



Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
FAX (313) 577-3747

September 6, 2018

**Addendum #1 To
Request for Proposal
For Campus Signage Refresh: Project 999-316163**

**Minutes of the Pre-bid Conference
Dated August 30, 2018**

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for **Campus Signage Refresh**, Project **999-316163** was held on **September 6, 2018**, at **10:30am** (local time) – at Wayne State University, Detroit, MI 48202. **Robert Kuhn, Sr. Buyer**, reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who Contractors may contact during the live bid process. **Kirsten Mellem**, from the Facilities Planning and Management Department, discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

NOTE: You must have attended a pre-bid conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a pre-bid conference does not qualify your company to bid.

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

1. Minimum Participation
 - A. Pre-registration for the Pre-Bid meeting is required. In the event that we do not have four (4) or more eligible bidders pre-registered, the University reserves the right to postpone the Pre-bid meeting with up to 4 business hour notice.
 - B. If less than 4 individual contractor firms attend the mandatory pre-bid meeting, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).
 - C. On the day of the bid opening, if less than 3 sealed bids are received, the University reserves the right, at its sole discretion, to rebid the project in an effort to obtain greater competition. If the specifications are unchanged during the rebid effort, any contractor who submitted a bid will be given the option of keeping its bid on file for opening after the second bid effort, or of having the bids returned to them unopened.
2. 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/>
3. Sworn Statement Requirements: The University tracks it's level of spend along a number of socio-economic categories. This includes it's spend with Diverse organizations, it's spend with Detroit based organizations, and it's spend with Michigan based organizations. To assist with this, The University has reporting requirements to be included with the submission of your bid and for Pay Applications submitted by the successful contractor.
4. 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.
5. 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.
6. The awarded Contractor must provide the required Certificate of Insurance in compliance with Section 700 – General Conditions, article 4.05 – Contractor's Insurance, and Section 800 – Supplementary Conditions, "Add the following to 4.05.1" of the bid specifications prior to commencement of any work.
7. 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
8. If your company has not previously done business with the University you may go to the Purchasing website at **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.)

9. This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than Prevailing Wage Rates. A Prevailing Wage Rate Schedule is included as Appendix A to the Bid Specifications. Contractors must review these requirements to be sure they are in compliance with the requirements of the University. Contractors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.
10. 1099 workers and subcontractors using 1099 workers are NOT acceptable
11. Certified Payroll must be provided with each of the contractor's pay applications for all workers who worked at the job site, in compliance with the University policy. Failure to provide certified payroll will constitute breach of contract and pay applications will be returned unpaid, and remain so until satisfactory supporting documents are provided.
12. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
13. A properly executed sworn statement is required from all tiers of contractors, and sub-contractors indicating sub-contractors and suppliers which provide services or product of \$1,000.00 or greater. Sworn statements must accompany applications for payment
14. All documents listed in the Front End Section 0410-2 "Wayne State Prevailing Wage Requirements" must accompany applications for payment. Failure to do so will result in the entire application package returned for correction.
15. A checklist of all Pay Application requirements can be found in Section 00430-1.
16. Note: there is a new section 440 Contractors Performance Evaluation. This is a new part of the contract and will be performed at the end of every job.
17. The competency and responsibility of Bidders will be considered in making the award. The Owner does not obligate himself to accept the lowest or any other bids. The Owner reserves the right to reject any and all bids and to waive any informalities in the Proposals
18. Parking on WSU campus lots and structures are \$8.00/access. Contractor must build parking into their lump sum bid. There is no parking allowed on the malls.
19. Section 300, Form of Proposal has changed very recently, review carefully and complete in its entirety to avoid disqualification.
20. The contractors **must** fill out our prequalification form. They can attach additional information if they would like but at a minimum the information requested must be filled in on our form so that we do not have to hunt to find the information.
21. 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.
22. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
23. Prequalification meeting will be held the first business day after bid openings. Contractors must be available. The Project Manager will coordinate the meetings.
24. Prequalification meeting includes Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents.
25. An unsigned contract will be given to the successful Contractor at the conclusion of the Prequalification meeting, if all aspects of the bid are in order. The Contractor has 5 business days to return the contract to the Project Manager for University counter signature. The contractor must also submit a Performance Bond as outlined above and a Certificate of Insurance in the same 5 business day period. In the event the Contractor fails to return the documents in this 5 day period, the University reserves the right to award the contract to the next most responsive bidder.
26. An Optional second walk thru was not scheduled. .
27. Permit requirements are the responsibility of the awarded contractor as listed in General Conditions, Section 700 Article 4.02.18.
28. 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.
29. Questions are due by **September 11, 2018** at 12:00 noon
30. **Time of Completion:** The Contract is expected to be fully executed on or about 15 calendar days after successful bidder qualification and recommendation of award. The successful bidder (Contractor) agrees to start construction **immediately after** receipt of a fully executed contract and Purchase Order, and to complete the work as follows: Substantial Completion, and State Approved Inspections (if appropriate), has been extended to no later than **November 30, 2018**.
31. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at **<http://go.wayne.edu/bids>**.
32. Signage is "out of doors"; however, the University has dense foot traffic. The awarded Contractor must be considerate of environment (noise, cleanliness, pedestrian traffic, etc.)

Other:

- No permits required.
- This Project is for external signage refresh, including neighborhood and boundary marker signs.
- Note, this is a very visible project and Vendor conduct reflects upon the University.
- The University welcomes innovations/recommendations, to be submitted as Exhibit 1: Restricted Services.
- The University plans to change signs once per year. The type of signage are "changeable type".

- The University's Marketing Department will provide the graphics; however, Vendor is to fabricate and install.
- Final colors are to be provided to the awarded vendor.
- The completion date has been extended no later than November 30, 2018.

IMPORTANT- This is an addendum which MUST be acknowledged on your bid form

We will require your lump sum proposals, vendor qualification questionnaire and your bid bond documents as a single PDF in your electronic submission.

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing. Email: **ac6243@wayne.edu**, and copy **Leiann Day**, Associate Director, at **Leiann.day@wayne.edu**.

Bids are due by electronic submission on no later than 2:00 p.m., September 17, 2018. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning August 30, 2018.

No public bid opening will be held.

Do not contact either FP&M or the Design Firm directly as this may result in disqualification of your proposal.

Thank you for interest shown in working with Wayne State University.

Robert Kuhn
Sr. Buyer

CC: **Kirsten Mellem** (Project Manager), **Leiann Day**, Associate Director, Attendee list.