



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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July 21, 2023

**Addendum #1 To
Request for Proposal
RFP Professional Stage Labor
dated July 13, 2023**

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the Professional Stage Labor was held on July 20, 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. Ken Doherty of Procurement, 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 July 24, 2023, **12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., July 27, **2023**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning July 13, 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 Multi-Year Extension Date. 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. Athletics, Theater and Dance, Special Events and Services are the main areas that will be using this service after completion of the contract.
7. Athletics will utilize this service mostly for court floor "flips" putting the floor down and taking it up. The number of flips per year is estimated, but we do not have an exact number for this service.
8. Special Events and Services will utilize this service mostly for Commencement Services twice a year and occasionally for other large events as they come up.
9. Theater will utilize this service mostly for stage setups for the theater productions.
10. Theater usage is unknown at this time, this is a new area, this area will also more than likely need skilled labor for audio and lighting.
11. The University will provide direction; however, the awarded vendor should provide supervision for onsite direction of the work as it is being performed.
12. Vendors need to take care with the floors and equipment provided by the University. The basketball floor is especially important to take care with.
13. Other parts that may be needed include carpet, chairs, tables, etc.
14. The cost schedule consists of mostly hourly rates including straight time and overtime rates
15. Percentage of the total cost means a percentage of each labor category; Management versus labor.
16. The call time is the time between the initial call and the arrival of a work crew.
17. The demand for this service may expand rapidly as mostly the labor we utilize is volunteer labor.
18. Special events would likely need equipment brought in. These items may be rented separately so there may be coordination involved with other vendors or service providers.
19. Cameras are available to feed all spaces in the theater. All the areas are handicap accessible.
20. Prevailing wage or Wayne State University wage rates are not required for this work.
21. 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.

22. 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.
23. 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/>
24. 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., **July 24, 2023**.

Do not contact the Special Events, 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: Jack Raab, James Campbell, Michael Barnes, Ken Doherty, Attendees list.

Attachments: