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

**January 14, 2014**

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

**Revised RFP Strategic Source AV Equipment 2013**

**datedDecember 23, 2013**

***As this project has been revised, the revised document, including: RFP, Cost Schedule and etc. should be quoted as separate from the original documents and as “stand alone”. Therefore, Addendum numbering has been reset.***

The pre-bid conference for the Revised Strategic Source AV Equipment 2013 was held on January 9, 2013, at 2:00 p.m. The pre-bid conference was held in Room 21 of the College of Nursing or Cohn Building, located at 5557 Cass Avenue, Detroit, MI. This was a voluntary meeting for those that had already attended the previous mandatory pre-bid meeting on November 15, 2013. For those new participants to the RFP Process, this meeting was **mandatory.** 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. Robert Kuhn, Sr. Buyer, and Paula Reyes, Assoc. Director of the Procurement and Strategic Sourcing 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**.

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

1. **The bid due date has been extended to January 29, 2014, no later than 4:00 p. m.** All bids 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.
2. 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**
3. 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.
4. Prevailing Wage Rates will be required for all installations. The University updates its copy of the Prevailing Wage Rate Schedule and posts it to the Purchasing Website. Vendors must have the most current copy available when responding to and executing projects.
5. Vendors must also be able to provide Union Labor, if required, See Schedule D.

Union labor would involve on-site work only for situations where a project is a subset of a construction project being performed by Union Labor.

1. For Facility, Planning and Management Projects, Vendors will be expected to submit Certified Payroll Application in conformance with AIA Document A201 - Twelfth Edition (April 1970). Please find the attached
2. Base Bid and Cost Schedule C must be returned in Microsoft Excel format and must include a discount off of Manufacturers List. Discussion surrounding the definition of Manufacturers List and what Manufacturers List encompasses. The University has Strategic Sourcing experience with other similar commodities; therefore, requires Vendor(s) to use this format and to quote their best pricing. This is a “winner takes all” and if Vendor(s) provide pricing schemes that are not readily discernible, their bids will be considered “non-conforming”.
3. Vendor(s) may quote a Voluntary Alternate once the Base Bid has been provided. No Voluntary Alternate will be considered without a Base Bid being received.
4. For additional equipment to existing systems, especially those involving programming (Crestron or AMX), the University will continue to use the existing Vendor. For future projects, the University intends on using the awarded Vendor. Please see Point P. and the Non – Exclusivity clause on page 9 of the RFP Packet.
5. Section V, Point 3, General Guidelines: where reference to conduit is made in the first bullet point, this will be by a case by case basis; however, all cables should be plenum rated.
6. Cables: A question was brought forth regarding line 35 of the Cost Schedule, Cost Schedule C and whether that includes cables. Cables are already covered in line item 24 of the Cost Schedule C, please find the attached. Line 24 has been modified to include pricing per foot.
7. Maintenance/Service Plan: A question was brought forth regarding Maintenance/Service Plan Pricing (for 3 years). Vendors must define their Maintenance/Service Plan Pricing and describe their plan. Vendors must provide guidelines to their Maintenance/Service Plan Pricing; however, for ease of usage and discernment, Vendors might consider providing a percentage of total equipment pricing. As the University reserves the right to make an award that is in its best interest and in the spirit of a Strategic Source Partnership, complicated schemes with a variety of contingencies are discouraged.
8. 24/7 Calls: a question was raised regarding the number of 24/7 service calls placed in the past year. Please find the following: 6 off hours calls for the College of Nursing and 2 for the Media Services. Most service calls are made during normal business hours.
9. Selection Process: a question was raised about the selection process. The University intends to award this Strategic Source Contract based upon competency; however, price is always a consideration. Vendors may be asked to provide a Presentation with the selection committee to discuss their proposal in greater detail.
10. What is to be covered: a question was raised as to what work will be covered by the Strategic Source Award. This award will cover upcoming work, except where work is to involve additions to an existing configuration/system, please see Point P on page 9 – Non-Exclusivity.
11. Electrical Work: a question was raised as to electrical work. The owner will always provide its own electrical work. Vendors will be responsible for their own low voltage work.
12. Digital Signage: please find the attached Cost Schedule C for model numbers.
13. Projects may flow from the University’s Facilities, Planning & Management Department where Vendor(s) will work with the FPM Project Manager. Projects may also flow from the University’s Network Services and Media Services Departments. Vendor(s) will work with the AV Project Managers. Both of the University’s AV Project Managers have extensive years and experience with AV Equipment, Installations, and Integration.
14. Vendor(s) must do all design work except when done with an Architectural Firm, where the University’s FP & M Department is involved.
15. When working with the FP & M Department, Architects will be required to use the University’s Strategic Source Partner.
16. Liquidated damages will be agreed upon for each project that is coordinated with FP&M.
17. Please note in Section V, Point 2, Programming, Source Code and Copyrights to programming will become the property of the University.
18. It is preferred that Vendors have the capability of interfacing with an eProcurement System. The University uses SciQuest and the University’s name is WayneBuy.
19. Vendors are to have the capability of providing a variety of reports, including ad hoc reports, which will be developed through the partnership and collaboration between the awarded Vendor and the University. Reports should allow auditable evaluation of individual and enterprise transactions. Vendors should provide sample of reports with their proposal.
20. Note: price audits will be done but not at the 100% level.
21. Vendors must provide any relevant certifications that it holds.
22. Vendors must indicate whether their installation and programmers are “in-house” or subcontracted. Vendor must indicate the names/certifications held by staff that will be designated to the WSU Account and this Program.
23. The awarded supplier will update Certificates of insurance on a yearly basis.

All questions concerning this project must be emailed to Robert Kuhn, Sr. Buyer: ac6243@wayne.edu copy Paula Reyes, Associate Director, bb2709@wayne.edu by 12:00 p.m., November 25, 2013.

**Do not contact other University Units, directly as this may result in disqualification of your proposal.**

Thank you

Robert Kuhn,

Sr. Buyer, Purchasing

313-577-3712

CC: Ken Doherty, Paula Reyes*,* Attendees list.