



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
5700 Cass Avenue, suite 4200  
Detroit, Michigan 48202  
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September 25, 2013

## Minutes of the Pre-bid Conference

### RFP Miscellaneous Time & Materials 2014 dated September 16, 2013

The pre-bid conference for the **Miscellaneous Time & Materials 2014** was held on **September 24, 2013 at 2:00 pm** **Kimberly Tomaszewski** reviewed the administrative requirements of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Steven Pecic** of the **Design & Construction Services** discussed the expectations and scope of work.

The pre-bid conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site at [http://www.purchasing.wayne.edu/Building\\_Design.html](http://www.purchasing.wayne.edu/Building_Design.html).

As a point of information, the University Master Plan is available at [www.facilities.wayne.edu](http://www.facilities.wayne.edu).

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

- The University anticipates awarding a 3-year contract for each of the trades.
- The University is not looking for a General Contractor and the intention is that the trades are self-performing.
- Provisions to the charge rate will be reviewed for territory cost of living increases based on regional growth at each annual purchase order renewal.
- Parking charges are the responsibility of the contracting company and can be coordinated through the WSU Parking and OneCard Office in the WSU Welcome Center. There is no free parking anywhere on WSU Campus. There is an hourly charge rate for vehicles built into each trade charge rate for the costs of truck and parking expenses.
- The University does not anticipate requiring premium time work.
- Section 430 is attached. This is a list of the requirements for submitting pay applications to the University.
- Contractors should define all Joint Venture relationships, included in the consulting team, and the responsibilities of each in their executive summary so that the University can easily identify this information.
- Contractors may submit proposals for more than one trade; however, each trade must be submitted separately.
- The maximum number of pages a proposal can have is 15 pages. This count includes all forms and executive summary. 15 Pages means one-sided sheets with a font size NO SMALLER than 11 point. Covers and tabs not included in this count.
- Liability Insurance from awarded vendor is required; however, certificates are not required with proposals and not included in the 30 page format.
- All University Construction Design Standards and Communication Design Standards must be followed rigorously.

- All supporting documentation submitted with this proposal will become the property of the University and may be subject to Freedom of Information Act disclosure, exceptions include requested Financials after receipt of RFP response, sent to the Director of purchasing for review.
- The Deadline for project related questions has been extended. The new deadline is **October 02, 2013, 12:00 noon**.
- **Submissions are due October 04, 2013 at 12:00 noon**, to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4<sup>th</sup> Floor – Suite 4200, Detroit, MI 48202.
- We will require an original plus one copy **(2 total)** of your proposal. In addition, an electronic version is required, which should be submitted to our secure mailbox at [rfp@wayne.edu](mailto:rfp@wayne.edu)
- 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.

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing at **313-577-3757** Email: [ac9934@wayne.edu](mailto:ac9934@wayne.edu) (copy to **Paula Reyes**, Email: [preyes@wayne.edu](mailto:preyes@wayne.edu)) by 12:00 p.m., **September 27, 2013**.

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

Thank you

**Kimberly Tomaszewski,**  
**Senior Buyer, Purchasing**  
**313-577-3757**

CC: **Steven Pecic, Paula Reyes**, Attendees list.

**WAYNE STATE UNIVERSITY**  
**PAYMENT PACKAGE DOCUMENT REQUIREMENTS:**

Review and comply with Section 410 of Bid Front End Documents.  
Review and comply with Article 15 of the Supplemental General Conditions.

***AIA DOCUMENT G702 & G703 – (or facsimile thereof) Payment Application Checklist:***

- Correct Project Name – Found on your contract.
- Correct Project Number – Found on your contract.
- Purchase Order Number – Required prior to beginning work.
- Correct Application Number. (i.e. 1, 2, 3, etc.)
- Correct Period Reporting Dates – Applications support docs must be sequential and within application range.
- Approved & Executed Change Orders must be listed. (Cannot invoice for unapproved changes.)
- Schedule of values percentages and amounts match the approved Pencil Copy Review – Signed by the Architect, Contractor, and University Project Manager.
- Correct Dates – Back dating not accepted.
- Signed and Notarized.

