Request for Quote



Marshall University Office of Purchasing One John Marshall Drive

Bid# **MU26SPECIALPPR** Addendum No. 01

Huntington, WV 25755-4100
uiries regarding this order to: (304) 696-2820

		UNIVERSITY DIFECT All II	iquilles regard	ing this order to	7. (304) 030-2020		
Vendor	:				For information of Purchasing Cont Phone: (304) 696	act: Justir -2820	
					Email: hawthorne		all.edu &
Sealed red	nuests to hid	for furnishing the supplies, equipment	t or services descri		bidquestions@ma		F CONSIDERATION
FOR AWA THE DATE time for ite waive info	RD, UNLESS AND TIME S ems containe rmalities or i	OTHERWISE NOTED, THE BID WILL E SHOWN FOR THE BID OPENING. When the description of the de	BE SUBMITTED ON applicable, prices right to accept or r	THIS FORM AND UP will be based on un eject bids on each ite	LOADED INTO THE MU its specified; and Bidder em separately or as a wh	BONFIRE POR From sill enter the Brook of toole, to reject	RTAL ON OR BEFOR ne delivery date or any or all bids, to
DATE		MANDATORY PRE-BID	DEPA	DEPARTMENT	BIDS OPEN:		BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BII
7/2/2025		MEETING: N/A	REQUI	REQUISITION NO. MU26SPECIALPPR	7/10/2025 at 3:00 p.m., EST. Broadcast via Teams at link listed below: https://tinvurl.com/MU26S		
			MU26SF				
					PECIALPPR-Bid-O		
Item#	Quantity		Description		•	Unit Price	Extended Price
		Services Purpose: To respond to v		per Contract –			
						Total	P
omplian erent pe	riod is inse	asing, above, the undersigned offers an rted by the purchaser) from the bi te each item, delivered at the desi	id open date, spe	cified above, to fu	irnish any or all items	r days (30 ca	alendar days unle h prices are offere
idder guarantees shipm		nent from		Bidder's name	Vendor		
		within	days	Signed By			
DB After receipt of order at address shown			Typed Name				
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				Street Address			
				City/State/Zip			
				Date		Pho	ne
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SOLICITATION NUMBER: MU26SPECIALPPR

Request for Quote Marshall University Open-End Specialty Paper Contract

Addendum Number: No. 01

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

-rr						
[]	Modify bid opening date and time					
[]	Modify specifications of product or service being sought					
[X]	Attachment of vendor questions and responses					
[]	Attachment of pre-bid sign-in sheet					
[]	Correction of error					

Description of Modification to Solicitation:

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

1. To respond to vendor's technical questions.

NO OTHER CHANGES.

Other

Applicable Addendum Category:

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.

Addendum No. 01

MU26SPECIALPPR – Request for Quote Marshall University Open-End Specialty Paper Contract

Technical Questions and Answers

- **Q1.** We would appreciate it if you could send me the award information and bid tabulation for the last time this was bid.
 - **A1.** The most recent solicitation for specialty paper and envelopes was issued during Fiscal Year 2022. Following a thorough evaluation of all relevant factors, Marshall University's Office of Purchasing elected not to award a contract for paper and envelopes at that time. Additionally, the previous bid did not include identical items or quantities; therefore, a direct one-to-one comparison would not be accurate.
- **Q2.** Also will this bid be awarded to one vendor only? Or can we just bid the envelopes?
 - **A2.** The objective of this Request for Quote is to award a contract to a qualified supplier capable of delivering all items outlined in the specifications.
- **Q3.** I am writing to request clarification regarding the bid requirements. Specifically, I would like to confirm whether all listed items must be provided by a single vendor, or if it is acceptable to submit a quotation for only one item.
 - **A3.** The objective of this Request for Quote is to award a contract to a qualified supplier capable of delivering all items outlined in the specifications.

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.: MU26SPECIALPPR

Addendum No. 1 Open-End Specialty Paper Contract

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 red	ceived)
I further understand that any verbal repres discussion held between Vendor's represe	Addendum No. 6 Addendum No. 8 Addendum No. 9 Addendum No. 10 ceipt of addenda may be cause for rejection of this bid sentation made or assumed to be made during any ora entatives and any University personnel is not binding and added to the specifications by an official
Company	
Authorized Signature	
Date	

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