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

**February 8, 2023**

**Addendum #1 To**

**Request for Proposal**

**RFP Campus Wide Pest Control 2023 datedJanuary 24, 2023**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Campus Wide Pest Control 2023** was held on **February 8, 2023 at 10:30 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. **Steve Gilsdorf** of the **Facilities Planning and Management**, 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 **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. The Deadline for project related questions is **February 15, 2023*,*** **12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **February 17, 2023.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **January 24, 2023**.
4. ***The contract(s) will be for a three-year period ending on* March 1, 2025*.*** *Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through* **March 1, 2027*.*** *This date may be updated depending on the actual date of the contract execution. 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. WSU has been performing the services internally for several years; however, enhancing these services will require additional outside assistance.
9. The Scope of Work includes the Medical School and research buildings that are sensitive areas that work with “critters” (rats and squirrels included) in their research.
10. The Wayne State campus population is very in-tune on the ethical treatment of the critters and their extermination.
11. The service schedule is listed on the cost schedule, monthly, bimonthly, 2 per month etc.
12. Monitoring is part of this contract. If any additional treatment is required the selected vendor and FPM will work out a plan and cost.
13. Services are to be completed between 7:30am and 5:00 pm.
14. Invoices can be combined; however, each area being billed must be detailed on each invoice.
15. Please include parking in your proposal to the University. There is no free parking on the University Campus.
16. Some buildings include both interior treatment and exterior treatment and some that only include the exterior of the building.
17. Preventative treatments are also to be included in your proposal to the University.
18. Integrated pest management is required for this service.
19. Inspection and monitoring of the exterior is also part of this opportunity. This includes, skunks, rodents, and dogs. Monitoring and then treatment is requested.
20. Are the food venues part of the building? The food venues are responsible for their own pest control. That is handled separately. Aramark is the vendor responsible.
21. Smaller kitchen and break areas are included in this request as they are not covered by the food service vendor.
22. Some of the older homes that are part of the WSU campus are to be included in this proposal.
23. It is preferred that all employees that will be on campus are vaccinated for COVID.
24. 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/
25. 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., **February 15, 2023.**

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

Thank you

**Valerie Kreher**,

**Senior Buyer**, Purchasing

**313-577-3720**

CC: **Steve Gilsdorf**, Attendees list.

*Attachments:*