



Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
FAX (313) 577-3747

June 20, 2016

Addendum1/Minutes of the Pre-bid Conference

RFP Law School Media Wall

Dated: June 9, 2016

The pre-bid conference for the **Law School Media Wall** was held on **June 16, 2016 at 11:00 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. **Christa Azar and Gabrielle Sikora, Project Managers, from the Facilities, Planning and Management 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.

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

1. 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
2. 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.
3. 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.
4. 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/>
5. Sworn Statement Requirements: The University tracks it's level of spend along a number of socio-economic categories. This includes it's spend with Diverse organizations, it's spend with Detroit based organizations, and it's spend with Michigan based organizations. To assist with this, The University has reporting requirements to be included with the submission of your bid and for Pay Applications submitted by the successful contractor.
6. 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.
7. 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 Contractor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
8. The awarded Contractor must provide the required Certificate of Insurance in compliance with Section 800, article 11 of the bid specifications prior to commencement of any work.
9. Please review the insurance section carefully, there are some changes in the documents, such as the addition of professional liability insurance and changes in the amounts of required insurance for most of the categories
10. 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.)
11. 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, Appendix A can be found on the University's website. Contractors 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. Contractors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.

12. 1099 workers and subcontractors using 1099 workers are NOT acceptable
13. 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.
14. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
15. A properly executed sworn statement is required from all tiers of contractors, and sub-contractors indicating sub-contractors and suppliers which provide services or product of \$1,000.00 or greater. Sworn statements must accompany applications for payment
16. A checklist of all Pay Application requirements can be found on **pages 17-18** of the RFP Document.
17. 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.
18. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
19. An Optional second walk thru was not scheduled.
20. Permit requirements are the responsibility of the awarded contractor as listed on Section 800 Article 4.
21. Contractor 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.
22. Questions are due by **June 21, 2016** at 12:00 noon
23. Bids are due no later than **4:00 p. m., June 23, 2016**, at 5700 Cass Ave. Room 4200 AAB. An electronic version must also be provided per the instructions within the RFP Documents.
No public bid opening will be held.
24. **Timetable: Award is expected to be made by July 11, 2016, with work beginning August 15, 2016 – “and must be complete by August 19, 2016. September 12, 2016 will be the Dedication Event.**
25. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at
26. http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html.

Other:

1. **VENDORS must be certified to sell and install Planar Manufactured Equipment and must provide certification/verification with VENDORS Proposal. Non – Planar substitutions not allowed.**
2. Owner to provide backing support wall for Media Wall.
3. Vendors must include cut sheets/specifications with alternates Audio Solution, see Cost Schedule. The base bid must be quoted first.
4. Touch Screen Capability Required.
5. **Owner to provide conduit in wall at monitor location, see specifications.**
6. Optional 3 year maintenance plan requested. Vendor must describe what is included in price.
7. Cost Schedule C has been revised, see University website.

All questions concerning this project must be emailed to: **Robert Kuhn**, 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., **June 21, 2016**.

Do not contact the Law School, 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: Christa Azar, Gabrielle Sikora, Leiann Day, Attendees list.