



WAYNE STATE UNIVERSITY

Division of Finance and Business Operations

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

September 24, 2019

Dear Vendors:

Wayne State University invites you to participate in the Request for Proposal process, for the Intramural Field, for Wayne State University, WSU Project 080-326346.

Bidding documents may be obtained by vendors from the University Purchasing Web Site at http://go.wayne.edu/bids beginning September 23, 2019. When visiting the Web Site, click on the "Construction" link in green.

If you are interested in participating in this process, please use our online registration form at https://forms.wayne.edu/5aa587e3de04c#form-9162, no later than September 29, 2019 by 4:30 p.m. Use this form to indicate your attendance at our mandatory Pre-proposal meeting to be held on, September 30, 2019 at 11:00 – 12:30 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:

September 30, 2019, 11:00 – 12:30
Wayne State University
Conference Room 3
5454 Cass Avenue,
Detroit, MI 48202

The balance of the Calendar of Events is as follows:

Table with 2 columns: Event Name and Date/Time. Includes Issue RFP, Mandatory Pre-Bid Conference, Secondary walkthrough, Deadline for Questions, Receipt of Bids, Award of Contract, Substantial Completion, and dates from September 23, 2019 to May 6, 2020.

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.

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.

Sealed proposals for lump-sum General Contract will be received at the office of the Procurement & Strategic Sourcing by electronic submission on October 7, 2019, until 2:00 p.m. (local time). The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning September 23, 2019.

Should you have any questions or concerns about this invitation, please contact me at (313) 577-7 – 3712. Thank you for your interest in doing business with Wayne State University.

Sincerely,

Robert Kuhn, Sr. Buyer

Cc: **Alycsa Valentine** , Project Manager
Valerie Kreher, Sr. Buyer

Attachment