



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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February 8, 2024

**Addendum #1 To  
Request for Proposal  
RFP Asphalt Paving Spot Repairs Parking 2024 dated February 1, 2024**

**Minutes of the Pre-Proposal Conference**

**This Addendum must be acknowledged on Schedule D.**

The pre-proposal conference for the **Asphalt Paving Spot Repairs Parking 2024** was held on **February 8, 2024 at 2:00 pm (Local Time)** **Robert Kuhn** 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. **Jon Frederick** of the **Parking**, 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 an **Optional 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. The Deadline for project related questions is **February 14, 2024, 12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **February 26, 2024**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **February 1, 2024**.
4. **The contract(s) will be for a three-year period ending on September 30, 2027. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through September 30, 2029. VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C.**
5. 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**
6. A bid bond is required with Vendor's Proposal.
7. A Labor and Material payment bond (for projects over \$50,000) will be required.
8. There are no liquidated damages on this order.
9. The cost schedule is broken down by type of repairs.
10. Striping is a separate package. This is strictly an asphalt bid.
11. There is a new line item on the cost schedule for misc. small striping.
12. There is a parking map on the website. A map is at [maps.wayne.edu](http://maps.wayne.edu), then search for Parking.
13. The University is looking for a three year price per line item.
14. Cold patching is a part of this agreement.
15. The University spends roughly \$25,000 to very substantial amounts of money on the repairs.
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. There is no parking allowed on the malls. **Mall work, if needed, will be coordinated through Parking and Transportation.**
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., **February 14, 2024**.

**Do not contact the Parking, 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: Jon Frederick, Attendees list.

*Attachments:*