Division of Finance and Business Operations

Request for Proposal

and Specifications for

RFP AV Equipment Integration 2022

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Wayne State University
Procurement & Strategic Sourcing

April 4, 2022
Dear Vendors:

IMPORTANT – PLEASE NOTE: Bid notices will be sent only to those Vendors registered to receive them via our Bid Opportunities Listserv BIDS-AUDIO_VISUAL@LISTS.WAYNE.EDU service. To register, visit http://go.wayne.edu/bids, and click on the “Join our Listserv” link at the top of the page. Instructions are at the top of the page, and the Audio-visual Listserv service is under “TECHNOLOGY Bid Opportunities”.

Wayne State University invites you to participate in its Request for Proposal process to provide audio visual equipment and integration services, for the Computing and Information Technology and Procurement Departments, per the specifications contained herein the Request for Proposal. This service is expected to commence on June 1, 2022.

We have a bid information package complete with the Request for Proposal and complete specifications available for downloading from the University Purchasing Web Site at http://go.wayne.edu/bids (include capitalization and underscores) as of April 4, 2022. When visiting the website, click on the “TECHNOLOGY” link in green. Copies of the RFP will not be available at the pre-bid meeting. If you are interested in participating in this process, please complete the WSU online registration form, to indicate your attendance at our Mandatory Pre-Bid Meeting and your intent to submit a proposal for the services listed. The link for the registration form will be posted with the proposal details at http://go.wayne.edu/bids.

Vendors who would like to participate in the mandatory pre-bid meeting via a TEAMS Video Conference or Conference Call, may do so via the information below:

April 13, 2022, 11:00 am (EST)
Microsoft Teams Meeting
On-line or via Conference Call
Click here to join the meeting

Mandatory - Dial in at +1 313-261-5339 / Conference ID: 683 880 065#

We hope to see you at the Mandatory pre-bid meeting via Microsoft Teams. Please reference this Request for Proposal for your reference during the meeting. Should you have any questions or concerns about this invitation, please contact me at (313) 577–3712, or email: ac6243@wayne.edu. Thank you for your interest in doing business with Wayne State University.

Sincerely,

Robert Kuhn
Sr. Buyer

Enclosure

Cc: Melissa Crabtree, Alan Bartlett, Matthew R. Wisotsky, Curtis M. Kratt, Jill Zeller, Ken Doherty, Valerie Kreher

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   D. Examination of the Request for Proposal
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VENDOR CREATED EXHIBITS - TO BE SUBMITTED WITH VENDOR PROPOSAL

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I. INTRODUCTION

A. 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 as Doctoral University: Very High Research Activity by the Carnegie Classification of Institutions of Higher Education. 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/facts/).

B. Procurement & Strategic Sourcing is soliciting proposals from qualified professional organizations, hereafter referred to as VENDOR(s), who specialize in audio visual equipment and integration services of superior quality, at competitive pricing, as described in the Statement of Work section of the Request for Proposal (RFP). Project must commence on or before June 1, 2022.

The contract(s) will be for a three-year period ending on September 30, 2025. Year 1 will be from approximately June 1, 2022 – September 30, 2023 (15 months). After the three-year period, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through September 30, 2027. VENDORS must state maximum price increases (if any) for years four and five on Cost Schedule C.

This RFP outlines basic requirements as specified in the Scope of Work section of the RFP (Section III). Proposals submitted are to be in accordance with the outline and specifications contained in and are to remain in effect a minimum of 120 days from the date of submission, and may be subject to further extensions as negotiated.

C. The UNIVERSITY reserves the right to accept, reject, modify, and/or negotiate any and all proposals received in conjunction with the RFP. It reserves the right to waive any defect or informality in the Proposals on the basis of what it considers to be in its best interests. Any proposal may be rejected which the UNIVERSITY determines to be incomplete, conditional, obscure, or has irregularities of any kind. The UNIVERSITY reserves the right to award to the firm, or firms, which in its sole judgment, will best serve its long-term interest.

This RFP in no manner obligates the UNIVERSITY to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the UNIVERSITY without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order.

D. Expenses for developing and presenting proposals shall be the entire responsibility of the VENDOR and shall not be chargeable to the UNIVERSITY. All supporting documentation and manuals submitted with this proposal will become the property of the UNIVERSITY.

E. All questions concerning this Request for Proposal are to be directed to Robert Kuhn, Sr. Buyer, Email: ac6243@wayne.edu and to Valerie Kreher, Sr. Buyer, Email: rfpteam2@wayne.edu. Copy both Robert Kuhn and Valerie Kreher on all E-Mail questions. The deadline for questions is April 22, 2022, 12:00 noon. Under no circumstances may a VENDOR contact other individuals at the UNIVERSITY, or its consultants to discuss any aspect of this RFP, unless expressly authorized by Procurement & Strategic Sourcing to do so.

II. INFORMATION FOR VENDOR

A. General

This RFP contains requests for information. VENDORS, however, in responding to this RFP, are encouraged to provide any additional information they believe relevant. VENDORS are encouraged to examine all sections of this RFP carefully, in that the degree of interrelationship between sections is high.
### B. Calendar of Events

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsibility</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal Release of RFP</td>
<td>Purchasing (PD)</td>
<td>April 4, 2022</td>
</tr>
<tr>
<td><strong>Mandatory</strong> Pre-bid meeting</td>
<td>PD/Evaluation Team (ET)/VENDORS</td>
<td>April 13, 2022, 11:00 am</td>
</tr>
<tr>
<td>Questions due to Procurement &amp; Strategic Sourcing</td>
<td>VENDORS</td>
<td>April 22, 2022, 12:00 p.m.</td>
</tr>
<tr>
<td>Delivery of Proposals are by electronic submission on May 6, 2022. 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>.</td>
<td>VENDORS</td>
<td>May 6, 2022, 4:00 p.m.</td>
</tr>
<tr>
<td>Evaluation of Proposals (clarifications &amp; negotiations)</td>
<td>PD/ET</td>
<td>Week of May 9, 2022</td>
</tr>
<tr>
<td>Announcement of Selected VENDOR</td>
<td>PD</td>
<td>Week of May 16, 2022</td>
</tr>
<tr>
<td>Readiness for Service/Contract Commencement</td>
<td>VENDORS</td>
<td>June 1, 2022</td>
</tr>
</tbody>
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The UNIVERSITY will make every effort to adhere to the above schedule. It is subject however, to time extensions at the University’s discretion.

### C. Pre-bid Meeting

You must attend a **Mandatory Pre-Bid Meeting on** as a condition for submitting a proposal.

Pre-registration for the meeting is to be made on or before Noon on, **April 12, 2022**. Please use our online registration form to confirm your attendance. The link for the registration form will be posted with the proposal details at [http://go.wayne.edu/bids](http://go.wayne.edu/bids).

Vendors who would like to participate in the pre-bid meeting via a TEAMS Video Conference or Conference Call, may do so via the information below:

- **April 13, 2022, 11:00 am (EST)**
  - Microsoft Teams Meeting
  - On-line or via Conference Call
  - [Click here to join the meeting](http://go.wayne.edu/bids)

**Mandatory - Dial in at +1 313-261-5339 / Conference ID: 683 880 065#**

During this meeting, we will answer any questions you may have to clarify any ambiguities in this Request for Proposal. Answers to questions that cannot be answered during this meeting will be put into an Addendum and emailed to all VENDORS and posted to the University website as soon as they are obtained. Each proposal submitted shall list all addenda, by numbers, which have been received prior to the time scheduled for receipt of proposal.

Minutes for the Prebid Meeting will be distributed, and published, on the website as an Addendum. Vendors are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Schedule D.
D. **Examination of the Request for Proposal**

Before submitting proposals, each VENDOR will be held to have examined the UNIVERSITY requirements outlined in the Scope of Work and Technical Information sections, and satisfied itself as to the existing conditions under which it will be obligated to perform in accordance with specifications of this RFP.

No claim for additional compensation will be allowed due to unfamiliarity with the specifications and/or existing conditions. It shall be understood that the VENDOR has full knowledge of all of the existing conditions, and accepts them "as is."

E. **Delivery of Proposals**

Proposals with supporting documentation shall be submitted by electronic submission. The link for bid submission will be posted with the bid details at [http://go.wayne.edu/bids](http://go.wayne.edu/bids) beginning April 4, 2022.

The electronic submission 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. **ZIP Files containing separate sections of a proposal are not acceptable, drop box submissions are not accepted either.** If your submission was sent correctly, you will receive an auto-reply message acknowledging receipt of your Proposal.

***

The specific format for responses is detailed in **Section II F** (below). Proposals and **Schedule C, Cost Schedule** must be signed and the authority of the individual signing must be stated thereon. All responses are to be submitted by electronic submission on forms furnished with the Bidding documents:

```
ATTN.: Robert Kuhn, Sr. Buyer
Wayne State University
RFP: AV Equipment Integration 2022
```

The link for bid submission will be posted with the bid details at [http://go.wayne.edu/bids](http://go.wayne.edu/bids) beginning April 4, 2022.

Deadline for receipt of proposals by Procurement & Strategic Sourcing is, **May 6, 2022 by 4:00 p.m. (local time). Proposals received after that time will not be accepted.** No details of the proposal will be divulged at the time of opening.

F. **Proposal Format**

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 Mandatory material included at the discretion of the respondent, but tab sheets and the cover pages do not count in the overall document count.)

Proposals are to be submitted in notebook form with appropriate indices. Each proposal should provide a straightforward concise description of the VENDOR'S service, approach and ability to meet the UNIVERSITY'S needs as stated in this RFP. Schedules and Exhibits listed below must be included in your proposal:

**University Provided Schedules (provided in this package)**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Proposal Certification, Non-Collusion Affidavit, VENDOR Acknowledgements</td>
</tr>
<tr>
<td>B</td>
<td>Insurance Requirements</td>
</tr>
<tr>
<td>C</td>
<td>Cost Schedule, Summary of Quoted Rates</td>
</tr>
<tr>
<td>D</td>
<td>Summary Questionnaire</td>
</tr>
</tbody>
</table>

**Vendor Created Exhibits (to be Submitted with Vendor Proposal)**

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Exceptions/Restrictions; if any exist <strong>(Section II G)</strong></td>
</tr>
<tr>
<td>2</td>
<td>Profile / Experience / References <strong>(Section II H)</strong></td>
</tr>
<tr>
<td>3</td>
<td>VENDOR Service Plan <strong>(Section III)</strong></td>
</tr>
</tbody>
</table>
Care should be exercised in preparation of the proposals since it is the UNIVERSITY’S intent to have the final contract documentation to consist of a University Strategic Source Agreement (Appendix 5) that incorporates the RFP, VENDOR Proposal, any letters of clarification, and will require the issuance of a Purchase Order for invoicing purposes.

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective quotation are not desired.

