


Request for Bid Proposal		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3498	Bid# R2502183 Addendum No. 01
Vendor:		For information contact: Office of Purchasing Missy Workman Phone: (304) 696-3498 Email: workman57@marshall.edu & purchasing@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: 6/19/2025	MANDATORY PRE-BID MEETING: June 12, 2025 @ 10:00AM. Meeting at MU Drinko Library RM 349 <u>for ALL bidders</u>	DEPARTMENT REQUISITION NO.: R2502183	BIDS OPEN: 6/26/2025 at 3:00pm EST Broadcast via teams: https://tinyurl.com/Morrow-ADA-MU-SnA-R2502183
		BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID	
Item #	Quantity	Description	Unit Price
		<u>ADDENDUM NO. 01</u> <u>Project :</u> R2502183 James E Morrow Library ADA Upgrades Shock & Awe Marshall University in Huntington, West Virginia <u>Purpose:</u> Attachment of Vendor Questions and Responses, Attachment of Pre-Bid Sign-in Sheet, Attachment of Pre-Bid Meeting Minute Notes, and Attachment of Document Checklist.	
			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:

Addendum Number:

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

Attachment of Pre-Bid Meeting Minute Notes

Correction of error

Other

Description of Modification to Solicitation:

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

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.

**SECTION 009111
ADDENDUM NUMBER 1**

PARTICULARS

1.01 DATE: JUNE 19, 2025

1.02 PROJECT: JAMES E. MORROW LIBRARY ADA UPGRADES

1.03 OWNER: MARHSALL UNIVERSITY

1.04 ARCHITECT: PICKERING ASSOCIATES

TO: PROSPECTIVE BIDDERS:

2.01 THIS ADDENDUM FORMS A PART OF THE CONTRACT DOCUMENTS AND MODIFIES THE ORIGINAL PROCUREMENT DOCUMENTS DATED MAY 23, 2025, WITH AMENDMENTS AND ADDITIONS NOTED BELOW.

2.02 ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED IN THE BID FORM. FAILURE TO DO SO MAY DISQUALIFY THE BIDDER.

2.03 THIS ADDENDUM CONSISTS OF THE FOLLOWING:

- A. See attached Pre-Bid Meeting Minutes and Sign-In Sheet - 4 pages
- B. Contractor Questions/Clarifications

2.04 CONTRACTOR QUESTIONS/CLARIFICATIONS:

- A. *Can you extend the questions deadline date by a day or two? I'm having trouble getting in touch with the approved elevator manufacturers. The one (Kone) that I was able to get a response from immediately expressed doubt that they can get questions to me by tomorrow morning, and they also expressed doubt that they can meet the bid deadline date. Even just a few days would be helpful for both the question deadline and the bid date.*

ANSWER: Marshall Purchasing said they are unable to extend the Bid date.

- B. *For the wheelchair lift, the "Clarity 16E" is listed as the basis of design. I assume other lifts would be acceptable, if they meet the specs listed. Is this correct?*

ANSWER: Yes, another brand is acceptable as long as it is equal to the Basis of Design.

- C. *Plan C120 - The plans call for a "Poured in place concrete wall with brick veneer." It also says to "See Note". The plan doesn't look like there is any brick on the concrete retaining wall. If it does get brick, please provide a detail, brick size and type, color, etc.*

ANSWER: The wall is to be constructed as a poured in place concrete wall with an adhered thin brick veneer. The thin brick veneer shall be a color/pattern that best matches the existing brick and is to be submitted to the A/E for review and approval.

- D. *Plan C120 - On the same plan, there are wall profiles shown for both the East and West Retaining Walls. Each profile shows the proposed sidewalk grade, but I don't see a proposed grade for the foundation of each retaining wall. Will the foundations be stepped? Are there no steps with the foundation and wall being on the same elevation from start to finish with just the sidewalk grade changing?*

- E. **ANSWER: The wall foundation is not stepped. Fill will be placed and properly compacted to an elevation as required to construct the concrete sidewalk detailed on the plans.**

- F. *Plan C120 - Can a detail be provided for the precast concrete cap? Can the wall thickness be detailed? The rebar and the clear space dimensions for the rebar are clear, but the overall width of the wall is not shown.*

ANSWER: Wall is to be 1'-0" thick. Concrete cap to be 2" long precast concrete segments with an overall width of at least 1'-2". Contractor shall submit concrete cap to A/E for approval.

- G. *Plan C120 - Is the picket fence steel or aluminum? Detail B/C120 shows the height being 3'-6" from base to mid-rail on the fence. Detail A/C120 shows the rail from the top of the rail to the*

top of the precast concrete cap as 48". Please confirm the size. Any more detail on this fence would be helpful.

ANSWER: Fence is to be 48" in height and shall be constructed of a hot dipped, galvanized steel with paint selections submitted to the A/E for approval.

