



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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July 24, 2023

**Addendum #2 Revised Minutes  
Adding Runco to List of Attendees  
To Request for Proposal  
RFP: Waste Disposal and Recycling 2022  
dated July 11, 2023**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **RFP: Waste Disposal and Recycling 2022** was held on **July 18, 2023 at 2:00 p. m. (local time)** **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. **Steve Gilsdorf**, of the **Grounds Department**, 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 **July 20, 2023, 12:00 noon**.
3. ***The contract(s) will be for a three-year period ending on September 30, 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 September 30, 2028. VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C.***
4. For this project, a Certificate of Liability Insurance is **Required**
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 \$8.50/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. **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.

Other:

1. This was an optional pre-bid meeting, those in attendance were as follows: LGC Global, Detroit Disposal, Waste Management, Priority Waste Management, Titan Environmental, Runco Waste Management.
2. No debris should be left around pickup areas and dumpsters/compactors. Pickup areas should be clean.
3. Dumpsters provided by Vendor's should be repainted. Vendor must coordinate with the Project Manager and the Facilities Grounds Department.
4. The University will pay for services for the Main Campus. The University's Housing Partner, Corvias, will be responsible for payment for Residence Halls.

5. Commencement refers to the beginning of the transitional time. Vendors must state in their Proposals the "Ramp Up Time" if awarded this order.

6. Compostable materials are just one example of refuse to be in dumpsters, roll off or flip top.

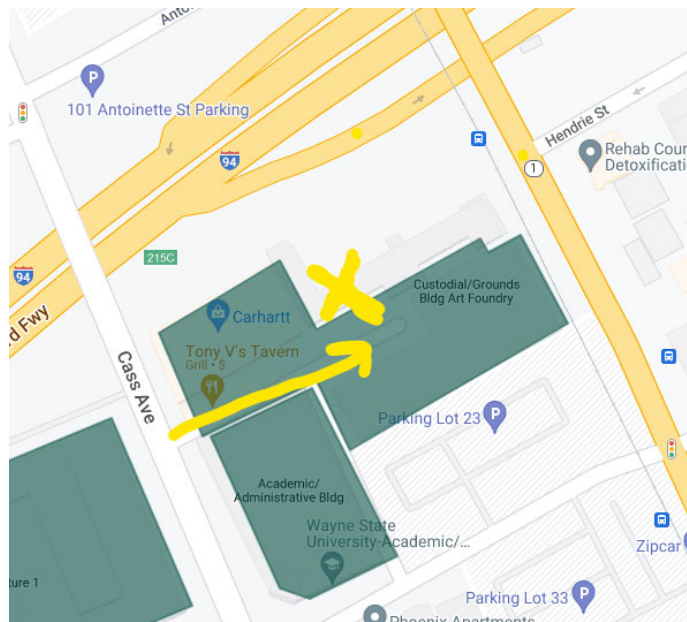
7. For University owned compactors just the boxes would be required by Vendor. Vendor doesn't have to provide any equipment but Vendor must maintain them.

8. Leased compactors / front loaders are provided by the vendor.

8. **A Site Visit has been set to tour Compactors Tour.** This is scheduled for **Tuesday July 25, 2023, 10am-11:30am.**

We will meet at the back parking lot of the Custodial-Grounds building, northwest corner of Woodward and Palmer, just south of I-94. We will go collectively from there onto campus. The tour will include compactors at:

- Walk from UGL dock. Meet Brian here,
  - Ghafari
  - Atchison
  - Chatsworth
  - The Towers
  - Anthony Wayne Drive- North
  - Anthony Wayne Drive- South
  - Student Center
- Drive
  - University Towers
  - Scott Hall



9. The Questions Due Date will be **July 27, 2023**. All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712**, copy **Loretta Davis-McClary** Email: **Rfpteam3@wayne.edu** by 12:00 p.m.

The **secret word** for those vendors that attended the **optional** pre-bid meeting is "**clean**". By attending the optional meeting Vendor's will enjoy a small advantage when it comes to scoring and evaluating the proposals.

10. To accommodate the "site visit", the Bids Due Date has been revised to **August 2, 2023**, no later than 2:00 p. m. **Bids are due by electronic submission.** The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **July 11, 2023**.

**Do not contact the Grounds Department, or other University Units, directly as this may result in disqualification of your proposal.**

Thank you for your interest in doing business with Wayne State University.

Robert Kuhn,  
Senior Buyer, Purchasing  
313 577 - 3712

CC: Steve Gilsdorf, Donna Reincke, Loretta Davis-McClary

*Attachments:*