



January 23, 2022

**Addendum #2 To
Request for Proposal
RFP: Air & Water Balancing at State Hall**

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

Note: Only vendors that have participated in 1 of our pre-bid meetings will be allowed to participate in this bid opportunity, please see below.

The pre-proposal conference for the **Air and Water Balancing at State Hall** was held on **1/19/2023 at 10:00 am**. **Robert Kuhn** of the Procurement Department 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. **Mark Gibbons** of the Design & Construction Services, discussed the expectations and scope of work.

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

1. This RFP included a **Mandatory pre-proposal meeting**. In cases where the pre-proposal meeting is mandatory, only those vendors that attended the will be allowed to participate in this RFP Opportunity.
2. **As a reminder (see Addendum #1): To encourage optimum participation in this bid opportunity, a 2nd mandatory pre-bid meeting will be held on 1/26/2023 at 9:00 am (EST), via Microsoft Teams. Note: this will be optional to those that attended our pre-bid meeting on 1/19/2023.**
3. The Deadline for project related questions has been changed to **1/30/2023, 12:00 noon**.
4. **Bids are due by electronic submission** on no later than 2:00 p.m., **2/2/2023** The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **1/11/2023**.
5. **This is an RFP for Service; therefore, no certified payroll or University Wage Rate will be required. If this had been a construction like project, both would have applied.**
6. **No Site visit was scheduled for this Project.**
7. For this project, a Certificate of Liability Insurance is **Required**
8. Square footage of the building is approximately 175,000 square feet.
9. Project hours will be 6am until 4pm.
10. Building does not currently have an elevator working currently in the building. They have been taken down during construction and will be brought on line the middle of July. .
11. Some of the existing systems are not included in the scope of work. The project does not include the chilled water plant. The chilled water comes from the Chemistry Building.
12. Steam is being delivered from an existing plant that is not part of the scope. The heat exchangers are also not part of the scope.
13. Quantity is a bigger issue than complexity.
14. Any vendor agreement terms and conditions requiring the University's signature must be included in Exhibit One.
15. Additional contractors include John E. Green for the water side of the HVAC, Syenergy for the controls and E Cramer for the air side of the HVAC.
16. 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.
17. Parking on WSU campus lots and structures are \$8.50/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
18. 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/>

19. **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**, Procurement & Strategic Sourcing at **313-577-3712**
Email: Rfpteam3@wayne.edu by 12:00 p.m., **1/30/2023**.

Do not contact the Design & Construction Services, 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: Ed Doyle, Mark Gibbons, Miriam Dixon, Kim Toby-Tomaszewski, Attendees list.