G. Proposal Evaluation

1. Proposals will be evaluated and award will be based on the VENDOR’S ability to offer the best value (quality, past performance and price), and on anticipated quality of service. Items considered include but are not limited to:

   - Ability to meet all mandatory requirements and specifications of this RFP;
   - Cost of Services: Compensation and Fees; (Schedule C);
   - Financial Strength of the VENDOR;
   - Proposal Documentation / Presentation;
   - VENDOR’S Experience (Exhibit 2);
   - VENDOR Profiles/References; (Exhibit 2);
   - VENDOR Service Plan; (Exhibit 3);

   NOTE: Evaluation Criteria are in alphabetical order and are not stated in order of preference.

VENDOR proposals will be evaluated by a team consisting of members of the UNIVERSITY’S Purchasing and Procurement Department and the University’s C&IT Department (which oversees the design, purchase, implementation and support of university AV systems). For new buildings and renovations, Vendor’s must adhere to the Facility, Planning and Management Requirement and will coordinate activities with the Facilities Project Manager and Architect. A preliminary screening will be used to identify competitive VENDORS who have met the mandatory requirements. Procurement & Strategic Sourcing may subsequently request selected VENDORS to attend an interview or make a presentation at a set time and date, to clarify information provided in the proposals. Final consideration, evaluation, and recommendation may be made at this point. However, the UNIVERSITY reserves the right to take additional time for reference review, site visits and/or proposal negotiations.

2. To qualify for evaluation, a VENDOR’S proposal must be responsive, must have been submitted on time and must materially satisfy all mandatory requirements identified throughout the RFP, in the judgment of the UNIVERSITY. Any deviation from requirements indicated herein must be stated in the proposal specifically under the category "Restricted Services", and clearly identified as Exhibit 1. Otherwise it will be considered that proposals are in strict compliance with all requirements. Check the box indicating "None" for Restricted Services on the Proposal Certification Schedule A. In those cases where mandatory requirements are stated, material failure to meet those requirements may result in disqualification of the VENDOR’S response.

3. If there are portions of any proposal the UNIVERSITY finds unaccept or otherwise in need of clarification or revision, the UNIVERSITY reserves the right to clarify or negotiate with any or all VENDORS. Should the outcome of evaluations result in a recommendation, any resulting contract will be subject to the approval of the UNIVERSITY’S General Counsel and must be approved and signed by the appropriate UNIVERSITY representative.

4. After notification of acceptance of proposal and the signing of a resulting agreement and/or Purchase Order, the successful VENDOR will be expected to establish and be in a position to commence work or services on approximately June 1, 2022.

H. VENDOR Profile, Experience, References, and Lost Accounts

1. VENDOR Profile should include:

VENDOR is required to provide organizational data that demonstrates the size, scope and capability of the Company to handle the UNIVERSITY’S specific requirements specified in this RFP. Explain any company
relationships that could be construed to be a conflict of interest in doing business with the UNIVERSITY now or in the future.

Upon University request, **VENDOR must agree to provide publicly distributed annual reports and/or independently audited financial statements** including its statement of financial position, statement of operations, and statement of cash flows for at least the past three years. Vendor must further agree to permit the UNIVERSITY, upon request, to audit VENDOR's books, but only as it relates to the Wayne State University account, including invoicing, operational, and technology controls (when applicable). The University is limited to 1 request per calendar year of this agreement.

If / when requested, failure to agree to this will result in disqualification of your bid (see Schedule D).

Financial Information will be treated as confidential and not added to the publicly permanent RFP file. Requested Financials must be sent to:

ATTN.: Kenneth Doherty, Associate Vice President
Procurement & Strategic Sourcing
Wayne State University
**RFP: AV Equipment Integration 2022**
Procurement & Strategic Sourcing
5700 Cass Avenue, 4th Floor - Suite 4200 AAB
Detroit, MI   48202

VENDORS must include a self-addressed envelope marked "Confidential" with their financial statement. Statements will be returned upon completion of any University review.

2. **Experience**

**VENDORS are to state in their proposals their qualifications to meet the RFP specifications** in terms of past and current consulting experience with the same or similar requirements. This information should be provided in the VENDOR’S **Exhibit 2** of their proposal. VENDORS are to focus on experiences with organizations having needs similar to that of the UNIVERSITY.

3. **References**

Upon request, **VENDOR must agree to provide** a minimum of three (3) qualified references. Requests for references will come from Robert Kuhn, Sr. Buyer, and will be treated as confidential and not added to the publicly permanent RFP file.

References are to be from organizations that have successfully utilized the products and services. The references supplied should include the name and address of the organization, and the contact name(s), titles, e-mail, and the telephone numbers.

**Failure to provide references (if requested) will result in disqualification of your bid.**

4. **Lost Accounts and Legal Actions**

Upon request, **VENDOR must agree to provide** a list of significant accounts that the VENDOR has lost during the past three (3) years. "Significant" for this purpose shall be construed to mean accounts representing billings by the VENDOR in the range of $25,000.00 or more each year. A lost account can be defined when the vendor has been terminated on a job because of performance or default. Contact names and telephone numbers of affected Companies must be provided.

Indicate any significant past or pending lawsuits or malpractice claims against the VENDOR.
I. **VENDOR Service Plan**

Vendors should include a complete description of the products and services offered in their Proposal. The Service Plan should include, but not be limit to:

1. A summary of the products or services to be provided.
2. When applicable, a timeline showing how the Vendor plans to deliver products and/or services to fulfill any contract issued as a result of this RFP.
3. Key staff members at the Vendors organization that will be assigned to the University account or will otherwise be part of an implementation team.
4. Any resource requirements on the part of the University necessary in order for the Vendor to meet its obligations under an agreement resulting from this RFP.
5. Any hardware, software, or other technology the University must have in order to use the Vendors products or services.
6. Any alternative ideas or proposals that should be considered by the University in addition to the base proposal.

II. **SCOPE OF WORK AND TECHNICAL REQUIREMENTS**

A. **Project Requirements and Specifications:**

Wayne State University is soliciting proposals from qualified professional organizations, hereafter referred to as VENDOR(s), who specialize in providing *Audio Visual Equipment, Installation, and Integration Services* of superior quality, at competitive pricing.

For non-construction audio visual purchases, the Campus and Classroom Technology Support team estimates an average annual spend to be around **$600,000 per year** for general purpose classrooms and classroom and conference room upgrades in Schools, Colleges, and Divisions. Annual spend for new construction/renovations is unknown at this time.

When working with the University’s Facilities, Planning, and Management Department, VENDOR will coordinate and work with the FPM Project Manager and their designees, i.e. architectural firms, general contractor representatives, and etc.

No specific dollar amounts or number of purchase orders are guaranteed. Proposals that require minimum dollar value will not be considered. The annual estimate is based on PO history from the past three fiscal years.

B. **Sample Configurations:**

The University has developed standard configurations for various spaces, please see Appendix 4, Standard Configurations.

C. **Pricing Expectations:**

Suppliers are to provide prices for *AV Equipment, Installation, and Integration Services* on Cost Schedule C.

- Please provide a discount percentage off of Manufacturers List Pricing for each audio-visual category listed in the Itemized Cost Schedule.
- Vendors should notify the University if there are additional categories that should be included in the Cost Schedule.
- Vendors must quote the base proposal with a discount off of Manufacturers Retail Price. Appropriate Vendor receipts will be required when invoicing against individual projects. Supplier’s invoice should also reflect any additional discounts and/or rebates from the manufacturer or distributor.
**D. Annual Price Increases:**

All pricing and discounts must be held firm for the duration of the agreement. The contract(s) will be for a three-year period ending on September 30, 2025. Year 1 will be from June 1, 2022 – September 30, 2023 (15 months). After the three-year period, UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through September 30, 2027. VENDORS must state maximum price increases (if any) for years four and five on Cost Schedule C.

Labor prices quoted must be firm through September 30, 2025. Price increases for labor must reference and be justified using appropriate market indices.

In addition, the awarded supplier is to provide the Commodity manager of any significant manufacturer’s price increases and the effect on the University’s price, in such a manner as to allow the University to determine whether to expedite pending projects in an effort to purchase at the lower cost. Any and all price increase requests must be supported by changes in Industry Indices like the Consumer Price Index and are subject to negotiation.

Price increases should be submitted to the University’s Procurement Department no later than June 1 of the preceding optional contract year. Maximum Price Increase noted on the Cost Schedules and must be justified using appropriate market indices.

**E. KPI and Pricing Audit**

The awarded Supplier must provide key performance indicator (KPI) reports, in Excel, which will assist the Commodity Manager to track service levels and contract pricing to actual performance. KPI Reports are required on the 7th of each month. In the event pricing or discount levels reflected on invoices do not match the pricing levels as stated in the agreement, Wayne State University and Supplier shall work together to calculate and issue an appropriate credit and/or terminate the agreement.

**F. Order Process:**

The University will issue separate individual Purchase Orders on a project by project basis as needed. The Supplier is to invoice against each individual Purchase Order according to invoicing terms.

The terms and conditions of the University’s Standard Service Provider Agreement, along with the University RFP, and the Supplier’s response Proposal, will govern and supersede the standard terms and conditions of purchase of individual Purchase Orders, regardless of whether said Purchase Orders specifically reference back to the Agreement. All subsequent invoices, packing tickets, and other correspondence related to the individual order are to include the unique PO number.

**G. eProcurement:**

The University has implemented an eProcurement system using the SciQuest platform, named WayneBuy. WayneBuy will enable the University to direct end-users to the preferred supplier, selected through this process. If the selected supplier has the ability to integrate with an eProcurement platform, this information should be included in the vendor service plan. In particular, the University’s interest lies in Vendor’s ability to provide e-quotes that will feed into WayneBuy.

**H. Invoicing for Non – Construction and Renovation Projects:**

Goods and services shall be invoiced on an individual PO basis. The Supplier should be elnvoice capable. If elnvoicing is not an option at inception of the contract, invoices must reference the PO number and be submitted to the University’s Accounts Payable department via email address: wsuinvoices@wayne.edu.

A prompt payment discount for Strategic Supplier contracts is preferred. In connection with the prompt payment discount, time will be computed from receipt of a valid electronic billing file. For the purpose of computing the discount earned, payment is considered made on the date that appears on the payment check.
I. **ACH Payments:**

ACH payments are both faster and less costly for Suppliers and the University. As a result, this is the University’s preferred payment method. The Supplier is expected to enroll in the University’s ACH program. The ACH payment agreement form can be downloaded at https://disbursements.wayne.edu/files/ach_payment_agreement_form.pdf. The completed form should be digitally signed or signed & scanned, and sent to vendorach@wayne.edu

J. **Restrictions:**

No individual order shall be considered “confirmed” until a Purchase Order has been issued by the University’s Procurement Department.

K. **Customer Support:**

Each Supplier shall have a primary point of contact for the University community. Contact shall be accessible during normal business hours of every business day 8:00 a.m. to 5:00 p.m. (Eastern Time). A backup contact shall also be designated. The vendor must supply their time to contact acknowledgement and repair/plan, e.g. when we reach out, in what window will you guarantee a response? This information must be included in Schedule E.

