



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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March 5, 2024

**Addendum #1 To
Request for Proposal
RFP Critical Incident Mapping dated February 26, 2024**

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the **Critical Incident Mapping** was held on **March 4, 2024, at 10:00 am** **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. **Patrick Saunders** of **Public Safety**, 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 **March 7, 2024, 12:00 noon**.
3. **Bids are due by electronic submission** on no later than 2:00 p.m., **March 21, 2024**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **February 26, 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. 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 \$9.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
8. University to own the data and will update as appropriate and must be easily accessed by owner.
9. Potentially 125 buildings to be covered.
10. Vendors may view the Facilities, Planning and Management Website for further information. (insert url address here)
11. Tasks to include taking source data and putting it into format for CAD per building, GIS space Map as defined in the Scope of Work in RFP Documents. Base data should be in good shape but can be found in different places.
12. Supplemental Work may be required.
13. What format does data need to be provided to be compatible with WSU Systems. PDFs and physical maps or GIS Platform. University is open to a solution for best platform but not interested in buying a new system or a proprietary system.
14. University has a Large Admin Use License and Educational License. GIS for exterior based assets and FM Systems for tracking assets specific to rooms.
15. Information for first responders in the field via merge with CAD System and webbased solution thru tablet, laptop or phone. WSU works with CAD System and Detroit Police Department. Cars have in – car computers and Sr. Management should be able to bring up on cell phone or tablet. Desire global and individual document for each building.
16. CAD refers to both Police Dispatch and Auto CAD. Nothing in Police Dispatch CAD currently. Building and backgrounds are already in Auto CAD.
17. Information collection required for assets and locations.
18. Asset Information and Locations are attached to this Addendum

19. Access to be via walk thru of the buildings with FPM Representative.
20. Access to be via regular business hours, as much as possible.
21. Special Access to be coordinated with the Project Manager. Although most of information in public areas.
22. Some areas have a Fire Command Center which requires coordination with the Project Manager.
23. Must be Web based application but must Cache data on the device.
24. 3 years to include maintenance of system.
25. Enterprise hasn't been discussed currently. We'd like to see what will work with what the University has but open to suggestions/recommendations.
26. Vendors may add "add/**voluntary alternates**". The base proposal must be responded to first before any voluntary alternates will be accepted or considered.
27. 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/>
28. 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: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing at **313-577-3757** Email: **katt@wayne.edu** by 12:00 p.m., **March 7, 2024**.

Do not contact the Public Safety, 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: **Patrick Saunders**, Attendees list.

Attachments: