



Division of Finance and Business Operations

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

December 13, 2018

Dear Vendors:

Wayne State University invites you to participate in the Request for Proposal process, for the **Rackham Relocations**, for Wayne State University, WSU Project **022-316940 / 028-321356**.

Bidding documents may be obtained by vendors from the University Purchasing Web Site at <http://go.wayne.edu/bids> beginning **December 13, 2018**. 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 **December 19, 2018** by 4:30 p.m. Use this form to indicate your attendance at our mandatory Pre-proposal meeting to be held on, **December 20, 2018 at 2:00 PM** 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:

December 20, 2018, 2:00 PM
Wayne State University
Conference Room #3
5454 Cass Avenue,
Detroit, MI 48202

The balance of the Calendar of Events is as follows:

Issue RFP	December 13, 2018
Mandatory Pre-Bid Conference	December 20, 2018, 2:00 PM
Secondary walkthrough	(if needed) To be determined at the conclusion of the pre-bid conference, by those in attendance
Deadline for Questions	January 4, 2019, 12:00 noon
Receipt of Bids	January 14, 2019, 2:00 p.m.
Award of Contract	25 calendar days after successful bidder qualification and recommendation of award.
Substantial Completion	April 15, 2019

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 **\$8.00**. 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

- 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.
- 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).
- 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 January 8, 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 **December 13, 2018**.

Should you have any questions or concerns about this invitation, please contact me at **(313) 577-3757**. Thank you for your interest in doing business with Wayne State University.

Sincerely,

Kimberly Tomaszewski, Senior Buyer

Cc: **Allen Gigliotti, Project Manager**
Leiann Day, Associate Director

Attachment