Minutes of the Pre-bid Conference

RFP Recycling and Waste Disposal dated August 28, 2017

The pre-bid conference for the Recycling and Waste Disposal was held on September 05, 2017 at 12:30pm. Leianne Day 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. Harry Wyatt and Steven Pecic of the Facilities Planning & Management, 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://go.wayne.edu/bids.

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 has been extended to September 11, 2017, 2:00 pm.
3. Bids are due September 15, 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. Currently university recycling goes to Hamtramck Recycling Center.
9. Please include in your service plan (Exhibit 3) how your company will handle each element of recycling and disposal services. Each vendor will define in their service plan whether the waste will be taken to a landfill or incinerator. Vendor service plan should describe sustainability measures at the landfill and the activities they participate in like methane gas recovery, etc. The vendor should identify the appropriate mixture of cost containment vs sustainability initiatives. The vendor should define contingency plans for disposal disruption coordination, such as what is done when a collection facility is closed or not taking any more input.
10. Pick-ups for the university housing building should occur between the hours of 7am – 4pm, as stated in the RFP documents.
11. Public announcement of selected vendor is set for December 18, 2017. Negotiations with final will commence in advance of the selected announcement date.
12. Awarded vendor should communicate changes in university scope or service plan and seek advance approval in the same manner prescribed for the recycling portion of the contract.
13. Annual maintenance of compactors must be identified on the revised Costs Schedule C, broken out of any incremental unit pricing listed for the collection of compactor materials. (Annual Maintenance must minimally
include the inspection and replacement of failing or compromised hydraulic hoses and connections, fluid, and filter changes, greasing of all movable joints and zerk fittings).

14. Compactors that remain with the University are assigned to the awarded vendor for continuous care and maintenance as defined by the Annual Maintenance minimum requirements; capital repairs beyond those included in the annual maintenance must have quotes collected by the Vendor for presentation to the University or University Housing Partner for any allowance use or encumbrance approval.

15. University Owned compactors include the waste containers.

16. Vendor should specify whether rates are fixed for the initial three-year period or whether maximum annual prices will apply. If process are not fixed, escalation must be included in exhibit 1, restricted services.

17. A walk through of compactor locations is scheduled for Friday September 8, 2017 at 9:00 am at the Starbuck’s in the Student Center Building. Contact person for walkthrough: Brian Fitzgerald 734.368.1861

18. There will be no questions allowed during the scheduled walkthrough.

19. Vendor is expected to provide monthly reporting, as defined in the RFP, to the Office of Sustainability at Wayne State for ALL collection points and contracts.

20. Vendor is expected to assist with sustainability initiatives, education and awareness as defined in the RFP.

21. A new Cost Schedule C has been posted with updated Compactor information. Please use the new Cost Schedule to provide pricing.

All questions concerning this project must be emailed to: Leiann Day, Procurement & Strategic Sourcing at 313-577-3733  Email: Leiann.day@wayne.edu (copy to Loretta McClary, Email: Ac2843@wayne.edu) by 2:00 p.m., September 11, 2017.

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

Thank you

Leiann Day,
Associate Director, Procurement
313-577-3733

CC: Steven Pecic, Loretta McClary, Attendees list.