



Division of Finance and Business Operations

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

July 1, 2015

## **Addendum 2**

**RFP Design Other Prof Svcs, including: Hazardous Material/Industrial Hygienist; Construction Material Testing; Testing, Adjusting, and Balancing (TAB) HVAC Systems; and Security System Design**

**Project Number 999-268174**

**Dated: June 16, 2015**

Note: All documents are available for downloading from the University Purchasing Web Site at [http://www.forms.procurement.wayne.edu/Building\\_Design.html](http://www.forms.procurement.wayne.edu/Building_Design.html). **Only those vendors that attended the mandatory pre-bid meeting held on June 23, 2015 will be allowed to participate in this RFP Process.**

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

Question #1: Questions were asked in regards to the Insurance requirements in compliance with Section B of the RFP.

Answer: Submit a Schedule B with your RFP, an example proof of insurance in addition is acceptable as well. Your insurance certificate should match the Schedule B provided with the University's RFP. A Certificate of Liability Insurance is not required with your proposal submission; however, you should acknowledge that your company will provide one, if awarded the order, in compliance with Schedule B.

Question #2: Questions were asked to clarify the number of pages permitted for the RFP response.

Answer: In order to accommodate all required submittal documents the number of pages for the RFP response submittal should be no more than 30 pages.

Question #3: What is considered evidence of compliance with applicable state of Michigan regulations?

Answer: All required certificates in the State of Michigan to conduct business for the category of work, and professional certificate or licensing required to conduct testing/investigation per the particular industry standards National and/or State wide. The RFP respondent is responsible for compliance with all Industry, Federal, and State licensing requirements to perform the specific scope of services.

Question #4: Do you want copies of the registrations and certifications of all key personnel?

Answer: No, list the registration, and certifications information for all key personnel within the resumes. Actual copies of certificates are not required with this Proposal.

Question #5: We have an employee who would be a key team member who is also a graduate student at the University. Is that something that is considered a conflict of interest?

Answer: No, unless he/she is an officer of the company or the cost estimator on the project.

Please find the revised and updated Sample Contract attached. It will also be posted to our website.

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712** Email: **ac6243@wayne.edu** (copy to **Cynthia Branch**, Email: **ab3577@wayne.edu**) by 2:00 p. m. (local time), **June 30, 2015** .

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

Thank you

Robert Kuhn,  
Senior Buyer, Purchasing  
313-577-3712

CC: Kidest Albaari, Cynthia Branch, Attendees list.