


<b>Request for Quote</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) 696-2598	<b>Bid#</b> <b>MU25LOCKS</b> Addendum No. 02

<b>Vendor:</b>	<b>For information call:</b> <b>Purchasing Contact:</b> Becky Maynard <b>Phone:</b> (304) 696-2598 <b>Email:</b> <a href="mailto:maynardr@marshall.edu">maynardr@marshall.edu</a> & <a href="mailto:purchasing@marshall.edu">purchasing@marshall.edu</a>
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Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.

<b>DATE</b>  6/17/2025	<b>MANDATORY PRE-BID MEETING:</b> N/A	<b>DEPARTMENT REQUISITION NO.</b>  <b>MU25LOCKS</b>	<b>BIDS OPEN:</b> N/A	<b>BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID</b>
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Item #	Quantity	Description	Unit Price	Extended Price
		<div> <div>ADDENDUM NO. 02</div> <div>           Project Name: MU25LOCKS – Locks and Core Systems – Facilities and Operations                       Purpose: Notice of Bid Cancellation         </div> </div>		
			<b>Total</b>	

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

Bidder guarantees shipment from _____ within _____ days FOB _____ After receipt of order at address shown Terms _____	Bidder's name Vendor _____ Signed By _____ Typed Name _____ Title _____ Email _____ Street Address _____ City/State/Zip _____ Date _____ Phone _____ Fein _____
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# SOLICITATION NUMBER: MU25LOCKS

Request for Quote  
Marshall University  
Locks and Core Systems

## Addendum Number: No. 02

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

### **Applicable Addendum Category:**

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

### **Description of Modification to Solicitation:**

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

1. Notice of Bid Cancellation

**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.



June 17, 2025

Re: NOTICE OF CANCELLATION: Request for Quote # MU25LOCKS  
Locks and Core Systems – Facilities and Operations

Please be advised that Marshall University's Office of Purchasing is cancelling the above referenced Request for Quote in its entirety. It has been determined that it is in the best interest of Marshall University to cancel the RFQ effective **June 17, 2025**.

This decision was made due to concerns that arose during the technical question process, as we want to ensure alignment and continuity with the current university master plan.

We sincerely appreciate the time and effort invested by all suppliers who submitted bids and your interest in collaborating with Marshall University. We look forward to your participation in future projects.

Sincerely,

Michelle Wheeler  
Director of Purchasing / Chief Procurement Officer  
Office of Purchasing

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**Office of Purchasing**

One John Marshall Drive | Huntington, WV 25755  
[purchasing@marshall.edu](mailto:purchasing@marshall.edu) | [www.marshall.edu](http://www.marshall.edu)

## ADDENDUM ACKNOWLEDGEMENT

**FORM SOLICITATION NO.:** MU25LOCKS Addendum No. 2  
Locks and Core Systems - Marshall  
University

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 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.

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Company

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Authorized Signature

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Date

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