

**Division of Finance and Business Operations** 

Procurement & Strategic Sourcing 5700 Cass Avenue, suite 4200 Detroit, Michigan 48202 (313) 577-3734 FAX (313) 577-3747

October 3, 2023

#### Addendum #1 To Request for Proposal RFP Academic Student Engagement-Furniture dated September 26, 2023

#### Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the **Academic Student Engagement-Furniture** was held on **October 3, 2023 at 9:00 am Valerie Kreher** 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. **Ranjani Nainala** of the **Facilities Planning and Management**, discussed the expectations and scope of work.

The pre-proposal conference 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 October 6, 2023, 12:00 noon.
- 3. Bids are due by electronic submission on no later than 2:00 p.m., October 11, 2023. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning September 26, 2023.
- 4. Installers of furniture or equipment responsible for onsite assembly must be classified minimally as carpenters, and those responsible for electrical connections must be classified minimally as electricians.
- 5. Alternates will be accepted for this project, manufacturer's product literature for alternate submissions to be submitted at time of bid.
- 6. Vendors do not have to include sample cuts of materials/color with their proposal as outlined in Vendor Responsibility, Item C, but the samples should be available within one to two days if they are requested.
- 7. Deliveries are to be between 7:30am and 4:00pm
- 8. Vendors must arrange delivery in advance and coordinate with the WSU Project Manager
- 9. All measurements must be field verified before the winning vendor orders any product. Use the measurements in the drawings for bidding purposes. If anyone wishes to field verify after award of the bid, coordinate with WSU Project Manager or onsite Construction Manager to set a date and time to field verify.
- 10. Vendors should use the grade specified on Furniture Specifications for all fabrics and finishes for the quote.
- 11. The target date for installation complete installation is mid-January.
- 12. The vendor will likely unload from the mall and move furniture into the building. Coordinate with the WSU Project Manager.
- 13. Installation is to include the complete assembly of components for all furniture items.
- 14. Vendors should indicate the lead time of the furniture. The vendor must be prepared for delivery as soon as the site is ready to receive the furniture.
- 15. When submitting your proposal, please make sure that you submit it under the correct Project as there is a sister bid for Construction Services.
- 16. Profile and experience must be included in the Proposal as indicated in the PowerPoint document.
- 17. A CAD File will be made available and posted to the website. A CAD file will be given to the awarded vendor
- 18. Office sizes listed in drawings and specifications.
- 19. The quantity of Lounge 4 seating is addressed in the addendum.

- 20. Space plans and drawings are required with proposed furniture and Proposal. Would like to get the exact picture brochures for the furniture quoted.
- 21. A 3D drawing of the Offices will be posted in the addendum.
- 22. The WSU addendum specifies that monitor arms are required for private offices.
- 23. The 3D model attached to the addendum shows that PVT-1 is a storage tower.
- 24. In the private office, the sizes are all around 11 x 8.
- 25. PVT-1 -power modules and wire management are required.
- 26. CH-1 and CH-4 chairs are similar in design, but the main difference is the presence of armrests on the CH-1 chair. CH-1 is a more formal chair, while CH-4 is for students. Consider lower cost for CH-4.
- 27. T-5 should be based on the description, not the images.
- 28. CH-3 -please refer image for the specification, which is an added alternate.
- 29. Mid-grade is defined as a grade 3 or 4.
- 30. LG-5 does not include an ottoman. Instead, a table with no power, see T-12.
- 31. ST-1 should be counter height.
- 32. Workstation 3 requires storage, some lateral files.
- 33. L-1, preference for laminate finish to match benching.
- 34. CH-2 side chairs are to have arms.
- 35. Vendors must specify lead times in their response.
- 36. Seating area in lounge, mid-grade 3 or 4, fabric not vinyl.
- 37. A site visit will be held on Thursday, October 5th, at 10:00 AM. Please meet at the UGL Main Lobby (see image), which faces the pedestrian mall. To register, please email Valerie.
- 38. This is a University Wage Rate job. See posting for the wage schedule.
- 39. 1099 Employees or workers are NOT acceptable.
- 40. Any discrepancies between specifications and drawings should be conveyed via email to Valerie at rfpteam2@wayne.edu otherwise all bids are to be based on the numbers provided in the drawings and specifications.
- 41. Vendor must take away any and all refuse, boxes packing materials and other debris out of the building each day. This will be an occupied building with students and staff; however, areas to receive new furniture are not occupied. Vendors are to be considerate of noise and cleanliness.
- 42. 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**.
- 43. 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.
- 44. 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.
- 45. 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/
- 46. 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.

