Request for Proposal
and Specifications for
Armored Car Services 2018

Note – Electronic Bid Submissions

Wayne State University
Procurement & Strategic Sourcing

September 14, 2018
Dear Vendors:

IMPORTANT – PLEASE NOTE: Bid notices will be sent only to those Vendors registered to receive them via our Bid Opportunities Listserv 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 No list established Listserv service is under “No list established Bid Opportunities”.

Wayne State University invites you to participate in its Request for Proposal process to provide Armored Car Services 2018, for the Bursar’s Office, per the specifications contained herein the Request for Proposal. This service is expected to commence approximately December 2018 or January 2, 2019.

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 September 14, 2018. When visiting the Web Site, click on the “Service” link in green. Copies of the RFP will not be available at the pre-proposal meeting. If you are interested in participating in this process, please use our online registration form at https://forms.wayne.edu/5aa587e3de04c#form-9162, to indicate your attendance at our mandatory Pre-proposal meeting and your intent to submit a proposal for the services listed. To participate, it is MANDATORY that you and/or responsible representatives of your organization attend our pre-bid conference to be held:

September 21, 2018, 10:00 am (EST)
Academic Administrative Building
5700 Cass Ave,
Conference Room 4400
Detroit, MI 48202

For your convenience a map of the University and appropriate parking lots can be downloaded and printed from: http://campusmap.wayne.edu. Guest parking in any of the University student and guest lots is $8.00. A detailed list of Cash & Credit Card operated lots can be viewed at http://procurement.wayne.edu/cash_and_credit_card_lots.php. Cash lots dispense change in quarters. Due to time constraints, Vendors are encouraged to avoid parking at meters on the street (especially blue “handicapped” meters). Please confirm your participation and/or attendance at the mandatory pre-proposal meeting by emailing your intent to participate (or not to participate) by sending Appendix 2 to Valerie Kreher at rfpteam2@wayne.edu no later than 12:00 noon on September 20, 2018.

We hope to see you at the mandatory pre-bid meeting. Please bring a copy of 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) 577–3720, or email: rfpteam2@wayne.edu. Thank you for your interest in doing business with Wayne State University.

Sincerely,

Valerie Kreher
Senior Buyer

Enclosure
Cc: Leiann Day
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VENDOR Exhibit 2, Profile/Experience/References
VENDOR Exhibit 3, Service Plan
VENDOR Exhibit 4, Sample Management Reports

APPENDICES

Appendix 1, Wayne State University Map – (see website: http://campusmap.wayne.edu )
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 by the Carnegie Foundation for the Advancement of Teaching as RU/VH (Research University, Very High research activity), a distinction held by only 2.3 percent of institutions of higher education in the United States. It has 13 colleges and schools and offers more than 380 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 providing Armored Car Services 2018 of superior quality, at competitive pricing, as described in the Statement of Work section of the Request for Proposal (RFP). Project is expected to commence approximately December 2018 or January 2, 2019.

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 Valerie Kreher, Senior Buyer, Email; rfpsteam2@wayne.edu and to Leiann Day, Associate Director, Email; leiann.day@wayne.edu. Copy both Valerie Kreher and Leiann Day on all E-Mail questions. The deadline for questions is September 26, 2018, 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>September 14, 2018</td>
</tr>
<tr>
<td>Mandatory Pre-bid meeting at the</td>
<td>PD/Evaluation Team</td>
<td>September 21, 2018</td>
</tr>
<tr>
<td>Academic Administrative Building,</td>
<td>(ET)/VENDORS</td>
<td>10:00 am</td>
</tr>
<tr>
<td>5700 Cass Ave, Conference Room 4400, Detroit, MI 48202</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Questions due to Procurement & Strategic Sourcing | VENDORS | September 26, 2018 - 12 Noon
---|---|---
Delivery of Proposals are by electronic submission on (Bid Due Date). The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids. | VENDORS | September 28, 2018 by 4:00 p.m.
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Evaluation of Proposals (clarifications & negotiations) | PD/ET | Week of October 15, 2018
---|---|---
Announcement of Selected VENDOR | PD | Week of October 30, 2018
---|---|---
Readiness for Service/Contract Commencement | VENDORS | Approximately December 2018 or January 2, 2019
---|---|---
Project Completion | VENDORS/ET | As needed
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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. Mandatory Pre-Proposal Meeting

You must attend a mandatory Pre-Proposal Meeting on September 21, 2018 at 10:00 am (EST) at the Academic Administrative Building, 5700 Cass Ave, Conference Room 4400, Detroit, MI 48202, as a condition for submitting a proposal.

