Request for Information
and Specifications for
Hotel Accommodations 2019

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Wayne State University
Procurement & Strategic Sourcing

April 15, 2019
Dear Vendors:

Wayne State University invites you to submit information on Providing Hotel Accommodations, for the University's faculty, staff, and guests, per the specifications and requirements contained in this Request for Information. Services include those paid “out of pocket” and those paid for by the University. Instructions to Vendors are as follows:

- All responses must be on this request for Information only. Additional electronic documents may be submitted to support this Request for Information (RFI).
- Replies must be received in the WSU Purchasing Office no later than 4:00 pm on April 26, 2019.

Documents may be obtained by vendors from the University Purchasing Web Site at http://forms.procurement.wayne.edu/Adv_bid/Adv_bid.html#servicehtml beginning April 15, 2019. When visiting the Web Site, click on the "Service" link in green.

Please respond to this request by email no later than 4:00 p. m. on April 26, 2019, as follows:

Wayne State University
Robert Kuhn, Sr. Buyer
Procurement & Strategic Sourcing
Email: ac6243@wayne.edu

Should you have any questions or concerns about this invitation, please e-mail Robert Kuhn, Sr. Buyer, at ac6243@wayne.edu (copy to Kimberly Tomaszewski, Email: ac9934@wayne.edu). Thank you for your interest in doing business with Wayne State University.

Sincerely,

Robert Kuhn
Senior Buyer

Cc: Kimberly Tomaszewski
**Information for Vendors**

The Calendar of Events is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsibility</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal Release of RFI</td>
<td>Purchasing (PD)</td>
<td>April 15, 2019</td>
</tr>
<tr>
<td>Questions due to the Procurement &amp; Strategic Sourcing</td>
<td>Vendors</td>
<td>April 22, 2019, no later than 12:00 (noon)</td>
</tr>
<tr>
<td>Delivery of Information</td>
<td>Vendors</td>
<td>April 26, 2019 by 4:00 p.m.</td>
</tr>
</tbody>
</table>

**Overview**

*Wayne State University*, founded in 1868, is committed to preparing its students to excel in a fast-paced and interconnected global society. It combines the academic excellence of a major research university with the practical experiences of an institution whose history, location and diversity make it a microcosm of the world students will enter when they graduate. The University is classified by the Carnegie Foundation for the Advancement of Teaching as RU/VH (Research University, Very High research activity), a distinction held by only 2.3 percent of institutions of higher education in the United States. It has 13 colleges and schools and offers more than 370 academic programs including bachelor’s, master’s and doctoral degrees; post-baccalaureate, graduate and specialist certificates; and three professional programs ([http://wayne.edu/about/facts/](http://wayne.edu/about/facts/)).

Procurement & Strategic Sourcing is seeking preferred pricing and other information for University Faculty, Staff, Students and Guests, from metro Detroit hotels, hereafter referred to as VENDOR(s), who specialize in providing Hotel Accommodations of superior quality, for the Calendar Year ending **December 31, 2019**. Vendors who respond will be contacted in January 2020 for updated pricing.

Services will include those paid “out of pocket” by the University’s faculty, staff and guests, and those paid for by the University. Preferred Pricing will be posted on the University’s Procurement website under our [Super Savings Opportunities Preferred Supplier page](http://wayne.edu/about/facts/), with the agreed upon rate structure. Access to this page requires University password authentication.

**Requirements and Specifications:**

**Service area:** Within the Metro Tri-County service area.

**Pricing Expectations:** Vendors are to provide a list price and net (discounted) price per line item as shown in Cost Schedule C. Vendors are to identify any predetermined minimum charges as shown.