Note: Exported CAD File from REVID will be posted. Furniture to be included on the CAD Plans.

All questions concerning this project must be emailed to: **Valerie Kreher**, Procurement & Strategic Sourcing at **313-577-3720** Email: **rfpteam2@wayne.edu** by 12:00 p.m., **October 6, 2023.** 

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

Thank you

Valerie Kreher, Senior Buyer, Purchasing 313-577-3720

CC: Ranjani Nainala, Attendees list.

Attachments:

## Wayne State University-UGL-W360 ACADEMIC ENGAGEMENT HUB



## PROJECT SUMMARY

This furniture bid specification outlines design intent for the scope of WSU Undergraduate Library. Furniture install to be coordinated with GC, Owner and SVA.

The building being renovated consists of two areas are inclusive of:
Open Study Space
Private Study Space
Private Offices
Ancillary Furniture

#### **Project Timeline:**

Bid Preparation for Solicited Vendors: 9/22/23 – 10/09/23

Questions Due: 9/29/23 Responses Issued: 10/03/23 Responses Due: 10/09/23

\*All responses will be in electronic format. They must include drawings and space plans with proposed furniture. Response spreadsheet must be filled in with pricing. In addition to the spreadsheet, please provide full line-item specifications in CAP or other proposal format. Cut sheets must be supplied for each item along with information on proposed alternates.

Vendor Meetings/Showroom Tours (optional):

Vendor Selection: 10/16/23

Specification & Finish Selections: 10/23/23

Mockups (if needed): Order Processing:

Acceptable Manufacturer Lead Time: Anticipated Install Start – Phase 1: TBD

CAD plans provided are for scale and ease of layout.

Bidder is responsible for adhering to layouts provided including all furniture dimensions and components shown on the plan. Provide pricing for all workstation and private office componentry, including electrical and supports. Any proposed layouts that fall outside of the specification parameters established in this document, due to the manufacturer's standardized product, must be highlighted for final review and approval.

Floorplan is color coded to distinguish new furniture needed.

This Bid document is meant as support for WSU Team, dates, specifications and finishes may change based off WSU needs.

CONTRACTOR TO PROVIDE ALTERNATE PRICING: ALT #2 BUILD NEW CONFERENCE ROOM, REPLACE EXISTING CARPET IN NEW CONFERENC ROOM TO MATCH CPT-1, AND PURCHASE AND INSTALL NEW FURNATURE IN CONFERENCE ROOM.

As shown on drawings. If conference room is not built, please provide pricing for 2 more T-8 and 6 more CH-4 in place of 13 CH-3 and 1 T-5

## Wayne State University-UGL-W360 ACADEMIC ENGAGEMENT HUB



## **DESIGN & PROJECT MANAGEMENT SCOPE**

#### The following scope of Design and Project Management services required to complete project:

- Refer to drawings for all programming and space planning requirements.
- Vendor will be responsible to insert furniture with exact sizing and componentry dimensions in the CAD files.
- Generate final furniture plans including specifications and installation documents for review and approval.
- -Assist with all finish and fabric selections to designer and the Stucky Vitale project team.
- -Validate electrical and data locations as they relate to the furniture placement.
- -Provide project management services to coordinate delivery and installation of new furniture.

