|  |  |  |
| --- | --- | --- |
| wsu-primary-horz-color-600-10-2017-small**Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing** **5700 Cass Avenue, suite 4200****Detroit, Michigan 48202****(313) 577-3734**  |

**July 10, 2020**

**Addendum #1 To**

**Request for Proposal**

**For Prentis Basement Heating Piping: Project 022-336740**

**Minutes of the Pre-bid Conference**

**Dated July 1, 2020**

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

The pre-bid conference for Request for Proposal for **Prentis Basement Heating Piping**, Project **022-336740** was held on **July 10, 2020,** at **10:00 am** (local time) – at Detroit, MI 48202. **Valerie Kreher** 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. **Omar Alhyari** and **Jerry Hirth** from **FTCH** 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
2. 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.
3. 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).
4. 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.
5. 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/**
6. 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.
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 700 – General Conditions, article 4.05 – Contractor’s Insurance, and Section 800 – Supplementary Conditions prior to commencement of any work.
10. Please review the insurance section carefully, including the professional liability insurance and 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** 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.)
12. 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.
13. 1099 workers and subcontractors using 1099 workers are NOT acceptable.
14. 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.
15. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
16. 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 $10,000.00 or greater. Sworn statements must accompany applications for payment
17. 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.
18. A checklist of all Pay Application requirements can be found in Section 00430-1.
19. Section 440 - Contractors Performance Evaluation is a part of the contract and will be performed at the end of every job.
20. 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
21. 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.
22. Review Section 300 - Form of Proposal carefully and complete in its entirety to avoid disqualification, including our prequalification form.
23. 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.
24. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
25. 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.
26. Prequalification meeting includes Schedule of Values from the Contractor, including a list of Contractor’s subcontractors and other qualifications required by the documents.
27. 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.
28. The Procurement website was reviewed at the beginning of the meeting
29. Vendors were encouraged to sign up for the List Serves
30. Provided information regarding the video that has been uploaded
31. Please submit a completed pdf of your proposal that includes bid bonds and all required information
32. All addendums need to be acknowledged on your bid
33. Prevailing Wage Rate is required and must be posted at the job site
34. The area may be occupied, please be considerate of the surroundings and considerate of noise and debris
35. Replace the entire basement heating hot water piping system including the existing valves. New piping/valve sizes to match existing piping/valve sizes.
36. Add/replace main/branch/equipment isolation valves with valves as shown on the plan Sheet M101 and Details/Diagrams 7, 8, 9 and 11 on Sheet M501.
37. Most of the piping is above classroom ceilings and was not field surveyed/as-built and is as shown on the original 1962 drawings. Actual equipment/pipe locations are schematically shown on the plan.
38. Contactor shall remove and store existing ceiling tiles and ceiling support system as necessary to replace the piping system. Contractor shall determine amount of ceiling tiles and ceiling support system to be removed and stored and include in their bid. Any ceiling tile or ceiling support system damaged during removal and replacement shall be replaced in-kind to match existing.
39. Strainers are to be installed as shown on the plan drawing on the return piping from the upper floors and Helen Deroy Building to catch potential debris in the existing piping systems from flowing into the new piping system.
40. Added system Isolation vales and drain lines to the existing system layout are as shown on the plan to isolate sections of the upper floors or sections of the basement mains/branch lines to isolate system sections to drain for maintenance while allowing other areas of the system to remain operational.
41. Existing heating hot water pumps are to remain, but connecting piping/valves/flex connections/gauges, etc. To be replaced – see Diagram Detail 11 on sheet M501.
42. Drawn schematically but not field verified, awarded vendor will need to field verify before commencing any work
43. Pumps are to remain – schematic for the piping around the pumps
44. All the piping for the heating hot water system is copper and soldered including over 2.5”. The existing steel piping has the corrosion problem and is to be replaced with copper piping.
45. Video to show the mechanical in the basement, two videos have been posted to the website and were viewed during the prebid meeting.
46. Second video shows ceiling tiles in the hallway and in some of the classrooms and restrooms
47. Assorted audio/video/camera equipment must be protected.  Please hire current contractors for these pieces of equipment if any work around this equipment is required.
48. Some of the rooms have slopes in the floor.  Please be cognizant of this.
49. Asbestos removal and abatement is WSU scope of work.
50. Physical walkthrough to verify measurement and familiarize themselves with the area – email Valerie at rfpteam2@wayne.edu and copy katt@wayne.edu. The walkthru’s will be scheduled for Thursday July 16th – must be done individually by appointment only – 20 minutes each.  Contact Valerie and they will establish a time for your walk-though.   Times between 10-Noon
51. Masks will be required.  Coronavirus screening form will be required from the person attending.  No questions will be answered during this walk through.
52. Permit requirements are the responsibility of the awarded contractor as listed in General Conditions, Section 700 Article 4.02.18.
53. 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.
54. Questions are due by **July 20, 2020** at 12:00 noon
55. Bids are due **by electronic submission on** no later than 2:00 p.m., **July 27, 2020.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **July 1, 2020**.
**No public bid opening will be held.**
56. **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), no later than **August 31, 2020.**
57. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at **http://go.wayne.edu/bids**.
58. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc.)
59. **IMPORTANT- This is an addendum which MUST be acknowledged on your bid form**

**Question:**

Spec section 232113-2.2-B-2 indicates piping over 2.5" to be copper with soldered joints.  Can you please confirm that this is correct?

**Answer:**

**See item number 41 on this sheet.**

**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: **Valerie Kreher**, Procurement & Strategic Sourcing. Email: **rfpteam2@wayne.edu**, and copy **Kimberly Tomaszewski**, **Senior Buyer**, at **katt****@wayne.edu**.

Bids are due **by electronic submission on** no later than 2:00 p.m., **July 27, 2020.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **July 1, 2020**.

**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.

**Valerie Kreher**

**Senior Buyer**

CC: **Omar Alhyari** (Project Manager), **Kimberly Tomaszewski** , **Senior Buyer**, Attendee list.