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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** |

**May 17, 2023**

**Addendum #1 To**

**Request for Proposal**

**RFP Pouring Rights & Cold Beverage Vending, and All “Other Products” Vending**

**datedMay 10, 2023**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Pouring Rights & Cold Beverage Vending, and All “Other Products” Vending** was held on **May 17, 2023 at 2:00 pm** **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. **Audra Forsberg** of **Contracted Services**, 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 **May 24, 2023*,*** **12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **June 7, 2023.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **May 10, 2023**.
4. ***The contract(s) will be for a three-year period ending on* July 31, 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* **July 31, 2033*.*** *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. Security cameras are allowed and encouraged. You may have to work with Public Safety regarding the type of cameras and other issues. Internet service and electricity are provided.
7. The Mike Illitch School of Business is an additional opportunity for the vending services, however, they do not have a space allotted as of yet for vending services.
8. The G-League arena may or may not be included in this opportunity. It is not known when that decision would be made.
9. On site storage can be provided. Currently there are two spaces for storage and most likely they would be made available to the next vendor.
10. There is some ability to drive on campus malls, however, there is a permit process to go thru and possible fees incurred for this.
11. Golf carts can be permitted, a storage location would have to be worked out and most likely there would be a charge for this service. The golf cart would not be provided by the University.
12. Any vendor that is interested in this opportunity is strongly encouraged to walk the campus and see some of the vending areas. This will give you a good feel for the size and scope of the opportunity here.
13. There is a self-guided tour as part of this addendum that you can use to walk the campus.
14. 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.
15. 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.
16. 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/
17. 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., **May 24, 2023.**

**Do not contact the Contracted Services, 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: **Audra Forsberg** Attendees list.

*Attachments:*