



Procurement & Strategic Sourcing  
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Division of Finance and Business Operations

March 23, 2017

## Minutes of the Pre-bid Conference

RFP Radio Equipment Facilities 2017 dated March 14, 2017

The pre-bid conference for the **Radio Equipment Facilities 2017** was held on **March 23, 2017 at 1:30 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. **Steven Pecic** of the **Facilities, Planning and 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://www.forms.procurement.wayne.edu/Adv\\_bid/Adv\\_bid.html](http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html).

**Numerous simple questions and answers were addressed at the pre-bid meeting. Some of the issues were as follows:**

1. Only those vendors that attended the **mandatory pre-bid meeting** will be allowed to participate in this RFP Opportunity
2. The Deadline for project related questions is **March 28, 2017, 12:00 noon**.
3. **Bids are due April 4, 2017 at 4:00 pm**, to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4<sup>th</sup> Floor – Suite 4200, Detroit, MI 48202.
4. We will require an original plus one copy (**2 total**) of your proposal. In addition, an electronic version is required, which should be submitted to our secure mailbox at [rfp@wayne.edu](mailto:rfp@wayne.edu)
5. 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.
6. Parking on WSU campus lots and structures are \$7.50/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
7. 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/>
8. **PROPOSAL GUARANTEE**
  1. A certified check or bank draft payable to the Owner, or satisfactory Bid Bond executed by the Bidder and Surety Company, in an amount equal to not less than five percent (5%) of the maximum proposal amount shall be submitted with each Proposal, which amount may be forfeited to the Board of Governors, Wayne State University, if the successful Bidder refuses to enter into a Contract within sixty (60) days from receipt of Proposals.
  2. The bid deposit of all bidders except the lowest three will be returned within three (3) days after the bids are opened. After the formal Contract and bonds are approved, the bid deposit will be returned to the lowest three bidders, except when forfeited.
  3. Bid bonds shall be accompanied by a Power of Attorney authorizing the signer of the bond to do so on behalf of the Surety Company.
  4. Withdrawal of Proposals is prohibited for a period of sixty (60) days after the actual date of opening thereof.
9. **CONTRACT SECURITY (revised 4-2007)**
  - A. The successful Bidder will be required to furnish a Performance Bond and Labor and Material Payment bond in an amount equal to 100% of the contract award amount, and include such cost in the Proposal, complying with the laws of the State of Michigan. The graduated formula no longer applies.

- B. Performance Bond and Labor and Material Payment Bond shall be from a surety company acceptable to the Owner and made payable as follows:
- (1) A bond for 100% of the contract award amount to the Board of Governors of Wayne State University, and guaranteeing the payment of all subcontractors and all indebtedness incurred for labor, materials, or any cause whatsoever on account of the Contractor in accordance with the laws of the State of Michigan relating to such bonds.
  - (2) A bond for 100% of the contract award amount to the Board of Governors of Wayne State University to guarantee and insure the completion of work according to the Contract.
- C. The only acceptable Performance Bond shall be the AIA A312 – 2010.
10. BOND CLARIFICATION
- For bids below \$50,000.00,
1. Bid bond will not be required.
  2. Performance Bond will not be required.

Other:

1. System should be “turn key” with fully functional and operational radios, antenna, and etc. that provide coverage up to 1 mile, including the main campus and School of Medicine and mutually acceptable building penetration of coverage.
2. Web base interface sought for management of radio system and dispersion of various call groups.
3. US/Canadian Coordination required.
4. High Points on campus includes – The University Towers and Macabees (S), IBlo Bldg with 4<sup>th</sup> story penthouse (N), School of Medicine, Lande (E), and a new building to replace DeRoy (W).
5. June 30<sup>th</sup> completion date.
6. Will be connecting with Parking via Analog; therefore, digital/analog interface required.
7. There are about 10 “talk groups” but the University requires the ability to adjust and modify these groups and sizes as required.
8. Item 2 of the Cost Schedule has been struck as the University will provide the Ethernet Switch.
9. Teldio not required, vendor to make their own recommendation.
10. Vendors are to recommend antenna locations (vendors are to note on campus map and include with their proposal).
11. Presumed Awarded Vendor required to demonstrate proof of concept.
12. SLA description must provide labor rates for future call and service, along with response times.

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712**  
Email: **ac6243@wayne.edu** (copy to **Leiann Day**, Email: **Leiann.day@wayne.edu**) by 12:00 p.m., **March 28, 2017**.

**Do not contact the Facilities, Planning and Management, 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: Steven Pecic, Jason Sepanak, Leiann Day, Attendees list.**