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| **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing** **5700 Cass Avenue, suite 4200****Detroit, Michigan 48202****(313) 577-3734** **FAX (313) 577-3747** |

**May 14, 2013**

**Addendum 2/Minutes of the Pre-bid Conference**

**RFP C & IT Air Conditioning and Maintenance Services 2013, Project R575373 (Prevailing Wage Rate Project)**

**datedMay 3, 2013**

The pre-bid conference for the **RFP C & IT Air Conditioning and Maintenance Services 2013, Project R575373** was held on **May 13, 2013 at 2:00 p. m., in the C & IT Conference Room 150.2.**  **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. **Larry Bott** of the **C & IT Department**, 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.purchasing.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:**

* The Deadline for project related questions is **May 20, 2013*,*** **12:00 noon**.
* **Bids are due May 23, 2013 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**
* 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.
	+ A bid bond is not required.
	+ The awarded vendor must provide the required Certificate of Insurance in compliance with Section W of the Section IV, General Requirements and Guidelines and Schedule B of the bid specifications prior to commencement of any work.
	+ 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.)
	+ This Project requires prevailing wage rate. A prevailing wage rate schedule specific to this project has been uploaded to the University’s website at [www.purchaing.wayne.edu](http://www.purchaing.wayne.edu), bid opportunities.
* 1099 workers and subcontractors using 1099 workers are NOT acceptable
* Certified Payroll is not required.
* Signed waivers from all Subcontractors and suppliers – not required.
	+ **The UNIVERSITY reserves the right to accept, reject, modify, and/or negotiate any and all proposals received in conjunction with the RFP.** It reserves the right to waive any defect or informality in the Proposals on the basis of what it considers to be in its best interests. Any proposal may be rejected which the UNIVERSITY determines to be incomplete, conditional, obscure, or has irregularities of any kind. The UNIVERSITY reserves the right to award to the firm, or firms, which in its sole judgment, will best serve its long-term interest.
	+ Parking on WSU campus lots and structures are **$6.00/access**. Vendor must build parking into their Proposal.
	+ 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
* Any Permit requirements are the responsibility of the awarded contractor.
	+ Schedule D has been revised to include Prevailing Wage Rate.

Other:

* Vendor’s Proposal should provide for full coverage, including all parts and time & materials for the Computing Room. This includes (10) ten – 20 ton Liebert units Currently three (3) are “off line” and held in reserve. The Reserve Units are rotated in their usage. One (1) Unit is dedicated to the print Room, Additionally there is One (1) Carrier is in the Electrical Room, One (1) York is in the Fibre/Phone room and one (1) Unit is in the War/Work Room (small EMI).
* There are approximately 20 Fibre Rooms, on the University Campus with 3 ton Units. Maintenance is to be firm and fixed with time and materials charged for repairs.
* The Oakland Center includes the Disaster Recovery Room. There are four (4), fifteen (15) ton Trane units and a Humidification System. The Trane units are newer installed around 2010.
* Age: The newest Unit on in the Main computing room is a 1996 Liebert, 20 ton. Balance of the Units are from the mid 1980’s with the reserve units from the 1970’s.
	+ The Carrier is a 20 year old unit with condenser and evaporator within the Computer Building, venting to the roof.
	+ The York is from the 1980’s – is three (3) ton and is mounted on the roof.
	+ Liebert Minimates , EMI and a Mitsubishi are located across Campus in fiber rooms.
	+ An Annual Service Report is required for each piece of equipment and a log is to be maintained for each piece of equipment including maintenance and refrigerant.
	+ Daily Worksheets are required.
	+ A Dedicated Technician is required.
	+ Response time for emergencies is to be 4 hours.
	+ Vendor must provide an “after hour” emergency phone number.
	+ Vendor must apprise the Project Manager of possible future problems per machine or precautionary/proactive maintenance that should be undertaken.
	+ There is metered parking in front of the building.
	+ The University hasn’t required coil or piping repairs yet.
	+ HVAC on the roof must be cleaned and washed with a Nickel Safe Agent as Woodward Avenue provides a lot of road dirt settlement on these units.
	+ Refrigerant is to be included in Vendor’s Proposal
	+ Overtime Calls in 2012 were less than 6 occurrences.
	+ Past Records are to be made available to the awarded Vendor.
	+ Sample Contract is provided in Attachment A.

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 **Valerie Kreher**, Email: **rfpteam2@wayne.edu@wayne.edu)** by **12:00 p.m., May 20, 2013.**

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

Thank you

Robert Kuhn, Sr. Buyer,

Senior Buyer, Purchasing

313-577-3712

CC: Jerry Nechal, Larry Bott, Valerie Kreher*,* Attendees list.