Addendum Three To

RFP Recycling and Waste Disposal dated August 28, 2017

Questions have been raised regarding the University’s RFP for Recycling and Waste Disposal for the Facilities Planning & Management and University Housing Partner. A summary of the questions asked and the University’s responses are as follows:

1. Q: We would like to request an extension of the bid due date. We would like to request two additional weeks.
   A: Extension will be permitted based on recent second pre-bid meeting additions only.

2. Q: Clarification on “Vendor provided literature, support, and promotional items for campus educational programs and initiatives “Will vendor be expected to provide content, design and development of literature and/or promotional items?
   A: Yes

3. Q: Will literature be expected in a print-ready format for printing to be done in-house at the university and at the university’s expense or will the vendor be expected to provide copies of literature to be distributed? If the latter, in what quantities will literature and promotional items be required?
   A: Both, quantity undetermined. Professional print and literature typical of conference or convention use. Basis of bid should be Posters (50 count), Pamphlets / Leaflets (250 count). This literature may also be in the form of infographics for digital dissemination. Creative recommendations encouraged.

4. Q: With regard to promotional items, please clarify the types of promotional items and quantities the vendor will be expected to provide to support campus educational programs and initiatives.
   A: See #3

5. Q: As pertains to Earth Day and Sustainability Day: Please clarify what type of assistance will be desired for campus recycling promotion (such as remotely provided in terms of content, literature, statistics, information or onsite for presentations, etc.)
   A: Canopy stations are set-up for these events and the support would be banners, print and information typical of industry conferences to express the capabilities of a sustainable program. Tell us what you do, can do, that differentiates you. These events include information relative to recycling, reuse initiatives, waste reduction, and related energy conservation/energy capture initiatives.

6. Q: Please clarify the type of vendor support desired for events such as Earth Day and Sustainability Day. Will this take the form of a display, literature and attendance at events or include coordination of events, presence of a recycling truck, representation on a committee, etc.
A: No truck; no personnel are required, but please provide your creative recommendations including, though not limited to, event promotion, recycling/waste reduction promotion materials, event-specific campus recycling/waste reduction initiatives.

7. As pertains to Recyclemania: Please clarify the type of assistance desired. Examples include vendor participation in planning meetings, competition events and/or activities, data collection and reporting, etc.

A: Recyclemania is comprised of various activities. There may be a request for additional data collection and reporting (possible poster literature for display). A waste audit may take place during this period as well as residence hall competitions.

8. Q: Clarification on “The University desires educational support in creative and competitive methods conducive to resident hall conservation initiatives.” Are you looking for consultative services in the form of program evaluation, analysis and recommendations?

A: Educational support can include assistance with facilitating a university-based waste audit that will provide results leading to an internal program evaluation.

9. Q: Please provide examples and clarification of the type of support that would be requested in terms of print-ready literature only, copies (and necessary quantities), onsite attendance at meetings, events, coordination of events, content development, graphic design, etc.

A: See above.

10. Q: Can you please provide a detailed explanation on what is expected for the annual maintenance costs portion? On page 8 section 5 of the RFP it states the following: Compactors owned by, or assigned to the VENDOR, must be maintained and serviced for consistent operational function. Reports of failed equipment must have immediate service dispatched with 24 hour response time for repairs. Is this a quarterly preventative inspection?

A: This was detailed already and reported on min maintenance requirements.

Should you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to Leiann Day, Associate Director, Procurement, Email: Leiann.day@wayne.edu and to Loretta McClary, Buyer, Email: Ac2843@wayne.edu. Copy both Leiann Day and Loretta McClary on all E-Mail questions.

Thank you,
Leiann Day
Associate Director, Procurement