

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.

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. To respond to vendor's technical questions.

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.

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 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.