



WAYNE STATE
UNIVERSITY

Procurement & Strategic Sourcing
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Division of Finance and Business Operations

May 12, 2025

Addendum No. 2

RFP Event Chairs for McGregor - 2025
Dated April 28, 2025

This Addendum must be acknowledged on Schedule D.

Questions have been asked regarding the University's RFP for **Event Chairs for McGregor - 2025** for the **Student Center and Campus Reservations unit**. A summary of the questions asked, and the University's responses are as follows:

Question: Does this project require prevailing wage?

Answer: **Since these chairs will be set in place and refuse removed, there is no construction like work, so prevailing wage will not be required unless something comes up that requires construction like work.**

Question: Page 6 of the bid states Wayne State University in Detroit, MI as the delivery address. Will we be delivering to the McGregor Conference Center?

Answer: **Yes. You will be delivering to the McGregor Conference Center.**

Question: Where is the unload site for deliveries? Can a 26' truck access that space?

Answer: **The awarded vendor will have to park on the street, most likely, Cass Ave, or alternatively, Palmer Street, and unload and cart to the McGregor Center. McGregor is located on a pedestrian mall and there is no vehicular traffic or space for a large truck.**

Question: Will we be arranging the chairs in a room, classroom style, etc? What quantity will be arranged initially and what quantity will be left on the carts, in storage etc?

Answer: **We would like the chairs set up lecture style – in rows with no tables.**

Question: This is a request for a Management Report example. Can you tell me what type of Management Report you are looking for? I could not find an example in the RFP.

Answer: **Management Reports are not required for this RFP.**

Bids are due by electronic submission on May 16, 2025, no later than 2:00 p.m. The link for bid submission is posted with the bid details at <http://go.wayne.edu/bids>.

Should you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to **Valerie Kreher, Senior Buyer**, Email: rfpteam2@wayne.edu.

Thank you,

Valerie Kreher
Senior Buyer