November 16, 2017

Minutes of the Pre-bid Conference

RFP Mike Ilitch School of Business Furniture Purchase dated November 8, 2017

The pre-bid conference for the Mike Ilitch School of Business Furniture Purchase was held on November 16, 2017 at 10:30 am. Kimberly Tomaszewski 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. Marc Ledent from Design and Construction Services discussed the expectations and scope of work.

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

1. Only those vendors that attended the mandatory pre-bid meeting will be allowed to participate in this RFP Opportunity.
2. The Deadline for project related questions is November 28, 2017, 12:00 noon.
3. Bids are due December 5, 2017 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.
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 $7.75/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. Installers of furniture or equipment responsible for onsite assembly must be classified minimally as carpenters, and those responsible for electrical connections must be classified minimally as electricians.
9. Alternates will be accepted for this project, manufacturer’s product literature for alternate submissions to be submitted at time of bid.
10. Vendors do not have to include sample cuts of materials/color with their proposal as outlined in Vendor Responsibility, Item C, but the samples should be available within one to two days if they are requested.
11. Deliveries are to be between 7:30am and 4:00pm.
12. Vendors must arrange delivery in advance and coordinate with the WSU Project Manager.
13. All measurements must be field verified before the winning vendor orders any product. Use the measurements in the drawings for bidding purposes. If anyone wishes to field verify after award of the bid, coordinate with WSU Project Manager or onsite Construction Manager to set a date and time to field verify.
14. Vendors should use the grade specified on Furniture Specifications for all fabrics and finishes for the quote.
15. The target date for installation complete installation is April 1, 2018.
16. Location of unloading is to be coordinated with the WSU Project Manager.
17. Installation is to include the complete assembly of components for all furniture items.
18. Vendors should indicate the lead time of the furniture. The vendor must be prepared for delivery as soon as the site is ready to receive the furniture.
19. An AutoCad drawing has not been posted.
20. 1099 Employees or workers are NOT acceptable.
This project is a Sales Tax Exempt project.

Proposals are limited to 30-pages. This does not include spec sheets and they should be submitted as separate files.

All Furniture Categories, as broken down on Cost Schedule C, may be awarded to one vendor. However, the University reserves the right to award each Category to a separate vendor.

A-1 through 100 product descriptions and breakdowns – to be quoted as one unit price.

The time it will take to issue the PO after selecting a vendor is TBD, based on the time it will take to view a mockup. It is the University’s intent to issue a PO as soon as possible after selecting a vendor.

Cost Schedule C is to be provided electronically as well as the printed & signed copy. In the event of a discrepancy between the electronic and signed copy, the signed copy will prevail.

Any discrepancies between specifications and drawings should be conveyed via email to Kimberly at ac9934@wayne.edu otherwise all bids are to be based on the numbers provided in the drawings and specifications.

Vendor must take away any and all refuse, boxes packing materials and other debris out of the building each day. Vendors are to be considerate of noise and cleanliness.

A mockup will be required for Categories 7 and 7A prior to selecting a vendor. This mockup may be constructed at an off-site location. Coordinate with the WSU Project Manager for the viewing of this mockup.

All questions concerning this project must be emailed to: Kimberly Tomaszewski, Procurement & Strategic Sourcing at 313-577-3757 Email: ac9934@wayne.edu (copy to Leiann Day, Email: leiann.daywayne.edu) by 12:00 p.m., November 28, 2017.

Do not contact the Mike Ilitch School of Business, or other University Units, directly as this may result in disqualification of your proposal.

Thank you

Kimberly Tomaszewski,
Senior Buyer, Purchasing
313-577-3757

CC: Mike Ilitch School of Business, Leiann Day, Attendees list.