



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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June 23, 2016

## **Addendum2/Minutes of the Pre-bid Conference**

### **RFP AV Deroy and General Purpose Classrooms 2016**

dated June 16, 2016

The pre-bid conference for the **AV Deroy and General Purpose Classrooms 2016** was held on **June 22, 2016 at 10:30 a. m. Robert Kuhn, Sr. Buyer**, reviewed the administrative requirements of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **AV Deroy and General Purpose Classrooms 2016** of the **FPM and Libraries Departments**, discussed the expectations and scope of work.

The pre-bid conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site at [http://www.forms.procurement.wayne.edu/Adv\\_bid/Adv\\_bid.html](http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html).

**Numerous simple questions and answers were addressed at the pre-bid meeting. Some of the issues were as follows:**

1. The Deadline for project related questions is **June 29, 2016, 12:00 noon**.
2. **Bids are due July 11, 2016 at 4:00 pm**, to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5045 Anthony Wayne, Detroit, MI 48202, 4<sup>th</sup> Floor – Suite 4200, Detroit, MI 48202.
3. We will require an original plus one copy (**2 total**) of your proposal. In addition, an electronic version is required, which should be submitted to our secure mailbox at [rfp@wayne.edu](mailto:rfp@wayne.edu)
4. Any responses, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act, regardless of notations in the VENDOR's Proposal to the contrary.
5. **Parking** on WSU campus lots and structures are \$7.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
6. Smoke and Tobacco Free Policies: On August 19, 2015, Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. Contractors are responsible to ensure that all employees and all subcontractors' employees are in compliance anytime they are on WSU's main, medical, or extension center campuses. The complete policy can be found at <http://wayne.edu/smoke-free/policy/>
7. A bid bond is not required for bids below \$50,000. Otherwise, a bid bond (5%) will be required for the full amount of the bid.
8. Performance Bond and Material & Labor Payment Bond requirements are listed in the specifications of the job. Performance & Material & Labor Payment Bonds must be provided by the awarded Contractor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
9. The awarded Contractor must provide the required Certificate of Insurance in compliance with Section 800, article 11 of the bid specifications prior to commencement of any work.
10. Please review the insurance section carefully, there are some changes in the documents, such as the addition of professional liability insurance and changes in the amounts of required insurance for most of the categories
11. If your company has not previously done business with the University you may go to the Purchasing website at [www.purchasing.wayne.edu](http://www.purchasing.wayne.edu) and look for the "new vendor" link under "Information for Vendors" on the left. You may submit a new vendor request form and an IRS form W-9. This will register your company on our vendor list. (NOTE: this does not replace the listserv.)
12. This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than State of Michigan Prevailing Wage Rates. A Prevailing Wage Rate Schedule, Appendix 3 can be found on the University's website. Contractors must review these requirements to be sure they are in compliance with the requirements of the University and the State of Michigan. Contact the State of Michigan if further information on

prevailing wage rate is needed at website [http://www.michigan.gov/dleg/0,1607,7-154-27673\\_27706---,00.html](http://www.michigan.gov/dleg/0,1607,7-154-27673_27706---,00.html). Contractors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.

13. 1099 workers and subcontractors using 1099 workers are NOT acceptable
14. Contractors who have withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years are not eligible to bid on this project.
15. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
16. An Optional second walk thru was not scheduled.
17. Permit requirements are the responsibility of the awarded contractor.
18. Contractor must provide their own dumpster if needed, which must be rubber or plywood padded if placed on concrete. Location and duration must be coordinated with the project manager. Dumpster must be tagged with the name of your company clearly displayed. Any lawn damage must be restored.
19. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at [http://www.forms.procurement.wayne.edu/Adv\\_bid/Adv\\_bid.html](http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html).

Other:

1. **VENDORS must be authorized Crestron dealer** Liquidated damages has been deleted.
2. Spectrum Podiums should have no cut outs. **Clarifications and Revised Cost Schedule C to be posted to the University Website. Contact information for the Spectrum Representative is as follows:**
3. WSU to do its own fire inspections.
4. Power Point Presentation to be posted to the University website.
5. Vendors are to use existing pathways. There should be no penetrations; however, if a penetration is required, vendor must coordinate with the Project Manager and "fire stop".
6. If Vendor encounters any hazardous materials, they are to stop all work and apprise the Project Manager. Any abatements are to be done by owner.
7. Warranty is to be on the product and installation, not programming. The University has its own Crestron and Blamp Programmer, in house.
8. Vendors are to verify that all input/outputs are functioning once installed and "firm ware" is to be updated.
9. Owner to program and program bi-amps.
10. In Deroy, note that the rack must be carried up the spiral staircase. Building is a Yamasaki Design; therefore, has wet plaster and architectural design integrity is sought throughout the installation.
11. In Manoogian all the rooms are identical and no penetrations required.
12. Old Main Rm 1107 has dual projectors to overcome the architectural challenge of a support post in the center of the room.
13. Owner is to be provided left over cable. Cable runs were estimated, vendor must provide own field measurements.
14. There is no parking on the mall areas, drop offs must be coordinated with the Project Manager. No parking allowed between Deroy and Prentiss as that area is above subterranean classrooms.
15. The push into the Deroy building will be long via an elevator down, in the Prentiss Building, and push through the connecting tunnel.
16. Old Main has a parking area/unloading area with a ramp.
17. Some on-site storage is available for staging, must coordinate with the project manager.
18. The Spectrum products should ship to WSU and its Media Services Department (at the Kresge/Purdy Library – dock available) for assembly in place.
19. Vendor must apprise the project manager of any lead time issues in advance and update.
20. In the Standard Service Provider Agreement, disregard point 13 – Shared Revenue.
21. Vendor to reuse existing projection screen brackets in Manoogian Classrooms.

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712** Email: **ac6243@wayne.edu@wayne.edu** (copy to **Leiann Day**, Email: **leiann.day@wayne.edu**) by 12:00 p.m., **June 29, 2016**.

**Do not contact the Media Services Department, or other University Units, directly as this may result in disqualification of your proposal.**

Thank you

Robert Kuhn,  
Sr. Buyer, Purchasing  
313-577-3712

CC: **Alan Bartlett, Michael Kisser, Leiann Day**, Attendees list.