### Wayne State University-UGL-W360 ACADEMIC ENGAGEMENT HUB



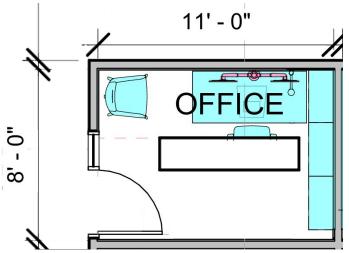
# GENERAL FURNITURE REQUIREMENTS

- · Provide Product cut sheets for all proposed products
- Provide Warranty Information
- Task seating, guest chairs and sit to stand stools must be from the same family of chairs
- All lateral files should have counterbalance weights-bars for front-to-back filing-locking.
- All storage cabinets should have adjustable shelves.
- Lateral files, towers and pedestals should have tops, steel cases, pulls and locking.
- Mobile pedestals must have cushion tops (1" high minimum) included.
- Pedestals should have full extension glides and BBF pedestals should have (1) utility tray.
- All overheads, pedestals, lateral files, and storage units are to be locking and should be keyed alike per workstation/office.
- Common lateral files and storage units are to be locking and shall be keyed separately.
- All stationary worksurfaces should be independent of vertical channels. To be hung on horizontal channel.
- All adjustable-height workstations shall be adjustable a minimum of 28"-42" AFF.
- All worksurfaces should be should include a plastic wire manager when along the wall rather than grommets.
- All power in the panel raceways (or proposed raceway solution) should be 4 circuit-8 wire. Two duplexes per workstation.
- All storage to be metal with integrated pulls.
- Panel system MUST be a minimum 3" thick and frame/tile.
- Top caps, connectors and wireway covers are painted metal. Wireway covers to be a different paint color than other trim
- Top caps are available in lengths of up to 96"

Acceptable Manufacturers for Workstations, Casegoods and Task/Executive/Conference Seating are limited to Contract-Grade. All manufacturers shall be clearly identified on the bidder's responses and must meet acceptable industry standards for commercial/contract office furniture. Panels, worksurfaces, storage & support components must be from same manufacturer.

#### PVT-1 Private Office







DIMENSIONS: 6'8" x 7'6"

#### PRODUCT SPECIFICATION

Manufacturer: Allsteel or Similar Product: Approach or similar

**Details:** 

Storage: Desk to be height adjustable. 2 lateral files and one Tower. Use of

Approach Shelves on wall above lateral files. All Laminate.

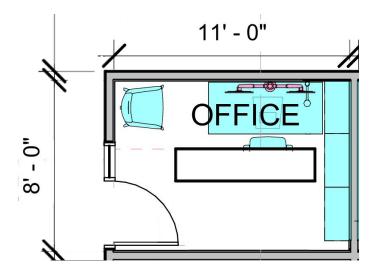
Tackboard: Felt, full length of overheads.

**Worksurface:** Woodgrain laminate tops, w/matching edge. **Finishes:** Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

#### CH-1 Task Chair







#### **PRODUCT SPECIFICATION**

**Manufacturer: Allsteel or Similar** 

**Product: Evo Task Chair 4D arms or similar** 

\*\*Should be specified as a medium to top of the line task chair

**Features:** 

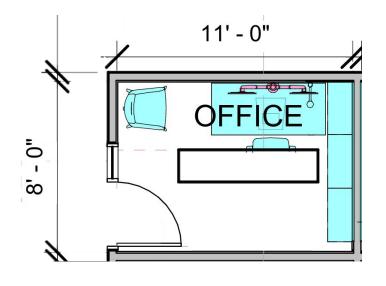
Weight-activated recline, intuitive controls, specially sculpted and formulated seat foam

Finishes: Mid Grade, TBD by Stucky Vitale project team

Base: TBD by Stucky Vitale project team

#### CH-2 Guest Chair







#### **PRODUCT SPECIFICATION**

Manufacturer: Allsteel or similar

**Product:** Evo Side chair

**Features:** 

Mesh back, upholstered seat, carpet glides, aluminum frame and legs

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

#### CH-3 Conference Room Chair



Manufacturer: Allsteel or similar Product: Evo Conference 4D Arm

\*\*Should be specified as a medium to lower end of the line task chair

#### **Features:**

Fully Upholstered, height adjustment, carpet casters **Finishes:** Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

**Total**: 13

Alt # 2 Pricing

#### CH-4 Task Chair





#### PRODUCT SPECIFICATION

Manufacturer: Allsteel or Similar Product: Evo Task Chair or similar \*\*Should be specified as a medium to top of the line task chair Features:

Weight-activated recline, intuitive controls, specially sculpted and formulated seat foam, height adjustable arms

