



Division of Finance and Business Operations

Purchasing Department
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July 18, 2013

**Addendum #1 To
Request for Proposal
For Student Center Building Passenger Elevator Renovation: Project 034-230594**

**Minutes of the Pre-bid Conference
Dated July 09, 2013**

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for **Student Center Building Passenger Elevator Renovation**, Project **034-230594** was held on **July 16, 2013**, at **10:00 a.m.** (local time) – at Detroit, MI 48202. **Kimberly Tomaszewski** 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. **Nancy Milstein** and **Ron Lincoln, AIA, LEED AP, GGA** from **A3C** 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:

- 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.
- 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.
- 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.
- An Elevator Permit from the City of Detroit will be required for this project. The elevator cabs will have telephones. Please review the University's requirements regarding infrastructure at <http://networks.wayne.edu/WSU-Communications-Standards.pdf>
- This is an occupied building and it is critical that the second elevator isn't taken off-line until the first elevator has been completed and brought back on-line.
- There is ancillary work to be completed in the machine room.
- Alternate 1 is to replace the finishes in the cars. Alternate 2 is to add traveling lanterns in each of the cars.
- The loading dock is constrained. Contractors should only allow for unloading at the dock and not parking of a vehicle.
- When pre-qualifying your company, use the "Large Project" category.
- 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.)
- This Project Requires Vendors to use Union Labor, either their own or as labor supplied under a Project Labor Agreement. Section 00420 of the Bid Documents outlines the University's Project Labor Requirements for this and all projects that requiring prior approval of the Board of Governors.
- 1099 workers and subcontractors using 1099 workers are NOT acceptable
- 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.
- Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.

- 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
- All documents listed in the Front End Section 00420-2 "Wayne State Project Labor Agreements" must accompany applications for payment. Failure to do so will result in the entire application package returned for correction.
- A checklist of all Pay Application requirements can be found in Section 00430-1.
- 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
- Parking on WSU campus lots and structures are **\$6.00/access**. Vendor must build parking cost into their lump sum bid.
- Section 300, Form of Proposal has changed very recently, review carefully and complete in its entirety to avoid disqualification.
- 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-
- 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
- Project hours of operation are 7:30am – 5:00 pm. Anything else requires advance notice and approval.
- Prequalification meeting will be held the first business day after bid openings. Contractors must be available. The Project Manager will coordinate the meetings.
- At the Prequalification meeting, items required of the contractor includes Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents.
- 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.
- An Optional second walk thru was not scheduled. .
- Permit requirements are the responsibility of the awarded contractor as listed on Section 800 Article 4.
- 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.
- Questions are due by **July 22, 2013** at 12:00 noon.
- Please respond on the attached REVISED Form of Proposal ONLY!
- Bids are due no later than 2:00 p.m., **July 30, 2013**, at 5700 Cass Ave. Room 4200 AAB.
No public bid opening will be held.
- **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 **February 3, 2014**.
- 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.
- This is an occupied area, awarded vendor must be considerate of environment (noise, cleanliness, etc)
- **IMPORTANT- This is an addendum which MUST be acknowledged on your bid form**

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: **Kimberly Tomaszewski**, Purchasing Department. Email: **ac9934@wayne.edu**, copy **Loretta McClary**, Senior Buyer, at **rfpteam1@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.

Kimberly Tomaszewski
Senior Buyer

CC: **Lee Carter, RA, Ncarb** (Project Manager), **Loretta McClary, Senior Buyer**, Attendee list.

VENDOR NAME _____

GENERAL CONTRACT - PROPOSAL FORM (revised 1 - 2011) REVISED 07/18/2013

Please Note – Vendors must Pre-qualify themselves when responding to this bid opportunity. Our Prequalification questions can be found on page 4 of this section.

OWNER: Board of Governors
Wayne State University

PROJECT: **Student Center Building Passenger Elevator Renovation**

PROJECT NO.: WSU PROJECT NO. **034-230594**

PROJECT TYPE: **Elevator
General Construction
Electrical
Mechanical**

PURCHASING AGENT: **Kimberly Tomaszewski, Senior Buyer**
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3757/ 313-577-3747 fax
ac9934@wayne.edu & copy rfpteam1@wayne.edu

OWNER'S REPRESENTATIVE: **Lee Carter, RA, Ncarb**, Project Manager
Design & Construction Services
Facilities Planning & Management
Wayne State University
5454 Cass Avenue
Detroit, Michigan 48202

TO: Board of Governors
Wayne State University
Detroit, Michigan

BASE PROPOSAL:

The undersigned agrees to enter into an Agreement to complete the entire work of the **Student Center Building Passenger Elevator Renovation** project (WSU Project No. **034-230594**) in accordance with the Bidding Documents for the following amounts:

_____ \$ _____ Dollars

ALTERNATES: The following alternates to the base proposal(s) are required to be offered by the respective bidder. The undersigned agrees that the following amounts will be added to or deducted from the base bid as indicated, for each alternate which is accepted.

