Addendum1/Minutes of the Pre-bid Conference

RFP Catch Basin and Drain Vacuuming and Jetting 2017 dated May 3, 2017

The pre-bid conference for the Catch Basin and Drain Vacuuming and Jetting 2017 was held on May 10, 2017 at 10:00 am. Leiann Day, Associate Director of Procurement, 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. David Kuffner/Larry Cook of the FP&M Trades/Plumbing Department, 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. 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 May 15, 2017, 12:00 noon.
3. Bids are due May 19, 2017 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.
4. 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.
5. 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.
6. Parking on WSU campus lots and structures are $7.50/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 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/.

Other:

1. Cost Schedule C has been revised to include Parking Structures and Parking Lot. Vendors are to quote a lump sum with footages up to 100 feet and a per foot charge for any length thereafter. Vendors are to consider light cleaning for pipes with heavy as an exception, requiring the approval of the Project Manager.
2. The University is not into camera work on the entire system. The Cost Schedule has been revised to include 2 camera inspection types: mini camera push (1 crewman) and full/main line (requiring a small team).
3. Jetting has been added to the Cost Schedule.
4. Solid Waster Rate has been changed from yard to ton on the Cost Schedule.
5. The Cost Schedule has been revised to include an hourly rate for “after hour” work.
6. The University does have water supply available.
7. The university does have fire hydrant permits at select university locations.
8. The cost schedule should be returned in Microsoft Excel Format.
9. The Parking Structures and Parking Lots are cleaned routinely, every December during the University’s Closure period from December 23rd through January 2nd. Note the University intends on issuing a purchase order for the
parking structures/ lots and separate purchase orders for ad-hoc clean outs that arise throughout the year, approximately 20 purchase orders were issued in Fiscal Year 2016.

10. Vendors are to quote straight time. Any after hour work is to be coordinated and approved by the Project Manager.
11. Vendors are to provide an hourly rate for a licensed plumber; however, the University generally opens drains and will meet the Vendor “on site”.
12. Liquid waste may be sanitary, kitchen, or storm water. There is no hazardous materials in the drains and lines: this is mandated by the clean water act.
13. In response to the question regarding WSU testing and approval for waste steam: Any sewer system that is connected to a publicly-owned treatment works is automatically considered to have only non-hazardous materials in it. That is mandated by the Clean water Act. If a disposal site is required to accept such wastes, a shipping document, signed by the generator, which clearly states that the material is from such a sewer (storm and/or sanitary), generator knowledge should suffice.

All questions concerning this project must be emailed to: Leiann Day, Procurement & Strategic Sourcing at 313-577-3733
Email: leiann.day@wayne.edu (copy to Robert Kuhn, Email: ac6243@wayne.edu) by 12:00 p.m., May 15, 2017.

Do not contact the FP&M Trades/Plumbing Department, 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: David Kuffner/ Larry Cook, Leiann Day, Attendees list.