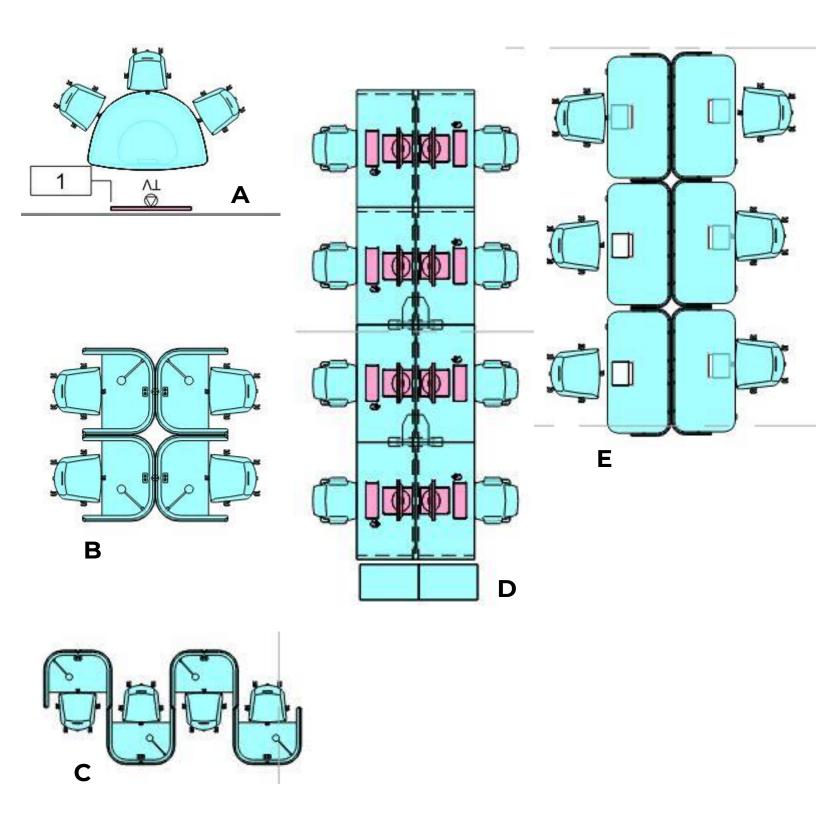
Finishes: Mid Grade, TBD by Stucky Vitale project team

Base: TBD by Stucky Vitale project team

**Total**: 54

Alt #2 Total: 6





### LG-1 Lounge Chair





#### **PRODUCT SPECIFICATION**

Manufacturer: Allsteel or similar

Product: Rock or similar

**Features:** 

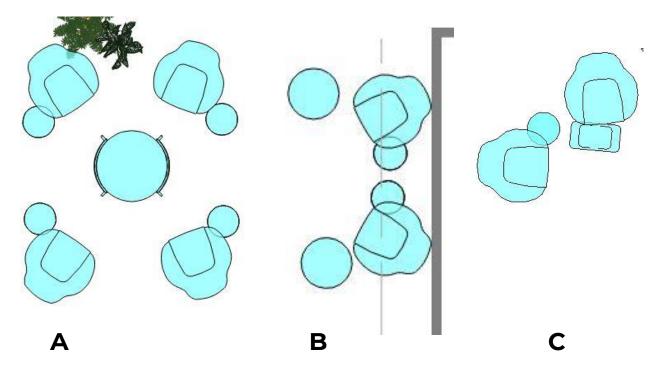
Fully upholstered, fidget friendly, easy to move