Pre-registration for the meeting is to be made on or before Noon on, September 20, 2018. Please use our online registration form at https://forms.wayne.edu/5aa587e3de04c#form-9162 to confirm your attendance.

**

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 emailed to all VENDORS and posted to the University website as soon as they are obtained.

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 (6-11-2018)

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 beginning September 14, 2018.

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 accepted, 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.: Valerie Kreher, Senior Buyer  
Wayne State University  
RFP: Armored Car Services 2018

The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning September 14, 2018.

Deadline for receipt of proposals by Procurement & Strategic Sourcing is, September 28, 2018 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 30 pages total, one sided, and eleven (11) point font. (This is inclusive of all required documents and schedules and any optional material included at the discretion of the respondent, but tab sheets and the cover pages do not count in the overall document count.)

Proposals 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:

Schedules (provided in this package)

Schedule A - Proposal Certification, Non Collusion Affidavit, VENDOR Acknowledgements  
Schedule B - Insurance Requirements  
Schedule C - Cost Schedule, Summary of Quoted Rates  
Schedule D - Summary Questionnaire

Exhibits (created by Vendors as needed)

Exhibit 1 - Exceptions/Restrictions; if any (Section II G)  
Exhibit 2 - Profile / Experience / References (Section II H)  
Exhibit 3 - VENDOR Service Plan (Section III)

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 Standard Service Provider 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 BursarOffice. 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 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 unacceptable 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 or before Approximately December 2018 or January 2, 2019.

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 as related to the Wayne State University account.

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, Assistant Vice President
Procurement & Strategic Sourcing
Wayne State University
RFP: Armored Car Services 2018
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 Valerie Kreher, Senior 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 agree to this will result in disqualification of your bid (see Schedule D).

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.

III. SCOPE OF WORK AND TECHNICAL REQUIREMENTS

1. Service Response Time

State what provisions you have for the UNIVERSITY to contact your office 24 hours a day. Specify the name and title of the individual(s) contacted for routine servicing and/or emergency situations.

Should an answering service or answering device be used by the VENDOR for this purpose, specify your guaranteed turnaround time for responding to UNIVERSITY calls. Define what you consider to be emergencies and what is considered routine.

2. Service Requirements

Cashier’s Office Locations

a. Deposits are to be picked up in timeframes and locations listed in Item D below. Said deposits will be in counted, sealed and tagged bags of coin and currency. Deposits will be available after 12:00 noon, but no later than 3:00 p.m. on each UNIVERSITY business day. Such deposits must be delivered to the
UNIVERSITY’S financial institution; Fifth Third Bank (Toledo), as designated below, by 7:00 pm on the same business day.

b. The average total deposit amount of cash and checks is approximately $350,000 to $400,000 on a daily basis. However, during registration periods in January, May, and September, the amount can increase to between one million and 3.5 million dollars. Actual cash can be $200,000 to $300,000 during peak periods.

c. Vendor Liability: The VENDOR’S responsibility will begin at the time the courier signs a receipt for the deposit of each location (see Appendix 1), and will continue until the courier obtains a receipt for the deposit from the UNIVERSITY’S financial institution. The VENDOR will be liable for the loss of any shipment up to the amount of 3.5 million dollars ($3,500,000.00). VENDOR must carry appropriate Asset Protection insurance as approved by the UNIVERSITY’S Risk Management Department. VENDOR will also be liable for the cost to reconstruct the records necessary to determine the maker, bank, and amount of any and all lost checks. Such liability will include any stop payment fees or other fees necessitated by any lost checks. The VENDOR will be liable for the face value of any checks which cannot be reconstructed.

