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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** |

**January 24, 2023**

**Addendum #1 To**

**Request for Proposal**

**RFP State Hall Renovation datedJanuary 17, 2023**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **State Hall Renovation** was held on **January 24, 2023 at 11:00 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. **Mark Gibbons** of the **Design & Construction Services**, 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 **January 27, 2023*,*** **12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **February 6, 2023.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **January 17, 2023**.
4. Installers of furniture or equipment responsible for onsite assembly must be classified minimally as carpenters, and those responsible for electrical connections must be classified minimally as electricians.
5. Alternates will be accepted for this project, manufacturer’s product literature for alternate submissions to be submitted at time of bid.
6. Vendors do not have to include sample cuts of materials/color with their proposal as outlined in Vendor Responsibility, Item C, but the samples should be available within one to two days if they are requested.
7. Deliveries are to be between 6:00 am and 4:00pm
8. Vendors must arrange delivery in advance and coordinate with the WSU Project Manager
9. All measurements must be field verified before the winning vendor orders any product. Use the measurements in the drawings for bidding purposes. If anyone wishes to field verify after award of the bid, coordinate with WSU Project Manager or onsite Construction Manager to set a date and time to field verify.
10. Vendors should use the grade specified on Furniture Specifications for all fabrics and finishes for the quote.
11. The target date for installation complete installation is Summer 2023.
12. The vendor will likely unload from Cass Ave and move furniture into the building. Coordinate with the WSU Project Manager.
13. Installation is to include the complete assembly of components for all furniture items.
14. Vendors should indicate the lead time of the furniture. The vendor must be prepared for delivery as soon as the site is ready to receive the furniture.
15. An AutoCad drawing has not been posted.
16. 1099 Employees or workers are NOT acceptable.
17. Cost Schedule C is to be provided electronically as well as the printed & signed copy. In the event of a discrepancy between the electronic and signed copy, the signed copy will prevail.
18. Any discrepancies between specifications and drawings should be conveyed via email to Valerie at rfpteam2@wayne.edu otherwise all bids are to be based on the numbers provided in the drawings and specifications
19. Vendor must take away any and all refuse, boxes packing materials and other debris out of the building each day. This will be an occupied building with students and staff; however, areas to receive new furniture are not occupied. Vendors are to be considerate of noise and cleanliness.
20. For this project, a Certificate of Liability Insurance is **Required**
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.
25. Freight elevator will be available, size is 8’-8” W x 7’-“ L x 7’-9” H with weight limit of 3,500 Lbs. Wall and floor protection will be required by the vendor.
26. Bidders are responsible for protection of all finishes including floors, walls, ceilings, doors and frames, and repair thereof if damaged.
27. Installation to include connecting powered FFE to power source.
28. All FFE to be cleaned upon final installation. All floors to be clean of any packaging debris.
29. Other trades may be on site during installation and FFE installers shall coordinate with The Christman Company and WSU to ensure full access of spaces.
30. Loading and unloading shall be coordinated with TCC.
31. This is a Prevailing Wage opportunity. We do NOT require union labor.
32. Substantial completion is scheduled for July 21, 2023. Installation date is scheduled for July 24, 2023.
33. Item C-01:  Flannel Textured
34. Item D-01:  Flanneltextured
35. Delivery – is the site able to receive direct shipments via multiple deliveries? Drop shipping is allowed after substantial Completion.
36. No loading dock is available at State Hall. There are two entrances to the building. Delivery truck must park on Cass Avenue and foot-carry the furniture to the building. No heavy trucks are allowed on the mall.
37. There is a larger ADA passenger elevator (closer to the entrance off of Cass Avenue) that can be used by the furniture vendors. The vendor must be protected. The size of the elevator is8’-8” W X 7’ L X 7’-9” H
38. COMs  have been tested and approved.
39. Auto-Cad file can be provide upon request but a sign-off is required.
40. Alternates may be quoted for this bid.  Provide enough information on the cost schedule to understand the item being proposed and have all related information available upon request.   This information was detailed during the pre-proposal meeting.
41. Pricing should be held for approximately 12-months. If this is not possible, please detail what is available in Exhibit One.
42. The University reserves the right to award this project as whole, or it may be broken up by section and multiple awards will be made.
43. KI – issues bidding and rep response Not an open line by definition. If you cannot get a price from KI, please bid a substitution. Brenda Redd’s information, phone and email are in the RFP specifications.
44. This is a LEED project and trash must be separated. Dumpsters will be provided by the University.
45. Copy the cost schedule in Excel if you are bidding alternates.
46. Hayworth C-01 – go with the description or what is defined as the chair name. Go with the chair name.

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., **January 27, 2023.**

**Do not contact the Design & Construction Services, 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: **Mark Gibbons**, Attendees list.

*Attachments:*