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

# LG-1 Lounge Chair





### LG-2 Lounge Chair





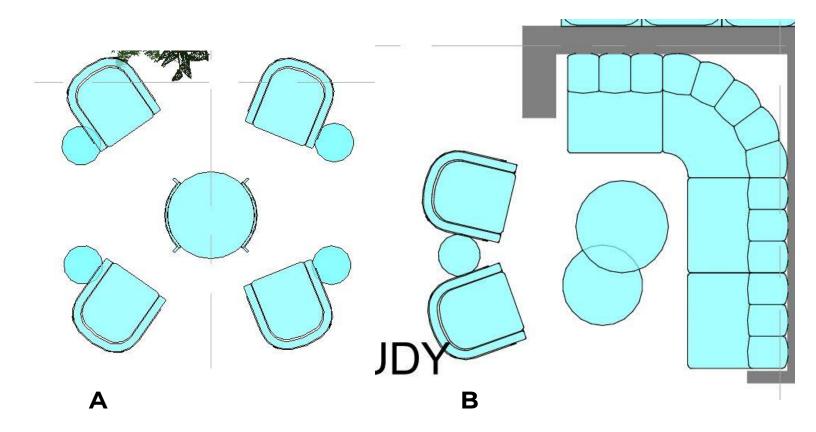
#### **PRODUCT SPECIFICATION**

Manufacturer: Allsteel or similar **Product:** Corral Lounge Spin

Finishes: Mid Grade, TBD by Stucky Vitale project team

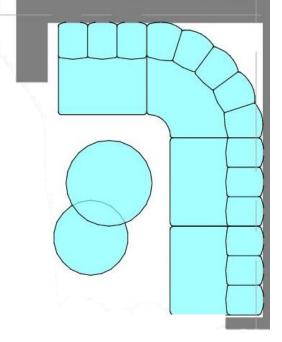
Paint: TBD by Stucky Vitale project team

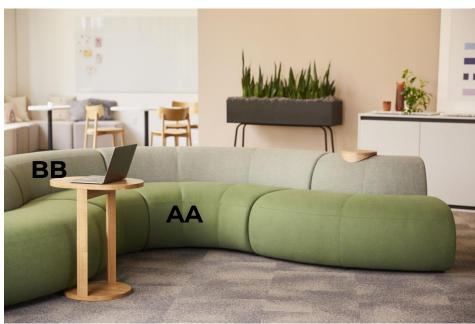




### LG-3 Lounge Sectional







#### PRODUCT SPECIFICATION

Manufacturer: Steelcase or Similar

**Product:** Corral Logger

**Features:** 

fully upholstered, flexible

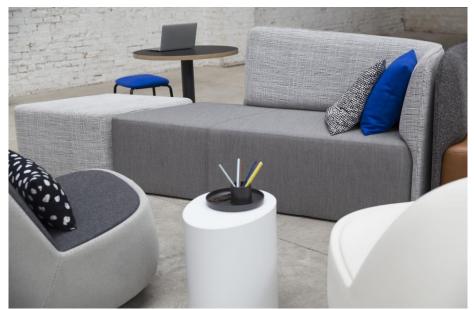
Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

**Total AA**: 2 Corner **Total BB**: 6 Straight

### LG-4 Lounge Seating





#### **PRODUCT SPECIFICATION**

Manufacturer: Allsteel or Similar

**Product: Peak Lounge** 

**Features:** 

fully upholstered, flexible

Finishes: Mid Grade, TBD by Stucky Vitale project team

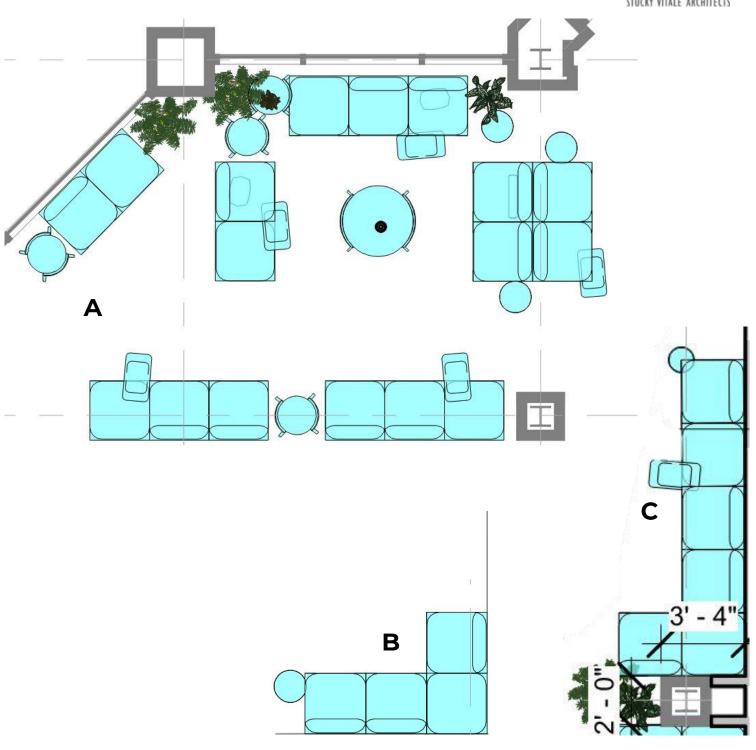
Paint: TBD by Stucky Vitale project team