L. **Business Review Meetings:**

In order to maintain the partnership between the University and the Preferred Supplier, the University requires regular Business Review meetings. Meetings shall be held on at least an annual basis, or more frequently upon University request. The business review meeting shall include, but not be limited to, the following:

- Review of Preferred Supplier performance as determined by Scorecard results
- Review of minimum required reports (see Section III E and K)

M. **Reporting:**

Reports are to be received in Excel format no later than the 7th of each month. Monthly reports are required by the Commodity Manager to track Vendor performance and maintain KPI's and Vendor’s “Score Card”. Monthly reports must also include the products/labor purchased by the University over the previous month, identified by product vendor, product #, product name, and warranty duration in excel format.

Additional Ad-hoc reports must be available to the University upon request.

N. **Vendor’s Employees**

The Vendor’s employees shall at all times conduct themselves in a professional manner. Vendor’s employees shall be uniformed and required to carry proper identification including both the name of the Vendor and the employee’s name. Interaction with students and staff not related to the work being performed is prohibited.

O. **Safety and Security**

Vendors responding to this RFP agree to abide by all safety and security procedures required by the University. Please refer to the following link: http://idrm.wayne.edu/risk/procedure/index.php

The successful Vendor(s) shall take precautions at all times to ensure the safety of University students, faculty and staff, and the general public.

For Construction and Renovation Projects, VENDOR’s staff may be required to attend the General Contractors own Safety Program, especially on new construction, near “safety hat zones”.

P. **Non Exclusivity:**

This Agreement does not create an exclusive relationship between Wayne State University and the Supplier. The University reserves the right to use other service providers, either through the other Preferred Vendor agreements executed as a result of the RFP, or non-preferred service providers in the event it is determined to be in the best interest of the University, its employees, students, or staff.
Q. Warranty Plan

Vendors responding to this RFP must indicate the manufacturers’ standard warranty period, and the vendor’s warranty on the product so hardware refresh cycles can be planned.

R. Automation System Program Code

All automation system uncompilaled and compiled program codes, source codes, custom modules, graphical user interface screen shots and any other automation system programming data and material (Program Code) shall be provided to the project contact when programming services are purchased.

S. As-Built Documents

When labor is included to install purchased equipment, as-built documents must be provided detailing the cabling in the installs.

IV. CONSTRUCTION / RENOVATION REQUIREMENTS

A. WAYNE STATE UNIVERSITY RATE SCHEDULE

POLICY Wayne State University requires all project contractors, including subcontractors, who provide labor on University projects to compensate at a rate no less than WSU wage rates.

The rates of wages and fringe benefits to be paid to each class of laborers and mechanics by each VENDOR and subcontractor(s) (if any) shall be not less than the wage and fringe benefit rates prevailing in Wayne County, Michigan, as determined by the United States Secretary of Labor. Individually contracted labor commonly referred to as “1099 Workers” and subcontractors using 1099 workers are not acceptable for work on any of Wayne State’s properties. Rates for all counties are available at https://wdolhome.sam.gov/, and Procurement will post the schedules quarterly that pertain to Wayne County on its website at http://procurement.wayne.edu/vendors/wage-rates.php.

Certified Payroll must be provided for each of the contractor’s or subcontractor’s payroll periods for work performed on any University project. Certified Payroll must accompany Pay Applications, and be fully reconciled with the final Pay Application. Failure to provide certified payroll will constitute a material breach of contract, and pay applications will be returned unpaid, and remain unpaid until satisfactory supporting documents are provided.

Additional information can be found on the University Procurement & Strategic Sourcing’s web site at the following URL address: http://procurement.wayne.edu/vendors/wage-rates.php

B. Sworn Statement Requirements

The University tracks its level of spend along a number of socio-economic categories. This includes its spend with Diverse organizations, its spend with Detroit based organizations, and its spend with Michigan based organizations.

To assist with this, The University has the following requirements for submission of your bid and for Pay Applications submitted by the successful contractor.

Submission of Bid

1. Diverse or disadvantaged prime contractor: Please specify in your bid whether ownership of your company is a certified diverse or disadvantaged business, according to the categories listed previously in section 00300. In accordance with guidelines from the MMSDC and GL-WBC, the University considers a business to be diverse when it is at least 51% owned, operated, and controlled by one or more members of a diverse classification. Section 00300 has a place for this information on page 00300-3.

2. Detroit based and Michigan Based contractor: It is presumed that the contractor is headquartered at the location we submit our Purchase Orders to, and that it should be the same address as listed in Section 00300 at the signature line. If a supplier is headquartered elsewhere, please make note of this information, so we do not inaccurately include or exclude spend.
Pay Applications and Sworn Statements – see below: PAYMENT PACKAGE DOCUMENT REQUIREMENTS

1. **Applicability:** The University requires Sworn Statements with Pay Applications for all construction projects that use
   - Subcontractors greater than $10,000.00
   - Significant suppliers (those with a purchase value of $10,000 or more).

2. **Sworn Statements:** The Supplier must submit applicable monthly sworn statements to the Project Manager and the Buyer of Record, in the format shown on page 2 of Section 00420. Sworn Statements are “always required” for this project, and are to be submitted to the project manager, and to Robert Kuhn, Senior Buyer

3. **Inclusion:** Sworn Statements are to detail the inclusion of recognized diverse and disadvantaged groups in the following 2 categories; Subcontracts or Suppliers. The University recognizes the following groups as diverse or disadvantaged:
   - Minority Business Enterprises (MBE)
   - Women Business Enterprises (WBE)
   - Disabled Veteran Enterprises (DVBE)
   - Disabled Person Enterprises (DBE)
   - Veteran Owned Businesses (VBE)
   - Small Businesses per the US Small Business Administration (SBE)

4. A complete set of the University's Supplier Diversity Program, which includes complete definitions of each of the above, can be downloaded from our web site at http://policies.wayne.edu/administrative/04-02-supplier-diversity.php.

C. **PROCEDURE**

Construction Bids and other Bids or Proposals for work that includes construction shall contain a WSU Wage Rate clause outlining a contractor’s responsibilities under University policy. Each bid solicitation shall include reference to the most current wage determination schedule that contractors can use when preparing their bids.

When compensation will be paid under WSU Wage Rate requirements, the University shall require the following:

- The contractor shall obtain and keep an accurate record showing the name and occupation of and the actual wages and benefits paid to each laborer and mechanic employed in connection with this contract.

- The contractor shall submit a completed certified payroll document [U.S. Department of Labor Form WH 347] verifying and confirming the WSU Wage and benefits rates for all employees and subcontractors for each payroll period for work performed on this project. The certified payroll form can be downloaded from the Department of Labor website at http://www.dol.gov/whd/forms/wh347.pdf.

- A properly executed sworn statement is required from all tiers of contractors, sub-contractors and suppliers which provide services or product of $10,000.00 or greater. Sworn statements must accompany applications for payment. All listed parties on a sworn statement as a subcontractor must submit Partial or Full Conditional Waivers for the amounts invoiced on the payment application. A copy of the acceptable WSU Sworn Statement and Waiver will be provided to the awarded contractor.

If the VENDOR or subcontractor fails to pay the WSU rates of wages and fringe benefits and does not cure such failure within 10 days after notice to do so by the UNIVERSITY, the UNIVERSITY shall have the right, at its option, to do any or all of the following:

- Withhold a portion of payments due the VENDOR as may be considered necessary by the UNIVERSITY to pay laborers and mechanics the difference between the rates of wages and fringe benefits required by this contract and the actual wages and fringe benefits paid.

- Terminate the contract and proceed to complete the contract by separate agreement with another vendor or otherwise, in which case the VENDOR and its sureties shall be liable to the UNIVERSITY for any excess costs incurred by the UNIVERSITY.
Propose to the Associate Vice President for Business Services / Procurement that the Vendor be considered for Debarment in accordance with the University’s Debarment Policy, found on our website at https://policies.wayne.edu/appm/2-8-debarment-policy-on-non-responsible-vendor-in-procurement-transactions.

Terms identical or substantially similar to this section of this RFP shall be included in any contract or subcontract pertaining to this project.

Prior to award of the project, the apparent low bidder will be required to produce a schedule of values which will include the proposed subcontractors for each division of work and whether the subcontractor is signatory or non-signatory. A letter of intent or contract will not be issued to the apparent low bidder until this document is provided. The apparent low bidder will have one week to produce this document. If the required document is not received within this time, the bidder will be disqualified, and the next low bidder will be required to provide this schedule of values.

Note: Any cable to connect the equipment to electrical, data and other equipment needs to be provided by the AV vendor. Electrical and data infrastructure will be provided by the contractor. Vendor’s must adhere to the University policy of paying the Wayne State Prevailing Wage Rate Schedule for installation and the paper work that entails is.

A. Fire Codes and Fire Safety Requirements

If a penetration or modification is required of the facility, VENDOR is to stop all work and apprise the Project Coordinator. All penetrations and alterations to the building/facility are strictly controlled to meet or exceed the existing fire codes and fire safety requirements. Any penetrations or alterations to the structure of the building/facility must be reported to the State Fire Marshal, which involves the preparation of detailed drawings and specifications for submission to the Bureau of Construction Codes and Fire Safety. Such drawings are prepared under the supervision of a licensed architect or registered professional engineer, with the documents bearing the stamp, accordingly.

B. Hazardous Materials

Hazardous Materials are present within the building. Documentation will be conveyed to the successful bidder, however, due to the age of the edifice, friable materials should be presumed as asbestos containing and paint shall be presumed a containing lead. Specific testing of materials will ensue following clear construction means and methods, as determined by the low bidder.

C. As Built Documents

Final electronic as built documents will be provided by the university.

D. Construction Contract Terms

Said work will be governed by the Wayne State University Standard Agreement Between the University and Contractor for Construction Services applicable to: Limited Scope Construction and Renovation Work and its related Terms and Conditions. A copy can be downloaded from our website at http://www.forms.procurement.wayne.edu/RFPs/FPM_Construct_Standard_Terms.doc.

E. LIQUIDATED DAMAGES (for Construction or Renovation Projects)

It is understood and agreed that, if project is not completed within the time specified in the contract plus any extension of time allowed pursuant thereto, the actual damages sustained by the Owner because of any such delay, will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of the use of said project by Owner would be the sum of $250 per day, and therefore the contractor shall pay as liquidated damages to the Owner the sum of $250 per day for each day's delay in substantially completing said project beyond the time specified in the Contract and any extensions of time allowed thereunder.

F. Taxes

Wayne State University is a tax-exempt institution. The Vendor shall include in its proposal and make payment of all Federal, State, County and Municipal taxes, including Michigan State Sales and Use Taxes, now in force or which may be enacted during the progress and completion of the work covered. Information regarding the State of Michigan sales and use tax laws related to construction or other similar work can be found in SOM Revenue Administrative Bulletin 2016-18.
G. **Key Performance Indicator Tracking and Sworn Statement Requirements.**

The University tracks its level of spend along a number of socio-economic categories. This includes its spend with Diverse organizations, its spend with Detroit based organizations, and its spend with Michigan based organizations. To assist with this, The University has the following requirements for submission of your bid and for Pay Applications submitted by the successful contractor.

