



Procurement & Strategic Sourcing  
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Division of Finance and Business Affairs

July 17, 2025

**Addendum #1  
Request for Proposal  
Keast Common Restoration: Project 999-301243**

**Minutes of the Pre-bid Conference  
Dated July 3, 2025**

**The Addendum must be acknowledged on your lump sum bid.**

The pre-bid conference for Request for Proposal for **Keast Common Restoration**, Project **999-301243** was held on **July 15, 2025, at 2:00 p.m.** (local time) – at Detroit, MI 48202. **Brandy Gaines** 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. **Ranjani Nainala** and **Michael Darga** from **Giffels Webster** discussed the technical aspects of the project and bid requirements and conducted the Q & A session.

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

1. Minimum Participation
  - A. If less than 3 individual contractor firms attend the **Optional** 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).
  - B. 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. Local, Michigan Based, & Small Business Spend: The University tracks its level of spend with geographically local suppliers. This includes its spend with Detroit based organizations, and its spend with Michigan based organizations. To assist with this, The University has requirements for submission of your bid and for Pay Applications submitted by the successful contractor, as outlined in sections 420 & 430.
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 prior to commencement of any work.
7. Please review the insurance section carefully, including the professional liability insurance and 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](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 in our vendor database. (NOTE: this does not replace the listserv.)
9. The University is committed to having responsible and ethical contractors and subcontractors on all of its construction projects, to ensure that work is performed by responsible, qualified firms that maintain the capacity, expertise, highly trained personnel, and other qualifications and resources necessary to successfully perform University projects in a safe, timely, reliable, high quality and cost-effective manner. To achieve that goal, the University requires contractors and subcontractors submitting a bid to provide information relating to their qualifications as discussed in Section 00400 - Responsible Contractor Policy
10. This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than WSU Wage Rates. WSU Wage Requirements are listed in Section 00410, and

a WSU 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 WSU Wage Rate listing provided in Bid Documents.

11. 1099 workers and subcontractors using 1099 workers are NOT acceptable.
12. 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.
13. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
14. A properly executed sworn statement is required from all tiers of contractors, and sub-contractors indicating sub-contractors and suppliers which provide services or products of \$10,000.00 or greater. Sworn statements must accompany applications for payment
15. 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.
16. A checklist of all Pay Application requirements can be found in Section 00430-1.
17. Each Pay Application is to be organized into the sections below; Payment Application, Sworn Statements, Certified Payroll, and Additional Supporting Documentation
18. These Documents are to be combined into a single PDF document, which is not to be combined with other Pay Applications
19. Submit completed Pay Applications to WSU Accounts Payable at [wsuinvoices@wayne.edu](mailto:wsuinvoices@wayne.edu)
20. Section 440 - Contractors Performance Evaluation is a part of the contract and will be performed at the end of every job.
21. 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
22. Parking on WSU campus lots and structures are \$9.00/access. Contractor must build parking into their lump sum bid. There is no parking allowed on the malls.
23. Review Section 300 - Form of Proposal carefully and complete in its entirety to avoid disqualification, including our prequalification form.
24. Contractors who have withdrawn a bid after a University bid opening and/or refuse 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.
25. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
26. An FP&M led 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.
27. Prequalification meeting includes information on the qualifications of management and supervisory personnel assigned to the project, a Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents. This information should include information on the contractor's and any subcontractor's access to labor necessary for contract performance.
28. If all aspects of the bid are in order, an unsigned contract 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.
29. Permit requirements are the responsibility of the awarded contractor as listed in General Conditions, Section 700 Article 4.02.18.
30. 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.
31. OPTIONAL Site Visit (if needed): A Site visit may be scheduled at the conclusion of the pre-bid meeting, at the discretion of the project manager. The tentative date for Site Visit is **July 16, 2025**.
32. Questions are due by **July 22, 2025**, at 12:00 noon
33. Bids are due **by electronic submission on** no later than 2:00 p.m., **July 29, 2025**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **July 3, 2025**. **No public bid opening will be held.**
34. **Time of Completion:** The Contract is expected to be fully executed on or about 25 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), no later than **November 7, 2025**.
35. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc.)
36. **IMPORTANT- This is an addendum which MUST be acknowledged on your bid form**

### Questions and responses from pre-bid meeting

Questions: Are permits required for this project?

Response: **No.**

Questions: Is there a soil report?

Response: **No.**

Questions: Are there foundation issues or structures that are hidden from the previous building? Should it be excluded from bid?

esponse: **Yes, it is fair.**

**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: **Brandy Gaines**, Procurement & Strategic Sourcing. Email: **Rfpteam1@wayne.edu**.

Bids are due **by electronic submission on** no later than 2:00 p.m., **July 29, 2025**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **July 3, 2025**.

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

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

Brandy Gaines  
Senior Buyer

CC: **Ranjani Nainala** (Project Manager), Attendee list.