d. VENDOR will serve the following locations in the time frames indicated and deliver to respective financial institutions:

<table>
<thead>
<tr>
<th>Location</th>
<th>Frequency</th>
<th>Financial Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashier’s Office 2nd Floor Welcome Center</td>
<td>5x week (Mon-Fri)</td>
<td>Fifth Third Bank / Toledo OH</td>
</tr>
<tr>
<td>Scott Hall School of Medicine</td>
<td>5x week (Mon-Fri)</td>
<td>Fifth Third Bank / Toledo OH</td>
</tr>
<tr>
<td>Student Center, 1st Floor / Room 103</td>
<td>1x week (Fri)</td>
<td>Fifth Third Bank / Toledo OH</td>
</tr>
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OneCard/Parking Service Center / Card System Value Terminals (CSVTs) Pickups

CSVTs are to be serviced according to the schedule listed in Appendix 2. Such service should take place between the hours of 8:00 am and 1:00 p.m. on each UNIVERSITY business day. Deposits must be delivered to the UNIVERSITY’S financial institution, Fifth Third Bank, on the next business day. The average total deposit amount of cash is approximately $3,500 on a daily basis. The following are the steps to provide service to these CSVTs:

a. Armored truck arrives at specified UNIVERSITY buildings / machines

b. If applicable, deactivate alarm with alarm key
c. Unlock and open CSVT door with key  
If applicable, add guest cards
d. If applicable, add receipt tape to the machine
e. If applicable, clear receipt tape jams
f. If applicable, clear card jams
g. If applicable, clear bill acceptor of jams
h. If applicable, reset machine if print is too small
i. Remove cash from cash box place in a sealed bag, and identify unit / location on bag
j. Shut and re-lock the CSVT door
k. Alarm will automatically reactivate
l. To send a Z-Report electronically to the OneCard CS Gold System, insert the “Send Meters” card into the machine and remove it.
m. To clear the meters, insert the “Clear Meters” card (formerly known as the Z-card), then press and hold the CLR button until the display reads “Meters Cleared”.
n. Take cash to VENDOR’S processing center and batch and balance by individual CSVT
o. On a daily basis, email cash processing sheet to the UNIVERSITY OneCard/Parking Service Center (Appendix 3)
p. Deposit funds nightly at the UNIVERSITY’S financial institution (Fifth Third Bank / Toledo Main Vault)
q. Pick up supplies as needed from the UNIVERSITY OneCard/Parking Service Center.

List of CSVT Locations

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detroit - Main Campus</td>
</tr>
</tbody>
</table>
Parking & Transportation Equipment at Entrance Gates

Hamilton and Amano Equipment is to be serviced according to the list below. Such service should take place between the hours of 8:00am – 5:00 p.m. Deposits must be delivered to the UNIVERSITY’S financial institution, Fifth Third Bank, Toledo OH, on the next business day. The average total deposit amount of cash is approximately $3,000 on a weekly basis. Vendor is to run the equipment report required each time machines are emptied. The UNIVERSITY will provide training as appropriate. Vendor is to pull and replenish quarters on a weekly basis as needed.