H. **Pay Applications and Sworn Statements**

**Applicability:** The University requires Sworn Statements with Pay Applications for all construction projects that use:

- Subcontractors greater than $10,000.00
- Significant suppliers (those with a purchase value of $10,000 or more)

**Sworn Statements:** The Supplier must submit applicable monthly sworn statements to the Project Manager and the Buyer of Record, in the format shown below. Sworn Statements are “always required” for this project, and are to be submitted to the project manager, and to Robert Kuhn, Senior Buyer.

**Inclusion:** Sworn Statements are to detail the inclusion of recognized diverse and disadvantaged groups in the following 2 categories; Subcontracts or Suppliers. The University recognizes the following groups as diverse or disadvantaged:

- Minority Business Enterprises (MBE)
- Women Business Enterprises (WBE)
- Disabled Veteran Enterprises (DVBE)
- Disabled Person Enterprises (DBE)
- Veteran Owned Businesses (VBE)
- Small Businesses per the US Small Business Administration (SBE)

A complete set of the University's Supplier Diversity Program, which includes complete definitions of each of the above, can be downloaded from our web site at http://policies.wayne.edu/administrative/04-02-supplier-diversity.php.

**Note:** Vendor must provide Payment Package Documents per Appendix 5: Payment Package Document Requirements. Payment Packages should go to the Facilities, Planning and Management Project Manager. The package will be returned if items are missing and the payment process will not begin until a complete package is received by the Project Manager.

V. **General/Standard Electronic Equipment and Infrastructure Requirements (Revised 4/29/05)**

1. **Compliance with WSU Standards for Communications Infrastructure**

   A. All applicable work, products, materials and methods shall comply with the latest version of the “WSU Standards for Communications Infrastructure” except as where noted.

   B. This document is available at the following website/URL: https://computing.wayne.edu/docs/wsu-communications-standards.pdf

   C. Vendor must be AV9000 Certified/Compliant with on-staff current Avixa CTS-I and CTS-D

2. **Automation System Program Code**

   All automation system uncompiled and compiled program codes, source codes, custom modules, graphical user interface screen shots and any other automation system programming data and material (Program Code) shall be provided by the UNIVERSITY.

3. **General Guidelines**

   - VENDORS shall furnish all equipment, cable, conduit or wire mold, material and supplies needed to complete the installation.

   - VENDORS are to provide delivery of equipment to the job site and the secured storage of all non-fixed equipment.
VENDOR is to provide complete instruction manuals, service instructions and manuals, installation wiring diagrams and test documentation and certificates.

VENDORS shall take whatever action, during installation, necessary to supply proper ventilation, guard against electromagnetic and electrostatic hum and to install equipment in a manner to provide maximum safety to operator.

A progress schedule is to be provided with dates for the following: delivery, installation, and testing.

All equipment and their installation shall comply with local codes and applicable NEC and UL standards, and all components shall carry pertinent UL labels.

VENDORS are to provide their own measurements and take all necessary actions to deliver and install a safe and fully functional system.

VENDORS will be responsible for coordinating activities with the University's Technology and Resource Group.

VENDORS are to provide an installation schedule in VENDORS proposal to insure proper timing of all related trade functions.

During and upon completion of work, the VENDOR shall remove all refuse and rubbish from and about the premises, and shall leave the relevant areas and equipment clean and in an operational state.

The VENDOR shall be responsible for repairing any damage caused to the premises, including elevators and stairways, by installation activities, at no cost to the UNIVERSITY.

Upon completion and prior to final acceptance, perform a complete test of all systems in the presence of a representative of the UNIVERSITY, who shall be notified of the test date a minimum of ten (10) days in advance.

Circuit routing: All audio circuits shall be separated according to function; e. g. Microphone circuits shall be separated from line – level circuits which both are separated from loudspeaker circuits. Where audio circuits are installed in conduit or other raceway, separated conduits are required for the various circuit functions. Where circuits are exposed in the equipment racks or large junction boxes, the circuits shall be bundled according to function. Use cable ties to bundle cables and provide as much separation as possible.

Labeling and Placards: All labeling of wire within equipment racks, consoles, or other areas obscured from direct view shall be adhesive backed strips comprised of numbers and letters as required. Wire markers shall be near both ends of wire termination. Label all AC power receptacles reflecting the appropriate circuit breaker. Ensure all circuit breakers are labeled.

Testing and Adjustments:

- At completion of the installation the VENDOR shall perform the following tests to assure system operation. All equipment shall be fully installed tested and operational.
- Perform function tests of all components in the systems.
- Verify operation and phase of all equipment/line connectors and cables.
- Ensure all portable (not installed) equipment is on the jobsite and fully functional. Unpack all equipment and store in owner designated place for future use.

Product Specifications: All materials and equipment supplied by the VENDOR shall be new and shall meet or exceed the latest published specifications of the manufacturer in all respects. The VENDOR is responsible for supplying all materials required for a fully operational system (whether described in the Specifications or not). VENDOR should note any materials added to the UNIVERSITY specifications, in order to insure system is fully operations, in Exhibit 1, Restricted Services.
• Warranties: All manufacturers warranties will commence upon final acceptance of the entire system.

• The UNIVERSITY will be responsible for electrical to each room, HVAC, and/or other trades which are required to meet code specifications.

• Parking: Parking is not provided. VENDORS should build parking costs into their proposals. Guest parking is $8.50 per day, per vehicle. Vehicles including vans and flatbed trucks will be allowed on the University mall areas to load/unload materials and must have appropriate commercial license plates.
Additional: Construction and Renovation related Projects

1. For Construction and Renovation related Projects: Performance Bond and Material & Labor Payment Bond Bonds must be provided by the awarded Contractor with the submission of the signed contract; which will then be submitted to FP&M Project Management for counter signature.

2. This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than WSU Wage Rates. A WSU Wage Rate Schedule is included as Appendix A to the Bid Specifications. Contractors must review these requirements to be sure they are in compliance with the requirements of the University. Contractors must post wages at the job site in compliance with the complete WSU Wage Rate listing provided in Bid Documents.

3. 1099 workers and subcontractors using 1099 workers are NOT acceptable.

4. Certified Payroll must be provided with each of the contractor’s pay applications for all workers who worked at the job site, in compliance with the University policy. Failure to provide certified payroll will constitute breach of contract and pay applications will be returned unpaid, and remain so until satisfactory supporting documents are provided.

5. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.

6. A properly executed sworn statement is required from all tiers of contractors, and sub-contractors indicating sub-contractors and suppliers which provide services or product of $10,000.00 or greater. Sworn statements must accompany applications for payment.

7. The competency and responsibility of Bidders will be considered in making the award. The University is not obligated to accept the lowest or any other bids. The University reserves the right to reject any and all bids and to waive any informalities in the Proposals.

8. Parking on WSU campus lots and structures are $8.50 / access. Contractor must build parking into their lump sum bid. There is no parking allowed on the malls.

9. Permit requirements are the responsibility of the awarded contractor.

10. Contractor must provide their own dumpster if needed, which must be rubber or plywood padded if placed on concrete. Location and duration must be coordinated with the project manager. Dumpster must be tagged with the name of your company clearly displayed. Any lawn damage must be restored.
WAYNE STATE UNIVERSITY
PAYMENT PACKAGE DOCUMENT REQUIREMENTS (Revised 7-23-2015):

Review and comply with Section 410 of Bid Front End Documents.
Review and comply with Article 15 of the Supplemental General Conditions.

PAYMENT APPLICATION - AIA document G702 & G703 (or equivalent) –Checklist:

- Correct Project Name – Found on your contract.
- Correct Project Number – Found on your contract.
- Purchase Order Number – Required prior to beginning work.
- Correct Application Number.
- Correct Period Reporting Dates – Applications support docs must be sequential and within application range.
- Approved & Executed Change Orders Listed. (Cannot invoice for unapproved Change Orders)
- Schedule of Values percentages and amounts match the approved Pencil Copy Review – Signed by the Architect, Contractor, and University Project Manager.
- Correct Dates – Back dating not accepted.
- Signed and Notarized.

SWORN STATEMENT – Checklist:

- List all contractors, sub-contractors, suppliers… ≥ $10,000.00
- A sworn statement is required from every Sub Contractor on the job with a material purchase or sub-contract of $10,000 or more. (All tiers.)
- Purchase Order Number
- Dates – Back dating not accepted.
- Signed and Notarized.

CERTIFIED PAYROLL - Dept. of Labor Form WH-347 – Checklist: (Union and Non-Union)

- For every contractor & sub-contractors work, for each week within the application reporting period.
- Correct Project Number
- List ALL workers on-site.
- Make sure their addresses are listed.
- Social Security Numbers MUST be blackened out or listed in XXX-XX-1234 format.
- Work classifications based on the job specific WSU Wage Schedule descriptions.
- For any workers paid at the Apprenticeship rates - proof of enrolled program and current completion required.
- Rate of Pay verified against the WSU Wage Schedule with an hourly cost breakdown of fringes paid.
- Authorized signatures on affidavit.
- Dates – must represent the weeks within the application period.

APPLICATION PACKAGE SUPPORTING DOCUMENTATION –

- Proof of Ownership for any ‘Owner Operator’ contractors not wishing to claim their time on WSU Wage. – (Must list their hours and dates worked on the WH-347 Form and enter EXEMPT on the income brackets.) The Owner must provide copies of “DBA” registration form confirming status as exempt from WSU Wage requirements.

- Proof of Stored Materials – Bill of Lading, Delivery Receipts, Pictures, Certificate of Insurance or endorsement pate specifically insuring stored material at location, and pictures with materials clearly separated and labeled for WSU. The University reserves the right to on site verification of stored materials.

- Partial Conditional Waivers – The contractor shall provide covering the entire amount of the application. For non-bonded projects all sub-contractors must provide for all applications which they have a draw.

- Partial Unconditional Waivers – Must release amount paid for work and be delivered starting with application #2 and in no case after payment application #3, through all sequential applications for contractors, sub-contractors, and suppliers listed on the Sworn Statements.

- Full Unconditional Waivers – Must be delivered with final payment application, releasing all contractors, sub-contractors, suppliers listed on the sworn statements and any legitimate notice of furnishings reconciled.
FINAL PAYMENT APPLICATION – Checklist:
  o Clear and concise As-Built drawings.
  o Operation and Maintenance Manuals
  o Process and training directions (if applicable).
  o Warranty of work in accordance with project documents.
  o Submittals log and samples installed on the job.
  o Certificate of Substantial Completion
  o Full Unconditional Waiver

The Project Manager may provide additional requirements as may apply to individual jobs

Revised 11-01-2018
IV. GENERAL REQUIREMENTS AND GUIDELINES

A. Terms and Conditions

Any contract between the UNIVERSITY and VENDOR resulting from this RFP will be made using the University’s Strategic Source Agreement (Exhibit V). The Agreement will incorporate this RFP and its terms and conditions by reference. Should the Vendor have additional terms to incorporate into the Agreement, the Vendor’s Proposal response must include a formal copy of any VENDOR’s terms and conditions applicable to this transaction. Evaluation and acceptance and/or modification of these terms and conditions by the University’s General Counsel is essential prior to the award of the contract. If supplied, this should be included in Exhibit 1 of the Vendor’s proposal. In the event the VENDOR does not supply terms and conditions with their proposal, the University’s terms and conditions will govern this transaction.

