



April 11, 2024

**Addendum #2 To
Request for Proposal
RFP A & E Specialty
dated April 1, 2024**

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the RFP A & E Specialty was held on **April 11, 2024 at 3:00 pm**. **Robert Kuhn** reviewed the administrative requirements of the pre-proposal 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 and Management Department** discussed the expectations and scope of work.

The pre-proposal 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-proposal meeting. Some of the issues were as follows:

1. *This RFP included an optional **pre-proposal meeting**.*
2. *The Deadline for project related questions is **April 18, 2024, 12:00 noon**.*
3. ***Bids are due by electronic submission on no later than 2:00 p.m., April 25, 2024.** The link for bid submission will be posted with the bid details at (<http://go.wayne.edu/bids>) beginning **April 1, 2024***
4. *The contract(s) will be for a three-year period ending on **September 30, 2025**. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through **September 30, 2029**. VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C.*
5. *The University is a member of the Michigan University Self Insurance Corporation (MUSIC). Insurance requirements for Wayne State work are based on the products or services provided. For this project, a Certificate of Liability Insurance is **required**.*
6. *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.*
7. *There are a variety of consultant specialty areas listed in the RFP. Please submit quotes for any and all areas you are qualified.*
8. *There are approximately 40 different fields in the form to submit your bids. Vendors are strongly encouraged to allow at least 15 minutes and 30 minutes may be advisable. This is different than in the past and will take longer to submit your bids. If you have not completed your submission by the cutoff time the system will not allow you to submit a late bid.*
9. *Vendors are encouraged to add lines in the excel spreadsheet to add any items that are not already listed.*
10. *Page limit is 25 pages for your response. Vendors may provide a separate proposal for each separate specialty; however, the 25 pages would apply to each proposal.*
11. ***Appendix B - Sample Contract is now posted.***
12. *Purchase orders will be released by project, there will not be a blanket order. Do not proceed work on any project unless you have a PO in hand.*
13. ***There will be no changes to this RFP format, please submit***
14. *If your company is proposing more than one specialty, you may submit more than one proposal. Each proposal will need to be uploaded separately. Be sure to allow yourself time to upload every proposal.*
15. *All attachments are to be included in the 25 page limit.*
16. *Parking on WSU campus lots and structures are \$9.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.*
17. *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/>

18. **IMPORTANT** - Minutes for the Pre-Proposal Meeting are distributed, and published on the website as an Addendum. Vendors are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Schedule D.

All questions concerning this project must be emailed to: Robert Kuhn, Sr. Buyer, Procurement & Strategic Sourcing at 313-577-3712 Email: RFPteam3@wayne.edu by 12:00 p.m., April 18, 2024.

Do not contact the Facilities, Planning and Management Department, or other University Units, directly as this may result in disqualification of your proposal.

Thank you

Robert Kuhn
Sr. Buyer, Purchasing
313-577-3712

CC: Ekta Kamalia, Project Manager, Valerie Kreher

Attachments: