Addendum #2 To Request for Proposal
For Gateway Theatre – Lighting Purchase: Project 189-178578
Minutes of the Pre-bid Conference #1 and #2
Dated November 19, 2021

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for Gateway Theatre – Lighting Purchase, Project 189-178578 was held on November 30, 2021, at 10:00 am (local time) – via Microsoft Teams. 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. Kidest Albaari, Project Manager, and Don Vanderwork from Hamilton Anderson Associates 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: 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. Diversity Spend: 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 a Certificate of Insurance.

7. 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 database. (NOTE: this does not replace the listerv.)

8. 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.

9. All documents listed in the Front End Section 0410-2 “Wayne State WSU Wage Requirements” must accompany applications for payment. Failure to do so will result in the entire application package returned for correction.
10. A checklist of all Pay Application requirements can be found in Section 00430-1.
11. Section 440 - Contractors Performance Evaluation is a part of the contract and will be performed at the end of every job.
12. The competency and responsibility of Bidders will be considered in making the award. The University is not obligated to accept the lowest or any other bids. The University reserves the right to reject any and all bids and to waive any informalities in the Proposals.
13. Parking on WSU campus lots and structures are $8.50/access. Contractor must build parking into their lump sum bid. There is no parking allowed on the malls.
14. Review Section 300 - Form of Proposal carefully and complete in its entirety to avoid disqualification, including our prequalification form.
15. 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.
16. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
17. Prequalification meeting may be held as soon as the first business day after bid openings. Contractors must be available. The Project Manager will coordinate the meetings.
18. Prequalification meeting includes Schedule of Values from the Contractor, including a list of Contractor’s subcontractors and other qualifications required by the documents.
19. If all aspects of the bid are in order, an unsigned contract (not applicable – line item order not a lump sum project) will be given to the successful Contractor as soon as it’s available. 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.
20. Permit requirements are the responsibility of the awarded contractor as listed in General Conditions, Section 700 Article 4.02.18 – None Applicable, no installation required.
21. Contractor must provide their own dumpster (Not Applicable).
22. OPTIONAL Site Visit – Not Applicable
23. Questions are due by December 9, 2021 no later than 12:00 noon (local time).
24. Bids are due by electronic submission on no later than 2:00 p.m., December 21, 2021. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning November 19, 2021.
25. Time of Completion: for construction is scheduled for December 23, 2022. Lighting Equipment is expected to be delivered no later than June 30, 2022 with all equipment delivered around that time period, see below.
26. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at http://go.wayne.edu/bids.

Other – Notes from both Pre-bid meetings: November 30, 2021 & December 6, 2021:

A 2ND Pre-Bid Meeting was scheduled for December 6, 2021, to ensure ample participation for a successful bid. This was a mandatory meeting for those companies that did not attend the first Pre-Bid Meeting held on November 30, 2021. This meeting was voluntary for those that attended the first Pre-Bid Meeting held on November 30th.

The questions due date has been extended until December 9, 2021, no later than 12:00 – noon (local time).

Note: there will be a 10% retainage with this project until all items have been delivered.

Vendors bid price must be held and honored for 90 days from bid.

Note: installation is not a part of this competitive bid and the University will unpack and rack materials. It is expected that the University will dispose of packing materials and boxes.

The University will be ready to receive goods sooner than the December 22, 2022 date indicated. That is the tentative construction completion date; however, the University estimates delivery of lighting equipment no later than June 30, 2022. Warranty to begin once goods are delivered and tested.

Vendor’s must take into consideration the tight space limitations behind the Theatre at 77. W Canfield when scheduling the size of tractor-trailer to be used to make delivery of goods. There may be multiple shipments including piping/cabling and lighting equipment but they must be close in time to the June delivery window. If vendor must store some items, note the following:

1. Certificate of Liability Insurance is required – see RFP Documents.
2. Transfer of title will be required naming each item and where the items are being stored – name of warehouse, address, etc.
3. A photograph of each item to be stored is required and presented to the Project Manager prior to storage.

Pay Application is required, items to be included are found beginning in Section 430-1, “PAYMENT PACKAGE DOCUMENT REQUIREMENTS”.

Page 2
Section 3.2 of the Specifications calls for consoles and Part B refers to training of operators in 4-hour session, which will be scheduled with the Fine and Performing Arts Department no later than September/October of 2022. In this way, students will be able to learn console operations prior to the Theatre’s productions.

Console pricing to be in the Appendix B, Cost Schedule, see Dimming and Control Section.

Vendor’s are responsible for securing pricing from manufacturers, including ETC, Note: equipment supplied with bare end cables shall have connectors installed.

Item 15 – “Chroma-Q ColorForce 72” should be provided as model “Chroma-Q Color Force II 72”.

There are no substitutions allowed. One exception is line 12 of the Appendix B – Cost Schedule. Line Item 12 is for a Kreios LED Worklight. **Vendors must submit their request for alternate for approval, no later than the Questions due date of December 9, 2021**

Bid due date remains unchanged.

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

We will require your Appendix B, Line Item Cost Schedule (to be in Microsoft Excel Format and Section 300, Form of Proposal, including, 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 Valerie Kreher, Senior Buyer, at RFPTeam2@wayne.edu.

Bids are due by electronic submission on no later than 2:00 p.m., December 21, 2021. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning November 19, 2021.

**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
Senior Buyer

CC: Kidest Albaari (Project Manager), John Wolf, Don Vanderwerp, Niles Ray, Valerie Kreher (Sr. Buyer), Attendees List – Fantasee Lighting, Vincent Stage Lighting, Barbizon Lighting