|  |  |  |
| --- | --- | --- |
| wsu-primary-horz-color-600-10-2017-small  **Division of Finance and Business Affairs** |  | **Procurement & Strategic Sourcing**  **5700 Cass Avenue, suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734**  **FAX (313) 577-3747** |

**July 30, 2025**

**Addendum #1 To**

**Request for Proposal**

**RFP Lawn Fertilization Services datedJuly 21, 2025**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Lawn Fertilization Services** was held on **July 30, 2025 at 10:00 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. **Donna Reincke** of the **FP&M – Grounds 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 Procurement Website 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. A copy of the Prebid Attendance sheet will be posted to the website.
3. The Deadline for project related questions is **August 7, 2025*,*** **12:00 noon**.
4. **Bids are due by electronic submission on** no later than 2:00 p.m., **August 12, 2025.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **July 21, 2025**.
5. ***The contract(s) will be for a three-year period ending* 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* **2030*.*** *VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C****.***
6. The selected vendor should plan to schedule the services with Donna Reincke, but the hours are generally 8:30 am to 5:00 pm Monday thru Friday. Other hours may be available on request but will need to be scheduled in advance with Donna Reincke.
7. 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**
8. 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.
9. 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.
10. 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/
11. 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: **Valerie Kreher**, Procurement & Strategic Sourcing at **313-577-3720** Email: **rfpteam2@wayne.edu** by 12:00 p.m., **August 7, 2025.**

**Do not contact the FP&M – Grounds Department, or other University Units, directly as this may result in disqualification of your proposal.**

Thank you

**Valerie Kreher**,

**Senior Buyer**, Procurement

**313-577-3720**

CC: **Donna** **Reincke**, Attendees list.

*Attachments:*