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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** |

**January 23, 2014**

**Addendum #4 to the**

**Revised RFP Strategic Source AV Equipment 2013**

**datedDecember 23, 2013**

*Only those vendors that participated in the 2 pre-bid meetings for the above RFP will be allowed to participate in this RFP Process*.

The following questions were received:

1. **Question:** In regards to the 3 year warranty, since this is based on each project individually are you just looking for a comply or no comply with the 3 year offering for all new projects?

 ***Answer****: see point 12 of Addendum1/Minutes, as follows:*

*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.*

1. **Question:** The labor breakdown for technicians are to be priced at prevailing wage correct?

 ***Answer****: Correct*

1. **Question:** What types of reports is WSU looking for exactly. Could we receive copies of examples?

 ***Answer****: The required reports are listed in the reports section of the RFP. If respondents are currently supplying reports to other clients, a sample of the reports is requested. If reports are not available at this time, the requirements of Procurement will be reviewed with the awarded supplier.*

1. **Question:** Once a LABOR RATE is established with the awarded vendor, is it assumed all future projects will be billed as actual TIME on the job or will there be labor forecasting on a per project basis?

 ***Answer****: Labor forecasting*

1. **Question:** The bid is only asking for an installation labor rate. How are we to account for the administrative hours required for reporting, etc., within our bid documents?

 ***Answer****: Vendors must provide a cost per hour for labor and the billable amount will be the hourly rate times the number of hours. In addition, each company will need to figure any administrative hours into their margins.*

As a reminder, the bid due date has been extended to **January 29, 2014**, no later than 4:00 p. m.

**Please direct all correspondence to the Procurement and Strategic Sourcing department. Please do not contact other University Units, as this may result in disqualification of your proposal.**

Thank you

Robert Kuhn,

313-577-3712

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