



Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
FAX (313) 577-3747

December 16, 2013

Addendum No. 2
for
RFP Local and Charter Bus Transportation Services Southeast Michigan Area 2013
dated November 26, 2013

Questions have been raised after the Pre-Proposal meeting held on October 9, 2013 for the University's RFP for Local and Charter Bus Transportation Services Southeast Michigan Area 2013 for Wayne State University. A summary of the questions asked and the University's responses are as follows:

Please Note: Minutes to the Pre-bid Meeting should have read "Addendum No. 1, Minutes to the Pre-Bid Meeting". Addenda must be acknowledged on Schedule D of bid proposals.

Questions submitted after the pre-bid meeting:

Question 1: The revised costing grid/sheet looks great. It still lends itself to a very subjective assessment of costs for each individual competitor. My fear is that you will get a wide range of responses that does not give you a fair assessment of each vendors pricing structure. None of us price our trips exactly the same or calculate bumps the same. The only similarity might be tolls or airport pick up fees. Would it be feasible for WSU to pick, let's say 3-long trips, 3-short trips based on actual itineraries that include bumps, tolls, etc.... Have each vendor complete the exercise based on the examples of the proposed itineraries. You might even use trips WSU has taken in the past and that way you don't have to create examples for this exercise. It will also give you an accurate accounting of each vendors pricing structure based on similar scenarios. You could use any number of trips (2, 3, 4, etc....) just make sure some will include bumps, tolls, etc.... Your thoughts are greatly appreciated.

Response: Please respond to the RFP as noted on the Cost Schedules. If further analysis is necessary after the bids have been submitted, WSU may choose to invite selected vendors to conduct a presentation of their proposals.

Additional Insurance requirements have been submitted by WSU Office of Risk Management for this contract:

The MUSIC recommendation document (see attached) is to let you know that we will now require Bus Charter companies to provide the \$5M excess/umbrella coverage's on the Certificate of Insurance they provide to us. Our APPM requirements in the Schedule B document are still appropriate—what we are asking in addition to the \$2M commercial general liability and the \$2M auto liability, and the State of MI required work comp., is the \$5M in excess/umbrella.

The additional insured is still going to be Board of Governors (BOG) and WSU, and the certificate holder is still going to be WSU Office of Risk Management (ORM) and ORM's address.

Should you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to **Loretta McClary, Senior Buyer**, Email; **Ac2843@wayne.edu** and (copy to **Paula Reyes**, Email: **bb2709@wayne.edu**) **Copy both Loretta McClary and Paula Reyes on all E-Mail questions.**

Please do not contact the various University departments, or other University Units, directly as this may result in disqualification of your proposal.

Thank you

Loretta McClary,
Senior Buyer, Purchasing
313-577-3731

Attachment: MUSIC Recommendation

CC: Procurement and Strategic Sourcing, Paula Reyes, Attendees list.

COVERAGE RECOMMENDATIONS

**NOTE: Requirements based on M.U.S.I.C. Recommendations. For any exceptions, contact Risk Management.
We require your insurance carrier to have an AM Best Rating of A- VIII or better**

ACTIVITY or SERVICE	ACTIVITY or SERVICE COST
Amusement & Game Activities Inflatables Mechanical Bulls Gyroscopes Ferris wheels Dunk tanks	Workers' Compensation with Employers' Liability Commercial General Liability Professional Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insured NOTE: Waivers required for all amusement & game activities Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$2,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$5,000,000 per occurrence
Artists or Performers	Workers' Compensation with Employers' Liability Commercial General Liability Professional Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insured Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$2,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Armored Truck Services	Workers' Compensation with Employers' Liability Commercial General Liability Professional Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insured Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$2,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Auditing Firms	Workers' Compensation with Employers' Liability Commercial General Liability Professional Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insured Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$2,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Charter Buses & Limousine Rentals	Workers' Compensation with Employers' Liability * * Many drivers are contract drivers, not employees. Important to see who is covering them for WC Commercial General Liability Auto Liability for "All owned vehicles" Excess Liability (umbrella) Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$5,000,000 per occurrence

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University Added as Additional Insured
Safety Rating must be at least "Satisfactory" per http://ai.fmcsa.dot.gov/Passenger/find_carrier.asp
List of Charters should be approved in advance
NOTE: Certificates of Insurance Always Required – No Exceptions!!

