Addendum 1/Minutes of the Pre-bid Conference


The pre-bid conference for the Parking Structure Lighting Retrofit 2017 was held on November 14, 2016 at 2:00 p.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. Larry Fodor with Facilities Department and Jon Frederick of the Parking & Transportation, 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. 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, 2016, 12:00 noon.
3. Bids are due December 5, 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.
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 will be available to awarded contractor within work areas at no additional charge. 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/

Other:

1. Small wall packs are typically 175 watt metal halide with a couple 100 watt HPS. Large wall packs are 250 watt metal halide.
2. There are 5 Parking Structures with 3 types of mountings – Under Mount, Wall Sconce, and Pole Mounted – for the top floor of the parking decks.
3. Voltages may vary per parking structure. Vendor to verify voltages and counts.
4. This is a “turn key” project.
5. Voluntary Alternates are acceptable; however, vendor must respond to the base bid first, via Cost Schedule C. Any Voluntary Alternates must be labeled “Voluntary Alternate”. All Cost Schedules to be submitted in Microsoft Excel Format, only.
6. There will be no repositioning of fixtures. This is a one for one retrofit.
7. The University will be responsible for disposal of lighting, ballasts, fixtures, and other.
8. No structure can be closed down completely as these are heavily used. All phasing and staging of materials must be coordinated with the project manager.
9. Vendors are to “change out” existing LED Lights.
10. Samples in Parking Structure 5 can be replaced as well.
11. The University has estimated foot candles in the RFP. There was no study made.
12. Work is expected to commence on December 19th.
13. Vendors are to note their anticipated lead times.
14. NAESCO Certification preferred.
15. References are required with Vendor’s Proposal.
16. Controls/Sensors are located on perimeter lighting and pole mounted on the top floor of each structure. Upon additional review, most roof lighting is currently on timers and not daylight sensors.
17. Cost per fixture to include cost of financing.
18. Ten year warranty required. Manufacturers indicated to the team that they would honor year warranty. Deviations should be noted in an Exception 1 – Restricted Services.
19. No ground lots, only the actual parking structures to be retrofitted at this time
20. WSU to inspect installations at no cost to Vendor.
21. Vendors are to perform pre and post evaluation to verify estimated energy consumption and savings.
22. Vendors to coordinate with the Project Manager for hours outside of the 8:30 – 5:00, the University is flexible.
23. Point 10 can be disregarded, please refer to Appendix 7.
24. Exit sign are not included in the base bid but may be quoted in a voluntary alternate.

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., November 28, 2016.

Do not contact the Parking & Transportation, or other University Units, directly as this may result in disqualification of your proposal.

Thank you

Robert Kuhn,
Senior Buyer, Purchasing
313-577-3712

CC: Ken Doherty, Leiann Day, Jon Frederick, Larry Fodor, Daryl Pierson, Walter Kochan