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| wsu-primary-horz-color-600-10-2017-small  **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing**  **5700 Cass Avenue, suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734**  **FAX (313) 577-3747** |

**August 3, 2022**

**Addendum #1 To**

**Request for Proposal**

**RFP Year Around Exterior Maintenance Work**

**datedJuly 25, 2022**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Year Around Exterior Maintenance Work** was held on **August 3, 2022 at 10:00 am** **Valerie Kreher** 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 **Facilities Planning and Management**, 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 **August 8, 2022*,*** **12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **August 11, 2022.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **July 25, 2022**.
4. ***The contract(s) will be for a three-year period ending on* October 31, 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* **October 31, 2027*.*** *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. 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.
7. The University is looking to combine two separate contracts into one contract.
8. Some information is upon request only. Please do not include this information with your proposal.
9. The University’s Standard Service Agreement will be tailored to this project and will be used to contract with the awarded vendor.
10. Please check the web-site for the latest information prior to submitting your proposal to the University.
11. The University will be supplying the salt and salt alternative for use in certain places
12. Plows need to have a rubber-edged blade.
13. Green and turf areas are to be priced out according to each section detailed in the RFP.
14. Seasonal pricing should be submitted for the sidewalks.
15. Snow may be able to be stored on campus; however, for larger amounts of snow, it may be required to be hauled away.
16. Litter dumpsters are available on campus for disposal of litter pick up.
17. The equipment will be supplied by the awarded vendor. Some of the equipment may be able to be stored on campus (Loader, Pick-up with a Plow and ATV were previously kept on campus).
18. Trucks are allowed on campus sidewalks. It depends on the size of the sidewalk and what Facilities will allow. Most sidewalks that are rated for vehicle use and are wide enough, a truck can be used.
19. A snow and ice removal document has been uploaded to the website.
20. The mulch will be supplied by the vendor and the flowers are to be supplied by the university. Approximately 300 yards of mulch has been used in the past and flower flats used previously are approximately 2-racks which was 100 or less flats of flowers.
21. Clearance of lots is not part of this project. Only sidewalks.
22. 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.
23. 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/
24. 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.

All questions concerning this project must be emailed to: **Valerie Kreher**, Procurement & Strategic Sourcing at **313-577-3720** Email: **rfpteam2@wayne.edu** (copy to **Kimberly Tomaszewski**, Email: **katt@wayne.edu)** by 12:00 p.m., **August 8, 2022.**

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

Thank you

**Valerie Kreher**,

**Senior Buyer**, Purchasing

**313-577-3720**

CC: **Steve Gilsdorf**, **Kimberly Tomaszewski***,* Attendees list.

*Attachments:*