



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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November 14, 2014

**Addendum #1 To
Request for Proposal
For Electrical Reliability Upgrades – Bid Package #2:
Project 050-245285 (Shapero Hall), 629-245283 (Elliman Building)**

**Minutes of the Pre-bid Conference
Dated November 6, 2014**

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for **Electrical Reliability Upgrades – Bid Package #2**, Project **050-245285 (Shapero Hall), 629-245283 (Elliman Building)** was held on **November 13, 2014**, at **2:00p.m.** (local time) – at the FP & M Building, 5757 Cass Avenue, Detroit, MI 48202. **Robert Kuhn, Sr. Buyer**, reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Bill McVea** and **Hikmat Georges**, from **MEP Engineers, LLC**, discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

NOTE: You must have attended a prebid conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a prebid 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. A 2nd walk thru, for subcontractors, was established for **Tuesday, November 18**. Contractors shall meet WSU Project Manager at the **Elliman Building at 1:00pm** for a 45-minute walkthrough. The Elliman Building is located at 421 East Canfield Avenue, Detroit, MI 48201. Contractors shall meet WSU Project Manager at **Shapero Hall at 2:00pm** for a 45-minute walkthrough. Shapero Hall is located at 5501 Gullen Mall, Detroit, MI 48202. Parking and transportation for these walkthroughs is the responsibility of the Contractor. This is a "look and see" with no questions allowed. All questions are to be reduced to writing and forwarded to Purchasing via email, by date/time indicated below.
2. Questions are due by **November 20, 2014 at 12:00 (noon)**.
3. Bids are due no later than 2:00 p.m., **December 4, 2014 at 2:00P.M.**, at 5700 Cass Ave. Room 4200 AAB.
No public bid opening will be held.
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 Vendor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
6. The awarded vendor must provide the required Certificate of Insurance in compliance with Section 800, article 11 of the bid specifications prior to commencement of any work.
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 list. (NOTE: this does not replace the listserv.)
8. This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than State of Michigan Prevailing Wage Rates. A Prevailing Wage Rate Schedule is included in Section 00410 of the Bid Specifications. Vendors must review these requirements to be sure they are in compliance with the requirements of the University and the State of Michigan. Contact the State of Michigan if further information on prevailing wage rate is needed at website **http://www.michigan.gov/dleg/0,1607,7-154-27673_27706---,00.html**. Vendors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.
9. 1099 workers and subcontractors using 1099 workers are NOT acceptable
10. 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 State of Michigan 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.
11. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.

12. 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 \$1,000.00 or greater. Sworn statements must accompany applications for payment
13. 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.
14. A checklist of all Pay Application requirements can be found in Section 00430-1.
15. The competency and responsibility of Bidders will be considered in making the award. The Owner does not obligate himself to accept the lowest or any other bids. The Owner reserves the right to reject any and all bids and to waive any informalities in the Proposals
16. Parking on WSU campus lots and structures are **\$7.00/access**. Vendor must build parking into their lump sum bid.
17. Section 300, Form of Proposal has changed very recently, review carefully and complete in its entirety to avoid disqualification.
18. The contractors **must** fill out our prequalification form. They can attach additional information if they would like but at a minimum the information requested must be filled in on our form so that we do not have to hunt to find the information.
19. 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.
20. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
21. Prequalification meeting will be held the first business day after bid openings. Contractors must be available. The Project Manager will coordinate the meetings.
22. Prequalification meeting includes Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents.
23. An unsigned contract will be given to the successful Contractor at the conclusion of the Prequalification meeting, if all aspects of the bid are in order. 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.
24. **Permit** requirements are the responsibility of the awarded contractor as listed on Section 800 Article 4.
25. Vendor 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.
26. 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
 - **050 Shapero Hall** **May 29, 2015**
 - **629 Elliman** **September 30, 2015.**
27. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at **http://www.forms.purchasing.wayne.edu/Adv_bid/Adv_bid.html**.
28. This is an occupied area, awarded vendor must be considerate of environment (noise, cleanliness, etc)

Other:

7 Day Notice must be provided to owner for all utility shutdowns. All shut down work is to be coordinated so that it is scheduled for Sundays or holidays. The premium portion of the wage associated with shut down work is to be covered in the allowance that is to be included in the bid. It will be the contractors responsibility to determine how to sequence and the means and methods necessary for shut downs to complete the work, including providing any necessary equipment, (renting and running generators, etc.) to minimize impact on the building occupants, which must be approved by WSU. All costs to cover this effort must be included within the bid amount for respective buildings. Any temporary enclosures shall be installed as security measures around cable wireway between temporary generator and secure area at building. Contractors must provide at a minimum a seven (7) day advanced shut down notice for disruption of any utilities.

Shapero Building:

1. The Shapero Building project scope includes installation of a new 60KW natural gas Generator installed at the Northside of the Building.
2. Existing outlets to remain.

Elliman Building:

1. The Elliman Building project scope includes insallation of a new 2,000KW Generator at the Northwest Corner of the building.
2. Trees and landscaping to be moved/relocated per specifications and drawings.

3. See alternates for the removal of the existing generator and diesel fuel storage tank.
3. See drawings and specifications for piping to be removed and capped.
4. See drawings and specifications regarding removal of the generator from the rooftop.
5. New electrical manhole to be constructed around existing primary feeder duct bank. Vendors are to coordinate all work, including utility shutdowns, with the project manager and DTE.
6. The awarded vendor is responsible for all cable terminations except at the DTE manhole on Brush Street.
7. Note: **Fuseable switches** required, see attached revised specification section '26 1316 Medium-Voltage Fusible Interrupter Switchgear'.
8. Note: **Utility Fees** are the responsibility of the owner.
9. Note: Contractor to include all field and internal control wiring required for Siemens BMS Generator monitoring work. Siemens to provide parts and pieces, programming, and interface to WSU BMS monitoring station.

We will require two copies each of your lump sum proposals, vendor qualification questionnaire and your bid bond documents.

All questions concerning this project must be emailed to: **Robert Kuhn**, Sr. Buyer, Procurement & Strategic Sourcing. Email: **ac6243@wayne.edu**, and copy **Robin Ellis - Watkins**, Sr. Buyer, at **ag5343@wayne.edu**.

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
Sr. Buyer

CC: Bill McVea (Project Manager), Thomas Edwards, Randy Paquette, Robin Ellis - Watkins, , Attendee list.