***SWORN STATEMENT – Checklist:***

- List all contractors, sub-contractors, suppliers... ≥ \$1000.00
- Contractor's Sworn Statement amounts must coincide with Column 'C' of the schedule of values document. Any unassigned or uncommitted value of contract shall be shown on an entry 'Contractor – Unassigned' followed by the amount necessary to cause the 'contracted to date' column of the sworn statement to equate with the schedule of value column totals.
- Current Date – Back dating not accepted.
- Signed and Notarized.
- A Sworn Statement is required from every Sub Contractor on the job with a material purchase or sub-subcontract of \$1,000 or more. (all the way down to the bottom tier)

***DEPT. of LABOR FORM WH-347 – Certified Payroll Checklist:  
(Union and Non-Union)***

- For every contractor & sub-contractors work, for each week within the application for payment reporting period. (For every 'boot' on the floor representing the weeks within the application period)
- Wayne State University Project Number – Found on your contract.
- List ALL workers who have worked on the project site.
- Make sure workers addresses are listed.
- NO Social Security Numbers, if present they MUST be blackened out or listed in XXX-XX-1234 format.
- Work classifications based on the job specific Prevailing Wage Schedule descriptions. If you require rates for additional classifications, contact the Michigan Department of Consumer & Industry Services. (Refer to Section 410 of Bid Front End Documents.)  
[http://www.cis.state.mi.us/bwuc/bsr/wh/revised\\_rates/whc\\_tbl.htm](http://www.cis.state.mi.us/bwuc/bsr/wh/revised_rates/whc_tbl.htm)
- Apprenticeship program status – proof of enrolled program and current completion required for any workers paid at Apprenticeship rates.
- Rate of Pay verified against the Prevailing Wage Schedule with an hourly costs breakdown of fringes paid. (Refer to attachment for State of Michigan instructions and example)
- Authorized signatures on affidavit.

**WAYNE STATE UNIVERSITY**  
**PAYMENT PACKAGE DOCUMENT REQUIREMENTS:**

***APPLICATION PACKAGE SUPPORTING DOCUMENTATION –  
Must accompany all package reporting periods: (Union and Non-Union)***

- Copies of **Pay Stubs** may be required for each Certified Payroll period reported – (Social Security Numbers MUST be blackened out or listed in XXX-XX-1234 format. Pay stubs need to reflect claimed participation of fringes like Medical, Dental, Retirement or 1099 classification.)
- **Proof of Ownership** for any 'Owner Operator' (Sole Proprietor) contractors not claiming their time under prevailing wage act. – (Must list their hours and dates worked on the WH-347 Form and enter EXEMPT on the income brackets.). The Owner Operator must provide copies of "dba" registration form confirming status as exempt from prevailing wage requirements.
- **Proof of Stored Materials** – (Detailed Bill of Sale, certificate of insurance or endorsement page specifically insuring the stored materials, pictures, when large value. WSU reserves the right to on site verification of material. Stored material must be separated from ordinary inventory and labeled for WSU project.
- **Partial Unconditional Waivers** – Must release the accumulated amount paid for work and be immediately provided, or provided with the subsequent application for payment. Waivers shall be provided for contractors, sub-contractors, and suppliers listed on the Sworn Statements. (This is required at all tiers)
- **Full Unconditional Waivers** – Prime Contractor must deliver fully executed Full Unconditional Waiver upon receipt of final payment. Full Unconditional waivers may be required of sub contractors and suppliers in advance of final Contractor payment on **bonded projects** This requirement shall be determined on a project-by-project basis. Full Unconditional waivers shall be required in advance of or at the time of final payment on all **non-bonded projects** from all subcontractors and suppliers listed on Sworn Statements, or who have provided a notice of furnishing.
- **Partial Conditional Waivers** – The Contractor shall provide a Partial Conditional Waivers covering the entire amount of the application for payment. For **non-bonded Projects** – A partial conditional waiver from all subcontractors must accompany any application for payment within which a subcontractor draw is included.
- **Sworn Statements** – Required for all Sub Contractors, and Sub-subcontractors (etc.) with any contracts or purchases exceeding \$1,000.

***FINAL PAYMENT EXCHANGE – Checklist:***

- Clear and concise As-Built drawings.
- Operation and Maintenance Manuals.
- Required training must be completed (if applicable).
- Warranty of work in accordance with project documents.
- Certificate of Substantial Completion.
- Full Unconditional Waiver