B. Joint or Partnering Bids/Proposals

A joint bid/proposal by two or more Vendors proposing to participate jointly in performance of proposed work may be submitted. A single Vendor must be clearly identified as the “Primary Vendor” who will assume responsibility for performance of all other Vendors and all subcontractors. The Primary Vendor must identify itself as such and submit the proposal under its company name and signature. If a contract is awarded in response to a joint bid/proposal, the Primary Vendor must execute the contract and all Partner Vendors must verify in writing that the Primary Vendor is authorized to represent them in all matters relating to the contract. At least one of the Vendors must have attended any and all mandatory Pre-bid other meetings.

C. Price Schedules

VENDOR is to quote the products and services in accordance with specifications set forth in this Request for Proposal. Prices and other requested data must be stated on or in the exact format of Cost Schedule C. Vendors must not modify the format of any Price Schedule or alter its functionality.

Please Note: You must respond using Schedule C. Failure to do so may result in disqualification of your Proposal. VENDOR shall be responsible for all errors and omissions.

A copy of Cost Schedule C is to be provided in Excel format with your electronic submission. The paper copy will govern if any discrepancies exist between the paper copy and electronic version.

D. Pricing Variations

No changes shall be made, nor invoices paid for extra charges, alterations, modifications, deviations, and extra orders except upon a written change order from the UNIVERSITY. The UNIVERSITY will not authorize payment for changes, alterations, modifications, deviations, etc. that are a result of VENDOR error.

E. Certification, Affidavit, and Acknowledgements (11-01-11)

The Proposal Certification, Non-Collusion Affidavit, and Vendor Acknowledgements, Schedule A, must be executed as a part of the VENDOR’S proposal.

F. Publicity

VENDORS must refrain from giving any reference to this project, whether in the form of press releases, brochures, photographic coverage, or verbal announcements, without written approval from the UNIVERSITY.

G. Freedom of Information Act / non-Confidentiality

Wayne State University is subject to the State of Michigan Freedom of Information Act. As such, proposals may be subject to public review after the contracts have been awarded. VENDORS responding to this proposal are cautioned not to include any proprietary information as part of their proposal.

H. Credit References

From time to time, the University is asked to provide credit and business references to potential new Vendors. In the event your company is awarded a contract as a result of your response to this RFP, the University would like the option to include your company as a future reference.

I. Insurance Requirements (10-5-2009)

The University requires Certificates of Insurance per Schedule B for the following types of work: 1) For any and all construction or construction-like work, 2) When work or service is performed on campus, 3) When food is being provided by a private caterer, and 4) When moving services or bus transportation services are being provided. The University reserves the right to require insurance on a case by case basis.

When required, VENDORS must provide Certificates of Insurance or other evidence that insurance is in place. If awarded a contract, VENDOR must then provide a Certificate of Insurance naming Wayne State University Office of Risk Management and the Board of Governors as an additional insured. During the life of the contract, the VENDOR must maintain insurance as stated in Insurance Provisions (Schedule B) and any additional requirements as specified by the UNIVERSITY Office of Risk Management.

For this project, Insurance is Required.

J. Minority Woman and Disabled Veteran Owned Business Enterprises (M/W/DBE)

Specify in your proposal whether ownership of your company is a certified M/W/DBE. The University, in accordance with guidelines from the MMSDC and WBENC, considers an M/W/DBE as one that is at least 51% owned, operated, and controlled by an M/W/DBE, or in case of a publicly-owned business, at least 51% of the stock must be owned by an M/W/DBE.

If the firm is not an M/W/DBE, describe the firm’s partnering relationships (if any) with M/W/DBE and how it plans to support the UNIVERSITY’S goal to award UNIVERSITY business to M/W/DBEs.

1. Reporting

The selected firm will identify and fairly consider M/W/DBE for subcontracting opportunities when qualified firms are available to perform a given task in performing for the UNIVERSITY under the resulting agreement. The selected VENDOR must submit a quarterly M/W/DBE business report to the UNIVERSITY Procurement & Strategic Sourcing by the 15th of the month following each calendar quarter; specifically the months of April, July, October, and January. Such reports should be sent directly to:

Kenneth Doherty, Associate Vice President
Procurement & Strategic Sourcing
Wayne State University
RFP AV Equipment Integration 2022
5700 Cass Avenue, Suite 4200, AAB
Detroit, MI 48202

2. Report Detail

M/W/DBE business reports must contain, but are not limited to the following:

- Firm’s name, address, and phone number with which the VENDOR has contracted over the specified quarterly period
- Contact person at the minority firm who has knowledge of the specified information
- Type of goods and/or services provided over the specified period of time
- Total amount paid to the minority firm as it relates to the UNIVERSITY account.

Specify in your proposal whether your company is a certified 8A firm.

A complete set of the University’s Supplier Diversity Program, which includes complete definitions of each of the above, can be downloaded from our web site at http://procurement.wayne.edu/docs/university_policy_2004_02.doc.

K. Ownership of Documents

All documents prepared by the VENDOR, including but not limited to: tracings, drawings, estimates, specifications, field notes, investigations, studies and reports, shall become the property of the UNIVERSITY. At the UNIVERSITY’S option, such documents will be delivered to UNIVERSITY Procurement & Strategic Sourcing. Prior to completion of the contracted services, the UNIVERSITY shall have a recognized proprietary interest in the work product of the VENDOR.

L. WSU Wage Rates (11-01-2018)

For construction and construction-like work, Wayne State University
requires all project contractors, including subcontractors, who provide labor on University projects to compensate at a rate no less than Wayne State University wage rates.

The rates of wages and fringe benefits to be paid to each class of laborers and mechanics by each VENDOR and subcontractor(s) if any shall be not less than the wage and fringe benefit rates prevailing in Wayne County, Michigan, as determined by the United States Secretary of Labor. Individually contracted labor commonly referred to as “1099 Workers” and subcontractors using 1099 workers are not acceptable for work on any of Wayne State’s properties. Rates for all counties are available at https://wdolhome.sam.gov/; and Procurement will post the schedules quarterly that pertain to Wayne County on its website at http://procurement.wayne.edu/vendors/wage-rates.php.

Certified Payroll must be provided for each of the contractor’s or subcontractor’s payroll periods for work performed on any University project. Certified Payroll must accompany Pay Applications, and be fully reconciled with the Final Pay Application. Failure to provide certified payroll will constitute a material breach of contract, and pay applications will be returned unpaid, and remain unpaid until satisfactory supporting documents are provided.

Additional information can be found on the University Procurement & Strategic Sourcing’s web site at the following URL address: http://procurement.wayne.edu/vendors/wage-rates.php.

PROCEDURE

Construction Bids and other Bids or Proposals for work that includes construction shall contain a WSU Wage Rate clause outlining a contractor’s responsibilities under University policy. Each bid solicitation shall include reference to the most current wage determination schedule that contractors can use when preparing their bids.

When compensation will be paid under WSU Wage Rate requirements, the University shall require the following:

The contractor shall obtain and keep an accurate record showing the name and occupation of and the actual wages and benefits paid to each laborer and mechanic employed in connection with this contract.

The contractor shall submit a completed certified payroll document [U.S. Department of Labor Form WH 347] verifying and confirming the WSU Wage and benefits rates for all employees and subcontractors for each payroll period for work performed on this project. The certified payroll form can be downloaded from the Department of Labor website at http://www.dol.gov/whd/forms/wh347.pdf.

A properly executed sworn statement is required from all tiers of contractors, sub-contractors and suppliers which provide services or product of $10,000.00 or greater. Sworn statements must accompany the contract and applications for payment. All listed parties on a sworn statement as a subcontractor must submit Partial or Full Conditional Waivers for the amounts invoiced on the payment application. A copy of the acceptable WSU Sworn Statement and Waiver will be provided to the awarded contractor.

If the VENDOR or subcontractor fails to pay the WSU rates of wages and fringe benefits and does not cure such failure within 10 days after notice to do so by the UNIVERSITY, the UNIVERSITY shall have the right, at its option, to do any or all of the following:

- Withhold a portion of payments due the VENDOR as may be considered necessary by the UNIVERSITY to pay laborers and mechanics the difference between the rates of wages and fringe benefits required by this contract and the actual wages and fringe benefits paid.
- Terminate the contract and proceed to complete the contract by separate agreement with another vendor or otherwise, in which case the VENDOR and its sureties shall be liable to the UNIVERSITY for any excess costs incurred by the UNIVERSITY.
- Propose to the Associate Vice President for Business Services / Procurement that the Vendor be considered for Debarment in accordance with the University’s Debarment Policy, found on our website at https://policies.wayne.edu/appm/2-8-debarment-policy-on-non-responsible-vendor-in-procurement-transactions.

For more information and a general WSU Wage Rate schedule, see Purchasing Website at: http://procurement.wayne.edu/vendors/wage-rates.php.

M. Buy American

Wayne State University intends to purchase products in the United States of America whenever an American made* product is available that meets or exceeds the specifications requested and the price is equal to or lower than a foreign made product. Vendors are required to bid American made products whenever available. Vendors may bid foreign made products when:

1) They are specified
2) As an alternate as long as they are technically equal to the product specified.

* (More than 50% of the product is manufactured or assembled in the U.S.A.)

N. Smoke and Tobacco-Free Policies (9-2015)

On August 19, 2015, Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. Contractors are responsible to ensure that all employees and all subcontractors’ employees are in compliance anytime they are on WSU’s main, medical, or extension center campuses. The complete policy can be found at http://wayne.edu/smoke-free/policy/.

O. Tax Exempt

Wayne State University is a tax-exempt institution. The Vendor shall include in its proposal and make payment of all Federal, State, County and Municipal taxes, including Michigan State Sales and Use Taxes, now in force or which may be enacted during the progress and completion of the work covered. Information regarding the State of Michigan sales and use tax laws related to construction or other similar work can be found in SOM Revenue Administrative Bulletin 2016-18.
Schedule A

Response to Wayne State University
Request for Proposal
RFP: AV Equipment Integration 2022
and any Amendments, Thereto

Dated: April 4, 2022

Proposal Certification, Acknowledgements,
and Non-Collusion Affidavit

VENDOR is to certify its proposal as to its compliance with the Request for Proposal specifications using the language as stated hereon.

