


Expression of Interest	 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-2823	Expression # R1101737
Vendor: _____ For information call: _____ Phone: _____ Purchasing Agent: Jill Burcham FEIN/SSN: _____ Fax: _____ Phone: (304) 696-2823 Burcham@marshall.edu		
Sealed Expression of Interest for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, THE Expression WILL BE SUBMITTED ORIGINAL AND (6) COPY, SIGNED IN FULL IN INK, AND RECEIVED IN THE OFFICE OF PURCHASING TO HAVE A DATE/TIME STAMP AFFIXED, ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. Prices will be based on units specified. Bidders will enter the delivery date or time for each item 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 PRINTED ON THE REVERSE SIDE HEREOF AND AS SET FORTH HEREIN.		
DATE May 3, 2011	DELIVERY IS REQUIRED NO LATER THAN	DEPARTMENT REQUISITION NO. R1101737
		BIDS OPEN: June 6, 2011 3:00PM
		BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
Item #	Quantity	Description
		<u>Expression of Interest</u> Marshall University, on behalf of the Board of Governors, is seeking an Expression of Interest from qualified Architectural Firms interested in providing full Service Design for a "Biotechnology Incubator/Applied Engineering Complex" to be located on the campus of Marshall University campus in Huntington, West Virginia. Sealed Expression of Interest must be received by 3:00PM on June 6, 2011 in room 125 Old Main Building, Marshall University Office of Purchasing, One John Marshall Drive, Huntington, West Virginia. At that time they will be opened and recorded. Original and (6) copies of Complete Expressions of Interest must be sealed when submitting to the Office of Purchasing.
		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 _____ Street Address _____ City/State/Zip _____ Date _____ Phone _____ Fein _____
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INSTRUCTIONS TO BIDDERS

(purchases greater than \$25,000)

1. **BIDDER'S REPRESENTATIONS:** the bidder, by making a bid, represents that: (a) the bidder has read and understands the bidding documents, terms and conditions, and the Bid is made in accordance therewith; and (b) the bid is based upon the materials, equipment, systems, printing and/or services specified.
2. **QUALITY STANDARDS:** Brand names, when identified, include the standard of quality, performance or use desired. Unless otherwise noted, bids by bidders on equivalents may be considered, provided the bidder furnishes descriptive literature and other proof required by the Buyer. Samples, when required, must be furnished free of charge, including freight. In the event the Buyer elects to contract for a brand purported to be an equivalent by the bidder, the acceptance of the item will be conditioned on the Buyer's inspection and testing after receipt. If, in the sole judgment of the Buyer, the item is determined not to be equivalent, the item will be returned at the Seller's expense and the contract terminated.
3. **SUBMISSION OF BIDS:** the bid, the bid security, if any and other documents required to be submitted with the bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the bids and shall be identified as a sealed bid and shall include the bid number, the bid opening time, and the bid opening date. Bids shall be delivered and deposited at the designated location prior to the time and date for receipt of bids. Bids received after the time and date for the bid opening will be returned unopened. The bidder shall assume full responsibility for timely delivery at the location designated for receipt of bids. Oral, telephonic, facsimile or telegraphic bids are invalid and will not receive consideration.
4. **MODIFICATION OR WITHDRAWAL OF BIDS:** Prior to the time and date designated for receipt of bids, a bid submitted may be modified or withdrawn by notice to the party receiving bids at the place designated for receipt of bids. Such notice shall be in writing over the signature of the bidder and shall be received prior to the designated time and date for receipt of bids. A modification shall be worded so as not to reveal the amount of the original bid.
5. **OPENING OF BIDS:** Bids shall be publicly opened and read aloud at the designated location for receipt of bids shortly after the time and date bids are due.
6. **REJECTION OF BIDS:** The Buyer shall have the right to reject any and all bids, in whole or part; to reject a bid not accompanied by a required bid security or other data required by the bidding documents; or reject a bid which is in any way incomplete or irregular.
7. **ACCEPTANCE OF BID (AWARD):** It is the intent of the Buyer to award a purchase order to the lowest responsible and responsive bidder provided the bid does not exceed the funds available. The Buyer shall have the right to waive informalities or irregularities in a bid received, and to accept the bid which, in the Buyer's judgment, is in the Buyer's own best interests. All bids are governed by the West Virginia Code and the Procedural Rules of the Governing Board having jurisdiction.
8. **VENDOR REGISTRATION:** Prior to any award for purchases exceeding \$25,000, the apparent successful bidder must be properly registered with the W. Va. Department of Administration, Purchasing Division, and have paid the required vendor registration fee.
9. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
10. **PAYMENTS AND INTEREST ON LATE PAYMENTS:** Payment may only be made after the delivery and acceptance of goods or services. Interest may be paid for late payment in accordance with the West Virginia Code.
11. **RESIDENT VENDOR PREFERENCE:** A resident vendor preference will be granted upon written request in accordance with the West Virginia Code.
12. **TAX EXEMPTION:** the State of West Virginia, the Governing Board and its institutions are exempt from Federal and State taxes and will not pay or reimburse such taxes.

