Addendum #1 To
Request for Proposal
RFP Campus Duct Cleaning Services dated April 28, 2022

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the Campus Duct Cleaning Services was held on May 5, 2022 at 11:00 am 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. Steven Pecic of the FACILITIES, PLANNING AND MANAGEMENT DEPARTMENT, 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 May 11, 2022, 12:00 noon.
3. Bids are due by electronic submission on no later than 2:00 p.m., May 18, 2022. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning April 28, 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. The duct work to be cleaned has not yet been determined. The University and the vendor will work together to determine the schedule of ducts to be cleaned.
7. The University is seeking an hourly rate and the cost of equipment that needs to be provided.
8. No permits are expected to be required for this work
9. The vendor will be responsible for all sheet metal access ports and reassembly of any cut openings with sealed access hatches or panels
10. This project is for service and therefore prevailing wage rate shouldn’t apply. Prevailing Wage Rate would only apply to construction or construction like work.
11. The vendor will be responsible for coordinating any repair to enclose openings via patch or fire-rated access hatch enclosures for wall and hard ceiling openings
12. Use of high-pressure air and agitation devices within the ductwork/system shall assist high volume vacuum truck equipment or portable hepi-vacuum devices.
13. Some of this area has never been cleaned, so items may need to be discussed before commencing that particular work.
14. Abide by all safety and security procedures required by the University. Please refer to the following link: http://idrm.wayne.edu/risk/procedure/index.php
15. The University does all hazardous abatements. If any hazards are found, contact the project manager as soon as possible.
16. If a penetration or modification is required of the facility, VENDOR is to stop all work and apprise the Project Coordinator.
17. Any penetrations or alterations to the structure of the building/facility must be reported to the State Fire Marshal, which involves the preparation of detailed drawings and specifications for submission to the Bureau of Construction Codes and Fire Safety. Such drawings are prepared under the supervision of a licensed architect or registered professional engineer, with the documents bearing the stamp, accordingly.

18. Employees shall be uniformed and required to carry proper identification including both the name of the Vendor and the employee's name.

19. National Air Duct Cleaners Association (NADCA) certifications are required and copies should be included in your response.

20. This is a service contract so University Wage Rates are not required.

21. Certified Payroll is not required.

22. The schedule of buildings and the number of buildings done per year will depend on our budget. We expect to devise a schedule that repeats once all the buildings are done.

23. A sample of the Strategic Source Agreement is included in the RFP.

24. 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.

25. 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.

26. 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/

27. 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: ac6243@wayne.edu (copy to Valerie Kreher, Email: rfpteam2@wayne.edu) by 12:00 p.m., May 11, 2022.

Do not contact the Facilities, Planning and Management Department, 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: Steven Pecic, Lawrence Cook, Valerie Kreher, Attendees list.

Attachments: