



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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July 17, 2017

Addendum1/Minutes of the Pre-bid Conference

RFP AV EQUIPMENT THOMPSON HOME Rebid 2017
dated JULY 11, 2017

The pre-bid conference for the **AV EQUIPMENT THOMPSON HOME 2017** was held on **July 17, 2017 at 11:00 am (EST)**. **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 **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 is **July 20, 2017**
3. **Bids are due July 24, 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 includes 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 to be installed by the vendor. 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.
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 280 feet.
7. 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.

8. A secured storage location to be coordinated with the Project Manager.
9. A small elevator, stairs and ramp is in place for Vendor's usage.
10. Vendors shall must remove all debris after end of each workday. Vendor shall not be allowed to use WSU or Contractor dumpster.
11. Vendors are to work with the project manager regarding placement of the speakers, review drawings for approximate locations. There is no drop ceiling. **Vendors to quote running cable above the ceiling as part of base bid.**
12. All mounts are to be commercial grade and not consumer grade.
13. Software and programming for digital signage to be provided by owner.
14. Speakers are to be wall mounted.
15. 5:1 Ratio for speakers.
16. WSU to provide computer
17. Speaker wire to be in plate.
18. Hallway Digital Signage to have articulating arms.
19. Owner to run CATVI Cable.
20. Note: Lounge 101 is not part of this project.
21. Vendors will be allowed to quote "or equivalent" and additional columns have been added to the Cost Schedule.
22. All Costs Schedules must be provided in Microsoft Excel format only, no pdf.

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., **July 20, 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

CC: Ekta Kamalia, Leiann Day, Gary Cendrowski, Attendees list.