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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** |

**July 17, 2013**

**Addendum#1/Minutes To**

**RFP Fire Alarm and Protection Services 2013, Project R575372**

 **Dated July 3, 2013**

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

The pre-bid conference for Request for Proposal for the **RFP Fire Alarm and Protection Services 2013, Project R575372** was held on **July 17, 2013,** at **10:00 a. m.** (local time) – at: 5700 Cass Avenue, Room 3700 (AAB Bldg.), 5700 Cass Avenue, 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. David Kuffner of the Facilities, Planning and Management Department and Dixon Kirkland of the University Housing Authority discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

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:**

1. Prevailing Wage Rate will apply to Time and Material Repairs and installations of new equipment. The Prevailing Wage Rate Schedule can be found on the University’s website and is updated every 3 months.
2. Site Visits were scheduled as follows. No questions allowed nor will they be answered at the site – visits. All questions are to be reduced to writing and emailed to the Purchasing Department, per below.
3. Vendors are to meet the Facilities Project Manager at 5454 Cass Avenue – front desk, by 10:00 a. m., July 18, 2013. No exceptions to be made for late arrivals.
4. Vendors are to meet the Housing Project Manager or his designee at the Student Center Building, which is located at 5221 Gullen Mall. Meet at the North Entrance, at Taco Bell by 10:00 a. m. on July 19, 2013. No exceptions to be made for late arrivals.
5. Vendors must provide their own Lifts, when and where it is required.
6. Disregard the liquidated damages clauses within the RFP Document.
7. Please find the attached corrected and renumbered Cost Schedules.
8. There are no drawings for this project.

**For the Main Campus and Facilities Department:**

1. The Department’s Goal is to begin before the Labor Day Weekend.
2. Testing will be on – going throughout the year. Areas are to be arranged according to geographic location, on campus, for efficiency.
3. The Device Counts does contain pulls, strobes, and smoke detectors. The counts are estimates, actual counts may vary.

**For the University Housing Authority:**

1. Chatsworth Residence Hall will begin in January as it is currently undergoing renovations.
2. There are 6 Housing Units (2 supervisors) and the Student Center Building (1 supervisor).
* **IMPORTANT- This is an addendum which MUST be acknowledged on your bid form**

All questions concerning this project must be emailed to: **Robert Kuhn**, Purchasing Department. Email: **ac6243@wayne.edu**, copy **Loretta David-McClary**, **Senior Buyer**, at **ac2843@wayne.edu**.

**Do not contact either FP&M or the University Housing Authority 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: David Kuffner (Project Manager), Dixon Kirkland (Project Manager), Loretta Davis - McClary, Senior Buyer, Ken Doherty, Paula Reyes, Attendee list.