Division of Finance and Business Operations

Request for Information
and Specifications for
COE Corporate Partners Program Backboard

Note – Electronic Submissions

Wayne State University
Procurement & Strategic Sourcing

August 20, 2018
Dear Vendors:

Wayne State University invites you to submit information on the Creation of a Corporate Partners Program Backboard, for the University’s College of Engineering (COE), per the specifications and requirements contained in this Request for Information, entitled: COE Corporate Partners Program Backboard. Instructions to Vendors are as follows:

- Responses to questions are to be on this document only. Additional documents may be submitted; however, this form must be completed in full.
- Replies must be received in the WSU Purchasing Office by e-mail no later than 4:00 PM on August 28, 2018.

Documents may be obtained by vendors from the University Purchasing Web Site at http://go.wayne.edu/bids beginning August 20, 2018. When visiting the Web Site, click on the "Furniture" link in green. If you are interested in participating in this process, you must submit your Information to the University Procurement & Strategic Sourcing by e-mail no later than August 28, 2018 as follows:

Wayne State University
Leiann Day
bw7424@wayne.edu
COE Corporate Partners Program Backboard

The electronic submission of information provided to the University should be limited to no more than one of each of the following file types: 1 Word Document and/or 1 Excel Workbook and/or 1 PDF document, with a total file size less than 20 megabytes. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning August 20, 2018.

We look forward to receiving your Information on or before August 28, 2018. Should you have any questions or concerns about this invitation, please contact me at (313) 577-3733 or by e-mail at bw7424@wayne.edu and copy Robin Watkins at ag5343@wayne.edu.

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

Sincerely,

Leiann Day
Associate Director of Procurement
Information for Vendors

The Calendar of Events is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsibility</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal Release of RFI</td>
<td>Purchasing (PD)</td>
<td>August 20, 2018</td>
</tr>
<tr>
<td>Questions due to the Procurement &amp; Strategic Sourcing</td>
<td>Vendors</td>
<td>August 23, 2018, no later than 12:00 (noon)</td>
</tr>
<tr>
<td>Delivery of Information electronically. The link for bid submission will be posted with the bid details at <a href="http://go.wayne.edu/bids">http://go.wayne.edu/bids</a> beginning August 20, 2018.</td>
<td>Vendors</td>
<td>August 28, 2018 by 4:00 p. m.</td>
</tr>
</tbody>
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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 is classified by the Carnegie Foundation for the Advancement of Teaching as RU/VH (Research University, Very High research activity), a distinction held by only 2.3 percent of institutions of higher education in the United States. It has 13 colleges and schools and offers more than 370 academic programs including bachelor’s, master’s and doctoral degrees; post-baccalaureate, graduate and specialist certificates; and three professional programs ([http://wayne.edu/about/facts/](http://wayne.edu/about/facts/)).

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 are 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. Your company must respond to this RFI in order to be eligible to participate in the RFP process.

Construction of a Corporate Partners Backboard.

For purpose of this RFI, please develop a concept for the College of Engineering to publicly recognize their contributing corporate partners.

I. Specifications of the College of Engineering Corporate Partners Display

- See Appendix A for additional Specifications
- 48"W x 96"H x 2"D backboard (including aluminum angle reinforcement attached to back)
- *aluminum angle reinforcement is 6063-T52 aluminum 1.5"x1"x96", 0.125" thickness
- approx. 2" wide self-edge on sides entire project is painted "champagne metallic" – this is a requirement. (WSU to provide color match)
- **Qty. (60) flanged thread inserts (E-Z Lok part# 901032-20) #10-32 thread, 3/4" depth.**
- flanged thread insert are spaced 8" apart on center both horizontally and vertically.
• flanged thread insert layout grid is 6 inserts wide by 10 inserts high.

• flanged thread insert border margin is 4” on left and right, 6” on bottom, 18” on top.