- Armored truck arrives at specified UNIVERSITY parking areas / Hamilton and Amano machines
- Personnel will block entry lane either with vehicle or traffic cones for Hamilton Machines and Park nearby and walk to Amano Machines located in Parking Structure 8 only at this time.
- Personnel will deactivate alarms where necessary with alarm key, unlock the Machines and use special keys and tools to open the doors.
- Personnel will sign in log sheet kept inside Hamilton – not needed at the Amano machines.
- Personnel will connect printer (supplied by WSU Parking Department) to Hamilton and print report. Add receipt tape to the printer as necessary. In Amano machines will print report from machine itself.
- For the Hamilton machines, personnel to log quarter counter readings, located on the quarter bin, and list separately on report. No need for Amano machines.
- While report is printing in the Hamilton machines, personnel will extract all monies from the machine and place in controlled bag and identify unit / location on bag. (cash every time/quarters as needed). Amano machines have locked collection boxes that will be pulled and empty boxes will be used to replace them.
- Quarters should be replenished any time they are low in the Hamilton machines. This generally occurs on an as needed basis. Quarters are provided by the Vendor, but usually are recycled from the quarters first removed from the machine. WSU to provide quarters to vendor for replenishment as necessary. Cash, $1.00 bills and $5.00 bills will be replenished in the Amano machines as requested by the university.
- If applicable, clear bill acceptor of jams
- If applicable, clear coin jams
- Use appropriate keys and tools to shut and then lock the equipment
- Alarm will automatically reactivate
- Personnel to record starting and ending numbers on required Hamilton report.
n. Once all pick-ups are completed, provide individual Hamilton and Amano machine reports and printouts to the University OneCard/Parking Service Center. University representative must sign off on service log. (Appendix 3)
o. Take cash to VENDOR’S processing center and batch and balance by individual machine.
p. On the day of pick-up or no later than the morning of the next business day, email cash processing sheet/pick-up summary to the UNIVERSITY OneCard/Parking Service Center (Appendix 2)
q. Deposit funds nightly at the UNIVERSITY’S financial institution (Fifth Third Bank / Toledo Main Vault)
r. Pick up supplies as needed from the UNIVERSITY Parking and Transportation office.

Current list of Hamilton and Amano Machine locations

<table>
<thead>
<tr>
<th>Parking Lot# 11 (going away in 2019)</th>
<th>Parking Structure # 8, Station #10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Lot# 59</td>
<td>Parking Structure # 8, Station #11</td>
</tr>
<tr>
<td></td>
<td>Parking Structure # 6, Station #4</td>
</tr>
</tbody>
</table>

3. Additional Requirements

Penalty for Missed Bank Deposits

VENDOR must deliver the UNIVERSITY’S deposit items to the Fifth Third Bank (Toledo) main vaults by 7:00 p.m. each business day, to meet each institution’s cut off for credit to the UNIVERSITY’S accounts. Banks often block their gates by 7:01 p.m. nightly to insure processing time for the armored couriers that have arrived. The VENDOR is responsible for the equivalent interest lost as a result of late deposits in the event it does not arrive by 7:00 p.m.

Uniforms

All persons providing armored car service to the University are expected to be in full uniform any time they are on campus providing such service. Uniforms are to clearly identify the driver and/or other persons as employees of the Armored Car VENDOR.

Identification

All persons providing armored car service to the University are required to wear a picture ID when providing service. A current list of employee names and pictures are to be provided to the University Cashier, OneCard/Parking Service Center and Parking offices monthly.

Emergencies

Report all emergencies first to the UNIVERSITY’S Public Safety, Parking Command Center (open 24 hours daily) and then to OneCard/Parking Service Center. If guard is aware of disturbance inside the building or outside on the grounds which threatens the security of CSVT’s and/or other equipment or cash, he/she must immediately notify Public Safety (577-2222) of:

1. exact location
2. number of people involved
3. descriptions of individuals (if possible)
4. descriptions and details of vehicles (if possible)
5. nature of problem

Report non-emergency problems directly to the OneCard/Parking Service Center for OneCard issues and the Parking Command Center inside PS #8 for Parking issues

Report Forms

Three separate forms are used for Armored Car Services:
1. A receipt for counted, sealed bags or containers must be signed by the VENDOR’S courier for pick-ups at the Cashier’s Office Locations (see appendix 1).
2. For the CSVTs serviced for the OneCard/Parking Service Center the VENDOR'S courier must complete a Cash Processing Manifest Form (see Appendix 2), and email to the Department Manager daily.

3. For the Hamilton Equipment and Amano serviced for the Parking & Transportation Office, the VENDOR’S courier must complete a Cash Processing Manifest Form, and email to the Department Manager daily (see Appendix 3).

