Division of Finance and Business Affairs

Request for Information

and Specifications for

Consolidated Procurement Program (CPP)

for Facility Operating Supplies

Wayne State University
Procurement & Strategic Sourcing

November 24, 2025

WAYNE STATE UNIVERSITY

Division of Finance and Business Affairs

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

November 24, 2025

Dear Vendors:

Wayne State University invites you to submit information on the **Consolidated Procurement Program (CPP) for facility operating supplies,** for the University's **Facilities, Planning and Management (FP&M),** per the specifications and requirements contained in this Request for Information. Instructions to Vendors are as follows:

- Responses are to be on this request for Information only. Additional documents may be submitted; however, this form must be completed in full.
- Replies must be received in the WSU Procurement Office no later than **2:00 p.m. Eastern Standard Time** on **December 15, 2025**.

Documents may be obtained by vendors from the University Procurement website at **http://go.wayne.edu/bids** beginning **November 24, 2025**. When visiting the website, click on the "**Service**" link in green. If you are interested in participating in this process, you must submit your Information to the University Procurement & Strategic Sourcing. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFI details at **http://go.wayne.edu/bids.**

The electronic submission of information provided to the University should be limited to no more than one of each of the following file types: One (1) Word Document and/or one (1) Excel Workbook and/or 1 PDF document, with a total file size less than **20 megabytes**.

We look forward to receiving your Information. Should you have any questions or concerns about this invitation, please contact me at **(313) 577-3733** or by email at **miriam.dixon@wayne.edu.**

Thank you for your interest in doing business with Wayne State University.

Sincerely,

Miriam Dixon
Associate Director of Procurement

Information for Vendors

The Calendar of Events is as follows:

Activity	Responsibility	Date
Formal Release of RFI	Procurement	**November 24, 2025**
Questions due to the Procurement & Strategic Sourcing	**Vendors**	**December 5, 2025**, no later than 12:00 (noon)
Delivery of Proposals are by electronic submission on **December 15, 2025.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids**.	**Vendors**	**December 15, 2025**, by 2:00 p.m. ***(Detroit / EST)***
Vendor Interviews	**Vendors**	**December 22, 2025**

Information Requested

Wayne State University, founded in 1868, is committed to preparing its students to excel in a fast-paced and interconnected global society. It combines the academic excellence of a major research university with the practical experiences of an institution whose history, location and diversity make it a microcosm of the world students will enter when they graduate. The University holds the Highest Carnegie Foundation classification for research activity. It has 13 colleges and schools and offers more than 350 academic programs including bachelor's, master's and doctoral degrees; post-baccalaureate, graduate and specialist certificates; and three professional programs (**http://wayne.edu/about/**).

Prior to the issuance of a formal Request for Proposal (RFP), the **University** is seeking information that will aid us in defining our requirements. We want to better understand what is available and will best meet our needs. Information submitted as a result of this RFI will also help determine which vendors to include in any subsequent RFP.

Note: To be considered for the RFP process, you are strongly encouraged to respond to this RFI.

Overview

On behalf of our FP&M Department, the University is seeking information from qualified vendors regarding a potential **CPP** for commonly used operational supplies, including but not limited to:

- HVAC components and air filters
- Janitorial and sanitation supplies (e.g., paper towels, toilet paper, hand soap)
- Maintenance, Repair, and Operations supplies
- Plumbing supplies (e.g., PVC/copper/black iron/galvanized piping and fittings to include PVS/copper/black iron/galvanized/pro-press/mega-press, and valves of all varieties for all aforementioned piping types)
- Electrical supplies (conduit, rigid and thin-wall, PVC, associated fittings for piping, wire, cable, boxes, covers and accessories, devices and accessories, lighting including lamps, ballasts, and LED components)
- Hardware (fasteners, all thread, and other parts and supplies for fabrication)
- Door Hardware (all inclusive)
- Chemicals for Water Treatment (both cooling and heating systems)

Our current annual spend on these items is estimated to be approximately $2 million.

The goal of this initiative is to streamline procurement, improve cost efficiency, standardize product categories, and reduce administrative burden through vendor-managed supply programs.

FP&M currently procures a variety of materials and supplies through multiple vendors. We are exploring the feasibility of consolidating these purchases under a single, comprehensive vendor-managed program to improve pricing, availability, and reporting.

