Minutes of the Pre-bid Conference
Addendum One
RFP Campus Relocations 2015 dated March 25, 2015

The pre-bid conference for the Campus Relocations 2015 was held on April 1, 2015 at 2:30 p.m. Kimberly Tomaszewski 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. Procurement & Strategic Sourcing and Design and Construction Services discussed the expectations and scope of work.

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

1. Contractor will be compensated one-hour flat travel time.
2. For deliveries of goods only the University will compensate for driver and truck for three hours plus the cost of goods delivered.
3. 1099 Workers are not allowed for work on the University’s campus.
4. Appendix 3, WAYNE STATE UNIVERSITY PAYMENT PACKAGE DOCUMENT REQUIREMENTS (Revised 5-06-2011) are attached and are part of this Request for Proposal Package.
5. Schedules C.1 and D are revised and attached.
6. Please provide detailed information on your proposed WSU team and its supervisor in your proposal to the University.
7. An additional Cost Schedule has been added. Cost Schedule C.3 includes a request for costs associated with relocation supplies and information regarding additional costs with regards to Prevailing Wage. Please provide this information with your proposal to the University.
8. The University realizes that there may be a need for small jobs. The Project Move Manager and selected Vendor should work together to bundle jobs. The University expects these types of jobs to be no less than a minimum of two hours compensation.
9. The Deadline for project related questions has been extended until April 6, 2015, 12:00 noon.
10. Bids are due April 9, 2015 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.
11. We will require an original plus one copy (2 copies total) of your proposal. In addition, an electronic version is required, which should be submitted to our secure mailbox at rfp@wayne.edu
12. 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.
13. 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.
14. To clarify regarding the rate for installers: the $3 OH&P mark-up does not include costs attributed to the hourly labor expense of an installer. Additional information will be required, and Schedule C.3 Cost of Services has been amended accordingly.

The questions due date has been extended. All questions concerning this project must be emailed to: Kimberly Tomaszewski, Procurement & Strategic Sourcing at 313-577-3757 Email: ac9934@wayne.edu (copy to Cynthia Branch, Email: rfpteam1@wayne.edu) by 12:30 p.m., April 6, 2015.

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

Thank you

Kimberly Tomaszewski,
Senior Buyer, Purchasing
313-577-3757

CC:  Procurement & Strategic Sourcing, Cynthia Branch, Attendees list.
## Cost of Services - *(SCHEDULE C.3)*
Reply to Wayne State University Request for Proposal  
For Campus Relocations 2015

<table>
<thead>
<tr>
<th>Relocation Supplies</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Pop-up Legal Totes</td>
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<td>Speed Pack (if left on site)</td>
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<td>$</td>
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<tr>
<td>Bubble Wrap</td>
<td>$</td>
</tr>
<tr>
<td>Labels</td>
<td>$</td>
</tr>
<tr>
<td>Shrink Wrap</td>
<td>$</td>
</tr>
<tr>
<td>Tape</td>
<td>$</td>
</tr>
<tr>
<td>Crate Rental</td>
<td>$</td>
</tr>
<tr>
<td>Key Board Bags</td>
<td>$</td>
</tr>
<tr>
<td>Anti-Static Bags</td>
<td>$</td>
</tr>
</tbody>
</table>

Prevailing Wage: (Provided)

### Employer's FICA %

Worker's Comp Insurance Per Hour (2014 Annual Insurance Cost/2014 Aggregate Worked Hours) $  

---

Company Name: ____________________________________________  
Submitted by: ____________________________________________  
Signature: _______________________________________________  
Typed Name: _____________________________________________  
(Title) (Date)  
Phone ( ) fax ( )  
Email __________________________  

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Cost of Services - *(SCHEDULE C.1 Revised)*
Page 2
<table>
<thead>
<tr>
<th></th>
<th>FY15/16</th>
<th>FY17</th>
<th>FY18</th>
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</thead>
<tbody>
<tr>
<td>Laborer</td>
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<tr>
<td>Mover (Straight Time)</td>
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<td>$48.00</td>
<td>$48.00</td>
</tr>
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</table>