I. General Questions

1. Alternative Approaches

In order to encourage new and innovative ways in providing Armored Car services to the University Community and its internal customers, VENDORS are encouraged to provide an “Alternative Approach”. This should allow for combined services to all areas being supported in the most cost effective manner, while still ensuring the ability to meet our Financial Institution's nightly deadlines. Your organization may have other logistic ways to provide the services required and still meet our specifications and requirements. Please include a detailed description of the method under which service will be provided and UNIVERSITY requirements will be met with any “Alternative Approaches”, clearly identified as an alternative approach within your Response.

In particular, if Vendors are capable of providing equipment maintenance / service to the One Card (CSVT) equipment, the Hamilton and Amano equipment, or both, please include information for such service. Also, include the response time for such requests (i.e. Vendor will respond to any such calls within ____ hours). Using a single Vendor for both Armored Car and maintenance services has the potential to reduce and minimize the number of entities that access such equipment.
IV. GENERAL REQUIREMENTS AND GUIDELINES

A. Terms and Conditions  (2-23-2009)

Any contract between the UNIVERSITY and VENDOR resulting from this RFP will be made using the University’s Standard Service Provider 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. Governing Law (Michigan)

VENDOR agrees that, in the event of a dispute, laws of the State of Michigan will prevail.

C. 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. By submitting a proposal, VENDORS certify that they will conform to the provisions of the Federal Civil Rights Action of 1964, as amended. Information on the Civil Rights Act can be found at http://www.eeoc.gov/laws/statutes/titlevii.cfm

D. Civil Rights Requirements

All VENDORS 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

E. Immigration Reform and Control Act of 1986

By submitting a proposal, the VENDORS certify 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.

F. Debarment Status  (6-12-2009)

By submitting a proposal, VENDORS certify 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 http://procurement.wayne.edu/vendors/debarred.php. State of Michigan information on Debarment can be found at http://www.michigan.gov/buymichiganfirst/0,1607,7-225-48677-20042--20.html. The Federal Debarred Vendor List (Excluded Parties List System) and related links can be found at http://www.epis.gov/

G. Indemnification and Hold Harmless

The VENDOR shall defend, indemnify and hold harmless the UNIVERSITY, its officers, employees and agents, against any and all liability of whatever nature which may arise directly or indirectly by reason of the VENDOR’S performance under this Agreement.

H. VENDOR Liability

The VENDOR will be liable for any associated costs of repairs for damage to buildings or other UNIVERSITY property caused by the negligence of the VENDOR’S employees.

I. Early Termination by the University

The UNIVERSITY shall have the right to terminate the contract with the VENDOR without penalty after the UNIVERSITY’S thirty (30) days written notice of termination to the VENDOR under the following circumstances:

1. Default of VENDOR

It shall be considered a default whenever the VENDOR 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 its community, and its students, faculty, and staff.

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

J. Cancellation of Contract by VENDOR

VENDOR 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, Assistant Vice President
Procurement & Strategic Sourcing
Wayne State University
RFP: Armored Car Services 2018
5700 Cass Avenue, Suite 4200, AAB
Detroit, MI  48202

K. 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-Proposal or other meetings.

L. Non-Assignment

The agreement shall be between the UNIVERSITY and the VENDOR and the VENDOR shall neither assign nor delegate the agreement, its rights or obligations, or any of its terms without the express written permission of the UNIVERSITY.

M. 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 to 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.

N. Pricing Variances

No changes shall be made, nor invoices paid for extra changes, 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.

O. 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.

P. VENDOR Payment/Billing Terms

Payments of invoices will be made thirty (30) days after receipt and approval of invoice, by the UNIVERSITY, for each month completed.

ACH payments are both faster and less costly for Vendors and the University. As a result, this is the University’s preferred payment method. To enroll in the University’s ACH program, visit http://fisops.wayne.edu/disbursements/tax-forms.php and download the ACH payment agreement form. The completed form should be signed and sent to vendorach@wayne.edu.