**Services Offered:** Hotel Accommodation Options range from one to multiple Guests. Designated WSU staff will authorize the approval of each University paid stay and schedule the Hotel Accommodation services. Those paid “out of pocket” are entirely between the Hotel and the Hotel Guest

- The Vendor shall offer private Hotel Accommodations.
- The Vendor shall have the ability to take online reservations.
- The Vendor shall designate a management staff person, to be the point of contact during normal business hours to WSU Staff.
- The Vendor shall provide qualified staff / supervisor capable of responding to a WSU department in the event that issues arise.
• Vendor must be able to meet departmental requirements and deadlines. The Hotel will be notified if there is a major change in dates and times of arrival and/or departure.

• Although hotel accommodations will be provided to the University Community for a special rate, the University will only pay for those hotel accommodations requested by WSU staff member for direct billing. Those paid “out of pocket” are entirely between the Hotel and the Hotel Guest.

• The Vendor shall provide the same pricing for Faculty, staff & University guests, all of which should be able to schedule hotel accommodations and pay with cash or credit card when cost for hotel accommodations is not borne by the University.

Quality Assurance: The Vendor shall require that Hotel Accommodations are designated as non-smoking.

Vendor shall thoroughly investigate all customer complaints, and when appropriate, report findings to the Commodity Manager and the requesting department.

Vendor shall report any guest misconduct, including guest no-shows, to the Commodity Manager and the requesting department within 3 business days.

Guests Confidentiality: Vendor shall agree that staff participating in this program will treat guests in a professional and respectful manner. Vendor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable State and Federal statutes or regulations respecting confidentiality, including, but not limited to, the identity of persons served under this Agreement, their records, and services provided to them.

Vendor’s Employees: The Vendor’s employees shall at all times conduct themselves in a professional manner. They shall be required to wear distinctive uniform while on the premises and/or at all times while servicing WSU faculty, students, staff, and guests. Hotel must be appropriately licensed for the type of business listed in this RFI.

Invoicing: For University paid hotel accommodations, the Vendor will submit an itemized invoice, with the University’s Purchase Order Number, to WSU Accounts Payable at wsuinvoices@wayne.edu, for prompt payment. If reservations are placed using Procurement Card, all invoices must be forwarded to card holder for review and processing.

ACH Payments: Payments of University paid invoices will be made thirty (30) days after receipt and approval of invoice by the UNIVERSITY. ACH payments are both faster and less costly for Vendors and the University. This is the University’s preferred payment method. To enroll in the University’s ACH program, visit https://disbursements.wayne.edu/files/ach_payment_agreement_form.pdf and download the ACH payment agreement form. The completed form should be signed and sent to vendorach@wayne.edu.

License Requirements: Vendor shall hold and maintain all State, County, and City permits and licenses pursuant to the regulations of Hotel Operations within the Tri-County area.

Vendor shall provide clean and safe venue pursuant to all State of Michigan Codes. This includes license and registration requirement for Vendor personnel.

General Information:

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

Vendors must refrain from giving any reference to this program, whether in the form of press releases, brochures, photographic coverage, or verbal announcements, without specific written approval from the University.
Vendors responding to this RFI are cautioned not to include any proprietary information as part of their Submittal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.

Please respond to this request by email no later than 4:00 p.m. on April 26, 2019, as follows:

Wayne State University
Robert Kuhn, Sr. Buyer
Procurement & Strategic Sourcing
Email: ac6243@wayne.edu

All questions concerning this Request for Proposal are to be directed to Robert Kuhn, Senior Buyer, Email; ac6243@wayne.edu and to Kimberly Tomaszewski, Senior Buyer, Email; ac9934@wayne.edu. Copy both Robert Kuhn and Kimberly Tomaszewski on all E-Mail questions. The deadline for questions is April 22, 2019, 12:00 noon. Under no circumstances may a VENDOR contact other individuals at the UNIVERSITY, or its consultants to discuss any aspect of this RFI, unless expressly authorized by Procurement & Strategic Sourcing to do so.

Sincerely,

Robert Kuhn, Senior Buyer

Attachment:
- Cost Schedule A
- Schedule B: Detailed Specification Questions