Company Name: ____________________________________________
Submitted by: ____________________________________________
Signature: ______________________________________________
Typed Name: _____________________________________________ (Title) ________________________________________ (Date)
Phone    (    )      fax (    )
Email    ____________________________________________
Schedule D - Summary Questionnaire REVISED

1. Can your company **commence on or before May 1, 2015 and be completed by September 30, 2018**?  
   - YES  
   - ALTERNATIVE

2. Does your company agree to provide a minimum of 3 **references** to the University **upon request**, with specific contact names and phone numbers?  
   - YES  
   - ALTERNATIVE

3. Did you attend **the mandatory Pre-Proposal meeting on April 1, 2015**?  
   - YES  
   - ALTERNATIVE

4. If awarded a contract, will your company provide a certificate of insurance to meet or exceed all our minimum requirements?  
   - YES  
   - ALTERNATIVE

5. Did your company provide the required Proposal Certification, Non-Collusion Affidavit and Vendor Acknowledgement, **Schedule A**?  
   - YES  
   - ALTERNATIVE

6. Did your company complete and provide the Summary **Price Schedule C.1 and Vendor Questionnaire, Schedule C.2**, and submit it electronically to **rfp@wayne.edu**?  
   - YES  
   - ALTERNATIVE
   *(Zip Files and Drop Box submissions are not acceptable)*

7. Does your company agree to enroll in our ACH payment program?  
   - YES  
   - ALTERNATIVE

8. Did your company agree to guarantee to maintain a top priority for the UNIVERSITY?  
   - YES  
   - ALTERNATIVE

9. Please complete the following questions:  
   - Total number of employees in your company:  
   - Total years in business with this company name: 

10. Does your company agree to provide financial reports to the University **upon request**?  
    - YES  
    - ALTERNATIVE

11. Does your company agree to allow the UNIVERSITY to audit your books pertaining to the UNIVERSITY account?  
    - YES  
    - ALTERNATIVE

12. Are there any conflicts of interest in doing business with the University?  
    - Yes  
    - No

13. Did your company provide a “Restricted Services” exhibit, **EXHIBIT 1**?  
    - Yes  
    - No

14. Does your company agree to provide a list of **lost accounts** in excess of **$25,000**?  
    - YES  
    - ALTERNATIVE

15. Did your company quote services at **prevailing wage rates** where applicable and clearly indicate such in your proposal?  
    - YES  
    - ALTERNATIVE

16. If awarded an agreement as a result of this RFP, is your company willing to serve as a future credit reference for the University?  
    - YES  
    - ALTERNATIVE
17. **ADDENDA:**
The undersigned affirms that the cost of all work covered by the following Addenda are included in this proposal.

<table>
<thead>
<tr>
<th>Addendum No.</th>
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<td>Date</td>
<td>Addendum No.</td>
<td>Date</td>
</tr>
</tbody>
</table>

Company Name: _________________________________________________________
Signature _____________________________________________________________
Typed Name __________________________________________________________

______________________    ___________________
(Title)                                                  (Date)
Appendix 3

WAYNE STATE UNIVERSITY
PAYMENT PACKAGE DOCUMENT REQUIREMENTS (Revised 5-06-2011):

Review and comply with Section 410 of Bid Front End Documents.
Review and comply with Article 15 of the Supplemental General Conditions.

AIA DOCUMENT G702 & G703 – (or facsimile thereof) Payment Application Checklist:
- Correct Project Name – Found on your contract.
- Correct Project Number – Found on your contract.
- Purchase Order Number – Required prior to beginning work.
- Correct Application Number. (i.e. 1, 2, 3, etc.)
- Correct Period Reporting Dates – Applications support docs must be sequential and within application range.
- Approved & Executed Change Orders must be listed. (Cannot invoice for unapproved changes.)
- Schedule of values percentages and amounts match the approved Pencil Copy Review – Signed by the Architect, Contractor, and University Project Manager.
- Correct Dates – Back dating not accepted.
- Signed and Notarized.

