Addendum1/Minutes of the Pre-bid Conference

RFP AV EQUIPMENT THOMPSON HOME 2017 dated MAY 19, 2017

The pre-bid conference for the AV EQUIPMENT THOMPSON HOME 2017 was held on May 25, 2017 at 2:00 pm Robert Kuhn 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 FP & M and Gary Cendrowski 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.

Note: only those vendors that attended the mandatory pre-bid meeting will be allowed to participate in this RFP Opportunity.

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 has been extended to June 8, 2017, 12:00 noon.
3. Bids has been extended to June 12, 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
5. 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.
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/

Other:

1. Project shall cover the installation of A/V in media lab and collaboratorium in the basement as well as A/V in the multipurpose room and digital signage by the reception (room 100 on the floor plan) on the first floor.
2. Plywood backing for TV mount if required shall be the responsibility of the owner (WSU). Wall types varies for each installation/room.
3. Data drops and power required to facilitate the installation of A/V shall be the responsibility of the owner. In addition owner shall provide pathway to run A/V related low voltage cables that are to be pulled by the vendor.
4. The owner shall furnish carts. The proposed carts for the rooms can be found at the link below. https://www.schooloutfitters.com/catalog/product_family_info/cPath/CAT1_CAT25/pfam_id/PFAM8005
5. Swoop plate is the same as a feed through plate for the security cable, see line #7 of the Cost Schedule/Bill of Materials.
6. Cable length from the digital signage to the IT room is about 330 feet.
7. A revised Schedule C has been attached with the addendum to clarify specification related questions.
8. Drawings showing location of the monitor, cart as well as speaker is attached with this addendum. Digital signage shall be installed on the north wall in the reception (room 100 in the floor plan). The digital signage shall be centered on the north wall.

9. A secured storage location for Vendor’s usage can be provided for a short period.
10. A small elevator, stairs and ramp is in place for Vendor’s usage.
11. Vendors shall must remove all debris after end of each workday. Vendor shall not be allowed to use WSU or Contractor dumpster.
12. Vendors are to work with the project manager regarding placement of the speakers, depending on the architectural challenge, review drawings for locations. There is no drop ceiling.
13. All mounts are to be commercial grade and not consumer grade.

All questions concerning this project must be emailed to: Robert Kuhn, Procurement & Strategic Sourcing at 313-577-3712. Email: ac6243@wayne.edu (copy to Leiann Day, Email: leiann.day@wayne.edu) by 12:00 p.m., May 30, 2017.

Do not contact the FP & M or other University Units, directly as this may result in disqualification of your proposal.

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