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|  **Wayne_State_New_Logo_2009****Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing** **5700 Cass Avenue, suite 4200****Detroit, Michigan 48202****(313) 577-3734** **FAX (313) 577-3747** |

 **February 22, 2017**

Dear Vendors:

Wayne State University invites you to participate in the Request for Proposal process, for the **Athletic Multi-Purpose Facility DTE-PLD Electrical Conversion**, for Wayne State University, WSU Project **091-291627**.

Bidding documents may be obtained by vendors from the University Purchasing Web Site at **http://www.forms.procurement.wayne.edu/Adv\_bid/Adv\_bid.html** beginning **February 22, 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:

**March 3,2017, 1:00 PM**

**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 walkthroughDeadline for QuestionsReceipt of BidsAward of Contract Substantial Completion | **February 22, 2017**  **March 3,2017,** **1:00 PM**(if needed) To be determined at the conclusion of the pre-bid conference, by those in attendance**March 9, 2017 ( Noon),** 12:00 noon **March 21, 2017 (2:00PM)** 25 calendar days after successful bidder qualification and recommendation of award. **October 31, 2017**  |

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 **Robert Kuhn** at **ac6243@wayne.edu** no later than **12:00 noon on**  **March 2, 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: **Thomas J. Edwards**, Project Manager

 **Leiann Day**, **Assoc. Director of PASS**

Attachment

## REGISTRATION/INTENT FORM

**RFP Athletic Multi-Purpose Facility DTE-PLD Electrical Conversion**,

**PROJECT # 091-291627**

Please use this form to indicate your attendance at our mandatory Pre-proposal meeting to be held on, **March 3,2017** at **1:00 PM**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,  **March 2, 2017**, 12:00 noon.

Vendor Name:

Contact Person:

Telephone: ( )

E-mail

YES\_\_\_\_\_\_\_ I will be attending the **Mandatory** meeting **RFP Athletic Multi-Purpose Facility DTE-PLD Electrical Conversion, Project 091-291627 on March 3,2017.**

**Location: Wayne State University,**

 **5454 Cass Ave., Detroit, MI 48202**, **Conference Room 3,**

 **Detroit MI 48202**

**Time: 1:00 PM**

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**