SWORN STATEMENT – Checklist:
- List all contractors, sub-contractors, suppliers... ≥ $1000.00
- Contractor’s Sworn Statement amounts must coincide with Column “C” of the schedule of values document. Any unassigned or uncommitted value of contract shall be shown on an entry “Contractor – Unassigned” followed by the amount necessary to cause the „contracted to date“ column of the sworn statement to equate with the schedule of value column totals.
- Current Date – Back dating not accepted.
- Signed and Notarized.
- A Sworn Statement is required from every Sub Contractor on the job with a material purchase or sub-subcontract of $1,000 or more. (all the way down to the bottom tier)

DEPT. of LABOR FORM WH-347 – Certified Payroll Checklist:
(Union and Non-Union)
- For every contractor & sub-contractors work, for each week within the application for payment reporting period. (For every „boot“ on the floor representing the weeks within the application period) Wayne State University Project Number – Found on your contract.
- List ALL workers who have worked on the project site.
- Make sure workers addresses are listed.
- NO Social Security Numbers, if present they MUST be blackened out or listed in XXX-XX-1234 format.
- Work classifications based on the job specific Prevailing Wage Schedule descriptions. If you require rates for additional classifications, contact the Michigan Department of Consumer & Industry Services. (Refer to Section 410 of Bid Front End Documents.)
[http://www.cis.state.mi.us/bwuc/bsr/wh/revised_rates/whc_tbl.htm](http://www.cis.state.mi.us/bwuc/bsr/wh/revised_rates/whc_tbl.htm)
- Apprenticeship program status – proof of enrolled program and current completion required for any workers paid at Apprenticeship rates.
- Rate of Pay verified against the Prevailing Wage Schedule with an hourly costs breakdown of fringes paid. (Refer to attachment for State of Michigan instructions and example)
- Authorized signatures on affidavit.

APPLICATION PACKAGE SUPPORTING DOCUMENTATION –
Must accompany all package reporting periods: (Union and Non-Union)
- Copies of Pay Stubs may be required for each Certified Payroll period reported – (Social Security Numbers MUST be blackened out or listed in XXX-XX-1234 format. Pay stubs need to reflect claimed participation of fringes like Medical, Dental, Retirement or 1099 classification.)
- Proof of Ownership for any „Owner Operator“ (Sole Proprietor) contractors not claiming their time under prevailing wage act. – (Must list their hours and dates worked on the WH-347 Form and enter EXEMPT on the income brackets.). The Owner Operator must provide copies of “DBA” registration form confirming status as exempt from prevailing wage requirements.
- Proof of Stored Materials – (Detailed Bill of Sale, certificate of insurance or endorsement page specifically insuring the stored materials, pictures, when large value. WSU reserves the right to on site verification of material. Stored material must be separated from ordinary inventory and labeled for WSU project.
- Partial Unconditional Waivers – Must release the accumulated amount paid for work and be immediately provided, or provided with the subsequent application for payment. Waivers shall be provided for contractors, sub-contractors, and suppliers listed on the Sworn Statements. (This is required at all tiers)
- Full Unconditional Waivers – Prime Contractor must deliver fully executed Full Unconditional Waiver upon receipt of final payment. Full Unconditional waivers may be required of sub-contractors and suppliers in advance of final Contractor payment on bonded projects This requirement shall be determined on a project-by-project basis. Full Unconditional waivers shall be
required in advance of or at the time of final payment on all non-bonded projects from all subcontractors and suppliers listed on
Sworn Statements, or who have provided a notice of furnishing.

- Partial Conditional Waivers – The Contractor shall provide a Partial Conditional Waivers covering the entire amount of the
application for payment. For non-bonded Projects – A partial conditional waiver from all subcontractors must accompany any
application for payment within which a subcontractor draw is included.
- Sworn Statements – Required for all Sub Contractors, and Sub-subcontractors (etc.) with any contracts or purchases
exceeding $1,000.

**FINAL PAYMENT EXCHANGE – Checklist:**

- Clear and concise As-Built drawings.
- Operation and Maintenance Manuals.
- Required training must be completed (if applicable).
- Warranty of work in accordance with project documents.
- Certificate of Substantial Completion.
- Full Unconditional Waiver

The Project Manager may provide additional requirements as may apply to individual jobs

Revised 5-6-2011