Total: 13 Groupings

49 Seats

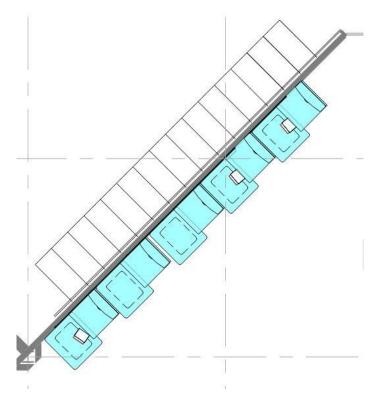
# LG-4 Lounge Seating





### LG-5 Booth Single







#### PRODUCT SPECIFICATION

Manufacturer: Allsteel or Similar

**Product: Tune Armchair** 

**Features:** 

Personal Lounge with high back, sound absorbing

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team





Manufacturer: HBF or similar

**Product:** Triscape Pouf

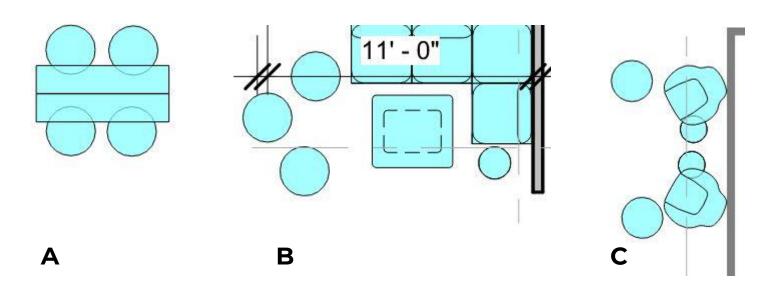
**Features:** 

Fully upholstered

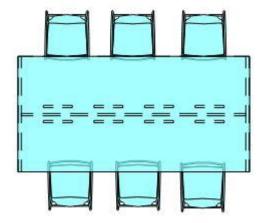
Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team











