



Procurement & Strategic Sourcing  
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Division of Finance and Business Operations

December 13, 2022

**Addendum #1 To  
Request for Proposal  
RFP Generator Maintenance 2022 dated December 5, 2022**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **RFP Generator Maintenance 2022** was held on **December 13, 2022, at 10:00 a.m.** **Robert Kuhn** 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. **Lawrence Cook** of the **Facility Planning and Management Department**, 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 **Mandatory 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 **December 16, 2022, 12:00 noon**.
3. **Bids are due by electronic submission** on no later than 2:00 p.m., **January 3, 2023**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **December 5, 2022**.
4. **The contract(s) will be for a three-year period ending on February 1, 2026**. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through **February 1, 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. 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 \$8.50/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
8. 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/>
9. **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.

Other:

- There are 45 emergency generators on campus, all need to have regular maintenance performed, at least 2-4 times per generator per year, (reference the Cost Schedule C, which should be returned with Vendor's Proposal in Excel Format).
- There are 6 types of large generators on campus, 4800 & 13,200 volts.
- Annual inspections would be oil, filter, inspections check coolant levels and do a test run.
- Note the University has a few larger generators at 13,200 volts and a few at 4800 volts.
- Vendors should bid to the Cost Schedule C; however, note that some changes in the number of services will vary depending on manufacturers recommendation.
- The FPM Dept will make service calls for service to specific generators throughout the year.
- All require load bank testing. All voltage output is listed on the spreadsheet. Be sure to adjust the spreadsheet so the voltages are visible as to not miss any large voltages.

- At Scott Hall use the ramp for the exterior transformer.
- Other areas have enough space.
- Some areas may have to be done “off hours” must be coordinated in advance
- The University does not have the external transformer for load bank testing, vendor must supply this.
- Announcement Date will be the week of January 23, 2022. The expected commencement date is February 1, 2023.
- The intent of this RFP is for a single award to a single vendor.

**Post pre-bid Clarification: WSU Rates will not be required as this is a service project and no construction like work is to be undertaken.**

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712**  
Email: **RFPTeam3@wayne.edu** by 12:00 p.m., **December 16, 2022.**

**Do not contact the Facility Planning and Management Department, or other University Units, directly as this may result in disqualification of your proposal.**

Thank you

Robert Kuhn,  
Sr. Buyer, Purchasing  
313-577-3712

Cc: Lawrence Cook, Erik Karteczka, Valerie Kreher, Attendees list.

*Attachments:*