MARSHALL UNIVERSITY

Request for Expression of Interest

BIOTECHNOLOGY INCUBATOR/APPLIED ENGINEERING COMPLEX

Marshall University will accept Expressions of Interest for the following service until 3:00 p.m. on June 6, 2011. At that time, sealed proposals will be opened in Room 125, Old Main Building, Marshall University, Huntington, WV.

MARSHALL UNIVERSITY, ON BEHALF OF THE GOVERNING BOARD, IS SEEKING PROPOSALS FROM QUALIFIED ARCHITECTURAL FIRMS INTERESTED IN PROVIDING FULL SERVICE DESIGN FOR A "BIOTECHNOLOGY INCUBATOR/APPLIED ENGINEERING COMPLEX" TO BE LOCATED ON THE MARSHALL UNIVERSITY CAMPUS IN HUNTINGTON, WV.

THE BIOTECHNOLOGY INCUBATOR/APPLIED ENGINEERING COMPLEX IS ANTICIPATED TO BE A MULTI-STORY FACILITY CONTAINING 140,000 GROSS SQUARE FEET AND HOUSING THE FOLLOWING, BUT NOT LIMITED TO, UNITS.

- CLASSROOM SPACE
- FACULTY OFFICES
- COMPUTER LABS/PROJECT ROOMS
- MECHANICAL/MATERIAL LABS
- CONTROLS/INSTRUMENTATION LAB
- SAFETY/INDUSTRIAL HYGIENE LABS
- EMPHASIS LABS
- STUDENT STUDY/WORK SPACE
- EQUIPMENT/MATERIALS STORAGE
- ADMINISTRATIVE OFFICES
- LARGE LECTURE HALL/SEMINAR ROOM
- ENVIRONMENTAL AND BIO LABS
- STRUCTURAL LABS FOR GEOGRAPHIC INFORMATION SYSTEMS
- DIGITAL IMAGING LAB AND RELATED CONTROL/SERVER ROOMS

Firms wishing to submit Expressions of Interest should demonstrate expertise, experience and capacity to provide all significant parts of the above services and design criteria.

The following characteristics will be used to review and rank proposals:

- Experience in and or understanding of the local and/or West Virginia construction market capabilities and cost.
- Demonstrate that the location of the firm is such that services to the University will be readily available and convenient from the development phase through the construction contract administration.
- Specific identification of the project team and their individual project experience.

BIOTECHNOLOGY INCUBATOR/APPLIED ENGINEERING COMPLEX
Request for Expression of Interest

- Identification in detail of how mechanical/electrical/HVAC design will be addressed, qualifications of either in-house or outside consultants who will perform this design work, and the approach to be used in this critical design area. A proven track record of the working relationship among members of the design team must be specified.
- Demonstrated ability to coordinate construction contract administration in a general contractor approach.
- The history of the firm and location of principal office.
- Identification of the project team to be assigned to the proposed project, including their individual experience with the firm, their experience on similar projects, and the role they will play.
- Specific experience in providing the potential services required in project of a similar size and complexity.
- At least three (3) references from organizations at which the firm and the project team have provided similar services during the past three years.
- Experience in sustainable building design and status of LEED accredited professionals for architectural, mechanical and electrical disciplines within the proposed project team.

A committee comprised of University officials will evaluate Expressions of Interest. It is anticipated that a short list of three to five firms may be selected for local interviews. As part of these interviews, firms may be asked to submit additional information.

A final selection of the most qualified firm will be made, and fees will be negotiated for various phases of work required. In the event that acceptable fees cannot be negotiated with the firm deemed most qualified, negotiations will move to the next, most qualified firm.

For additional information, contact:

Mr. Ron May
Director, Facilities Planning & Management
Marshall University
One John Marshall Drive
Huntington, WV 25755
Phone: (304) 696-6415

An original and six copies of Complete Expressions of Interest must be received by 3:00 p.m. on June 6, 2011 and must be submitted to:

Marshall University
Office of Purchasing
Room 125 – Old Main Building
One John Marshall Drive
Huntington, WV 25755-4100

BIOTECHNOLOGY INCUBATOR/APPLIED ENGINEERING COMPLEX
Request for Expression of Interest

The outside of envelopes should be plainly marked as follows:

Buyer: JB
Requisition: R1101737
Date: June 6, 2011
Time: 3:00 p.m.

**ALL EXPRESSIONS MUST BE RECEIVED BY THE OFFICE OF PURCHASING BY THE
ABOVE-REFERENCED TIME AND DATE.**

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____