



Division of Finance and Business Operations

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

08/06/2015

Dear Vendors:

Wayne State University invites you to participate in the Request for Proposal process, for the **Freer House Occupant Thermal Comfort**, for Wayne State University, WSU Project **511-254496**.

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 **08/06/2015**. 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:

08/12/2015, 09:30 am
Wayne State University
(Conference Room) (2nd Floor)
Freer Building, 71 East Ferry Ave.
Detroit, MI 48202

The balance of the Calendar of Events is as follows:

Issue RFP	08/06/2015
Mandatory Pre-Bid Conference	08/12/2015, 09:30 am
Secondary walkthrough	(if needed) To be determined at the conclusion of the pre-bid conference, by those in attendance
Deadline for Questions	August 21, 2015, 12:00 noon
	August 26, 2015, 2:00 p.m.
Receipt of Bids	25 calendar days after successful bidder qualification and recommendation of award.
Award of Contract	12/20/2015
Substantial Completion	

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 **\$7.00**. A detailed list of Cash & Coin operated lots can be viewed at http://purchasing.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 pre-bid conference by faxing the attached Registration/Intent form to the attention of Ms. **Pat Wegner** (313) 577-3747 no later than **12:00 noon on August 11, 2015**. 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: **Omar Alhyari**, Project Manager
Cynthia Branch, Buyer

Attachment

REGISTRATION/INTENT FORM

RFP Freer House Occupant Thermal Comfort,
PROJECT # 511-254496

Please use this form to indicate your intent to submit a proposal for the services listed. Please type or print the information requested below, then fax to Wayne State University, attention Ms. **Pat Wegner** at (313) 577-3747 **by August 11, 2015 at 12:00 a. m. (noon).**

Vendor Name: _____

Contact Person: _____

Telephone: (_____) _____

E-mail _____

YES _____ I will be attending the **Mandatory** meeting **RFP Freer House Occupant Thermal Comfort, Project 511-254496 on 08/12/2015.**

Location: Wayne State University,
Freer Building, (Conference Room) (2nd Floor)
Detroit MI 48202

Time: **09:30 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