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| 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**  **FAX (313) 577-3747** |

**April 11, 2024**

**Addendum #1 To**

**Request for Proposal**

**RFP Preferred Construction Vendors for time and materials work**

**datedApril 2, 2024**

**Minutes of the Pre-Proposal Conference**

**This Addendum must be acknowledged on Schedule D.**

The pre-proposal conference for the **Preferred Construction Vendors for time and materials work** was held on **April 11, 2024 at 9:00** **Valerie Kreher** and **Ken Doherty** reviewed the administrative requirements of the pre-proposal package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Ekta Kamalia** of **FP&M**, discussed the expectations and scope of work.

The pre-proposal conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site at **http://go.wayne.edu/bids**.

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

1. This RFP included an **Optional pre-proposal meeting.**
2. The Deadline for project related questions is **April 18, 2024*,*** **12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **April 25, 2024.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **April 2, 2024**.
4. ***The contract(s) will be for a three-year period ending on* September 30, 2027*.*** *Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through* **September 30, 2029*.*** *VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C****.***
5. The University is a member of the Michigan University Self Insurance Corporation (MUSIC). Insurance requirements for Wayne State work are based on the products or services provided. For this project, a Certificate of Liability Insurance is **Required**
6. 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.
7. This is an opportunity for self-performing work, not General Contracting work,
8. All work is performed on a time and materials basis.
9. There are multiple trades that are under this contract, vendors may quote as many or as few trades as they are qualified to perform.
10. There is a new submission form when submitting your bid, give yourself plenty of time to submit your bids as there are more fields to fill out. It is highly recommended that you allow yourself 15-30 minutes at a minimum to submit your bids.
11. It is likely that a letter of intent will start the process while a strategic source agreement is in process.
12. You will fill out the cost schedule on the excel sheets. The appendix D, E and F are informational to show you how to invoice us or how your company may be evaluated on your performance.
13. The University does not have a dumpster in the campus anymore, hazardous wastes are to be disposed at University approved landfill only. A manifest should be signed by a representative form Universities OEHS (Office of Environmental Health and Safety) department. Disposal of waste is to be billed at cost directly.
14. If the contractors discover asbestos, they are to immediately cease work, notify the Project Manager and the project manager will contract the asbestos abatement and then after it is abated the vendor will be allowed to continue work.
15. Security referenced in this RFP is in regards to parts and installation such as card readers, cameras. It is not for security guard services.
16. The contractors must perform background checks on all of the employees on campus.
17. Vendors can use their own invoice forms as long as all the information we require is on the invoice in a similar format.
18. The contracting process will have a contract and include the RFP terms and conditions.
19. All work performed on campus is performed at WSU Wage Rates. Vendors must indicate this on their proposal.
20. Vendors are allowed to pull up to a building and unload, then move the vehicle to a parking lot or spot. If there is any issues with loading or unloading or parking, contractors should work with the Project Manager to determine the best solution for the issue in question.
21. Parking on WSU campus lots and structures are $9.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
22. 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/>
23. Smoke and Tabacco Free Policy does include vaping. To be clear, Vaping is not allowed.
24. IMPORTANT - Minutes for the Pre-Proposal Meeting are distributed and published on the website as an Addendum. Vendors are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Schedule D.

**Question / Answers**

***Queston 1)***Pg 6. There are three links to prevailing wage rates. Will this be under Davis Bacon, Service Contract Act,

State or Federal? Will it change based on the job and if so under what circumstances? Will we be notified when to

use which?

As per the RFP,

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| 1. **Wayne State University Wage Rate Schedule**   **POLICY**  Wayne State University requires all project contractors, including subcontractors, who provide labor on University projects to compensate at a rate no less than WSU wage rates.  The rates of wages and fringe benefits to be paid to each class of laborers and mechanics by each VENDOR and subcontractor(s) (if any) shall be not less than the wage and fringe benefit rates prevailing in Wayne County, Michigan, as determined by the United States Secretary of Labor.  Individually contracted labor commonly referred to as “1099 Workers” and subcontractors using 1099 workers are not acceptable for work on any of Wayne State’s properties.  Rates for all counties are available at <https://wdolhome.sam.gov/>, and Procurement will post the schedules quarterly that pertain to Wayne County on its website at <https://procurement.wayne.edu/vendors/wage-rates>.  Certified Payroll must be provided for each of the contractor’s or subcontractor’s payroll periods for work performed on any University project.  Certified Payroll must accompany Pay Applications, and be fully reconciled with the final Pay Application.  Failure to provide certified payroll will constitute a material breach of contract, and pay applications will be returned unpaid, and remain unpaid until satisfactory supporting documents are provided.  Additional information can be found on the University Procurement & Strategic Sourcing’s web site at the following URL address: [**https://procurement.wayne.edu/vendors/wage-rates**](https://procurement.wayne.edu/vendors/wage-rates) |

**Answer 1)** Currently we use Davis Bacon. Schedules are updated on regular basis, no less than every 3 months. The only reason the schedules would change is if WSU changes from Davis Bacon to Michigan Prevailing Wages, which is likely to occur before the end of May, 2024.  Regardless of the source, the WSU Wage Rate Schedule is what will need to be adhered to. As part of this Time and Material RFP, the University is looking for labor rates for trades the contractor is bidding. The rate will be locked for the 1st year of the contract ending September 30th of 2025. At the beginning of each Fiscal Year (October 1) the rate may increase by 2.5% only. The 1st increase shall be October 1, 2025.

**Question 2)** Schedule C – Request for Clarity on Trades.

**Answer 2)** Contractor must list trade classification and applicable rates for the service they are bidding for this RFP.

**Question 3)** Low Voltage Elec. – Does this include fiber optics? \*If Low Voltage does include fiber optics, are we able to bid the trade and opt out of fiber optics?

**Answer 3)** No, this is not for fiber optics.

**Question 4)** Sprinkler Fitter – Is this for fire suppression or irrigation system?

**Answer 4)** This is for fire suppression.

**Question 5)** Mover – What does this include? Perhaps an example thereof.

**Answer 5)** This RFP is not for movers, only contraction trades.

All questions concerning this project must be emailed to: **Valerie Kreher**, Procurement & Strategic Sourcing at **313-577-3720** Email: **rfpteam2@wayne.edu** by 12:00 p.m., **April 18, 2024.**

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

Thank you

**Valerie Kreher**,

**Senior Buyer**, Purchasing

**313-577-3720**

CC: **Ekta Kamalia**, Attendees list.

*Attachments:*