Manufacturer: Allsteel or similar

Product: Gunlocke Liv

**Features:** 

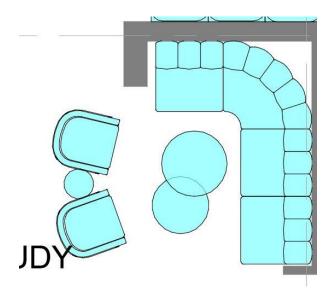
Metal frame, with upholstered seat

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

#### T-1 Occasional Table







#### **PRODUCT SPECIFICATION**

Manufacturer: Allsteel or Similar

**Product:** Norman Copenhagen Tablo Tables

**Features:** 

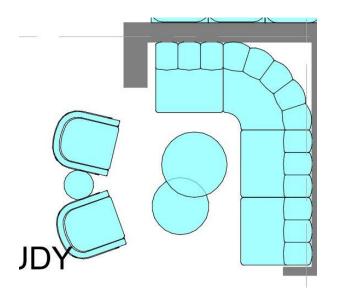
Laminate top and legs

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

#### T-2 Occasional Table







#### **PRODUCT SPECIFICATION**

Manufacturer: Allsteel or Similar

**Product:** Norman Copenhagen Pine Tables

**Features:** 

Laminate top and legs

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

#### T-3 COFFEE TABLE





#### **PRODUCT SPECIFICATION**

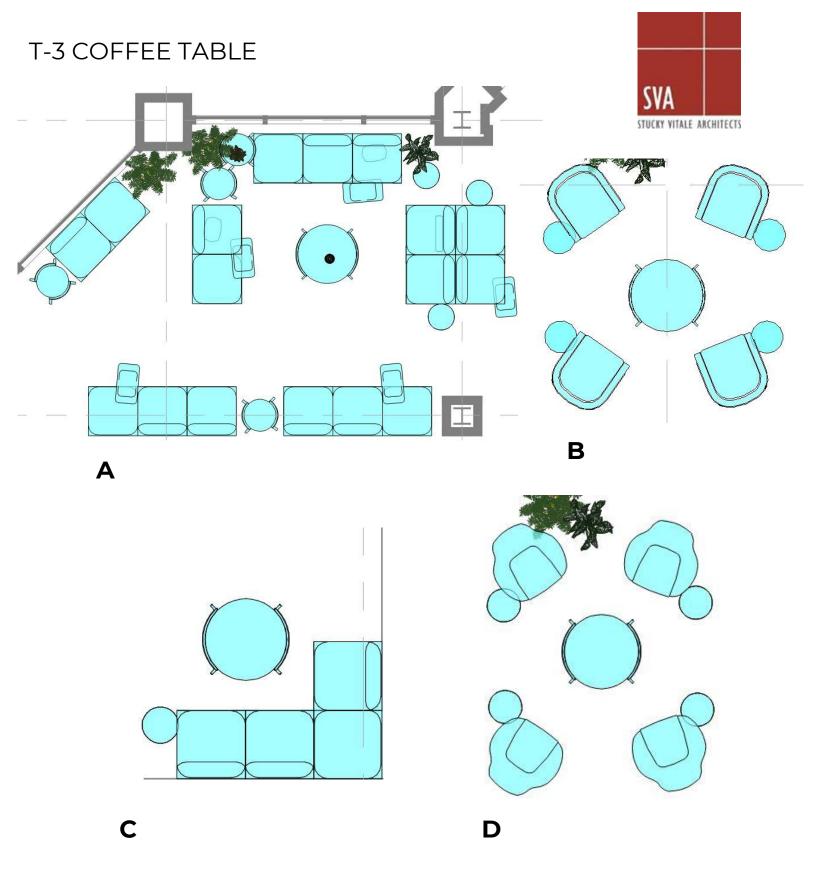
Manufacturer: Allsteel or similar **Product:** Belong Coffee Table

**Features:** 

Laminate Top with solid base

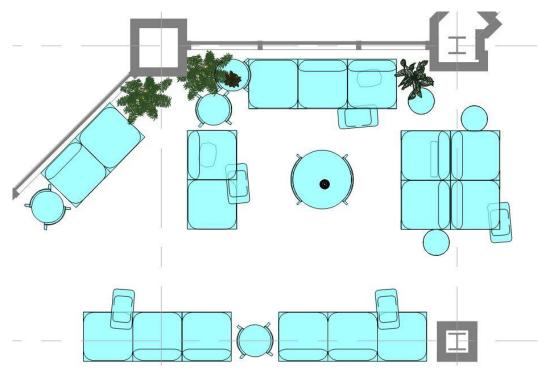
Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team



#### T-4 END TABLE







#### **PRODUCT SPECIFICATION**

Manufacturer: Allsteel or Similar

**Product:** Belong Side table

**Features:** 

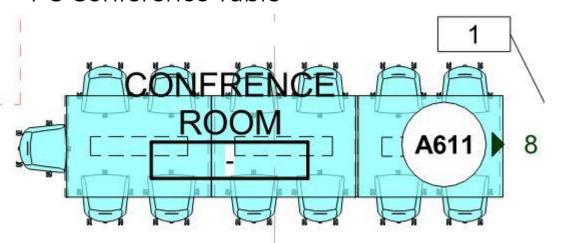
Laminate Top with solid base

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

Total: 4

#### T-5 Conference Table





#### PRODUCT SPECIFICATION

Manufacturer: Allsteel or Similar

**Product:** Structure 216" x 60" or similar

**Features:** 

Laminate conference table, self edge, with laminate base, three cut outs and three ellora double sided power unit with knock outs, 3 power, 3 data openings and 2 ten-foot power cords. Include wire management capability.

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

Alt # 2 Pricing





Manufacturer: Allsteel or Similar

**Product:** Tuck Table

Features: Wooden

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

### T-7 Side Table







#### **PRODUCT SPECIFICATION**

Manufacturer: OFS or Similar

**Product:** Denro similar

**Features:** 

Each is unique

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

Total: 2 sets of 2

#### T-8 Conference Table





#### PRODUCT SPECIFICATION

Manufacturer: Allsteel or Similar

**Product:** Half Racetrack 54" x 60" or Similar

**Features:** 

Laminate conference table, self edge, with metal base, one cut out and one ellora double sided power unit with knock outs, 4 power, 4 data openings and 1 ten-foot power cord. Include wire management capability.

