men's Basketball – 45

Women's Soccer – 7

Women's Basketball – 16

Softball – 3

Baseball – 20

- Q4.** How many hours of service, or what was your total spend for the services, provided in this RFP during your last financial year?

**A4.** Below is the estimated total encumbered amounts for MU20EVENTPER.

<b>FY 2024</b>	\$294,705.20
<b>FY 2025 YTD</b>	\$ 423,551.73

**Q5.** Who is your current provider for the services outlined in this RFP?

**A5.** This information can be found on the Office of Purchasing webpage:  
<https://www.marshall.edu/purchasing/sport-events-non-personnel-services/>, along with the master agreement and all change orders.

--END OF DOCUMENT--



REQUEST FOR PROPOSAL  
**MU25EVENTPER**  
Event Security and Personnel

---

**ADDENDUM 02 ATTACHMENT C**

This Addendum is issued to provide a revised Pricing Page/Cost Sheet.



**Addendum No. 02 Attachment C**

**Attachment A: Pricing/Cost Page - REVISED**  
**MU25EVENTPER**

**Bidder Company Name:** \_\_\_\_\_

**INSTRUCTIONS:**

1. All bidders must complete the pricing page.
2. Bidders should enter their hourly rate in column C.
3. Bidders should enter their hourly rate in column D.

<b>Item #</b>	<b>Position Title</b>	<b>Hourly Rate</b>	<b>Bill Rate</b>
1	Event Manager		
2	Event Manager - Overtime		
3	Event Manager - Holiday Rate		
4	Supervisor		
5	Supervisor - Overtime		
6	Supervisor - Holiday Rate		
7	Security Guard		
8	Security Guard - Overtime		
9	Security Guard - Holiday Rate		
10	Usher		
11	Usher - Overtime		
12	Usher - Holiday Rate		
13	Parking Guard		
14	Parking Guard - Overtime		
15	Parking Guard - Holiday Rate		
16	Ticket Taker		
17	Ticket Taker - Overtime		
18	Ticket Taker - Holiday Rate		

**ADDENDUM ACKNOWLEDGEMENT  
FORM SOLICITATION NO.: 02**

**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 type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" 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.