• No AV or electrical connectivity required

• Acrylic plaques in various sizes with corporate partner’s name and logo
  o Small (10 x 6)
  o Medium (10 x 14)
  o Large (18 x 14)

• Backboard Header on backboard

Part references:

• *aluminum angle reinforcement-
  https://www.onlinemetals.com/merchant.cfm?pid=1022&step=4&showunits=inches&id=63&top_cat=60

• **flanged thread inserts-

II. General Questions

1. Can you provide a painted aluminum backboard if requested?

2. Would you recommend a material other than aluminum for the backboard?

3. Can you provide acrylic tiles with sponsors name and logo? Will you be able to provide new or additional tiles as needed?

4. Please provide images/ samples of similar work.

5. What is the lead time for delivery after receipt of order?

6. What are the various options for the header?

7. What is your recommendation for the header based on the options you provided?
Note: To be considered for the RFP process, you must respond to this RFI.

Expenses for developing and presenting submittals shall be the entire 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.

Vendor selected shall have an excellent track record for providing this type of system suitable for the size and scope the University needs as outlined and shall provide Wayne State University with a top priority commitment.

**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 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. **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.

Proposals 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.)

Proposals with supporting documentation shall be submitted by **electronic submission** using the link provided at [http://go.wayne.edu/bids](http://go.wayne.edu/bids). Remember, your submittal must be in the format provided and be received in the Procurement & Strategic Sourcing by **August 28, 2018 at 4:00 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 bid, please contact Leiann Day by email at bw7424@wayne.edu and copy Robin Watkins at ag5343@wayne.edu)

Sincerely,

Leiann Day, Associate Director of Procurement

Attachment:

- Schedule A – Information Schedule
- Appendix A -
SCHEDULE A - INFORMATION SCHEDULE

Creation of a Corporate Partners Program Backboard

Email your responses to Leiann Day, at bw7424@wayne.edu (copy to Robin Watkins, Email: ag5343@wayne.edu). Remember, your response must be in the format provided and be received in the Purchasing Department by August 28, 2018 by 4:00 pm

Company Name: ____________________________

Print Name: ________________________________

Date: ______________________________________

Signature: _________________________________ / Date

Title: ______________________________________

Phone (___) ______________________ fax: (___) ______________________

eMail ______________________________________
Engineering Corporate Partners
"Creating valuable opportunities for students, faculty, and alumni"
### HEX DRIVE — FLANGED

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<th>L (in.)</th>
<th>F (in.)</th>
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*Drill size requirements may vary depending on a number of factors, including material and tools. We recommend that you test your particular application before ordering. We gladly supply free samples.*
Aluminum Angle 6063-T52 (1" x 1.5" x 0.125") is excellent for outdoor use and architectural trim due to its superior corrosion resistance. 6063-T52 Aluminum is a softer and more formable alloy than 6061.

View our "Guide to Aluminum" for available grades, shapes and additional information.

Mill Test Reports are available on this item and can be selected during the checkout process.

Material Meets These Standard(s): AMS-QQA 200/9

**DIMENSIONS**

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<td>Wall</td>
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**View Other Sizes**

**Available Sizes**

- Random Length (10"-12") - $1.94
- One Ft. (12") Length - $2.16
- Three Ft. (36") - $5.84
- Four Ft. (48") Length - $6.93
- Six Ft. (72") Length - $9.61
- Two Ft. (24") Length - $4.16
- Five Ft. (60") Length - $8.22
- Seven Ft. (84") Length - $10.91
- Eight Ft. (96") Length - $12.12

**Selected Product:** Extruded Architectural Aluminum Bare Angle 6063 T52

Enter a Quantity: 1

You will be shown a detailed product list, costs and shipping charges before you check out.

Can't find what you're looking for? Fill out our materials form here.

We'll follow-up within the next business day.
Attention Students & Educators! You Qualify for a 15% Discount this Month! Education Discount Code: DCEDU