ACKNOWLEDGEMENTS

By virtue of submittal of a Proposal, VENDOR acknowledges and agrees that:

- All of the requirements in the Scope of Work of this RFP have been read, understood and accepted.
- The University’s General Requirements and Guidelines have been read, understood and accepted.
- Compliance with the Requirements and/or Specifications, General Requirements and Guidelines, and any applicable Supplemental Terms and Conditions will be assumed acceptable to the VENDOR if not otherwise noted in the submittal in an Exhibit I, Restricted Services.
- The Supplier is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal or State of Michigan department or agency.
- Wayne State University is a constitutionally autonomous public university within Michigan's system of public colleges and universities, and as such, is subject to the State of Michigan Freedom of Information Act 442 of 1976. Any Responses Proposals, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act, and may be released to third parties in compliance with that Act, regardless of notations in the VENDOR's Proposal to the contrary.
- Any contract between the UNIVERSITY and VENDOR resulting from the RFP will be made using the University's Strategic Source Agreement. The Agreement will incorporate this RFP and its terms and conditions and Vendor’s Response Proposal by reference. Should the Vendor have additional terms to incorporate into the Agreement, they will be incorporated into the Agreement as an Appendix.
- Upon University request, VENDOR agrees to provide publicly distributed annual reports and/or independently audited financial statements including its statement of financial position, statement of operations, and statement of cash flows for at least the past three years.
- Upon University request, Vendor agrees to permit the UNIVERSITY to audit VENDOR’s books, but only as it relates to the Wayne State University account.
- All of the Terms and Conditions of this RFP and Vendor’s Response Proposal become part of any ensuing agreement, regardless of whether the ensuing agreement specifically references the RFP and Vendor's Response Proposal.
- The individual signing below has authority to make these commitments on behalf of Supplier.
- This proposal remains in effect for [120] days.

VENDOR, through the signature of its agent below, hereby offers to provide the requested products/services at the prices specified, and under the terms and conditions stated and incorporated into this RFP.

PROPOSAL CERTIFICATION

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of this Proposal states that the Proposal contained herein is complete and is in strict compliance with the requirements of the subject Request for Proposal dated April 4, 2022, except as noted in Exhibit 1, the “Restricted Services/Exceptions to RFP” section of the Proposal. If there are no modifications, deviations or exceptions, indicate “None” in the box below:

- [ ] NONE – There are no exceptions to the University’s requirements or terms
- [ ] YES – Exceptions exist as shown in Exhibit 1, Restricted Services.
NON-COLLUSION AFFIDAVIT

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing Proposal, states that to the best of his or her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing Proposal, has directly or indirectly entered into any agreement or arrangement with any other VENDORS, or with any official of the UNIVERSITY or any employee thereof, or any person, firm or corporation under contract with the UNIVERSITY whereby the VENDOR, in order to induce acceptance of the foregoing Proposal by said UNIVERSITY, has paid or given or is to pay or give to any other VENDOR or to any of the aforementioned persons anything of value whatever, and that the VENDOR has not, directly or indirectly entered into any arrangement or agreement with any other VENDOR or VENDORS which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing Proposal.

The VENDOR hereby certifies that neither it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposer, potential proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other proposers or potential proposers, or to obtain through any unlawful act an advantage over other proposers or the college.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the proposer without consultation with other proposers or potential proposers or foreknowledge of the prices to be submitted in response to this solicitation by other proposers or potential proposers on the part of the proposer, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

CONFLICT OF INTEREST

The undersigned proposer and each person signing on behalf of the proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the UNIVERSITY, nor any employee, or person, whose salary is payable in whole or in part by the UNIVERSITY, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein.

Any notice required under the Agreement shall be personally delivered or mailed by first class or certified mail, with proper postage, prepaid, to the Subject VENDOR at the following address:

Company Name: ___________________________________________________________
Address: _________________________________________________________________
__________________________________________________________________________
Telephone: (________________)___________________________________________
Email address: ___________________________________________________________
Submitted by: ____________________________________________________________
Signature _________________________________________________________________

________________________    ___________________
(Title)                                                  (Date)
Schedule B - INSURANCE REQUIREMENTS (Rev 2-2015)

For this project, Insurance is **Required**, at its sole expense, shall cause to be issued and maintained in full effect for the term of this agreement, insurance as set forth hereunder:

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>General Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commercial General Liability (CGL)</td>
<td>CGL insurance should be written on ISO form CG 00 01 (or equivalent substitute)</td>
</tr>
<tr>
<td></td>
<td>Contracts valued at $100,000 per year or more</td>
</tr>
<tr>
<td></td>
<td>Required by the State of Michigan and Employer’s Liability in the amount of $500,000 per accident for bodily injury or disease.</td>
</tr>
</tbody>
</table>

### Maximum Acceptable Deductibles

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>$5,000</td>
</tr>
<tr>
<td>Commercial Automobile Liability</td>
<td>0</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>0</td>
</tr>
<tr>
<td>Property - All Risk</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Coverage**

1. All liability policies must be written on an occurrence form of coverage.
2. Commercial General Liability (CGL) includes, but is not limited to: consumption or use of products, existence of equipment or machines on location, and contractual obligations to customers.
3. The Board of Governors of Wayne State University shall be named as an additional insured, but only with respect to accidents arising out of said contract.
4. The additional insured provision shall contain a cross liability clause as follows: “The insurance afforded applies separately to each insured against whose claim is made or suit is brought, except with respects to the limits of the company’s liability.”
5. The insurance company for each line of insurance coverage will be reviewed and checked per the A.M. Best’s Key Rating Guide. A rating of not less than “A-” is required

**Certificates of Insurance**

1. Certificates of Insurance naming Wayne State University / Office of Risk Management as the certificate holder and stating the minimum required coverage must be forwarded to the Office of Risk Management to be verified and authenticated with the agent and/or insurance company.
2. Certificates shall contain a statement from the insurer that, for this contract, the care, and custody or control exclusion is waived.
3. Certificates shall be issued on an ACORD form or one containing the equivalent wording, and require giving WSU a thirty (30) day written notice of cancellation or material change prior to the normal expiration of coverage.
4. Revised certificates must be forwarded to the Office of Risk Management thirty (30) days prior to the expiration of any insurance coverage listed on the original certificate, as follows:

Wayne State University
Office of Risk Management
5700 Cass Avenue, Suite 4622 AAB
Detroit, MI 48202
**Specific Requirements**: Individual contracts may require coverage in addition to the minimum general requirement such as, business interruption, higher limits and or blanket fidelity insurance.

**Exception to the insurance requirements** is to be approved, in writing, by the Office of Risk Management. Exceptions are determined by the type and nature of the contract and the individual contractor.
The Board of Governors of Wayne State University shall be named as an additional insured, but only with respect to accidents arising out of said contract.
Schedule C

(Cost Schedule; Compensation and Fees)

See web site:

http://go.wayne.edu/bids
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Can your company <strong>commence on or before June 1, 2022</strong>?</td>
</tr>
<tr>
<td>YES</td>
<td>ALTERNATIVE</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>Did you attend the <strong>Mandatory Pre-Bid Meeting on April 13, 2022</strong>?</td>
</tr>
<tr>
<td>YES</td>
<td>ALTERNATIVE</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>If the meeting was <strong>Mandatory</strong>, what was the Attendance “secret word” provided to confirm attendance?</td>
</tr>
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<td></td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td>Did your company provide the required Proposal Certification, Non-Collusion Affidavit and Vendor Acknowledgement, <strong>Schedule A</strong>?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>If awarded a contract, will your company provide a certificate of insurance to meet or exceed all our minimum requirements as outlined in <strong>Schedule B</strong>?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td>Did your company complete and provide the Summary <strong>Price Schedule C</strong>, and submit it electronically? (Zip Files are not acceptable)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7.</strong></td>
<td>Did your company complete and submit Vendor Set-Up Documents as listed in <strong>Appendix 2</strong>?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.</strong></td>
<td>Please complete the following:</td>
</tr>
<tr>
<td></td>
<td>Total number of employees in your company</td>
</tr>
<tr>
<td></td>
<td>Total years in business under this company name</td>
</tr>
<tr>
<td><strong>9.</strong></td>
<td>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, explain in Exhibit 1.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>10.</strong></td>
<td>Are any family members of any Officer, Owner or Partner in this company employees of Wayne State University? If Yes, explain in Exhibit 1.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>11.</strong></td>
<td>Did your company provide a “Restricted Services” exhibit, Exhibit 1?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>12.</strong></td>
<td>Does your company agree to provide a minimum of 3 references to the University upon request, with specific contact names and phone numbers?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>13.</strong></td>
<td>Does your company agree to provide a list of lost accounts in excess of $25,000, if any?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>14.</strong></td>
<td>For any construction or installation work, did your company quote services at WSU Wage Rates and clearly indicate such in your proposal?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>15.</strong></td>
<td>If awarded an agreement as a result of this RFP, is your company willing to serve as a future credit reference for the University?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>16.</strong></td>
<td>Does your company agree to comply with the University Smoke and Tobacco Free Policies?</td>
</tr>
</tbody>
</table>
17. 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
Addendum No. Date Addendum No. Date
Addendum No. Date Addendum No. Date
Addendum No. Date Addendum No. Date

Company Name: ______________________________________________________
Address: ____________________________________________________________
Telephone: (________________) _______________________________
Email address: _______________________________________________________
Submitted by: _______________________________________________________
Signature ____________________________________________________________

________________________ ________________________
(Title) (Date)
1. What is the size of your installation staff?

2. What is the size of your design staff?

3. What is the proximity of your company from the University? Please state in miles.

4. What AV related services do you provide in-house versus those you provide through partnerships with external companies (e.g. consultation, design, integration, programming)?

5. How would your company provide cost savings opportunities when institutions are working on fixed budget for projects (e.g. compatible product selection, discounts, shared labor resources)?

6. What is your standard turnaround time to complete a project once a PO is issued? Please provide examples based on provided examples of various teaching, learning, and meeting environments.

7. What is your standard protocol for planning, communication and management for pre, during, and post project implementation?

8. Please provide a “success” story that your company has in its portfolio and why it stands out from other work you have been a part of?

9. The vendor must supply their time to contact acknowledgement and repair/plan, e.g. when we reach out, in what window will you guarantee a response?

10. Will WSU Strategic Source Agreement (sample included in RFP) be the only contractual document required?

11. Will a vendor Master Services Agreement (MSA) be required? If so, please provide.

12. Will a vendor Customer Service Agreement (CSA) be required? If so, please provide.

13. Will a vendor Acceptable Use Policy (AUP) document be required? If so, please provide.

14. Are vendor Additional Service Terms required? If so, please provide.

15. Is a vendor Global Privacy Statement applicable? If so, please provide.

16. Is a vendor Service Level Agreement (SLA) applicable? If so, please provide.
APPENDIX 1

(Wayne State University Campus Map)

See web site:

http://campusmap.wayne.edu/

A detailed list of Cash & Coin operated lots can be viewed at
http://procurement.wayne.edu/cash_and_credit_card_lots.php
APPENDIX 2

Supplier Set-Up Forms

If you are responding to this RFP, the University requires updated information to be sent to our Vendor Management Team. Please have someone at your company provide a completed W9 and a completed Wayne State New Vendor Set-Up. Links to the W9 and New Vendor Set-Up forms are as follows:

New Vendor Request – Businesses Form

W9 – Link to the IRS Form

Both Forms are PDF Writable, so they can be completed online. The Vendor Set-up can be electronically signed with a PDF signature, or can be printed and signed pen & ink. The IRS form can only be signed pen & ink.