Q. Entire Agreement

An agreement, when fully executed, shall incorporate by reference this RFP and the VENDOR’s response Proposal, and will contain all the covenants and agreements between the parties with respect to the subject matter of this agreement. Any amendment or modification to this agreement must be in writing and signed by all parties.

R. Severability

It is understood and agreed that if any part, term, or provision of this agreement is held to be illegal or in conflict with any law of the State of Michigan, the validity of the remaining portions or provisions shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.

S. Modification of Service

The UNIVERSITY reserves the right to modify the services during the course of the contract, with concurrence of the VENDOR. Any changes in pricing and rates proposed by the VENDOR 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.

T. 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.

U. Independent Contractor

The VENDOR agrees that in all respects its relationship with the UNIVERSITY will be that of an independent contractor. Vendor will not act or represent that it is acting as an agent of the UNIVERSITY or incur any obligation on the part of the UNIVERSITY without written authority of the UNIVERSITY.

V. Confidentiality

Proposals could 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 unless such proprietary information is carefully identified as such in writing, and the UNIVERSITY accepts, in writing, the information as proprietary.

W. 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.

X. Insurance Requirements (10-5-2009)

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 as a certificate holder 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.

Y. Minority, Woman and Disabled Veteran Owned Business Enterprises (M/W/DBEs)

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, Assistant Vice President
Procurement & Strategic Sourcing
Wayne State University
Armored Car Services 2018
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 8(A) 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


Z. Ownership of Documents

All documents prepared by the VENDOR, including but not limited to: tracings, drawings, estimates, specifications, field notes, investigations,
Wayne State University's Prevailing Wage Requirements:
When compensation will be paid under prevailing wage requirements, the University shall require the following:

A. The contractor shall obtain and keep posted on the work site, in a conspicuous place, a copy of all current prevailing wage and fringe benefit rates.

B. 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.

C. The contractor shall submit a completed certified payroll document [U.S. Department of Labor Form WH 347] verifying and confirming the prevailing wage and benefits rates for all employees and subcontractors for each payroll period for work performed on this project. The contractor shall include copies of pay stubs for all employee or contract labor payments related to Wayne State University work. The certified payroll form can be downloaded from the Department of Labor website at http://www.dol.gov/whd/forms/wh347.pdf. NOTE: Invoices WILL NOT be processed until certified payrolls are received.

If the VENDOR or subcontractor fails to pay the prevailing 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:

1. Withhold all or any 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;

2. Terminate this 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.

3. Propose to the Assistant Vice President that the Vendor be considered for Debarment in accordance with the University’s Debarment Policy, found on our website at http://procurement.wayne.edu/docs/appm28.pdf.

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

For more information and a general prevailing wage rate schedule, see Purchasing Website at: http://procurement.wayne.edu/vendors/wage-rates.php.
Schedule A

Response to Wayne State University
Request for Proposal
RFP: Armored Car Services 2018
And To Any Amendments, Thereto

Dated: September 14, 2018

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 Standard Service Provider 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.
- 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 September 14, 2018, 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: ________________ (________________) ___________________________________
Fax: ______________________ (________________) ________________________________
Email address: _____________________________________________________________
Submitted by: _____________________________________________________________
Signature _________________________________________________________________

____________________________________    _____________________
(Title)                                                        (Date)
Schedule B - INSURANCE REQUIREMENTS (Rev 2-2015)

____________________________________________, 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:

### Type of Insurance

<table>
<thead>
<tr>
<th>General Requirements</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Commercial General Liability (CGL)</strong></td>
<td>$1,000,000 combined single limit</td>
</tr>
<tr>
<td>CGL insurance should be written on ISO 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><strong>2. Commercial Automobile Liability</strong></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><strong>3. Workers' Compensation</strong></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>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
1. Can your company commence on or before Approximately December 2018 or January 2, 2019 and be completed by As needed?  
   YES __________ ALTERNATIVE __________

2. Does your company agree to provide a minimum of 3 references to the University upon request, with specific contact names and phone numbers?  
   YES __________ ALTERNATIVE __________

