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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** |

**February 12, 2016**

**Addendum 3 To**

**RFP Deroy Furniture**

**dated January 29, 2016**

Questions have been raised during the Pre-Proposal meeting held on **February 9, 2016**for the University's RFP for **Deroy Furniture** for the **Housing.** A summary of the questions asked and the University's responses are as follows:

**Question:**

High chairs: In the apartment we toured there was 42” high counter with wood stools, so I assume all of the “high chairs” should be a bar stool height to match 42” high counter?

**Answer:**

*Yes.*

**Question:**

Dinner Table:

- How many chairs should the table accommodate? Four

- I assume the 6 Dinner tables will go in apartments that don't have the counter, and if so, does it still have to be a 42" high table or could we do a standard height table of 29"?  It would save money to do a standard height tables with standard height chairs in those apartments.

**Answer:**

Standard height of 29” is correct.

**Question:**

I’m assuming that the Wayne State University Standard Service Provider Agreement Pages 1 of 80 through 9-90 marked “sample” are not to be included in the submission. That is, these documents will be signed once the bid is award? Also, what is the Exhibit B Price or Rate Structure? Does this have to be completed and submitted now or after the bid is awarded?

**Answer:**

You should not submit the Standard Service with you bid.  This will be discussed and handled once an award has been made with the winning proposal. Exhibit B or Rate Structure are a part of the Service Provider Agreement and will be copied from the Vendor’s Schedule C in their proposal.  You must submit Schedules A, B, C and D.

**Question:**

It was said in the meeting that movers could be used instead of Carpenters for installation since there is no assembly of furniture.  What category under prevailing wage would "Movers" fall?  Or does Movers not fall under Prevailing Wage?

**\*\*\*Answer:** *Note modification to answer\*\*\*\**

It is not the position of the University to classify a vendor’s labor force. Delivery and installation of furniture or equipment requiring onsite assembly must be paid according to the schedule. Categories that may apply include “Laborer - Cleaner/Sweeper Laborer; Furniture Laborer” or “Carpenter”, and those responsible for electrical connections must be classified minimally as “Electrician”. However workers are classified, Vendors must be able to provide the University with a detail account of the labor force utilized and how they were paid.

**Question:**

We are working through our proposal and noticed on the “cost scheduled C” form does not appear to list the Desk or the student room chair.  I’m assuming you would like those included in the proposal.  Please advise how you would like for us to handle

**Answer:**

 A revised cost schedule has been uploaded to the website

**Question:**
Are there dumpsters available for trash or does it have to be removed by install crew?

**Answer:**

Dumpsters are available at DeRoy but installers will need to place their materials IN the dumpster.

**Question:**

 Will loading dock area accommodate a 53 foot semi-trailer?

**Answer:**

No, however, they can pull straight in the service drive between DeRoy and Towers and back out after unloading onto Anthony Wayne Drive.

\*\*\*Due to the length of time it took to answer questions, the bid due date has been changed to February 24, 2014, 4:00 pm.\*\*\*\*\*

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 **Robin Watkins**, **Buyer**, Email; **ag5343@wayne.edu** and to**Valerie Kreher***,* **Senior Buyer**, Email; **ab4889@wayne.edu**. **Copy both Robin Watkins and Valerie Kreher****on all E-Mail questions.**

Thank you,

**Robin Watkins**

**Buyer**