Minutes of the Pre-bid Conference

RFP Gross Anatomy AV Upgrade 2018 dated April 24, 2018

The pre-bid conference for the RFP Gross Anatomy AV Upgrade 2018 was held on May 2, 2018 at 2:00 pm (EST) Robert Kuhn, Sr. Buyer, reviewed the administrative requirements of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. DeShaun Harris/Mike Crimmins and Dr. Paul Walker of the School of Medicine, discussed the expectations and scope of work.

Note: only those vendors that attended the mandatory pre-bid meeting will be allowed to participate in this RFP opportunity

The pre-bid 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-bid meeting. Some of the issues were as follows:

1. The Deadline for project related questions is May 7, 2018, 12:00 noon.
2. Bids are due May 10, 2018 at 4:00 pm, to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4th Floor – Suite 4200, Detroit, MI 48202.
3. The University intends to make announcements no later than May 30, 2018.
4. We will require an original plus one copy (2 total) of your proposal. In addition, an electronic version is required, which should be submitted to our secure mailbox at rfp@wayne.edu
5. A bid bond and performance and material bond is required for projects over $50,000. Bond requirements are waived if Vendors proposal is below $50,000.
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 $7.75/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/

Other:

1. This is a “turn key” Project.
2. Gross Labs AV system shall act as a full matrix from both a video and audio standpoint. Any/all inputs shall be able to receive any/all outputs. Per base bid, one touch panel for control on a stand with Crestron E-Control programming.
3. Per diagram/drawing Input plates shall be configured with HDMI and SDI inputs. Contractor shall provide/install Low Voltage Wiremold raceway V-2000BC per input plate.
4. The Crestron Control System will be put on the University's network.
5. Per base bid flow diagram/drawing, contractor shall pull Cat-5 wire connection to SOM AV Control room 1301 for remote recording capability.
6. Recording equipment to be provided by owner.
7. Cable path not in place. Power is provided; however, vendors are to indicate new outlet locations if monitor locations are recommended other than in the drawings. Owner to work with it’s Facility Department to relocate outlets. Contractor is responsible to provide its own pathways and J-Hooks as necessary. Contractor shall fire-stop all penetrations. Per diagram/drawing all necessary cable shall be plenum rated. All wiring to be at Wayne State University standards.
8. Chemicals and cadavers will be may be present at the time of installation.
9. Per base bid diagram/drawing Contractor will demo existing/old speaker wiring. Existing speakers to be returned to owner.
10. Line 12 and 13 is correct, only 1 Crestron Touch Panel, will feed all classroom areas utilizing Crestron E-Control programming.
11. Per base bid, Item #22 on equipment list shall remain a Nexia-SP as consistent with diagram/drawing. Contractor may also provide quote for alternate device of the same functionality for optional consideration by WSU.
12. Marshal cameras are to tie into the Crestron Control System.
13. Line 23 is correct, there is only 1 wireless dual microphone system with talk over video capability.
14. Audio/Video source, select from Crestron Controller so the same video to feed to all rooms with single person control.
15. Awarded vendor to work with the project manager regarding the touch screen configuration. There is no standard Touch Screen profile, must be coordinated/developed with the project manager.

All questions concerning this project must be emailed to: Robert Kuhn, Procurement & Strategic Sourcing at 313-577-3712 Email: ac6243@wayne.edu (copy to Leiann Day, Email: leiann.day@wayne.edu) by 12:00 p.m., May 7, 2018.

Do not contact the Medical Student Services, 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: DeShaun Harris/Mike Crimmins, Leiann Day, Attendees list.