



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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August 15, 2023

**Addendum #1 To
Request for Proposal
RFP Guard Services School of Medicine Tolan Park Mazurek 400 Mack dated August 7, 2023**

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the **Guard Services School of Medicine Tolan Park Mazurek 400 Mack** was held on **August 15, 2023 at 11:00 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. **Krista Mitchel** of the **School of Medicine**, 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 **August 18, 2023, 12:00 noon**.
3. **Bids are due by electronic submission** on no later than 2:00 p.m., **August 28, 2023** . The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **August 7, 2023**.
4. **The contract(s) will be for a three-year period ending on September 30, 2028. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through Multi-Year Extension Date. 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. The current contract is expiring on September 30, 2023..
7. Scott Hall and Mazurek are student buildings, the other two buildings are mainly for patient buildings, the guard will need to be able to deal with all kinds of people.
8. Two of the buildings need a guard that is computer literate.
9. Two buildings have a lot of guests that come on a frequent basis.
10. Guards need to check the ID of every single person coming thru the door.
11. Tolan Park will extend the hours until 7:30 pm so that no patient is in the building.
12. Any incident, fight, theft, or any other type of incident, do no engage, call WSU Public Safety, immediately.
13. Training will be conducted for all guards,
14. Scott Hall is open 24/7 365 days a year, guards should not leave until the replacement has arrived.
15. WSU Wage rates do not apply to this RFP Effort.
16. Minimum wage is required for this work.
17. The buildings will be on different PO's each year due to different funding sources.
18. Only one vendor will be selected for this work even though the work will be billed on different POs.
19. Vendor should outline backup plans to accommodate planned or unplanned absences. Security guards must be dependable so that we cannot have doors locked or unlocked with no security guards.
20. Outline your training programs, and screening procedures of your employees.
21. Uniforms are required and professional attitude and appearance.
22. The guard is the first - person guests see when they enter the building and represent the image of Wayne State University.
23. Walkie talkies are not used at WSU. Desks have phones and Public Safety's number is prominently displayed.
24. Guards are un-armed and are not expected to chase any one down, they should go to Krista's office or call Public Safety.

25. 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.
26. 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.
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: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712**
Email: **Rfpteam3@wayne.edu** by 12:00 p.m., **August 18, 2023**.

Do not contact the School of Medicine, 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: Thane Peterson, Krista Mitchel, Valerie Kreher, Attendees list.

Attachments: