Addendum Four
Minutes of the Pre-bid Conference

RFP Thompson Home Student Housing Furniture dated January 31, 2017

The third pre-bid conference for the Thompson Home Student Housing Furniture was held on February 24, 2017 at 9:00 a.m. Kimberly Tomaszewski 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. Ekta Kamalia of the Facility Planning and Management, 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.procurement.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. Installers of furniture or equipment responsible for onsite assembly must be classified minimally as carpenters, and those responsible for electrical connections must be classified minimally as electricians.
2. Alternates/substitutions shall be accepted for this project, manufacturer’s product literature for alternate submissions are to be submitted at time of bid. All substitutions are to be equal or extremely close in specifications and appearance. Vendors are requested to be very specific about information being provided for alternate furniture pieces proposed.
3. Vendors do not have to include sample cuts of materials/color with their proposal as outlined in Vendor Responsibility, Item C, but the samples should be available within one to two days if they are requested.
4. Deliveries are to be between 7:30am and 4:00pm.
5. Vendors must arrange delivery in advance and coordinate with the WSU Project Manager.
6. All measurements must be field verified before the winning vendor orders any product. Use the measurements in the drawings for bidding purposes. If anyone wishes to field verify after award of the bid, coordinate with WSU Project Manager or onsite Construction Manager to set a date and time to field verify.
7. Vendors should use the grade specified on Furniture Specifications for all fabrics and finishes for the quote.
8. The delivery and installation window for all furniture is July 7, 2017 through August 4, 2017. All furniture is to be installed by August 4, 2017.
9. The vendor will likely unload from the alley and move furniture into the building. Coordinate with the WSU Project Manager.
10. There is no freight elevator in the building. There is one passenger elevator available for use. It is approximately 6’x6’ and goes to the basement and floors 1 through 4.
11. The stairs are approximately 4’6” wide. If required, please include the cost for a stair-carry in your proposal to the University.
12. Installation is to include the complete assembly of components for all furniture items.
13. Vendors should indicate the lead time of the furniture. The vendor must be prepared for delivery as soon as the site is ready to receive the furniture.
14. 1099 Employees or workers are NOT acceptable.
15. Cost Schedule C is to be provided electronically as well as the printed & signed copy. In the event of a discrepancy between the electronic and signed copy, the signed copy will prevail.
16. Any discrepancies between specifications and drawings should be conveyed via email to Valerie at rfpteam2@wayne.edu otherwise all bids are to be based on the numbers provided in the drawings and specifications.
17. Vendor must take away any and all refuse, boxes packing materials and other debris out of the building each day. Vendor shall NOT be allowed to use WSU or construction contractor dumpster.
18. There are 57 beds going in to this renovation to graduate housing.
19. Vendor furniture installers are required to take any/all precaution to protect the facility from damage during furniture delivery and installation. This includes but is not limited to newly installed / refurbished wood flooring, carpet, walls, elevator, stairs etc. Any damage to WSU property shall have to be repaired / replaced by the vendor at no cost to the university.

20. The weight limit on all chairs should be a min of 250 pounds.

21. The page count for the proposals has been increased from thirty (30) to fifty (50) to allow for pictures and spec sheets on substitutions.

22. The University reserves the right to make one or multiple awards.

23. Only those vendors that attended the mandatory pre-bid meeting will be allowed to participate in this RFP Opportunity.

24. The Deadline for project related questions is March 1, 2017, 12:00 noon.

25. Bids are due March 7, 2017 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.

26. 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

27. 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.

28. Parking on WSU campus lots and structures are $7.50/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.

29. Smoke and Tobacco Free Policies: On August 19, 2015, Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. Contractors are responsible to ensure that all employees and all subcontractors’ employees are in compliance anytime they are on WSU’s main, medical, or extension center campuses. The complete policy can be found at http://wayne.edu/smoke-free/policy/

All questions concerning this project must be emailed to: Kimberly Tomaszewski, Procurement & Strategic Sourcing at 313-577-3757 Email: ac9934@wayne.edu (copy to Robin Watkins, Email: ag5343@wayne.edu) by 12:00 p.m., February 10, 2017.

Do not contact the Facility Planning and Management, or other University Units, directly as this may result in disqualification of your proposal.

Thank you

Kimberly Tomaszewski,
Senior Buyer, Purchasing
313-577-3757

CC: Ekta Kamalia, Robin Watkins, Attendees list.