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| **Division of Finance and Facilities Management** |  | **Purchasing Department**  **5700 Cass Avenue, suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734**  **FAX (313) 577-3747** |

**July 22, 2013**

**Addendum #1/Minutes To**

**Request for Proposal**

**Science and Shapero Rewiring, Project R575388**

**Minutes of the Pre-bid Conference**

**Dated July 5, 2013**

**The Addendum must be acknowledged on your lump sum bid.**

The pre-bid conference for Request for Proposal for the RFP Science and Shiffman Rewiring 2013, Project R575388, was held on July 17, 2013, at 2:00 pm. (local time) – at Science Hall, 5045 Cass Avenue, Rm 303, Detroit, MI 48202. **Robert Kuhn, Sr. Buyer,** reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process.  **Peter Garabedian of the Network Services Department** discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

NOTE: You must have attended a pre-bid conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a pre-bid conference does not qualify your company to bid.

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

* 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.
* 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 Vendor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
* For bids below $50,000 a Bid Bond and Performance Bond will not be required.
* The awarded vendor must provide the required Certificate of Insurance in compliance with Schedule B, of the bid specifications prior to commencement of any work.
* Standards for Communications Infrastructure can be found on the University website **http://networks.wayne.edu/docs-Commuications-Standars.pdf**.
* 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.)
* This Project Requires the Vendor and any subVendors 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 has been included with the RFP Documents. Vendors 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***. Vendors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.
* 1099 workers and subVendors using 1099 workers are NOT acceptable
* The competency and responsibility of Bidders will be considered in making the award. The Owner does not obligate himself to accept the lowest or any other bids. The Owner reserves the right to reject any and all bids and to waive any informalities in the Proposals
* Parking on WSU campus lots and structures are **$6.25/access**. Vendor must build parking into their lump sum bid (monthly parking passes can be purchased at WSU Welcome Center).
* Vendors 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.
* Project hours of operation are 9:00 am. – 5:00 pm. Anything else requires advance notice and approval.
* An unsigned WSU Standard Service Provider Agreement will be given to the successful Vendor, if all aspects of the bid are in order.  The Vendor has 5 business days to return the contract to the Purchasing Department, for counter signature.  The Vendor must also submit a Performance Bond as outlined above and a Certificate of Insurance in the same 5 business day period. In the event the Vendor fails to return the documents in this 5 day period, the University reserves the right to award the contract to the next most responsive bidder.
* An Optional second walk thru was not scheduled.
* Permit requirements are the responsibility of the awarded Vendor.
* Vendor 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.
* Questions are due by **July 18, 2013**  at 12:00 p. m. (noon)
* Bids are due no later than 4:00 p.m., **July 23, 2013,** at: WSU – Purchasing, 5700 Cass Ave. Room 4200 AAB, Detroit, MI 48202. All bids to be time/date stamped – **no late bids accepted.** An electronic version of vendors bid must be submitted per the instructions within the RFP Documents. Vendor’s Proposal may be submitted in Microsoft Word or pdf; however, the Spread Sheets must be submitted in Microsoft Excel Format.
* **Time of Completion:** Substantial Completion, and State Approved Inspections (if appropriate), no later than **August 31, 2013.**
* A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at **http://www.forms.purchasing.wayne.edu/Adv\_bid/Adv\_bid.html**.
* This is an occupied area, awarded vendor must be considerate of environment (noise, cleanliness, etc)

**Other:**

* This is a 3 phase project as follows:

1). Rewire to Cat-6,

2). Cut Over – Voice by Vendor and Data to be done by owner.

3). Demo existing cabling.

* Vendor to provide own field measurements.
* Ceiling tiles: WSU FP&M will advise as needed.
* All cable to be plenum type
* Hour for this project is to be 8:30 am. – 5:00 pm. (local time)
* Vendor is to move voice while the University will move data jacks.

**Science Hall:**

1. This is an occupied building and care must be taken to ensure that occupants are not disturbed due to noise, dust, and etc. during the project.
2. Communication Rooms are stacked.
3. All cabling to be plenum type.
4. All 1st floor cabling to terminate in Communications Room 1050.
5. Freight Elevator and Passenger Elevator available.
6. Loading dock is available; however, it must not be obstructed.
7. Usage of a dumpster is to be coordinated with the Project Manager

**Shapero Hall:**

1. The only Communication Room are in the basement and on the 3rd Floor. The 3rd Floor Communication Room is a shared room and is not optimal for equipment. The base bid is to include the existing 3rd Floor Communication Room while an Alternate will be accepted for a new room located in Rm 307. Vendor must bid the Base Bid first.
2. Alternate bid specifications: Splice & extend existing 100 pair copper cable from old IDF room 315 to new IDF room 307. Fusion splice & extend existing 6 strand fiber cable from old IDF room 315 to new IDF room 307.
3. The alternate Communication Room will be divided and will include a 2 post equipment rack, 7 feet tall, mounted, grounded and with ladder rack from top of rack to wall for cable pathway & rack stibility.
4. No dock available; therefore, unloading will need to take place on the South Side of the Building via the adjacent parking lot.
5. Ceiling tile replacement must be coordinated with the Project Management.
6. WSU FP&M will provide dedicated 120V 20A circuit, Install plywood on the wall & or floor and address room ventilation.

**IMPORTANT- This is an addendum which MUST be acknowledged on your bid form**

All questions concerning this project must be emailed to: **Robert Kuhn**, Purchasing Department. Email: **ac6243@wayne.edu**, copy **Valerie Kreher**, **Senior Buyer**, at **rfpteam2@wayne.edu**.

**Do not contact the Network Services Department directly as this may result in disqualification of your proposal.**

Thank you for interest shown in working with Wayne State University.

**Robert Kuhn**

**Senior Buyer**

CC: **Peter Garabedian** (Project Manager), **Valerie Kreher**, **Senior Buyer**, Attendee list.