



Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
FAX (313) 577-3747

March 9, 2023

**Addendum #2 To
Request for Proposal
RFP Property Management Services 2022
dated February 8, 2023**

Minutes of the Pre-bid Conference

This Addendum must be acknowledged on Schedule D

The pre-bid conference for the **Property Management Services 2022** was held on **March 8, 2023, at 2:00 pm** Robert Kuhn reviewed the administrative requirements of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. Robert Davenport, the Associate Vice President of the Facilities Planning & Management, discussed the expectations and scope of work.

The pre-bid 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-bid meeting. Some of the issues were as follows:

1. This RFP included a **Mandatory pre-bid meeting**. In cases where the pre-bid 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 **March 23, 2023, 12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **March 29, 2023**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **February 8, 2023**.
4. ***The contract(s) will be for a four and one half year (4 ½) period ending on September 30, 2027. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through September 30, 2029. 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. Number of properties we are looking to employ FM (Facilities Management) services.
7. More than an FM (Facility Management) type of work versus PM (Property Management)
8. This includes landscaping and custodial services for the building.
9. Financials are an important part of this project.
10. Qualifications for engagement are detailed in the Scope of Work.
11. Please include a "response-time" matrix with your proposal submission. Tie your KPI's to your SLA's.
12. Flexibility is a must for this contract.
13. The University is looking for a fixed-cost proposal.
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 Prebid 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., **March 23, 2023**.

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

Thank you

Robert Kuhn,
Senior Buyer, Purchasing
313-577-3712

CC: Robert Davenport, Joanna Janicka, Ken Doherty, Miriam Dixon, Kimberly Tomaszewski, Attendees list.

Attachments: