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| **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 18, 2016**

**Minutes of the Pre-bid Conference**

**RFP Public Relations Services datedMay 9, 2016**

**Please note: The Request for Proposal for Public Relations Services has been temporarily postponed. It is anticipated that an additional Pre-Bid meeting will be held and that the date will be set in the coming days, and a second notification will be sent at that time. If you attended the first meeting, it is your option to participate in the second meeting.**

Should you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to **Kimberly Tomaszewski**, **Senior Buyer**, Email; **ac9934@wayne.edu** and to**Kenneth Doherty, AVP for Procurement**, Email; **ac0578@wayne.edu**. **Copy both Kimberly Tomaszewski and Ken Doherty****on all E-Mail questions.**

Thank you,

**Kimberly Tomaszewski**

**Senior Buyer**