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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** |

**June 12, 2023**

**Addendum #1 To**

**Request for Proposal**

**RFP Property Loss Mitigation Services 2023 datedJune 1, 2023**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Property Loss Mitigation Services 2023** was held on **June 12, 2023 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. **Ken Doherty and Jim Brock** 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 **June 16, 2023*,*** **12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **June 23, 2023.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **June 1, 2023**.
4. ***The contract(s) will be for a three-year period ending on* October 1, 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* **October 1, 2028*.*** *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. The scope of this project includes emergency response services for events on campus that include Water mitigation, Mold remediation Fire, smoke, soot and odor control and restoration and wind and storm damage.
8. Phase One and Phase Two responses:
	* Phase One is to stop the issue and mitigate damages. There will be a police report put in place as soon as possible, and the police report number will be provided to the service provider. In addition to a PO number, this number must appear on all subsequent invoices.
	* Phase Two is when we elect to use the same company to do any restoration work as a result of the event. This request must be authorized in advance by Jim Brock or a member of his Operations team.
9. A list will be provided of which individuals are approved to call events in to the contractor.
10. Services are for our Main and Medical Campuses, along with our 2 facilities adjacent to the Macomb Community central and south campuses, known as the Macomb Education Center (MEC) on Hall Road in Clinton Township, and the Advanced Technology Education Center on 12 Mile Road in Warren.
11. VENDORS must be able to respond within 2 hours of UNIVERSITY notification, and have crews on site if needed within 3 hours of initial contact (24 hours per day, 7 days per week, 365 days per year).
12. Phase One and Phase Two does not require Wayne State Prevailing Wage Rates. This is subject to change for Phase Two restorations if the State of Michigan reenacts the Prevailing Wage Act in some manner that affects Wayne State.
13. Some events may include one PO for both phases and some events may require two PO’s, based on funding sources.
14. There is a P3 partnership with Corvias that handles management of our housing facilities; however, Property Loss Mitigation Services include any of the WSU housing facilities, and the work will be authorized by and paid for by the University.
15. Labs used by the Vendor for testing purposes will need to be submitted for approval. This would include things such as mold.
16. 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.
17. 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/
18. 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 Clarifications:**

Vendor should be prepared to provide information on their certifications (if any) on handling hazardous wastes and performing testing through any kind of certified lab.

Any determination of the presence of mold must come through certified lab results, before we can officially communicate a mold issue. Our OEHS department will typically be called first to capture additional samples,

Vendor may not begin any kind of Phase II work before being issued an approved PO. POs to cover Phase I work will be issued as soon as the University is able to do so.

An estimated two-thirds of property loss mitigation activities do not get submitted for insurance claims, due to the $100,000 deductible. As such, the invoices are processed by Facilities Planning & Management. Those losses covered by insurance are processed by the Enterprise Risk Management team.

All questions concerning this project must be emailed to: **Valerie Kreher**, Procurement & Strategic Sourcing at **313-577-3730** Email: **rfpteam2@wayne.edu** by 12:00 p.m., **June 16, 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

**313-577-3730**

CC: **Jim Brock**, Attendees list.

*Attachments:*