ALTERNATE NO. 1: **Replace Finishes in elevator cabs**

The undersigned agrees to enter into an agreement to complete the Alternate # 1 work of the **Student Center Building Passenger Elevator Renovation** project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD _____ \$ _____ Dollars

or
DEDUCT _____ \$ _____ Dollars

ALTERNATE NO. 2: **Add Traveling Lanterns in each cab**

The undersigned agrees to enter into an agreement to complete the Alternate # 2 work of the **Student Center Building Passenger Elevator Renovation** project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD _____ \$ _____ Dollars
or
DEDUCT _____ \$ _____ Dollars

LAWN REPLACEMENT:

The undersigned agrees that, in the event of existing lawn or landscaping damage, due to the Contractor's work, that has not been properly addressed and repaired to the satisfaction of the University, the University may repair/replace the lawn and/or landscaping, and that the expense will be at a **unit cost of \$10.00 per square yard for lawn, and landscaping at a rate of 1.5 times the cost of said repairs**, the full cost of which shall be reimbursed by the contractor.

CONTRACT CHANGE
ORDERS: (revised 4-01-2011)

The undersigned agrees to the following pricing formula and rates for changes in the contract work:

1. For subcontract work, Contractor's markup for handling, overhead, profit and bonding on subcontractors sell price, shall not exceed **5%.**
 - 1.1. **For subcontract work that is provided on a time and material basis, the subcontractor shall be permitted a single markup for handling, overhead, profit and bonding of 5%. When a markup is identified in the subcontractor's hourly labor rate, additional markup on labor is not permitted.**
 - 1.1.1 **For changes that are based upon a lump sum value, subcontractor shall provide all labor and material back-ups to ensure that duplicative charges are avoided and authorized mark-ups for OH&P can be confirmed**
2. For work by his own organization, Contractor's markup for job* and general overhead, profit and bonding shall not exceed **5%** of the net labor** and material costs.

Within 14 days of the project's contract execution Contractor shall provide to the Owner; Subcontractor's hourly labor rate breakdown details. This requirement shall extend to the lowest level of subcontractor participation.

* Job and general overhead includes supervision and executive expenses; use charges on small tools, scaffolding, blocking, shores, appliances, etc., and other miscellaneous job expenses.

** Net labor cost is the sum of the base wages, fringe benefits established by governing trade organizations, applicable payroll taxes, and increased expense for contractor's liability insurance (Workman's Compensation, P.L. and P.D.).

TIME OF COMPLETION:

(revised 4-01-2011)

The Contract is expected to be fully executed on or about 25 calendar days after successful bidder qualification and recommendation of award. The undersigned agrees to start construction **immediately after** receipt of a fully executed contract, and to complete the work as follows:

Substantial Completion will be completed no later than **February 3, 2014.**

LIQUIDATED DAMAGES:

It is understood and agreed that, if project is not completed within the time specified in the contract plus any extension of time allowed pursuant thereto, the actual damages sustained by the Owner because of any such delay, will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of the use of said project by Owner would be the sum of **\$200.00, Two Hundred Dollars per day**, and therefore the contractor shall pay as liquidated damages to the Owner the sum of **\$200.00, Two Hundred Dollars per day** for each day's delay in substantially completing said project beyond the time specified in the Contract and any extensions of time allowed thereunder.

TAXES:

The undersigned acknowledges that prices stated above include all applicable taxes of whatever character or description. Michigan State Sales Tax is applicable to the work. Bidder understands that the Owner reserves the right to reject any or all bids and to waive informalities or irregularities therein.

ADDENDA:

The undersigned affirms that the cost of all work covered by the following Addenda are included in the lump sum price of this proposal.

