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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 9, 2016**

**Minutes of the Pre-bid Conference**

**RFP Deroy Furniture datedJanuary 29, 2016**

The pre-bid conference for the **Deroy Furniture** was held on **February 9, 2016 at 10:00 a.m.** **Robin Watkins** 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. **Jon Barth** of the **Housing**, 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.procurement.wayne.edu/Adv\_bid/Adv\_bid.html**.

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

1. The Deadline for project related questions is **February 12, 2016*,*** **12:00 noon**.
2. **Bids are due February 19, 2016 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.
3. 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**
4. 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.
5. 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.
6. 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/polic> y/
7. Installers of furniture or equipment responsible for onsite assembly must be classified minimally as carpenters, and those responsible for electrical connections must be classified minimally as electricians.
8. Vendors are responsible for review of the Prevailing Wage Rate Schedule, as listed in the RFP, in preparation of their proposal.
9. Alternates will be accepted for this project, manufacturer’s product literature for alternate submissions to be submitted at time of bid.
10. Vendors do not have to include sample cuts of materials/color with their proposal as outlined in Vendor Responsibility, Item C, but the samples should be available within one to two days if they are requested.
11. Deliveries are to be between 7:30am and 4:00pm
12. Vendors must arrange delivery in advance and coordinate with the WSU Project Manager
13. All measurements must be field verified before the winning vendor orders any product. Use the measurements in the drawings for bidding purposes. If anyone wishes to field verify after award of the bid, coordinate with WSU Project Manager or onsite Construction Manager to set a date and time to field verify.
14. Vendors should use the grade specified on Furniture Specifications for all fabrics and finishes for the quote.
15. **The target date for installation complete installation is July 11, 2016.**
16. The vendor will likely unload from the mall and move furniture into the building. Coordinate with the WSU Project Manager.
17. Installation is to include the complete assembly of components for all furniture items.
18. Vendors should indicate the lead time of the furniture. The vendor must be prepared for delivery as soon as the site is ready to receive the furniture.
19. An AutoCad drawing has not been posted.
20. 1099 Employees or workers are NOT acceptable.
21. Cost Schedule C is to be provided electronically as well as the printed & signed copy. In the event of a discrepancy between the electronic and signed copy, the signed copy will prevail.
22. Any discrepancies between specifications and drawings should be conveyed via email to Valerie at rfpteam2@wayne.edu otherwise all bids are to be based on the numbers provided in the drawings and specifications
23. Vendor must take away any and all refuse, boxes packing materials and other debris out of the building each day. This will be an occupied building with students and staff; however, areas to receive new furniture are not occupied. Vendors are to be considerate of noise and cleanliness.
24. Parking on WSU Campus is $7.00/parking lot entry.

All questions concerning this project must be emailed to: **Robin Watkins**, Procurement & Strategic Sourcing at **313-577-3739** Email: **ag5343@wayne.edu** (copy to **Valerie Kreher**, Email: **ab4889@wayne.edu)** by 12:00 p.m., **February 12, 2016.**

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

Thank you

**Robin Watkins**,

 **Buyer**, Purchasing

**313-577-3739**

CC: **Jon Barth**, **Valerie Kreher***,* Attendees list.