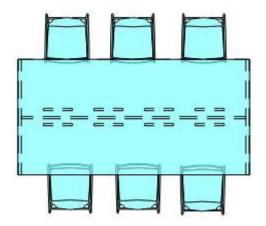
Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

Total: 4

**Alt #2 Total**: 2







**Manufacturer:** OFS or Similar **Product:** Kintra 48"Dx 40"H

**Features:** 

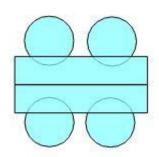
Laminate conference table, self edge, with metal base, one cut out and one ellora double sided power unit with knock outs, 4 power, 4 data openings and 1 ten-foot power cord. Include wire management capability.

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

### T-10 Collaborative Table







#### **PRODUCT SPECIFICATION**

**Manufacturer:** OFS or Similar **Product:** Kintra 66" W or Similar

**Features:** 

Laminate table

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

#### T-11 PULL-UP TABLE





#### **PRODUCT SPECIFICATION**

Manufacturer: Allsteel or Similar Product: Corral Cobra Table

**Features:** 

Laminate table

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team





Manufacturer: Allsteel or Similar

**Product:** Structure Square Table 26 H x 36 D x 40 W

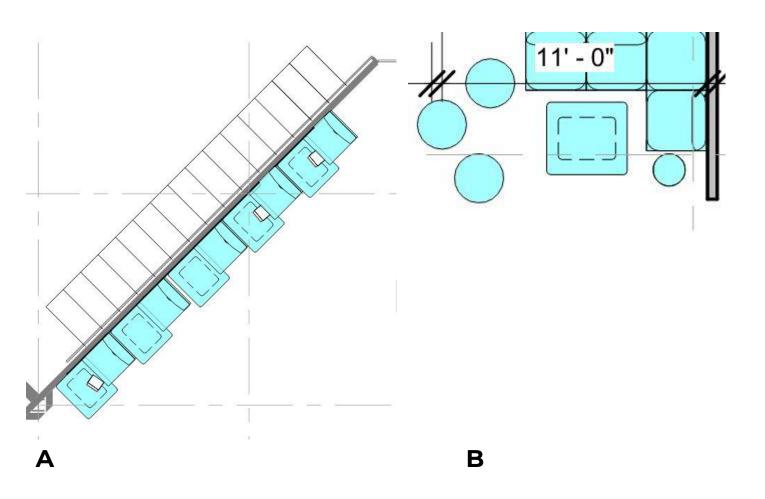
**Features:** 

Laminate table with T leg metal base

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team









Manufacturer: Allsteel or Similar

Product: Corral 60 " W

**Features:** 

Laminate with four doors, adjustable shelf and metal base **Finishes:** Mid Grade, TBD by Stucky Vitale project team

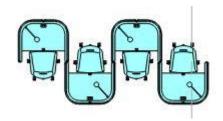
Paint: TBD by Stucky Vitale project team

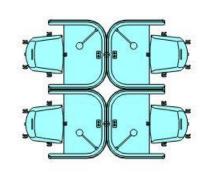
Total: 4

**Alt # 2 Total**: 2

#### WS-1 Workstation









#### PRODUCT SPECIFICATION

Manufacturer: Allsteel or Similar

Product: Heya Private Workstation- 43" W

**Features:** 

Laminate worksurface, upholstered sides and back with screen tops. Height

adjustable worksurface

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team





Manufacturer: Allsteel or Similar

Product: Altitude a8 with U shaped screen or Similar 58" W

**Features:** 

Laminate worksurface, upholstered panels

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team





Manufacturer: Allsteel or Similar

Product: Altitude a8 Dual Sided Base Benching System or Similar

**Features:** 

Laminate worksurface, frosted glass center panel, metal base and legs

Finishes: Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team





Manufacturer:

**Product:** Lateral File

Size: 30"x 42"h x 18"d - 3 high file w/ counterbalance and weight if

required in manufacturers guidelines. Keyed alike by suite **Finishes:** Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

### WB-1 Whiteboard





#### **PRODUCT SPECIFICATION**

Manufacturer: Steelcase or Similar

**Product:** Exponents Whiteboard and Mobile Display **Finishes:** Mid Grade, TBD by Stucky Vitale project team

Paint: TBD by Stucky Vitale project team

### MA-1 MONITOR ARMS





Double Standard

#### **PRODUCT SPECIFICATION**

Manufacturer: Allsteel or Similar Product: Pivot Double Standard

Finishes: Silver