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| **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing** **5700 Cass Avenue, suite 4200****Detroit, Michigan 48202****(313) 577-3734** **FAX (313) 577-3747** |

**September 03, 2014**

**Addendum1/Minutes of the Pre-bid Conference**

**RFP Security Cameras University Libraries – 2014, Project 53113155**

**Dated September 3, 2014**

The pre-bid conference for the **RFP Security Cameras University Libraries - 2014** was held on **September 11, 2014 at 2:00 p. m.** Robert Kuhn, Sr. Buyer, 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 Mark Temnyk, from the University Libraries, and Clint Guethlein, from the C & IT Department, 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.purchasing.wayne.edu/Adv\_bid/Adv\_bid.html**.

NOTE: You must have attended a prebid 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. Bond amendments must match the University requirements for an approved contract.
* **Please find the attached Additional Requirements Page discussed at the pre-bid meeting.**
* The awarded vendor must provide the required Certificate of Insurance in compliance with Section III, General Requirements and Guidelines, Point W and Schedule B of the bid specifications, prior to commencement of any work.
* This Project Requires the Contractor and any subcontractors 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 is included in the Bid Specifications. 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 subcontractors using **1099 workers are NOT acceptable**
* Parking on WSU campus lots and structures are **$7.00/access**. Vendor must build parking into their Bid. There is limited street parking around the building, 2 hour limit – to be used at Vendor’s own risk. There may be some free parking East of John R.
* Vendor to coordinate with the Project Manager usage of a dumpster, if required.
* 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.
* Delete Liquidated Damages Clause, Section III, Pg. 7, K.
* The Deadline for project related questions is **September 16, 2014*,*** **12:00 noon**.
* **Bids are due September 18, 2014, 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.
* 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****.**
* This is an upgrade and replacement project. See drawings for camera locations. Note a couple will be moved to a different, adjacent spot and will be coordinated with the project manager.
* Server location is at the University’s Computer and Information Technology Department (C & IT) and will tie into the University’s Public Safety System via NICE software and integration.
* Only authorized NICE dealers will be allowed to quote on this project. All others may sub to the authorized NICE dealers.
* Buildings are only 10 gig.
* Wire installer will demo the existing cabling and replace with newer CAT6. The wire installer will provide patch cables unless manufacturer’s is required to maintain equipment warranty.
* Analog cameras are to be removed by vendor.
* Vendor to plate areas where cameras were moved. Backers and unistruts required to ensure secure mounts.
* Business hours are generally between 7 – 3 but will vary per library building and should be coordinated with the project manager. Vendors should quote straight time. Any overtime required must be pre-approved by the project manager.
* Vendor can stage materials at the Undergraduate Library (UGL) or the Purdy-Kresge Library.
* Disregard the liquidated damages clause on page 7, point K.
* Exterior cameras are existing.
* Vendors must provide Final Position and Final View Sheets for each location, to the project manager, for sign off/approval.
* All cameras are to be vandal resistant.
* Note on page 6, Bill of Materials List, item 6 should be P3364V/1.3MP/... rather than P3346V…
* No parking allowed on the mall. Vendors must use designated loading areas for unloading and must coordinate parking with the project manager.
* Vendors must remove their own refuse and trash at the end of each workday and provide a clean environment at the end of each day.
* Buildings are occupied therefore vendors must take care to not disturb building occupants via noise, dust, etc. and must tape off or fence off areas without impeding foot traffic.
* See attached Reuther Drawings.
* See revised Cost Schedules.
* 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.

Clarification

Project is a “turn key” installation of security cameras, including NICE Software tying into a server located at our C & IT Department and Public Safety.

Please find the drawings for the Reuther Library at the University’s website: [www.procurement.wayne.edu](http://www.procurement.wayne.edu), click on bid opportunities.

Question: Can you confirm the vendors are to demo the old cameras. If that is the case, how many?  Under the Scope of Work, it states that the existing (6) cameras have already been removed.  Will there be a line added for demo on each Cost Schedule (Schedule C)?

Answer: There are 39 cameras to be demo’d. There are 3 cameras to be moved. An additional line has been added to the attached Cost Schedules.

***IMPORTANT- This is an addendum which MUST be acknowledged on your bid form. This Addendum contains other items which are considered to be part of the bid documents.***

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712** Email: **ac6243@wayne.edu** (copy to **Kimberly Tomaszewski**, Email: **ac9934@wayne.edu)** by 12:00 p.m., **September 06, 2013.**

**Do not contact the University Libraries, 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: Mark Temnyk, Clint Guethlein, Robin Watkins