



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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August 23, 2016

## **Addendum1 Minutes of the Pre-bid Conference RFP Guard Services School of Medicine 2016**

**Dated August 5, 2016**

The pre-bid conference for the **RFP Guard Services School of Medicine 2016** was held on **August 16, 2016 at 10:00 a. m.** **Robert Kuhn** 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. **Robert Gagnier and Sheryl MacGillis**, of the **School of Medicine Facilities Department**, 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](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:**

**Note: Vendor's employees must not be under "non-compete" agreement obligations.**

1. The Deadline for project related questions is **August 19, 2016, 12:00 noon.**
2. **Bids are due August 25, 2016 at 4:00 pm**, to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4<sup>th</sup> Floor – Suite 4200, Detroit, MI 48202.
3. **The Cost Schedule C has been updated to make 2 corrections, see attached.**
4. **Vendor's pricing should include benefits, see top of Cost Schedule C.**
5. 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](mailto:rfp@wayne.edu)
6. 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.
7. Parking on WSU campus lots and structures are \$7.50/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
8. 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/>
9. Guard Rule Books are located at each guard station for their reference.
10. **2 PO's (1 po for Scott Hall and Tolan Park, 2<sup>nd</sup> po for Mazurek) will be issued to a single vendor and a separate purchase order will be issued for each year of the agreement. Each purchase order is to be invoiced separately. Time sheets must reconcile with invoices.**
11. The term of the agreement is for 3 years with the University having the option to renew for 2 additional 12 month periods.
12. **Any rate changes arising out of legislation to increase the minimum wage will be negotiable.**
13. Mazurek and Tolan Park are closed on major holidays; however, Scott Hall is open.
14. No patrolling guards required.
15. No additional services anticipated.

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712**  
Email: [ac6243@wayne.edu](mailto:ac6243@wayne.edu) (copy to **Leiann Day**, Email: [leiann.day@wayne.edu](mailto:leiann.day@wayne.edu)) by 12:00 p.m., **August 19, 2016.**

**Do not contact the School of Medicine Facilities Department, 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: Robert Gagnier, Sheryl MacGillis, Ken Doherty Leiann Day, Attendees list.