Addendum4/Minutes of the Pre-bid Conference

RFP Student Center 5th & 7th Floor Renovation
Dated July 11, 2016

The pre-bid conference for the Student Center 5th & 7th Floor Renovation was held on July 15, 2016 at 10:00 a.m. 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. Chrystal Camilleri of the WSU-FPM-Design & Construction Services, discussed the expectations and scope of work.

Note: Only those vendors that participated in the mandatory pre-bid meeting will be allowed to participate in this RFP Opportunity.

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.

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

1. **Bids are due July 22, 2016 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. An electronic version must also be provided per the instructions within the RFP Documents.
   **No public bid opening will be held.**
2. 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
3. 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.
4. Parking on WSU campus lots and structures are $7.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
5. 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/
6. Sworn Statement Requirements: The University tracks it’s level of spend along a number of socio-economic categories. This includes it’s spend with Diverse organizations, it’s spend with Detroit based organizations, and it’s spend with Michigan based organizations. To assist with this, The University has reporting requirements to be included with the submission of your bid and for Pay Applications submitted by the successful contractor.
7. A bid bond is not required for bids below $50,000. Otherwise, a bid bond (5%) will be required for the full amount of the bid.
8. Performance Bond and Material & Labor Payment Bond requirements are listed in the specifications of the job. Performance & Material & Labor Payment Bonds must be provided by the awarded Contractor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
9. The awarded Contractor must provide the required Certificate of Insurance in compliance with Schedule B and specifications, prior to commencement of any work.
10. If your company has not previously done business with the University you may go to the Purchasing website at www.purchasing.wayne.edu and look for the “new vendor” link under “Information for Vendors” on the left. You
may submit a new vendor request form and an IRS form W-9. This will register your company on our vendor list.
(NOTE: this does not replace the listserv.)

11. This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than State of Michigan Prevailing Wage Rates. A Prevailing Wage Rate Schedule, Appendix A can be found on the University’s website. Contractors must review these requirements to be sure they are in compliance with the requirements of the University and the State of Michigan. Contact the State of Michigan if further information on prevailing wage rate is needed at website http://www.michigan.gov/dleg/0,1607,7-154-27673_27706--,00.html. Contractors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.

12. 1099 workers and subcontractors using 1099 workers are NOT acceptable
13. Certified Payroll must be provided with each of the contractor’s pay applications for all workers who worked at the job site, in compliance with the State of Michigan policy. Failure to provide certified payroll will constitute breach of contract and pay applications will be returned unpaid, and remain so until satisfactory supporting documents are provided.
14. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
15. A properly executed sworn statement is required from all tiers of contractors, and sub-contractors indicating sub-contractors and suppliers which provide services or product of $1,000.00 or greater. Sworn statements must accompany applications for payment
16. A checklist of all Pay Application requirements can be found on pages 11 - 12 of the RFP Document.
17. Contractors who have withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years are not eligible to bid on this project.
18. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
19. An Optional second walk thru was not scheduled.
20. Permit requirements are the responsibility of the awarded contractor as listed on Section 800 Article 4.
21. Contractor must provide their own dumpster if needed, which must be rubber or plywood padded if placed on concrete. Location and duration must be coordinated with the project manager. Dumpster must be tagged with the name of your company clearly displayed. Any lawn damage must be restored. A dumpster is not anticipated for this project.

Other: in addition, see Architects revised specifications and requirements, Addendum 3

- An Alternate Column has been added to the Cost Schedule C to accommodate any discontinued/substituted line items. Note. Panasonic Hospitality may be a line that may be discontinued by the manufacturer. The Cost Schedule C Workbook must be submitted in Microsoft Excel Format, only.
- Power and cabling to be already in place at time of installations. Raceways already in place.
- The Neumann Catholic Center is not included in the project, see drawing A207.
- Vendors are to provide terminations at the monitors.
- There will be no gaming on the monitors.
- Note Digital Signage and Digital Director outside of Rm 792 and elevators on the 7th floor, review drawings and specifications.
- Monitors in the Conference Room of 792 will have plug ins for laptops.
- Power will be provided for I-Pads (for Room Schedules)
- No conduit is in Rm792, vendor will have to fish wire to the 65” Monitor and Controller – see drawings and specifications.
- Plans for furniture is included in the drawings.
- Vendors are to provide pricing for maintenance/service and are to provide a description of coverage.

Please find RFP AV Student Center 5th 7th Renovation Add1 Specs, Add1 Drawings, Cost Schedule C for Add1 posted to the University website.

All questions concerning this project must be emailed to: Robert Kuhn, Sr. Buyer, 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., July 20, 2016.

Do not contact the WSU-FPM-Design & Construction Services, 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: Chrystal Camilleri, Leiann Day, Attendees list.