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| **Division of Finance and Facilities Management** |  | **Purchasing Department** **5700 Cass Avenue, suite 4200****Detroit, Michigan 48202****(313) 577-3734** **FAX (313) 577-3747** |

 **July 18, 2013**

**Addendum #1 To**

**Request for Proposal**

**For Design - Build of FP&M Grounds Shed: Project R575379**

**Minutes of the Pre-bid Conference**

**Dated July 3, 2013**

**The Addendum must be acknowledged on your lump sum bid.**

The pre-bid conference for Request for Proposal for **Design - Build of FP&M Grounds Shed**, Project **R575379** was held on **July 17, 2013,** at **2:00 p. m.** (local time) – at the WSU/Matthaei PE Center, 5101 John C. Lodge, Detroit, MI 48202. **Robert Kuhn, Sr. Buyer,** reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process.

All questions concerning this project must be emailed to: **Robert Kuhn**, Purchasing Department. Email: **ac6243@wayne.edu**, copy **Valerie Kreher**, **Senior Buyer**, at **rfpteam2@wayne.edu**.

**Do not contact either FP&M or the Design Firm directly as this may result in disqualification of your proposal.**

NOTE: You must have attended a pre-bid conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a pre-bid conference does not qualify your company to bid.

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

* **Vendor must abate the tile and mastic as it may contain asbestos.**
* A bid bond is not required for bids below $50,000. Otherwise, a bid bond (5%) will be required for the full amount of the bid.
* Performance Bond and Material & Labor Payment Bond requirements are listed in the specifications of the job. Performance & Material & Labor Payment Bonds must be provided by the awarded Vendor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
* The awarded vendor must provide the required Certificate of Insurance in compliance with Section 800, article 11 of the bid specifications prior to commencement of any work.
* University Design Standards are found on the University website **http://www.forms.purchasing.wayne.edu/Adv\_bid/Adv\_bid.html**. These standards are inclusive to the drawing and contract documents. Any discrepancies between the drawings and the University Design Standards must be identified by bidders during the bid phase for clarification.
* If your company has not previously done business with the University you may go to the Purchasing website at **www.purchasing.wayne.edu** and look for the “new vendor” link under “Information for Vendors” on the left. You may submit a new vendor request form and an IRS form W-9. This will register your company on our vendor list. (NOTE: this does not replace the listserv.)
* This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than State of Michigan Prevailing Wage Rates. A Prevailing Wage Rate Schedule is included in Section 00410 of the Bid Specifications. Vendors must review these requirements to be sure they are in compliance with the requirements of the University and the State of Michigan. Contact the State of Michigan if further information on prevailing wage rate is needed at website ***http://www.michigan.gov/dleg/0,1607,7-154-27673\_27706---,00.html***. Vendors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.
* 1099 workers and subcontractors using 1099 workers are NOT acceptable
* Certified Payroll must be provided with each of the contractor’s pay applications for all workers who worked at the job site, in compliance with the State of Michigan policy. Failure to provide certified payroll will constitute breach of contract and pay applications will be returned unpaid, and remain so until satisfactory supporting documents are provided.
* Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
* A properly executed sworn statement is required from all tiers of contractors, sub-contractors and suppliers which provide services or product of $1,000.00 or greater. Sworn statements must accompany applications for payment
* All documents listed in the Front End Section 0410-2 “Wayne State Prevailing Wage Requirements” must accompany applications for payment. Failure to do so will result in the entire application package returned for correction.
* A checklist of all Pay Application requirements can be found in Section 00430-1.
* The competency and responsibility of Bidders will be considered in making the award. The Owner does not obligate himself to accept the lowest or any other bids. The Owner reserves the right to reject any and all bids and to waive any informalities in the Proposals
* Parking on WSU campus lots and structures are **$6.25/access**. Vendor must build parking into their lump sum bid (monthly parking passes can be purchased at WSU Welcome Center).
* Section 300, Form of Proposal has changed very recently, review carefully and complete in its entirety to avoid disqualification.
* The contractors **must** fill out our prequalification form.  They can attach additional information if they would like but at a minimum the information requested must be filled in on our form so that we do not have to hunt to find the information.
* Contractors who have withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years are not eligible to bid on this project.
* Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
* An unsigned contract will be given to the successful, if all aspects of the bid are in order.  The Contractor has 5 business days to return the contract to the Project Manager for University counter signature.  The contractor must also submit a Performance Bond as outlined above and a Certificate of Insurance in the same 5 business day period. In the event the Contractor fails to return the documents in this 5 day period, the University reserves the right to award the contract to the next most responsive bidder.
* An Optional second walk thru was not scheduled. .
* Permit requirements are the responsibility of the awarded contractor as listed on Section 800 Article 4.
* Vendor must provide their own dumpster if needed, which must be rubber or plywood padded if placed on concrete. Location and duration must be coordinated with the project manager. Dumpster must be tagged with the name of your company clearly displayed. Any lawn damage must be restored.
* Questions are due by **July 25, 2013**  at 12:00 p. m. (noon)
* Bids are due no later than 2:00 p.m., **July 31, 2013,** at 5700 Cass Ave. Room 4200 AAB. Bid opening will follow in room 4400 AAB
* **Time of Completion:**The Contract is expected to be fully executed on or about 25 calendar days after successful bidder qualification and recommendation of award. The undersigned agrees to start construction **immediately after** receipt of a fully executed contract and Purchase Order, and to complete the work as follows: Substantial Completion, and State Approved Inspections (if appropriate), no later than **August 30, 2013. If Vendors can’t meet this date, than Vendor must provide an earliest completion date proposed.**
* A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at **http://www.forms.purchasing.wayne.edu/Adv\_bid/Adv\_bid.html**.

Other:

The Shed should be of steel construction and may use 1 or 2 peaks. The current structure has 2 peaks.

A Divider wall must be installed to separate the Office Area from Garage Area.

Vendors are to include additional outlined in the specifications in their lump sum proposal; for example:

* External Cage for Flammables (Gasoline Containers and Tanks).
* Removal, temporary storage, and re-installation of existing lockers, within the Building.
* Vinyl Siding and Shingles to match the “school colors”.
* **Replace/re-install existing utilities, including gas and electric. There is an existing gas meter. Electricity is coming from a line out of the Matthaei Building. Please indicate in your proposal whether an electric meter will be included with your design solution.**
* **IMPORTANT- This is an addendum which MUST be acknowledged on your bid form**

**We will require two copies each of your lump sum proposals, vendor qualification questionnaire and your bid bond documents.**

All questions concerning this project must be emailed to: **Robert Kuhn**, Purchasing Department. Email: **ac6243@wayne.edu**, copy **Valerie Kreher**, **Senior Buyer**, at **rfpteam2@wayne.edu**.

**Do not contact either FP&M or the Design Firm directly as this may result in disqualification of your proposal.**

Thank you for interest shown in working with Wayne State University.

**Robert Kuhn**

**Senior Buyer**

CC: **Donald Wrench** (Project Manager), **Valerie Kreher**, **Senior Buyer**, Attendee list.