3. Did you attend the mandatory Pre-Proposal meeting on September 21, 2018?  
   YES __________ ALTERNATIVE __________

4. If awarded a contract, will your company provide a certificate of insurance to meet or exceed all our minimum requirements?  
   YES __________ ALTERNATIVE __________

5. Did your company provide the required Proposal Certification, Non- Collusion Affidavit and Vendor Acknowledgement, Schedule A?  
   YES __________ ALTERNATIVE __________

6. Did your company complete and provide the Summary Price Schedule C, and submit it electronically to rfp@wayne.edu? (Zip Files and Drop Box submissions are not acceptable)  
   YES __________ ALTERNATIVE __________

7. Does your company agree to enroll in our ACH payment program?  
   YES __________ ALTERNATIVE __________

8. Did your company agree to guarantee to maintain a top priority for the UNIVERSITY?  
   YES __________ ALTERNATIVE __________

9. Please complete the following questions:  
   Total number of employees in your company  
   Total years in business with this company name

10. Does your company agree to provide financial reports to the University upon request?  
    YES __________ ALTERNATIVE __________

11. Does your company agree to allow the UNIVERSITY to audit your books pertaining to the UNIVERSITY account?  
    YES __________ ALTERNATIVE __________

12. Are there any conflicts of interest in doing business with the University?  
    Yes __________ No __________

13. Did your company provide a “Restricted Services” exhibit, EXHIBIT 1?  
    Yes __________ No __________

14. Does your company agree to provide a list of lost accounts in excess of $25,000?  
    YES __________ ALTERNATIVE __________

15. Did your company quote services at prevailing wage rates where applicable and clearly indicate such in your proposal?  
    NA __________ ALTERNATIVE __________

16. If awarded an agreement as a result of this RFP, is your company willing to serve as a future credit reference for the University?  
    YES __________ ALTERNATIVE __________
17. Does your company agree to comply with the University Smoke and Tobacco Free Policies?

18. ADDENDA:
    The undersigned affirms that the cost of all work covered by the following Addenda are included in the lump sum price of this 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: _________________________________________________________
Signature  _________________________________________________________
Typed Name  _________________________________________________________
____________________________________    ___________________
    (Title)                                                  (Date)
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
WAYNE STATE UNIVERSITY
STANDARD SERVICE PROVIDER AGREEMENT
Wayne State University
STANDARD SERVICE PROVIDER AGREEMENT

This Agreement 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:

1. General Purpose: The general purpose of this Agreement is to engage the services of the Supplier to provide (Named_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 B). 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.

2. 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 satisfaction of the University during the term of this Agreement.

3. Term: The contract period shall be for an initial time period through (Contract_End_Date), with the option to renew for up to one additional one-year period of service, through (Extention_Date). Renewal is contingent upon both parties agreeing in writing to do so, based on satisfaction of the price and the Supplier’s performance.

This Agreement may be terminated by the University or by the Supplier upon thirty (30) days’ written notice to the other party. Either party may designate a different person to whom notices should be sent at any time by notifying the other party in writing in accordance with this Agreement.

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

5. 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). A toll free number is preferred.

6. 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 Supplier performance as demonstrated in supplier scorecards
   • Review of minimum required reports (see Section below)
   • Review of continuous improvement plans

Frequency of Business Review meetings will be defined at the end of Year One by mutual agreement.

7. 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 (insert name) 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)
• Weighted Average Discount for each purchase (Standard Educational Pricing vs Wayne State Pricing)
8. Purchase Orders: Orders will be placed for goods, services or projects as the need arises. Each order will be placed on an individual 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.

9. Invoicing: Deliveries shall be invoiced on an individual basis. It is the intent of Procurement and Strategic Sourcing to enable the Supplier in WayneBuy, the Supplier should be eInvoice capable. If eInvoicing is not an option at inception of the contract, the invoices must reference the PO number and be submitted to the University’s Accounts Payable department via email address: wsuinvoices@wayne.edu.

