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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** |

***March 10, 2016***

***Addendum 1/Minutes of the Pre-bid Conference***

***RFP First Class Presort International Mail 2016***

***Dated March 4, 2016***

The pre-bid conference for the **RFP First Class Presort International Mail**was held on ***March 4, 2016* at 10:00 a. m. Robert Kuhn, Sr. Buyer** 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.**Leo Lieberman**, of the **Mail Room** 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 ***March 16, 2016,* 12:00 noon**.
2. **Bids are due *March 21, 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. **Clarification of contract period: May 1, 2016 thru September 30, 2018 with optional years October 1, 2018 thru September 30, 2019 and October 1, 2019 thru September 30, 2020.**
4. 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**
5. 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.
6. 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.
7. 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/policy/
8. Page 6, bullet point 6 refers to a Cost Center Report. Sample of the Cost Center Report will be uploaded to the University website.
9. Page 10, Section 3, Bullet Point 8 refers to indices. The University meters over any indices.
10. Permits are allowed for flats and parcels.
11. The University uses a Postage Charge Order form which shows the estimated domestic and international totals, account numbers, and is bundled by cost center.
12. Note, the number of cost codes is around 100.
13. For First Class Presorts, any international pieces inadvertently included should be pulled and returned to the owner.
14. Flats are to be pre-sealed to vendor.
15. Pricing should be based upon the new USPS rates, due to change April 10, 2014.
16. Note, illegible pieces/rejects should be returned to the owner and not processed at the higher rate. Owner must account for all pieces and costs in order to charge back to the appropriate cost center.
17. For International Mailing Services, vendor must adhere to the appropriate country’s postal regulations. The University sends many pieces to Canada; therefore, the Canadian Postal Regulations must also be adhered to.
18. If there are any letters, they’ll be 1-2 oz personalized #10 envelopes with window.
19. Disregard Section B, International Mailing Services, Point 2, Bullet point 3 as tracking is not required for International Pieces.
20. Parcels go to the University’s current Presort Vendor.
21. Priority mail service not required for International Mailing Services.
22. Cost Schedule C.1 for International Services has been changed for piece rate versus price by weight. See revised Cost Schedule.
23. Note, commencement date shall be May 1, 2016 thru September 30, 2018.

All questions concerning this project must be emailed to: ***Robert Kuhn, Sr. Buyer***, Procurement & Strategic Sourcing at **313-577- *3712*** Email: ***ac6243*@wayne.edu** (copy to ***Leiann Day***, Email: **leiann.day@wayne.edu)** by 12:00 p.m., *(****Questions Date****)***.**

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

Thank you

*Robert Kuhn*

*Sr. Buyer,* Purchasing

313-577-*3712*

CC: *Leo Lieberman, Joyia Burgess, Leiann Day,*  Attendees list.