The pre-bid conference for the **RFP Strategic Source AV Equipment 2018** was held on **June 20, 2018 at 2:00 pm.** Robert Kuhn, Sr. Buyer, 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. Michael Kisser and Alan Bartlett of the Technology Resource Group (TRG), 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](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. **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 **June 26, 2018, 12:00 noon.**
3. **Bids are due July 10, 2018 at 4:00 pm,** to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4th Floor – Suite 4200, Detroit, MI 48202. 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)
4. 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.
5. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
6. Parking on WSU campus lots and structures are $7.75/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 September 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/](http://wayne.edu/smoke-free/policy/)

Other:

1. A Bid Bond is not required. A performance bond will be required for new construction projects in excess of $50,000
2. The University reserves the right to award subsequent orders to this RFP to more than one vendor to ensure there is enough capacity in Vendor’s Shop to ensure the success of projects arising out of this effort. The University intends on issuing a three year contract (ending September 30, 2021) with 2 optional 12 month periods (ending September 2023).
3. The initial scope of this RFP is to contract for audio-visual equipment and installation services for the Technology Resources Group and grow the venture to eventually encompass the University Campus, including building renovations and new buildings. The awarded vendor will work with the University’s Facilities Management Department in conjunction with Technology Resources Group for new construction/ renovation projects.
4. **Prevailing Wage Rate Requirements:** A prevailing wage rate scheduled has been provided in the RFP. Although the State of Michigan repealed the Prevailing Wage Act of 1965, Wayne State will continue to provide a minimum...
wage schedule per trade for University work. Bidders are required to use this schedule and to provide certified pay applications as listed in the RFP. For purposes of this bid, the schedule provided by the State of Michigan will serve as the University minimums per trade.

5. Alan Bartlett of the TRG gave a site visit to various sample rooms in the Manoogian Building, after the pre-bid meeting.

6. Cost Schedule C has been revised, updated and uploaded to the University’s website. There are now columns for list price, and a column for percent discount off list price. The installation price should be quoted as an hourly rate and an estimate for the amount of time (in hours) to complete installation of each learning space.

7. Please include an estimated administrative fee in the appropriate location in Cost Schedule C to cover the cost of additional requirements for pay applications for new construction/renovation. The fee should be expressed as a percent of total cost for the learning system, and is only applicable for new construction/renovation. This can be found on the ‘Cost Schedule Summary Sheet’ tab in the spreadsheet.

8. Programming will be done by owner. Owner will provide “as built” drawings for each project. Vendor will be responsible for installation services and providing equipment.

9. Any price increases shall be annual, cited by appropriate Industry Indices, and shall be submitted to the University in writing no later than June 1 of the preceding year. Pricing for labor is to be firm for the first year. Any increases are subject to negotiation.

10. Discussion included the projectors in each of the Cost Schedule Sheets. Note, the projectors are alternatives for the University and vendors are to quote all products with the total including all products.

11. Cables: For pricing comparison, we could state: 15 ft. user cables, 6 ft. internal rack cables, HDMI to be rated for 4K@60Hz.

12. Owner furnished equipment: In each tab, the "Item/Model #" named "Network Drop" will be provided by WSU/TRG Department. Also, in each room "LS3-5", the Dell PC and "TRG-PC-CUST" will be provided by TRG Department.

13. Note: Part numbers govern in the event of a discrepancy in the Cost Schedule Tabs.

14. Vendors are to disregard Point G of the Section III, Scope of Work – E-procurement is not required.

15. Vendors will work with the University's TRG to determine the appropriate reports to be provided to track work performed under the contract. Categories would include, amount of sales, amount of savings the University has received by Strategically sourcing with Vendor, turn around time for products per each Learning Space (LS) and etc.

16. Manufacturers warranty shall govern equipment and the University is seeking a 1 year warranty for labor and installation services. A maintenance and service plan has not been made part of this RFP effort.

17. If Vendor’s encounter any hazardous materials while installing equipment, they should stop “immediately” and apprise the Technology Resource Group.

18. Liquidated damages cover any new buildings or building renovations. The awarded vendor will work with the University’s Facilities Management Department in conjunction with Technology Resources Group for new construction/renovation projects and Public Safety Departments as necessary.

19. Discussion included taxes, please note the following from Point F of Section III, Scope of Work-

20. Wayne State University is a tax exempt institution. The Vendor shall include in its proposal and make payment of all Federal, State, County and Municipal taxes, including Michigan State Sales and Use Taxes, now in force or which may be enacted during the progress and completion of the work covered. Information regarding the State of Michigan sales and use tax laws related to construction or other similar work can be found in SOM Revenue Administrative Bulletin 2016-18.

21. Vendors are to comply with the University’s Standards for Communications Infrastructure, AV9000 (must have on staff with CTS-I and CTS-D Certifications), and the University’s Standards for Construction.

22. There shall be no charge for storage of equipment and materials at vendor’s facility, while they're being scheduled for installation.
23. The Technology Resource Group does between 10 and 30 rooms per year but with the new STEM Building, that could rise to 60 rooms. As there is pent up demand within the University for audio–visual equipment installations and upgrades, Vendors are to give their expected level of commitment.

All questions concerning this project must be emailed to: Robert Kuhn, Procurement & Strategic Sourcing at 313-577-7 – 3712 Email: ac6243@wayne.edu (copy to Leiann Day, Email: leiann.day@wayne.edu@wayne.edu) by 12:00 p.m., June 26, 2018.

Do not contact the Technology Resource Group, or other University Units, directly as this may result in disqualification of your proposal.

Thank you

Robert Kuhn,
Sr. Buyer, Purchasing
313-577-7 – 3712