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| **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing**  **5700 Cass Avenue, suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734**  **FAX (313) 577-3747** |

**May 2, 2017**

**Minutes of the Pre-bid Conference**

**RFP Commercial Print Services datedApril 25, 2017**

The pre-bid conference for the **Commercial Print Services** was held on **May 2, 2017 at 1:00 Robin Watkins** 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. **Christa Raju** of the Office of **Marketing and Communications and Nicole Stoll, Office of Athletics**, 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://go.wayne.edu/bids**.

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

1. Only those vendors that attended the **mandatory pre-bid meeting** will be allowed to participate in this RFP Opportunity
2. The Deadline for project related questions is **May 5, 2017*,*** **12:00 noon**.
3. **Bids are due May 11, 2017 at 4:00 pm**, to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4th Floor – Suite 4200, Detroit, MI 48202.
4. 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)
5. Any responses, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act and may bereleased to third parties in compliance with that Act, regardless of notations in the VENDOR's Proposal to the contrary.
6. Parking on WSU campus lots and structures are $7.50/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
7. 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/
8. The Cost Schedule C has been updated to reflect questions arising out of the pre-bid meeting. There are pricing columns for both digital and offset prints.
9. Christa gave an estimation of the breakdown of digital versus offset, 60% digital, 40% offset. This is only an estimate.
10. We anticipate that a service contract ill be awarded to more than one vendor.
11. The required 5 day turnaround period for offset jobs and the required 3 day turnaround for digital jobs is stated in business days. The turnaround defines an acceptable delivery period after the proofs have been approved.
12. There may be some instances where we would have digital prints mailed by the printing vendor. However, the university generally procures mailing services separately from printing.
13. Site visits are part of this evaluation process and will be conducted in the final round of consideration. Only those making it to the final round of consideration should expect a site visit.

All questions concerning this project must be emailed to: **Robin Watkins**, Procurement & Strategic Sourcing at **313-577-3739** Email: **ag5343@wayne.edu** (copy to **Leiann Day**, Email: **bw7424@wayne.edu)** by 12:00 p.m., **May 5, 2017.**

**Do not contact the Marketing and Communications, or other University Units, directly as this may result in disqualification of your proposal.**

Thank you

**Robin Watkins**,

**Buyer**, Purchasing

**313-577-3739**

CC: **Christa Raju**, **Leiann Day***,* Attendees list.