



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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July 9, 2015

## Minutes of the Pre-bid Conference

RFP WSU Campus HVAC Filter Fulfillment 2015 dated June 26, 2015

The pre-bid conference for the **WSU Campus HVAC Filter Fulfillment 2015** was held on **July 7, 2015 at 2:00 p.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. **Larry Cook** of the **Facilities Planning & 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](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. The University would like to have the deliveries made on the second shift (after 3pm).
2. Currently, there are 3-4 deliveries per month
3. There is no loading dock at the Stockroom in Facilities. Large orders should be palletized and delivered to the Stockroom.
4. The "Filter Change Schedule" is attached. It is the third tab in the Excel File.
5. **Revised** Schedule C.1 and C.2 are attached. The revised schedules incorporate the additional description information for the filters.
6. Awarded Vendor is to supply monthly KPI's to the Procurement Office. Sample KPI is attached in the Excel Pricing File.
7. The Deadline for project related questions is **July 9, 2015, 12:00 noon**.
8. **Bids are due July 15, 2015 at 4:00 pm**, to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4<sup>th</sup> Floor – Suite 4200, Detroit, MI 48202.
9. 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](mailto:rfp@wayne.edu)
10. 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.
11. Parking on WSU campus lots and structures are \$7.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.

**Please Note: Your Proposal to the University must be received using *REVISED* Schedule C to be considered.**

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing at **313-577-3757** Email: [ac9934@wayne.edu](mailto:ac9934@wayne.edu) (copy to **Robert Kuhn**, Email: [rfpteam1@wayne.edu](mailto:rfpteam1@wayne.edu)) by 12:00 p.m., **July 9, 2015**.

**Do not contact the Facilities Planning & 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: **Larry Cook, Robert Kuhn**, Attendees list.