Both should be submitted electronically to purchasingdocs@wayne.edu. Do not send these forms to the Buyer.
APPENDIX 3
WSU WAGE RATES

(Posted Separately)

See web site:

https://procurement.wayne.edu/vendors/wage-rates
APPENDIX 4

SAME ROOM DESIGNS

See web site: Not Applicable

http://go.wayne.edu/bids
APPENDIX 5

WAYNE STATE UNIVERSITY
STRATEGIC SOURCE AGREEMENT
This Agreement, effective as of ________________ (the “Effective Date”), is made by and between Wayne State University, 5700 Cass Avenue, suite 4200, Detroit, Michigan 48202, a constitutional body corporate of the State of Michigan (“University”) and, (Supplier_Name), (Supplier_Address), (Supplier_City_State_Zip), (“the Supplier”)

For good and valuable consideration, the parties agree as follows:

3. **General Purpose:** The general purpose of this Agreement is to engage the services of the Supplier to provide *(Named_Services)* (Services), per the University Request for Proposal dated *(Quote_Date)* (the RFP) and the Supplier’s response Proposal dated *(Bid_Date)*, and the Price Schedule attached as Exhibit C. The University has assigned *(Project_Manager)* as the Contract Administrator. Only contract directives from the University’s Procurement and Strategic Sourcing Department or the Contract Administrator shall be accepted by the Supplier.

4. **General Duties of the Supplier:** The Supplier shall provide the University with *(Named_Services)* of superior quality, at competitive pricing, as described in the Statement of Work section of the RFP, which is incorporated by reference into this Agreement. The Supplier agrees to perform such professional services with the standard of professional care and skill customarily provided in the performance of such services. The supplier agrees to perform these services to the reasonable satisfaction of the University during the term of this Agreement.

5. **Term:** The contract period shall be for an initial time-period through *(Contract_End_Date)* (the “Initial Term”), with the option to renew for up to two additional one-year periods of Services (each a “Renewal Term” and together with the Initial Term, the “Term”), through *(Extension_Date)*. Renewal is contingent upon both parties agreeing in writing to do so, based on satisfaction of the price and the Supplier’s performance.

6. **The Roles and Responsibilities (Scope of Work):** The roles and responsibilities of the Supplier are listed in Exhibit A of this agreement.

7. **Wayne State University Wage Rates:** For construction and construction-like work, Wayne State University requires all project contractors, including subcontractors, who provide labor on University projects to compensate at a rate no less than Davis Bacon Wage Determinations (WSU Wage Rates). This includes, but is not limited to new construction, building renovation, and installation of furniture or equipment where a construction trade is used (i.e. installation of audiovisual equipment or furniture requiring electrical or carpentry work). The complete policy regarding WSU Wage Rates can be found at https://policies.wayne.edu/appm/2-10-prevaling-wage-construction.

8. **Customer Support:** The Supplier shall have a primary point of contact for the University community. The contact shall be accessible during normal business hours of every business day: 8:00 am to 5:00 pm (Eastern Time).

9. **Business Review Meetings:** In order to maintain the partnership between the University and the Supplier, the University requires regular Business Review meetings. Meetings shall be held on at least an annual basis, or more frequently upon University request. The business review meetings shall include, but not be limited to, the following:
   - Review of Supplier performance as demonstrated in supplier scorecards
   - Review of minimum required reports (see Section 8 below)
   - Review of continuous improvement plans

Frequency of Business Review meetings will be defined at the end of the Initial Term by mutual agreement.

10. **Reports:** The Supplier will submit applicable monthly and quarterly usage reports, in the format specified below, to the Procurement and Strategic Sourcing Department, which details the usage during the reporting period. Reports are to be submitted to *(Project_Manager)* as listed below:

   Monthly and Year-to Date (YTD) reports are required to be received in an excel format, no later than the 6th of the month following activity, and must include the following information:

   **Reports & Statistics**
   - Quantity and total value of all product being sold & installed
   - Total value of tier 2 purchases obtained from Diverse Businesses (M/W/DBE)
Upon reasonable request, additional ad hoc reports must be prepared and made available to the University.

11. **Purchase Orders:** Orders will be placed for goods, services or projects as the need arises, or will be issued as blanket orders for each individual fiscal year. Each order will be placed on a University Purchase Order generated through our WayneBuy system. All subsequent invoices, packing tickets, and other correspondence related to the individual order are to include the unique PO number.

12. **Invoicing:** Deliveries or services shall be invoiced on an individual basis and shall be due thirty (30) days after University’s receipt and approval of invoice. The invoices must reference the PO number and be submitted to the University’s Accounts Payable department via email address: wsuivoices@wayne.edu.

13. **ACH Payments:** ACH payments are both faster and less costly for Suppliers and the University. As a result, this is the University’s preferred payment method. The Supplier is expected to enroll in the University’s ACH program. The ACH payment agreement form can be downloaded at https://disbursements.wayne.edu/files/ach_payment_agreement_form.pdf. The completed form should be digitally signed or signed & scanned, and sent to vendorach@wayne.edu.

14. **Tax Exempt:** Wayne State University is a tax-exempt institution. The Supplier shall include in its proposal and make payment of all Federal, State, County and Municipal taxes, including Michigan State Sales and Use Taxes, now in force or which may be enacted during the progress and completion of the work covered. Information regarding the State of Michigan sales and use tax laws related to construction or other similar work can be found in SOM Revenue Administrative Bulletin 2016-18.

15. **eProcurement Requirements:** The University has implemented an eProcurement platform. The Supplier will work in close cooperation with the Procurement Department to adapt to the eProcurement program as required by the University.

16. **Annual Price Increases:** All prices quoted must be firm through September 30, 20__. If a price increase is required at the end of periods two or three, the Supplier must have their request in writing to the Commodity Manager no later than July 31 of the preceding term. Price increases must be justified by citing the appropriate market indices. Price increases will be reviewed and either accepted or rejected in writing.

17. **Confidentiality of Information:** The Supplier agrees to keep confidential and not to disclose to third parties any information provided by the University pursuant to this Agreement unless the Supplier has received prior written consent of the University to make such disclosure. This obligation of confidentiality does not extend to any information that:
   a) Was in the possession of the Supplier at the time of disclosure by the University, directly or indirectly;
   b) Is or has become, through no fault of the Supplier, available to the general public; or
   c) Is independently developed and hereafter supplied to the Supplier by a third party without restriction on disclosure. The provisions of this Section 14 shall survive expiration and termination of this Agreement.

The Supplier is required to sign the University Confidentiality and Non-Disclosure Agreement. A copy of the Agreement can be found in Exhibit B. If the Supplier is not an individual, the Supplier represents and warrants that it has the authority to bind each of its employees, officers, agents, representatives and consultants to the terms of the Agreement. The Supplier shall be responsible for ensuring such personnel are aware of and comply with all obligations imposed by this Confidentiality and Non-Disclosure Agreement.

18. **Independent Contractor:** The parties expressly acknowledge that the Supplier is an independent contractor. The Supplier is not an agent, partner, or employee of the University. The Supplier shall not have the authority to enter into any contract or agreement to bind the University and shall not represent to anyone that the Supplier has such authority. The Supplier represents and warrants to the University that in performing the Services hereunder, the Supplier will not be in breach of any agreement with a third party. The Supplier declares that it is not a Legislative, elected or appointed officer, or that its firm is not owned or controlled by any Legislative, elected or appointed officer, compensated or uncompensated, member of a State board or commission, or other employee of the State of Michigan (including an employee, officer, or official of Wayne State University). The Supplier agrees that he/she is subject to the University’s regulations, laws of the United States and of the State of Michigan, and that, in the event of violation of these, or behavior that is considered to be detrimental to the University or its students, faculty or staff; the University shall have the right to terminate the agreement without prior notice.

19. **Property Rights and Reports:** The Supplier agrees that any computer programs, software, documentation, copyrightable work, discoveries, inventions, improvements, or other products developed by the Supplier solely, or with others, resulting from the performance of this Agreement are the property of the University, and the Supplier assigns all rights therein to the University. The Supplier further agrees to provide the University with any assistance which the University may require to obtain patents or copyright registrations, including the execution of any documents submitted by the University. This provision shall survive expiration and termination of this Agreement.

20. **Indemnification and Hold Harmless:** The Supplier agrees that any personal injury to the Supplier or third parties or any property damage incurred in the course of performance of this Agreement that are not the result of any act or omission on the part of the
University shall be the responsibility of the Supplier. The Supplier agrees to indemnify, defend, and hold harmless the University, its governing board, officers, employees, agents, and students from and against any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorneys’ fees, whether for personal injury or property damage, infringement of any third party intellectual property right, or any other claim, which may arise out of the Supplier’s performance of this Agreement whether caused in whole or in part by the Supplier or anyone for whom the Supplier is responsible, regardless of whether or not it is caused in part by the University.

21. Non-Discrimination: The parties agree that in the performance of any contract they shall not discriminate in any manner on the basis of race, creed, color, national origin, age, religion, sex, sexual orientation, marital status or handicap protected by law. Such action shall include, but is not limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation. The Supplier certifies that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended. Information on the Civil Rights Act can be found at http://www.eeoc.gov/laws/statutes/titlevii.cfm

22. Civil Rights Requirements: The Supplier must be in compliance with the directives of the Michigan Department of Civil Rights. The Department of Civil Rights web address is http://www.michigan.gov/mdcs/0,1607,7-147-6881---,00.html

23. Immigration Reform and Control Act of 1986: The Supplier certifies that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

24. Debarment Status: The Supplier certifies that they are not currently debarred from submitting bids on contracts nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts. The University’s Department Policy can be found at https://policies.wayne.edu/appm/2-8-debarment-policy-on-non-responsible-vendor-in-procurementtransactions. State of Michigan information on Debarment can be found at http://www.michigan.gov/buymichiganfirst/0,1607,7-225-48677-20042--.00.html. The Federal Debarred Vendor List (Excluded Parties List System) and related links searched at https://www.dol.gov/agencies/ofccp/debarred-list

25. Supplier Liability: The Supplier will be liable for any associated costs of repairs for damage to buildings or other UNIVERSITY property caused by the negligence of the Supplier’s employees.

26. Early Termination by the University: The UNIVERSITY shall have the right to terminate the contract with the Supplier without penalty after the UNIVERSITY’S thirty (30) days written notice of termination to the Supplier under the following circumstances:

1. Default of Supplier

   It shall be considered a default whenever the Supplier shall:

   a. Disregard or violate material provisions of the contract documents or UNIVERSITY instructions, or fail to execute the work according to the agreed upon schedule of completion and/or time of completion specified, including extensions thereof, or fail to reach agreed upon performance results.

   b. Declare bankruptcy, become insolvent, or assign company assets for the benefit of creditors.

2. Convenience of the UNIVERSITY

   When termination of the contract is determined to be in the best interest of the University for serving it’s community, and its students, faculty, and staff.

   Note: Any contract cancellation notice shall not relieve the SUPPLIER of the obligation to deliver and/or perform prior to the effective date of cancellation.

