



Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
FAX (313) 577-3747

October 14, 2019

Dear Vendors:

Wayne State University invites you to participate in the Request for Proposal process, for Design Services for the FPM ART GALLERY DESIGN SERVICES, for Wayne State University, WSU Project 196-328339.

Bidding documents may be obtained by vendors from the University Purchasing Web Site at http://forms.purchasing.wayne.edu/Building_Design.html beginning October 14, 2019.

If you are interested in participating in this process, please use our online registration form at http://forms.procurement.wayne.edu/Building_Design.html to indicate your attendance at our mandatory Pre-proposal meeting to be held on, **10/22/2019 at 9:00 a. m. EST** and your intent to submit a proposal for the services listed. 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:

10/22/2019, 9:00 a. m. EST
Wayne State University
Conference room 3
5454 Cass Ave, Detroit, MI 48202,
Detroit, MI 48202

The balance of the Calendar of Events is as follows:

Issue RFP
Mandatory Pre-Bid Conference
Secondary walkthrough

October 14, 2019
10/22/2019 , 9:00 a. m., EST
(if needed) To be determined at the conclusion of the prebid conference, by those in attendance
10/25/2019 @ 12:00 p. m., EST
11/04/2019, 2:00 p.m.
25 calendar days after successful bidder qualification and recommendation of award.

Deadline for Questions
Receipt of Bids
Award of Contract

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 \$8.50. 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. Remember, you **MUST** attend the pre-bid conference in order to be qualified to respond to the bid.

Should you have any questions or concerns about this invitation, please contact, Robert Kuhn, Sr. Buyer, at (313) 577- 3712 / email: ac6243@wayne.edu. Thank you for your interest in doing business with Wayne State University.

Sincerely,

Robert Kuhn, Sr. Buyer

Cc: Ashley S. Flintoff, Project Manager
Robin Watkins, Buyer

