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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** |

**November 9, 2012**

**Minutes of the Pre-bid Conference**

**RFP Preferred Vendor Relationship for Scientific Gases and Cylinder Rental datedNovember 5, 2012**

The pre-bid conference for the RFP to establish a **Preferred Vendor Relationship for Scientific Gases and Cylinder Rental** was held on November 9, 2013 **at 10:00 am** **Kenneth Doherty** reviewed the administrative requirements of the pre-bid package. Paula Reyes and Robin Watkins 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**](http://www.forms.purchasing.wayne.edu/Adv_bid/Adv_bid.html).

**General statements made regarding the RFP**

Our goal is to have the contract in place by March 31, 2013.

The initial term of the contract will be nineteen months not nine as indicated in the RFP on page 1.

The New Strategic Sourcing initiative will not be mandatory. However, we fully expect the majority of existing labs plus any new labs to utilize the selected Strategic partner.

WSU has invested in a new SciQuest eProcurement System, which has been internally branded as WayneBuy. The new supplier will be enabled within WayneBuy. It is critical that our Vendor be able to integrate with the system.

**Several sub-categories listed in the RFP were discussed in addition to the General Administrative information**:

**Vendor Sales Representative** - Must develop a good working relationship with WSU Research Faculty and Administrative Staff

**Emergency Orders** - It is critical that we have a reliable supplier who can deliver in a four-hour turn-around on Emergency orders. Researchers are engaged in experiments critical to grants/funding.

**Delivery** - Must use delivery tickets which include products information, cylinder bar code, date, type of gas, delivery location (building/lab) and person placing order. We prefer delivery direct to individual labs, but final determination rests with the individual labs themselves.

Please include a copy of a what a packing slip will look like in Exhibit 4.

**Tracking and Inventory** Procedures - Paula Reyes re-iterated the language stating tanks with 120 day delinquent payment should be picked-up by the vendor after a 30-day notice was sent to the department and/or lab.

**Pricing -** Several proposed pricing levels are required in Proposals

**Fuel Surcharge** - We would prefer not to be assessed fuel surcharges but if vendor will assess surcharges, they must substantiate changes in fuel prices and must set a benchmark price for fuel with the submission of their proposal. Changes in fuel prices of plus/minus 10% would result in an adjustment to rates. Vendors who do not assess fuel surcharges may disregard the above.

**Invoicing** - Supplier accepts 2% 10, Net 30 terms. A prompt payment discount is encouraged, ACH acceptance is encouraged

**Reports -** The University will require several monthly and annual reports in Excel format. Ad Hoc reports may be requested. The reports received will be incorporated into Procurement’s standard monthly KPIs. Please include samples of current reports in exhibit IV, Sample Management Reports.

**Quality Assurance** - Proposal should include your quality assurance program and identify source plants for various gases.

**Compliance** - Suppliers must adhere to all federal, state and local laws regarding the dispensing of and transporting of products. Vendor must report all incidents to WSU Police and WSU Office of Environmental Health & Safety

**Value Added** – Vendor should include training, to align with OEHS safety training

**Transition** - Indicate your plan to transition into a preferred supplier relationship (see Schedule E).

The awarded Supplier will be asked to attend a Strategic Supplier Product Show once a year.

Liquid Helium has been added to Cost Schedule 3.

The Procurement team has added WSU contract to the Minutes, please see below.

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

**Q:** What part of the campus will be covered?

A: We expect this contract to cover the entire main and medical campuses.

Q: Can you clarify the volume on the cylinder information provided in the Statement of Work?

A: Due to the fact that most of the purchasing and rental of cylinders has been on blanket purchase orders, we can only provide the partial list, and indicate that our annual spend is approximately $280,000.00. Best efforts were used in our data collection.

Q: Paula posed question to suppliers. Would it be reasonable to ask for tracking and physical inventory of cylinders once or twice a year?

A: Yes, it’s reasonable but very labor intensive. The suppliers responded that an annual audit is best practice, however, the contract language should include audit upon request as well.

Q. Does the Training need to be accredited?

A: WSU to clarify

**Please make note of the following time-line for the RFP-Cylinder Gases 2012**

* The Deadline for project related questions is **November 14, 2012*,*** **12:00 noon**.
* **Bids are due November 27, 2012 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**](mailto:rfp@wayne.edu)**. No ZIP files will be accepted.**

* 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.

All questions concerning this project must be emailed to: **Robin Watkins**, Procurement & Strategic Sourcing at **313-577-3739** Email: **ag5343@wayne.edu** (copy to **Kenneth Doherty**, Email: [**ac0578@wayne.edu**](mailto:ac0578@wayne.edu) **and Paula Reyes, Email:** [**bb2709@wayne.edu**](mailto:bb2709@wayne.edu) by 12:00 p.m., November 14, 2012**.**

**Do not contact other University Units directly as this may result in disqualification of your proposal.**

Thank you

**Robin Watkins**,

**Buyer**, Purchasing

**313-577-3739**

CC: **Kenneth Doherty***,* Paula Reyes, Attendees list.