10. ACH Payments: The Supplier is expected to enroll in the University’s ACH program. The ACH payment agreement form can be downloaded at http://fisops.wayne.edu/disbursements/tax-forms.php. The completed form should be signed, scanned, and sent to vendorach@wayne.edu.

11. 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.

12. Annual Price Increases: All prices quoted must be firm for the first ____ months (____) of the contract, 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 each year. Price increases must be justified by citing the appropriate market indices. Price increases will be reviewed and either accepted or rejected in writing.

13. Shared Revenue: The Supplier will provide a “shared revenue” commission on all sales to help offset the internal cost for administration of the program through the University. This shared revenue plan is listed below:

Shared Revenue Schedule: payable annually:
- Sales up to $250,000 - 1%
- Sales above $250,000 - 2%

14. 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.

15. 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, the Supplier will not be in breach of any agreement with a third party. The Supplier declares that he/she is not a Legislator, elected or appointed officer, or that his/her firm is not owned or controlled by any Legislator, 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.
16. **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.

17. **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 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.

18. **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, Assistant VP
   Procurement & Strategic Sourcing
   5700 Cass Avenue, Suite 4200
   Detroit, MI, 48202

   To the Supplier:
   (Supplier_Name)
   (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.

19. **Entire Agreement; Modification:** 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 an agreement signed by the Supplier and an authorized representative of the University. Said terms govern and supersede the standard terms and conditions of Purchase of individual Purchase Orders, regardless of whether said Purchase Orders specifically reference back to this Agreement.

20. **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.

21. **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.

22. **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.

23. **Assignment:** The Supplier may not assign the rights or obligations under this Agreement without the University’s prior written consent.

24. **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.

25. **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.

26. **Credit References:** From time to time, the University is asked to provide credit and business references to potential new Vendors. Company agrees that it will serve as a Credit Reference for the University with respect to the amount and timeliness of payments.
27. **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. Supplier must further agree to permit the UNIVERSITY, upon request, to audit Supplier’s books as related to the Wayne State University account. The University is limited to 1 request per calendar year of this agreement.

28. **Insurance:**

**INSURANCE REQUIREMENTS (Rev 11-2012)**

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:

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commercial General Liability (CGL)</td>
<td>$1,000,000 combined single limit</td>
</tr>
<tr>
<td>CGL insurance should be written on ISO form CG 00 01 (or equivalent substitute)</td>
<td>$2,000,000 annual aggregate</td>
</tr>
<tr>
<td>2. Commercial Automobile Liability (including hired and non-owned vehicles)</td>
<td>$1,000,000 combined single limit per accident for bodily injury and property damage, without annual aggregate.</td>
</tr>
<tr>
<td>3. Workers’ Compensation (Employers’ Liability)</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>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>

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 a 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
Additional Requirements. The Supplier shall either require each of its subcontractors or suppliers to procure and maintain during the life of the subcontract the same insurance types and in the same amounts as specified in this paragraph, above, or insure the activity of its subcontractors on its own policy.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on (Contract_Date).

**Wayne State University**

Signature: __________________________________________________________________________

Name: Kenneth Doherty, CPSM

Title: Assistant Vice President – Procurement

Date: ______________________________________________________________________________

Phone: 313-577-3756

email: ac0578@wayne.edu

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**Supplier Name**

Signature: __________________________________________________________________________

Name: ______________________________________________________________________________

Title: ______________________________________________________________________________

Date: ______________________________________________________________________________

Phone: ______________________________________________________________________________

email: ______________________________________________________________________________

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**Wayne State University**

Signature: __________________________________________________________________________

Name: William Decatur

Title: Vice President, Treasurer, and Chief Financial Officer

Date: ______________________________________________________________________________

Phone: 313-577-5580

email: William.decatur@wayne.edu
EXHIBIT A
Roles & Responsibilities.

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

Sample
EXHIBIT B
Price or Rate Structure
EXHIBIT C

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 under a Service Provider Agreement. 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 include any 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.

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) Vendor Employees and Agents
   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 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>(Supplier Name)</td>
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</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Company</th>
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<table>
<thead>
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