



**WAYNE STATE
UNIVERSITY**

Division of Finance and Business Operations

Procurement & Strategic Sourcing
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November 14, 2019

Addendum Two Minutes of the Pre-bid Conference

FPM Preferred Construction Vendors for Time and Materials Work dated November 5, 2019

The pre-bid conference for the **Preferred Construction Vendors for Time and Materials Work** was held on **November 5, 2019 at 2pm**. 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. Ekta Kamalia of the **Facilities Planning & Management**, 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.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html.

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

follows:

- The University anticipates making multiple awards per trade.
- The University is looking for companies that will "self-perform". Subcontracting the work to a 3rd Party is not allowed.
- All building will be occupied during construction work.
- If you are submitting pricing for several laborer classifications, note that a journeyman must be present when an apprentice is on the project.
- The vendor may create and submit a spreadsheet for voluntary unit pricing for their services. A unit price fee schedule must be submitted as Schedule C.
- The awarded vendor must provide the required Master Certificate of Insurance in compliance with the Request for Proposal, prior to commencement of any work.
- 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 the Contractor and any subcontractors to compensate all employees who come to the job site at no less than Prevailing Wage Rates.
- 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 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 contractors, indicating suppliers which provide products of \$10,000.00 or greater. Sworn statements must accompany applications for payment
- 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 **\$8.00/access**. Parking Permits are required.
- The Deadline for project related questions has been changed to **November 20, 2019, 12:00 noon**.
- **Bids are due November 22, 2019 at 2:00 pm via electronic submission. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning June 20, 2019.**
- 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.
- 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/>

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing at **313-577-3757** Email: Ac9934@wayne.edu (copy to Valerie Kreher, Email: Rfpteam2@wayne.edu) by 12:00 p.m., **November 20, 2019**.

Do not contact the Facilities Planning & Management, 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: **Ekta Kamalia, Valerie Kreher, Attendees list.**