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| wsu-primary-horz-color-600-10-2017-small  **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 11, 2022**

**Addendum #1 To**

**Request for Proposal**

**RFP Irrigation and Sprinkler Services 2022**

**datedOctober 4, 2022**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Irrigation and Sprinkler Services 2022** was held on **October 11, 2022 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. **Donna Reincke** of the **Facilities Planning and Management**, discussed the expectations and scope of work.

The 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 **October 21, 2022*,*** **12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **October 26, 2022.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **October 4, 2022**.
4. *The contract(s) will be for a five-year period ending on* 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* 2029***.*** *VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C****.***
5. As noted in Cost Schedule C, this is an hourly rate plus a percentage markup on the materials.
6. Furnish labor, material, supervision and equipment to perform all work for spring start-up of all existing UNIVERSITY Irrigation Systems.
7. Includes any repairs necessary to make the systems operate properly
8. Season long service call response for repairs
9. Winterize (blow out) all systems in the fall
10. At this time, the University does not have a map of the sprinkler system. As such, an hourly rate plus a markup percentage on materials has been requested for this service.
11. For this project, a Certificate of Liability Insurance is **Required**
12. 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.
13. 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.
14. 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/
15. 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: **Valerie Kreher**, Procurement & Strategic Sourcing at **313-577-3720** Email: **rfpteam2@wayne.edu** by 12:00 p.m., **October 21, 2022.**

**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: **Donna Reincke**, Attendees list.

*Attachments:*