END OF SECTION



Architects • Engineers • Surveyors

Mandatory Pre-Bid Meeting Minutes

Project Name: Shock and Awe R2502183
WVHEPC-M-019
ORG. #5234
Accessibility Renovations Project
Date: June 12, 2025

Project Number: 250612
Time: 10:00 AM

Project Location: Morrow Library
Meeting Location: Drinko Library, Room 349

City: Huntington, WV

Pickering Associates Rep: Sean G. Simon, AIA, NCARB

1. Introductions

- a) Marshall
- b) Pickering Associates

2. Site Safety & Access

- a) Parking is very limited.
- b) Access.
- c) No Smoking or tobacco use inside the building or on the roof.
- d) Barricades / Temporary Partitions / Security – responsibility of the contractor.
- e) Field Office – is not required.
- f) Temporary Utilities – contractor can use/connect to existing utilities at no cost to contractor.
- g) Working Hours 7:00 – 5:00.

3. Project Overview

- a) Project to be awarded as a Lump Sum single prime bid.
- b) Accessibility Renovations as described in the Scope of Work.

4. Unit Prices – None.

5. Alternates – One -New Hoist-way Door Panels and Hardware for elevator.

6. Bids Opening

- a) Bids are due to Marshall's Purchasing by 3:00 PM on June 26, 2025.
- b) Bid must include supplements as listed in Marshall's Purchasing Paperwork in the Project Manual.
- c) Missy from MU Purchasing discussed the required items and a Check List will be attached to meeting minutes.

7. Contract time

- a) Contractor shall be Substantially Complete by October 30, 2025 and Final Completion by November 30, 2025.



8. Time Restrictions

- a) Typical work hours to be from 7:00 AM to 5:00 PM. Night and weekend work hours are possible but must be scheduled ahead of time with the Owner.

9. Questions/Clarifications

- a) Final questions and clarifications must be submitted in writing to the Purchasing Dept. at Marshall University by 9:00 am on June 17, 2025.

10. Site Visit

- a) Will occur after Pre-Bid meeting.



Architects • Engineers • Surveyors

Meeting Sign-In Sheet

Client Name: Marshall University

Date: 6.12.25 @ 10:00 AM

Project Name: Shock & Awe - Morrow ADA Renovation Project

Project Number: 250612

Meeting Location: Drinko Library - Room 349

Project Location: Huntington, WV

Purpose: Mandatory Pre-Bid Meeting

	Company	Representative	Phone	E-Mail
1.	Pickering Associates	Sean G. Simon, AIA, NCARB	304.991.6275	ssimon@pickeringusa.com
2.	Marshall University	Scott Morehouse		
3.	LAKECREST CONSTRUCTION	TYLER DOOD	304 695 9911	TDOOD@LAKECREST.LLC
4.	BPI, Inc.	Christen Wells	(304) 760-8909	cwells@bpi-gc.com
5.	Marshall University Purchasing	Missy Workman	304.696.3498	Workman57@marshall.edu & BidQuestions@marshall.edu
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Request for Proposal Documents Checklist

The following documents are REQUIRED to be submitted with your Bid Package:

- ☐ Completed with Signatures BOG 43 Cover Page (First Page of RFB)
- ☐ Completed with Signatures BOG 43 Addendum(s) Cover Page (First Page of Addendum(s))
- ☐ Addendum Acknowledge Form(s) (Can be multiple pages due to multiple Addendum(s))
- ☐ Designated Contact/Certification and Signature Page
- ☐ Subcontractor List Submission
- ☐ Criteria for Selection of Lowest Qualified Bidders Response
- ☐ Bid Bond with Raised Seal (5% of Amount Bid) Signed and Sealed
- ☐ Bid Bond Surety Documents – Signed and Sealed
- ☐ Bid Form of Proposal with Bid information (sometimes multiple pages)
- ☐ Bid Form of Proposal Signed Signature page
- ☐ Disclosure of Interested Parties to Contracts
- ☐ West Virginia Contractors License
- ☐ Completed Drug Free Workplace Conformance Affidavit
- ☐ Certificate of Liability Insurance (COI) with **Marshall University as Certificate Holder** - coverage required in Contract)
- ☐ Proof of Compliance with or application for WV Workmen's Compensation Insurance
- ☐ Certificate of Property Insurance - Proof of Builder's Risk Insurance (Storage/use of facilities to hold tools/work on site, etc.)
- ☐ Purchasing Affidavit
- ☐ W9

After Awarded:

- ☐ Performance Bond for \$ (Full Bid Amount with any Alts) Signed & Raised Sealed
- ☐ Performance Bond Acknowledgement, Signed & Notarized
- ☐ Labor and Material Bond (see attached) for \$ (Full Bid Amount with any Alts) Signed & Raised Sealed
- ☐ Labor and Material Bond Acknowledgement, Signed and Notarized
- ☐ Maintenance Bond (roof work only) for 2 years for \$ (Full Bid Amount with any Alts) Signed & Raised Sealed
- ☐ Maintenance Bond Acknowledgement, Signed & Notarized

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: R2502183

(If Applicable)

James E. Morrow Library ADA
Upgrades Shock & Awe 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 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.

Revised: 7/15/21