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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** |

**July 25, 2023**

**Addendum #1 To**

**Request for Proposal**

**RFP Campus Relocations 2023 datedJuly 17, 2023**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Campus Relocations 2023** was held on **July 25, 2023 at 10:00 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. **Ekta Kamalia** of **Facilities Planning & Management**, 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 **August 2, 2023*,*** **12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **August 11, 2023.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **July 17, 2023**.
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, 2028*.*** *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. Vendor presentations/interviews will most likely be held for this project.
7. Please adhere to the requirements listed in the RFP document.
8. There may be more than one vendor award for this RFP opportunity.
9. Please include all rates in the itemized cost schedule. Lines may be added for additional costs.
10. Include information regarding storage at your facility.
11. The Move Coding system is still in place.
12. Please include prices on boxes and moving materials.
13. For work that may be construction or construction like, employees must be compensated at Prevailing Wage Rates, Davis Bacon Act. Certified Payroll must be included when Prevailing Wage is quoted.
14. University requires one point of contact so they are aware of University policies and processes. They are responsible to make sure FFE gets delivered and stored at the designated location within a building.
15. The University does not have a single point of contact or a Move Manager at this time.
16. Insurance – Full Value Replacement Insurance must be included in the quote to the department.
17. Declaration of Surplus must be completed before anything can be move the Holden / Storage.
18. Dumpsters, please stay away from the building dumpsters. University designated dumpster must be used for trash for any/all moves. .
19. Invoices must include a detailed breakdown of cost, time and material in addition to a signed time ticked by appropriate University customer. Supplies that are dropped off in advance must be signed for by the University.
20. Estimated spend for the last three years is $200,000 - $250,000 per year.
21. 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.
22. 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.
23. 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/
24. 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., **August 2, 2023.**

**Do not contact the Facilities Planning & 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: **Ekta Kamalia**, Attendees list.

*Attachments:*