November 21, 2017

Addendum1/Minutes of the Pre-bid Conference

RFP  AV Equipment College of Nursing 2017
dated November 13, 2017

The pre-bid conference for the RFP AV Equipment College of Nursing 2017 was held on November 20, 2017 at 2:00 pm. Robert Kuhn, Sr. Buyer, 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 and Management Department, and Alan Bartlett of the University’s Media 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://go.wayne.edu/bids.

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

1. The College of Nursing has agreed that delivery, installation, programming, integration, testing and etc. may be done during the University’s Closure (12/23/17 – January 2, 2019), with completion by January 3, 2013. Vendors are to indicate their best possible delivery dates per Room, in the Cost Schedule, with the emphasis on the Classroom, room 126 (“turn key” project must be completed by January 3, 2018).
2. Cost Schedules must be provided in Excel Format, in Vendor’s Electronic Submission.
3. The University reserves the right to award this Project in whole or in part depending upon its best interest.
4. Only those vendors that attended the mandatory pre-bid meeting will be allowed to participate in this RFP Opportunity.
5. The Deadline for project related questions is November 28, 2017, 12:00 noon.
6. Bids are due November 30, 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.
7. Vendors must be available for a Vendor Qualification Meeting after proposal submission. This meeting will be with the lowest apparent bidder and will include members of the evaluation committee.
8. 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.
9. 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.
10. Parking on WAYNE STATE UNIVERSITY campus lots and structures are $7.75/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
11. 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/

Other:

- This space is still under construction now, but will not be a hardhat area at the time of A/V equipment installation.
- Owner shall furnish Creston cables for pulls by awarded A/V vendor.
- Pathways for cables and data drops will be in place by general contractor at the time of A/V equipment installation.
• Instructor arrays to be “hot”.
• Any / all work associated with room 126 is base bid work. Any/all work associated with room 113 is alternate 1 and work associated with room 110 is alternate 2. The completion dates for all are the same – January 3, 2018 with base bid scope of work being the most time sensitive. A space has been provided in the revised Cost Schedule for Vendor’s to show their best completion date.
• The University reserves the right to award the job “in whole” or “in part” based on its best interest.
• A/V vendor to install existing owner furnished equipment in room 113. This is NOT part of General Contractor’s scope of work. Existing programming for room 113 is to be provided for OFE. Vendor must program and integrate new equipment in to the spaces.
• For room 113 the size of the Samsung OFE is 90”, in addition to two new 80” monitors that are to be furnished by awarded A/V vendor.
• No permits are required for the project.
• Liquidated damages shall be applicable for the job as noted in the RFP. Any expectations to WSU completion date should be clearly noted on vendor’s proposal.
• Any deviation from specifications are to be noted in Vendor’s Exhibit 1: Restriction of Services.
• Voluntary Alternates will be accepted; however, the base bid must be received first before any consideration will be given to a Voluntary Alternate and Voluntary Alternates must be labelled as such.
• The University’s will organize a coordination meeting with the awarded vendor.
• 10 days notice for testing as noted in the RFP is waived/deleted. There will not be sufficient time for a 10 days notice, tight coordination with the Project Manager is required for this Project.
• See revised Cost Schedule C for model # of the presentation station in room 126.

• The Confidence Monitor in Room 126 will be a 55”, located in the back of the room.
• Audio will be Shure Microphones, see specifications for more information.
• Podium microphone stand is to be furnished and installed by awarded A/V vendor.
• For room 126 when it refers to multiple cameras, correct that to mean only 1 camera.
• WSU has standard “touch screen” configurations and will provide the image file.
• For the tracking camera, see the specifications.
• Equipment Rack to be OFE; however, vendors must populate with new equipment, along with existing OFE. No lock required for the OFE provided Equipment Rack.
• See specification for more information on surge protection requirement.
• Vendor must provide new CAT Cable for the OFE PTZ Camera
• WSU will provide network drops, vendor will be doing UPS.
• Wire Diagram has been uploaded to the University Website, as well as, Revised Cost Schedule C. Alternate columns have been added for those instances where the make/model and part number are now obsolete.

Important Note: Wiring is to be on the left side not the right side of the Presentation Station as the Transformer and other electrical for the building is located directly below the Presentation Station on the right hand side.

All questions concerning this project must be emailed to: Robert Kuhn, Procurement & Strategic Sourcing at 313-577-3712 Email: ac6243@wayne.edu (copy to Leian Day. Email: leiann.day@wayne.edu) by 12:00 p.m., November 28, 2017, 2017.

Do not contact the Nursing, or other University Units, directly as this may result in disqualification of your proposal.
Thank you

Robert Kuhn,
Senior Buyer, Purchasing
313-577-3712