Key Vendor Partnership Expectations:

- Zero on-campus University-owned inventory — All inventory on site or off site is owned by vendor we only pay for it as we use it.
- Off-site warehousing for select items (no storage on university property)
- Field-to-door delivery — technicians order parts in real-time; parts delivered directly to building / job site
- Obsolete inventory disposal with buy-back, trade-in, or recycling options
- 24/7 emergency response for after-hours part requests
- Vendor-managed satellite locations (e.g., district stock points)
- Dedicated support staff to manage all processes, reporting, and coordination
- Benchmarking site visits of others that have already completed this process, so we are not starting from scratch
- Tool or Supply vending machines, where appropriate

Objectives

The objectives of the Consolidated Procurement Program include:

- Vendor-managed inventory (VMI) or just-in-time delivery of frequently used items
- Cost reduction through volume consolidation
- Standardization of products and brands
- Reduction in purchase order transactions and administrative time
- Enhanced reporting and data visibility (usage, spend, performance)
- Sustainability and waste reduction through efficient packaging and delivery options
- Obsolete inventory management with buy-back or disposal credits

It is anticipated that the contract(s) will be for a five-year period ending on December 31, 2030. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to three one-year periods, through December 31, 2033.

Vendors are to provide information about operating supply consignment programs they currently have or will develop on behalf of Wayne State. Information should include any current best practices for consignment programs the University may want to take into consideration prior to developing a formal RFP. This may also include information on how pricing is determined, and any projected savings to the University should it adopt an operating supply consignment program.

If vendors have consignment specific agreements that would be used for any subsequent agreement, a copy of such a contract should be included, but only as a sample.

Any expenses for developing and/or presenting submittals shall be the responsibility of the Vendor and shall not be chargeable to the University. All supporting documentation and manuals submitted with this request will become the property of the University unless otherwise requested by the Vendor, in writing, at the time of submission, and agreed to, in writing, by the University.

Submittal Evaluation

Vendor responses will be reviewed by an evaluation team consisting of members of the University's Procurement Department and other University Units. Procurement & Strategic Sourcing may subsequently request **Vendors** to attend an interview and/or make a presentation at a set time and date, to clarify information provided in the submittal. A Request for Proposal (RFP) may be developed using the information provided by the Vendors who chose to participate in this RFI.

This Request for Information (RFI) in no manner obligates the **University** to the eventual purchase of any products or services described, implied, or which may be proposed.

Vendors must refrain from giving any reference to this program, whether in the form of press releases, brochures, photographic coverage, or verbal announcements, without specific written approval from the University.

Submittals are subject to public review. **Vendors** responding to this RFI are cautioned not to include any proprietary information as part of their Submittal unless such proprietary information is carefully identified as such in writing, and the **University** accepts, in writing, the information as proprietary.

Submittals are limited to **25 pages** total, one sided, and eleven (11) point font. (This is inclusive of all required documents and schedules and any optional material included at the discretion of the respondent, but tab sheets and the cover pages do not count in the overall document count.)

Submittals with supporting documentation shall be submitted **online**. The link for RFI submission will be posted at **http://go.wayne.edu/bids** beginning **November 24, 2025.** Remember, your submittal must be in the format provided and be received in the Procurement & Strategic Sourcing by **December 15, 2025, at 2:00 p.m.** Include any supplemental information that will illustrate your ability to provide additional services as proposed. Late responses will not be accepted.

If you have any questions regarding this request, please contact **Miriam Dixon** by email at **miriam.dixon@wayne.edu.**

Sincerely,

Miriam Dixon
Associate Director of Procurement

Attachment:

- Schedule A – (Not Applicable)
- Schedule B – (Not Applicable)
- Schedule C – (Not Applicable)
- Schedule D – Summary Questionnaire

WAYNE STATE UNIVERSITY

SCHEDULE A

Not Applicable

SCHEDULE B

Not Applicable

SCHEDULE C

Not Applicable

WAYNE STATE UNIVERSITY

SCHEDULE D - SUMMARY QUESTIONNAIRE

	YES	ALTERNATIVE
1. Are you or any Officer, Owner or Partner in this company an employee of Wayne State University, or have you been an employee within the past 24 months? If Yes, please explain.	**___ Yes** **___ No**	
2. Are any family members of any Officer, Owner or Partner in this company employees of Wayne State University? If Yes, please explain.	**___ Yes** **___ No**	

3. ADDENDA:

The undersigned affirms that the cost of all work covered by the following Addenda are taken into consideration when providing price and other elements of the vendor's proposal.

Addendum No._____Date______________ Addendum No.___Date______________

Addendum No._____Date______________ Addendum No.___Date______________

Company Name: ____

Address: ____

____

Telephone: (____________)__________________________

Email address: ____

Submitted by: ____

Signature ____

__________________________ ______________

(Title) (Date)