27. Cancellation of Contract by the Supplier: The Supplier must provide a minimum of ninety (90) days written notice of cancellation of contract to the UNIVERSITY regardless of the reason for said termination. Such notification must be sent to:

   Kenneth Doherty, Associate Vice President
   A. Procurement & Business Services
   Wayne State University
   B. RFP: AV Equipment Integration 2022
   5700 Cass Avenue, Suite 4200, AAB
   Detroit, MI 48202

28. Notice: Any notice to either party hereunder must be in writing signed by the party giving it and shall be served either personally or by registered or certified mail addressed as follows:
To the University:

Wayne State University
Kenneth Doherty, Associate VP
Procurement & Strategic Sourcing
5700 Cass Avenue, Suite 4200
Detroit, MI, 48202

To the Supplier:

(Supplier_Name)
(Supplier_Representative)
(Representative_Title)
(Supplier_Address), (Supplier_City_State_Zip)

The above notification addresses as may be modified by either party during the agreement, only by written notice. All such notices shall be effective only when received by the addressee.

29. Entire Agreement: This Agreement and its exhibits, along with the RFP dated (Quote_Date) and the Supplier’s Proposal dated (Bid_Date) (and its attachments, if any), and subsequent clarifications and addenda, constitute the entire agreement between the parties with respect to the subject matter hereof and may not be amended except by a written agreement signed by the Supplier and an authorized representative of the University. Said terms govern and supersede the standard terms and conditions of individual Purchase Orders, regardless of whether said Purchase Orders specifically reference back to this Agreement.

30. Modification of Service: The UNIVERSITY reserves the right to modify the services during the course of the contract, with concurrence of the Supplier. Any changes in pricing and rates proposed by the Supplier resulting from such changes are subject to acceptance by the UNIVERSITY.

In the event prices and rates cannot be negotiated to the satisfaction of both parties, the contract may be subject to cancellation and competitive bidding based upon the new specifications.

31. Severability: The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

32. Governing Law and Compliance: This Agreement shall be governed by and construed under the laws of the State of Michigan, without regard to its choice of law rules. Any lawsuits arising from or incident to this Agreement shall be brought in the Michigan Court of Claims. Each party will be individually responsible for compliance with all laws, including anti-discrimination laws, which may be applicable to their respective activities under this Agreement.

33. Non-Waiver: The delay or failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, nor shall the same be deemed to be a waiver of any subsequent breach, either of the same provision or otherwise.

34. Non-Assignment: The agreement shall be between the UNIVERSITY and the Supplier, and the Supplier shall neither assign nor delegate the agreement, its rights or obligations, or any of its terms without the express written permission of the UNIVERSITY.

35. Authority: The parties warrant that they have the authority to enter into this Agreement and that entering into this Agreement is not restricted or prohibited by any existing agreement to which they are parties.

36. Non-Exclusivity: This Agreement does not create an exclusive relationship between Wayne State University and the Supplier. The University reserves the right to use other service providers, in the event it is determined to be in the best interest of the University, its employees, students, or staff.

37. Credit References: From time to time, the University is asked to provide credit and business references to potential new Suppliers. Company agrees that it will serve as a Credit Reference for the University with respect to the amount and timeliness of payments.

38. Financial Reports: Upon University request, the Supplier must provide publicly distributed annual reports and/or independently audited financial statements including its statement of financial position, statement of operations, and statement of cash flows.

39. Right to Audit: Supplier must further agree to permit the UNIVERSITY, upon request, to audit SUPPLIER's books, but only as it relates to the Wayne State University account, including invoicing, operational, and technology controls (when applicable). The University is limited to 1 request per calendar year of this agreement.
40. Insurance:

INSURANCE REQUIREMENTS (Rev 2-2015)

The Supplier, at its sole expense, shall cause to be issued and maintained in full effect for the term of this Agreement, insurance as set forth hereunder:

**General Requirements**

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commercial General Liability (CGL)</td>
<td></td>
</tr>
<tr>
<td>CGL insurance should be written on ISO</td>
<td>$1,000,000 combined single limit</td>
</tr>
<tr>
<td>form CG 00 01 (or equivalent substitute)</td>
<td>$2,000,000 annual aggregate</td>
</tr>
<tr>
<td>Contracts valued at $100,000 per year or more</td>
<td>Umbrella Liability per occurrence and in the annual aggregate of $5,000,000.</td>
</tr>
<tr>
<td>2. Commercial Automobile Liability</td>
<td>$1,000,000 combined single limit per accident for bodily injury and property damage, without annual aggregate.</td>
</tr>
<tr>
<td>(including hired and non-owned vehicles)</td>
<td></td>
</tr>
<tr>
<td>3. Workers' Compensation</td>
<td>Required by the State of Michigan and Employer's Liability in the amount of $500,000 per accident for bodily injury or disease.</td>
</tr>
<tr>
<td>(Employers' Liability)</td>
<td></td>
</tr>
</tbody>
</table>

**Maximum Acceptable Deductibles**

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive General Liability</td>
<td>$5,000</td>
</tr>
<tr>
<td>Comprehensive Automobile Liability</td>
<td>0</td>
</tr>
<tr>
<td>Workers' Compensation</td>
<td>0</td>
</tr>
<tr>
<td>Property - All Risk</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Coverage**

1. All liability policies must be written on an occurrence form of coverage.
2. Commercial General Liability (CGL) includes, but is not limited to, personal injury, property damage, consumption or use of products, existence of equipment or machines on location, and contractual obligations to customers.
3. The Board of Governors of Wayne State University shall be named as an additional insured, but only with respect to accidents arising out of said contract, on any of Supplier's or its subcontractors' insurance policies.
4. The additional insured provision shall contain a cross liability clause as follows: "The insurance afforded applies separately to each insured against whose claim is made or suit is brought, except with respects to the limits of the company's liability."
5. The insurance company for each line of insurance coverage will be reviewed and checked per the A.M. Best's Key Rating Guide. A rating of not less than "A-" is required.

**Certificates of Insurance**

1. Certificates of Insurance naming Wayne State University / Office of Risk Management as the certificate holder and stating the minimum required coverage must be forwarded to the Office of Risk Management to be verified and authenticated with the agent and/or insurance company.
2. Certificates shall contain a statement from the insurer that, for this contract, the care, custody, or control exclusion is waived.
3. Certificates shall be issued on an ACORD form or one containing the equivalent wording, and require giving WSU a thirty (30) day written notice of cancellation or material change prior to the normal expiration of coverage.
4. Revised certificates must be forwarded to the Office of Risk Management thirty (30) days prior to the expiration of any insurance coverage listed on the original certificate, as follows:
   
   Wayne State University  
   Office of Risk Management  
   5700 Cass Avenue, Suite 4622 AAB  
   Detroit, MI 48202

**Specific Requirements**

- Individual contracts may require coverage in addition to the minimum general requirement such as, business interruption, higher limits and or blanket fidelity insurance.

**Exception to the insurance requirements** is to be approved, in writing, by the Office of Risk Management. Exceptions are determined by the type and nature of the contract and the individual contractor.
IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on *(Contract_Date)*.

<table>
<thead>
<tr>
<th>Wayne State University</th>
<th><em>(Supplier_Name)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature:</strong></td>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Name:</strong> Kenneth Doherty, CPSM</td>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td><strong>Title:</strong> Associate Vice President – Procurement</td>
<td><strong>Title:</strong></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong> 313-577-3756</td>
<td><strong>Phone:</strong></td>
</tr>
<tr>
<td><strong>email:</strong> <a href="mailto:ac0578@wayne.edu">ac0578@wayne.edu</a></td>
<td><strong>email:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wayne State University</th>
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</thead>
<tbody>
<tr>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Name:</strong> David Massaron</td>
</tr>
<tr>
<td><strong>Title:</strong> CFO and Senior Vice President for Finance &amp; Business Operations</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong> 313-577-5580</td>
</tr>
<tr>
<td><strong>email:</strong> <a href="mailto:bx8350@wayne.edu">bx8350@wayne.edu</a></td>
</tr>
</tbody>
</table>
EXHIBIT A
Roles & Responsibilities.

The roles and responsibilities of the Supplier are listed below. 
(Scope_of_Work)
EXHIBIT B

Confidentiality and Non-Disclosure Agreement

Wayne State University, hereafter referred to as “University”, has contracted with (Supplier Name), hereafter referred to as “The Supplier” to supply (Named Services) and related services to the University as defined in and pursuant to the Strategic Source Agreement (“Agreement”) between the parties. As part of this Agreement, the undersigned agrees to the terms of this Confidentiality and Non-Disclosure Agreement (the “NDA”) as follows:

1) Confidential Information

For the purposes of this NDA the term “Confidential Information” shall mean any non-public, proprietary or confidential information received by the Supplier, from the University, in the course of providing services as described above, including but not limited to:

(i) any and all technical and business information of the University and
(ii) information from third parties related to health care services and research; provided, however, that Confidential Information does not include any information that:
   (a) was in the possession of the Supplier at the time of disclosure by the University, directly or indirectly,
   (b) is or has become, through no fault of the Supplier, available to the general public or
   (c) is independently developed and hereafter supplied to the Supplier by a third party without restriction on disclosure.

2) Use of Information

The undersigned hereby agrees not to use Confidential Information for any purpose except in the performance of services as described above.

3) Reproduction of Materials

The undersigned will not retain or transfer any programming, documentation, or any other University controlled or provided software or other materials. No such materials may be copied or reproduced without the University’s express prior written consent, and any copies made shall become the property of the University.

4) Confidentiality

The undersigned agrees to maintain the confidentiality of the Confidential Information, programs, documentation, and any related materials. The undersigned will not share any information regarding the Confidential Information, programs, documentation, and any related materials with any third party, subcontractor, or independent vendor unless expressly given permission in writing by an authorized University official.

5) No Waiver

Nothing in this NDA shall be construed to limit or otherwise reduce the University’s rights to enforce its terms. No delay or forbearance by the University in enforcing any rights set forth in this NDA shall be construed to operate as a waiver of such rights.

6) Supplier Employees and Agents
The Supplier represents and warrants that it has the authority to bind each of its employees, officers, agents, representatives and consultants to the terms of the Agreement. The Supplier shall be responsible for ensuring such personnel are aware of and comply with all obligations imposed by this NDA.

7) **Breach of Contract**

Any breach of this NDA by the Supplier and/or any of its officers, agents, employees, representatives and/or consultants shall be considered a material breach of the Service Provider Agreement or individual Purchase Order. The Supplier and each of its officers, agents, employees, representatives and/or consultants shall be both jointly and individually liable to the University for any Damages as a result of any breach of this NDA.

The Supplier acknowledges and agrees that a breach of this NDA may cause continuing and irreparable injury to the University as a direct result of any such violation, for which the remedies at law may be inadequate, and that the University shall therefore be entitled, in the event of any actual or threatened violation of the NDA by the Supplier, and in addition to any other remedies available to it, to a temporary restraining order and to injunctive relief against the Supplier or the undersigned to prevent any violations thereof, and to any other appropriate equitable relief.

8) **Governing Law, Modification**

This NDA shall be governed by and construed under the laws (other than the choice or conflict of law provisions) of the State of Michigan. Any legal action arising out of or relating to this NDA shall be brought in the Michigan Court of Claims. The provisions of this NDA may not be amended except in a writing signed on behalf of each party.

The undersigned agrees to the specific terms expressed in this NDA.

Name

Telephone

(Supplier Name)

Title

Company

Signature

Date
EXHIBIT C
Price or Rate Structure