



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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July 18, 2022

**Addendum #1 To  
Request for Proposal  
RFP FPM Boiler Time and Material Repairs and Maintenance dated July 8, 2022**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **FPM Boiler Time and Material Repairs and Maintenance** was held on **July 18, 2022 at 2:00 pm** **Kimberly Tomaszewski** 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. **Larry Cook** of the **Facilities Operations – Engineering**, 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 **July 21, 2022, 12:00 noon**.
3. **Bids are due by electronic submission** on no later than 2:00 p.m., **July 29, 2022**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **July 8, 2022**.
4. ***The contract(s) will be for a three-year period ending on September 30, 2025. 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, 2027. VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C.***
5. For this project, a Certificate of Liability Insurance is **Required**
6. 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.
7. 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.
8. 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/>
9. **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.
10. List of Boilers to be posted to the website along with the Addendum1/Minutes.
11. Contract Period to be for 3 years with the University having the option to renew for 2 additional 12-month periods.
12. Estimated \$200,000 spend per year.
13. Pumps are not to be considered a part of the Spare Parts Stock.
14. Separate PO's will be issued for each building.

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing at **313-577-3757** Email: [katt@wayne.edu](mailto:katt@wayne.edu) (copy to **Robert Kuhn**, Email: [Rfpteam3@wayne.edu](mailto:Rfpteam3@wayne.edu)) by 12:00 p.m., **July 21, 2022**.

**Do not contact the Facilities Operations – Engineering, or other University Units, directly as this may result in disqualification of your proposal.**

Thank you

**Kimberly Tomaszewski,**  
**Senior Buyer,** Purchasing  
**313-577-3757**

CC: **Larry Cook, Robert Kuhn,** Attendees list.

*Attachments:*