Clinic Research Studies MD, DO, DDS, OD, Pharmacies, Hospitals, Clinics	Workers' Compensation with Employers' Liability Commercial General Liability Medical Professional Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insured	Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 per occurrence & \$3,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Consultants (For any IT consulting services, refer to IT Services requirements)	Workers' Compensation with Employers' Liability Commercial General Liability Professional Liability Auto Liability Excess Liability (umbrella)	Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$2,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Engineers	Workers' Compensation with Employers' Liability Commercial General Liability Professional Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insured	Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$2,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Food Service Less than \$1,000	Workers' Compensation with Employers' Liability Commercial General Liability Auto Liability Excess Liability (umbrella)	Less than \$1,000 Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$1,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Food Service More than \$1,000	Workers' Compensation with Employers' Liability Commercial General Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insurance	More than \$1,000 Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$1,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Games DRAFT	Refer to "Amusements & Games" Activity	

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General	
Contractors/Construction Managers	Refer to "Construction Projects" Worksheet
Hazardous Materials	Less than \$100,000
Management with Disposal	Workers' Compensation with Employers' Liability Commercial General Liability with Pollution & Legal Liability Auto Liability with Pollution & Legal Liability Excess Liability (umbrella) University Added as Additional Insured
Abestos Chemicals Lead	Statutory Limits & EL \$1,000,000 \$2,000,000 per occurrence/\$5,000,000 aggregate \$1,000,000 per occurrence \$2,000,000 per occurrence
Hazardous Materials	More than \$100,000
Management with Disposal	Workers' Compensation with Employers' Liability Commercial General Liability with Pollution & Legal Liability Auto Liability with Pollution & Legal Liability Excess Liability (umbrella) University Added as Additional Insured
Abestos Chemicals Lead	Statutory Limits & EL \$1,000,000 \$2,000,000 per occurrence & \$10,000,000 aggregate \$1,000,000 per occurrence \$5,000,000 per occurrence
Information Technology Services	Workers' Compensation with Employers' Liability
"Clean" hard drives, scanners, copiers Encryption services Hardware, software, network consultants	Commercial General Liability Professional Liability Cyber Risk Liability Auto Liability Excess Liability (umbrella)
	Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$2,000,000 per occurrence & \$2,000,000 aggregate \$2,000,000 per occurrence & \$6,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Medical Professionals	Workers' Compensation with Employers' Liability
MD, DO, DDS, OD	Commercial General Liability Medical Professional Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insured
	Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 per occurrence & \$3,000,000 aggregate \$1,000,000 \$1,000,000

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Shredding Services	Workers' Compensation with Employers' Liability Commercial General Liability Professional Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insured privacy endorsements special reqs for the cutting	Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$2,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$5,000,000 per occurrence
Shuttle Buses	Workers' Compensation with Employers' Liability Commercial General Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insured	Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$5,000,000 per occurrence
Summer Camp Providers (non-University employees)	Workers' Compensation with Employers' Liability Commercial General Liability w/ Sexual Molestation Coverage Auto Liability Excess Liability (umbrella) w/ Sexual Molestation Coverage University Added as Additional Insured	Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Surveyors	Workers' Compensation with Employers' Liability Commercial General Liability Professional Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insured	Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$2,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Testing Labs	Workers' Compensation with Employers' Liability Commercial General Liability Professional Liability Auto Liability Excess Liability (umbrella) University Added as Additional Insured	Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate \$2,000,000 per occurrence & \$2,000,000 aggregate \$1,000,000 \$1,000,000 per occurrence
Valet Services	Workers' Compensation with Employers' Liability Commercial General Liability	Statutory Limits & EL \$1,000,000 \$1,000,000 per occurrence & \$2,000,000 aggregate

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Auto Liability	\$1,000,000
Garage Keepers Liability	\$2,000,000
Excess Liability (umbrella)	\$1,000,000 per occurrence
University Added as Additional Insured	