Addendum No.____Date_____ Addendum No.____Date_____

Addendum No.____Date_____ Addendum No.____Date_____

Addendum No.____Date_____ Addendum No.____Date_____

Addendum No.____Date_____ Addendum No.____Date_____

Addendum No.____Date_____ Addendum No.____Date_____

CONTRACTOR'S PREQUALIFICATION STATEMENT & QUESTIONNAIRE:**Our Minimum Requirements for Construction Bids are:**

WSU considers this project:

Elevator

General Construction

Electrical

Mechanical

Criteria	Small Project bid less than \$50,000	Medium Project bid between \$50,001 and \$250,000	Large Project bid between \$250,001 and \$2 million	Very Large Project bid greater than \$2 million
EMR Rating (Experience Modification Rating)	1.0 or Less	1.0 or Less	1.0 or Less	1.0 or Less
Bondable Vendor	N.A.	Required	Required	Required
Length of Time in Construction Business	2 Years	3 Years	5 Years	5 Years
Demonstrated Experience in Projects Similar in Scope and Price in the last 3 years	1 or more	1 or more	2 or more	3 or more
Unsuccessful Projects on Campus in last 3 years	None Allowed	None Allowed	None Allowed	None Allowed
Failure to comply with Prevailing Wage and/or Project Labor requirements	None Allowed	None Allowed	None Allowed	None Allowed
Withdrawn University Bid (with or without Bond forfeiture) within the last 3 years **	2 or less	2 or less	1 or less	1 or less
Company currently not in Chapter 11 of the US Bankruptcy Code	1 Year	2 Years	3 Years	3 Years

****** Withdrawal of a bid is subject to the University suspension policy, for a period up to one year.

Contractors must complete the following information to determine their eligibility to participate in this bid. This information is required with your Bid to the University

Failure to complete this form in its entirety will result in your bid being disqualified.

Check one of the following on the makeup of your company:

_____ Corporation

_____ Individual

_____ Partnership

_____ Joint Venture

_____ Other (Explain)

1. How many years has your organization been in business as a contractor? _____

2. How many years has your organization been in business under its present business name? _____

3. List states in which your organization is legally qualified to do business. _____

4. Provide the Name and Address of your Liability Insurance Carrier. _____

5. What is your current EMR Rating? _____

The minimum requirement is an EMR Rating of 1.0 or less for all projects. Bidders with a rating higher than 1.0 understand that their bid may be disqualified, at the sole discretion of the University.

6. What percentage of work performed on projects are by company employees; excluding any hired subcontracting and outsourced relationships, for the bid submitted? _____ %

7. What percentage of work performed on your companies behalf are by subcontracted business relationships; disallowing 1099 contracting work forces, for the bid submitted? _____ %

8. Have you ever failed to complete any work awarded to you? If so, attach a separate sheet of explanation. Include the name of the Project, the customer, the dates of the work, and the amount of the contract?

9. Have you 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? If so, state the Project Name and Number, and the date of bid submission below.

10. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a construction contract? If so, attach a separate sheet of explanation.

11. List the construction experience of the principals and superintendents of your company.

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

12. List the construction Projects, and approximate dates, when you performed work similar in Scope to this project.

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

13. List the construction Projects, and approximate dates, when you performed work similar in Dollar Amount to this project.

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

14. Is your Company "bondable"? Yes _____ No _____

15. What is your present bonding capacity? \$ _____

16. Who is your bonding agent?

NAME: _____

ADDRESS: _____

PHONE: (_____) _____

CONTACT: _____

17. Does your company agree to provide financial reports to the University upon request? Failure to agree may result in disqualification of your bid. Yes _____ No _____

18. Does your company agree that all of the Terms and Conditions of this RFP and Vendor's Response Proposal become part of any ensuing agreement? Yes _____ No _____

19. Does your company agree to execute a contract containing the clauses shown in Section 00500 "Agreement Between Contractor and Owner for Construction"? Yes _____ No _____

If "No", clearly note any exceptions to any information contained in the contract documents and include with your proposal.

20. Did your company quote based upon **Project Labor Requirements**? Yes _____ No _____

Note: Contractors submitting proposals for this project may, at the discretion of the University, be required to submit references including contact information to be used to assist in the post bid evaluation process for the subject project

**ACKNOWLEDGEMENT OF
MINIMUM QUALIFICATIONS:**

The undersigned has read and understands the minimum qualifications for University construction projects, and has completed the Prequalification section completely and accurately. The undersigned understands that a contractor, who fails to meet the minimum qualifications **in the category identified for this project, will be disqualified from consideration for the project.**

ACCEPTANCE OF PROPOSAL:

The undersigned agrees to execute a Contract, being the Wayne State University standard form titled "Agreement Between Contractor and Owner for Construction", provided that we are notified of the acceptance of our Proposal within sixty (60) days of the date set for the opening thereof.

The undersigned below understands that the bid will be disqualified if the Prequalification information above is not completed in its entirety.

NAME OF COMPANY:

OFFICE ADDRESS:

PHONE NUMBER:

_____ DATE _____

FAX NUMBER:

SIGNED BY:

Signature

(Please print or type name here)

TITLE

eMail

_____ @ _____