Dear Vendors:

Wayne State University invites you to participate in the Request for Proposal process, for the McGregor AV Upgrades and Renovation, for Wayne State University, WSU Project 043-261016.

Bidding documents may be obtained by vendors from the University Purchasing Web Site at http://go.wayne.edu/bids beginning July 20, 2017. When visiting the Web Site, click on the "Construction" link in green.

If you are interested in participating in this process, you are required fill out and FAX the registration/intent form. To participate, it is MANDATORY that you and/or responsible representatives of your organization attend our pre-bid conference (Tour/Q & A session) to be held:

July 27, 2017, 10:00 am
Wayne State University
1177
5047 Gullen Mall,
Detroit, MI 48202

The balance of the Calendar of Events is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>July 20, 2017</td>
</tr>
<tr>
<td>Mandatory Pre-Bid Conference</td>
<td>July 27, 2017, 10:00 am</td>
</tr>
<tr>
<td>Secondary walkthrough</td>
<td>(if needed) To be determined at the conclusion of the pre-bid conference, by those in attendance</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td></td>
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<tr>
<td>Receipt of Bids</td>
<td>August 3, 2017, 12:00 noon</td>
</tr>
<tr>
<td>Award of Contract</td>
<td>August 10, 2017, 2:00 p.m.</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>December 23, 2017</td>
</tr>
</tbody>
</table>

For your convenience a map of the University and appropriate parking lots can be downloaded and printed from: http://campusmap.wayne.edu/. Guest parking in any of the University student and guest lots is $7.50. A detailed list of Cash & Coin operated lots can be viewed at http://procurement.wayne.edu/cash_and_credit_card_lots.php. Cash lots dispense change in quarters. Due to time constraints, Vendors are encouraged to avoid parking at meters on the street.

Please confirm your participation and/or attendance at the mandatory pre-proposal conference by emailing your intent to participate (or not to participate) by sending Appendix 2 to Sonya Hubbard at RFP@wayne.edu no later than 12:00 noon on July 26, 2017. Remember, you MUST attend the pre-bid conference in order to be qualified to respond to the bid.

Minimum Participation

A. Pre-registration for the Pre-Bid meeting is required. In the event that we do not have four (4) or more eligible bidders pre-registered, the University reserves the right to postpone the Pre-bid meeting with up to 4 business hour notice.

B. If less than 4 individual contractor firms attend the mandatory pre-bid meeting, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).

C. On the day of the bid opening, if less than 3 sealed bids are received, the University reserves the right, at its sole discretion, to rebid the project in an effort to obtain greater competition. If the specifications are unchanged during the rebid effort, any contractor who submitted a bid will be given the option of keeping its bid on file for opening after the second bid effort, or of having the bids returned to them unopened.

Should you have any questions or concerns about this invitation, please contact me at (313) 577-3712. Thank you for your interest in doing business with Wayne State University.

Sincerely,

Robert Kuhn, Sr. Buyer
Cc: Nanki Sahota, Project Manager
Leiann Day, Associate Director of PASS

Attachment
REGISTRATION/INTENT FORM

RFP McGregor AV Upgrades and Renovation,
PROJECT # 043-261016

Please use this form to indicate your attendance at our mandatory Pre-proposal meeting to be held on, **July 27, 2017 at 10:00 am** and your intent to submit a proposal for the services listed. Please type or print the information requested below, then email to attention of Sonya Hubbard at RFP@Wayne.edu by, **July 26, 2017, 12:00 noon**.

Vendor Name: ____________________________________________

Contact Person: ____________________________________________

Telephone: ____________________________________________

E-mail: ____________________________________________

YES_______ I will be attending the Mandatory meeting RFP McGregor AV Upgrades and Renovation, Project 043-261016 on July 19, 2017.

Location: Wayne State University,
5047 Gullen Mall, 1177,
Detroit MI 48202

Time: 10:00 am

NO_________ I will not participate in the Request for Proposal and will not be submitting a response.

I understand that this will not affect our status as a potential supplier to Wayne State University.

Thank you for interest shown in working with Wayne State University.

Robert Kuhn
Sr. Buyer