



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 12, 2016

Dear Vendors:

Wayne State University invites you to participate in the Request for Proposal process, for the **Tierney Porte Cochere Restoration**, for Wayne State University, WSU Project **505-278466**.

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 **September 12, 2016**. 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:

September 20, 2016, 10:00 am
Wayne State University
Carriage House
5510 Woodward Ave. Detroit, MI 48202,
Detroit, MI 48202

The balance of the Calendar of Events is as follows:

Issue RFP	September 12, 2016
Mandatory Pre-Bid Conference	September 20, 2016, 10:00 am
Secondary walkthrough	(if needed) To be determined at the conclusion of the pre-bid conference, by those in attendance
Deadline for Questions	September 22, 2016, 12:00 noon
	September 27, 2016, 2:00 p.m.
Receipt of Bids	25 calendar days after successful bidder qualification and recommendation of award.
Award of Contract	TBD
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 **\$7.50**. 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 **Kimberly Tomaszewski** at ac9934@wayne.edu no later than **12:00 noon on September 19, 2016**. 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) 577-3757**. Thank you for your interest in doing business with Wayne State University.

Sincerely,

Kimberly Tomaszewski, Senior Buyer

Cc: **Mark Gibbons**, Project Manager
Leiann Day, Procurement Analyst

Attachment