



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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8/11/2023

**Addendum #1 To
Request for Proposal
RFP Kitchen Hood Cleaning Services
dated August 4, 2023**

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the **Kitchen Hood Cleaning Services** was held on **8/10/2023 at 2:00 pm** **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. **Brian Fitzgerald** of the **University Housing 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 a **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 17, 2023, 12:00 noon.
3. Bids are due by electronic submission on no later than 2:00 p.m., August 23, 2023. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning August 4, 2023.
4. The contract(s) will be for a three-year period ending on September 30, 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 September 30, 2028. 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. 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 \$9.00/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.

Additional Information:

- Site visit was unanimously cancelled.
- Schedule C – Cost Schedule must be submitted in Excel Format.
- Please provide a description of your cleaning processes (method and means).
- Some of the frequencies have been increased – please review this information for the most accurate requirements.
- As this is not a construction – like project, Wayne State Wage Rates will not apply.
- There have been no new systems since 2018.

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 17, 2023**.

Do not contact the University Housing Department, or other University Units, directly as this may result in disqualification of your proposal.

Thank you.

Robert Kuhn,
Senior Buyer, Purchasing
313-577-3712

CC: Brian Fitzgerald, Kim Tomaszewski, Attendees list.

Attachments: