Request for Proposal

and Specifications for

Mike Ilitch School of Business
Furniture
November 8, 2017
I. Welcome and Introduction

A. Kimberly Tomaszewski, Senior Buyer
B. Dean Forsythe, MISB
C. Other University Attendees
D. Note: Sign-in Sheet and list of call in / webex participants will be posted to the website.
E. A copy of this presentation will be posted to the website
I. About Wayne State University:

A. Was founded in 1868
B. Is committed to preparing its students to excel in a fast-paced and interconnected global society
C. Has more than 27,000 students
D. Has 13 colleges and schools
E. Offers more than 380 academic programs including bachelor’s, master’s and doctoral degrees
F. Classified by the Carnegie Foundation for the Advancement of Teaching as a Research University, Very High research activity (RU/VH) (http://wayne.edu/about/facts/)
I. RFP Opportunity

A. The University is soliciting proposals for Mike Ilitch School of Business Furniture Purchase
B. We are seeking superior quality & competitive pricing
C. Specifications are in the Scope of Work
D. Project or Services must commence on or before March 1, 2018
I. Calendar of Events

A. Mandatory Pre-bid meeting – November 16, 2017

B. Questions due to Procurement & Strategic Sourcing – November 28, 2017 - 12 Noon

C. Delivery of Proposals – December 5, 2017 by 4:00 pm

D. Evaluation of Proposals - Week of December 6, 2017

E. Announcement of Selected VENDOR - Week of December 13, 2017

F. Readiness for Service/Contract Commencement - Week of March 1, 2018
I. Submission of Proposals

A. Proposals are due December 5, 2017 at 4:00 pm
B. Delivered to Procurement & Strategic Sourcing, 5700 Cass Avenue, 4th Floor – Suite 4200, Detroit, MI 48202
C. We require an original plus one copy (2 total) of your proposal.
D. An electronic version is required, which should be submitted to rfp@wayne.edu
E. Proposals are limited to 30 pages total.
F. Prices and other requested data must be on the Schedules Provided
G. Proposals must be responsive and satisfy all mandatory requirements
H. Any deviation from requirements must be noted in Exhibit 1 as Restricted Services
I. Schedules and Exhibits

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

B. Exhibits
   A. Exhibit 1 - Exceptions/Restrictions; if any (RFP Section II G)
   B. Exhibit 2 - Profile / Experience / References (RFP Section II H)
   C. Exhibit 3 - VENDOR Service Plan
I. Proposal Evaluation

A. Ability to offer the best value (quality, past performance and price)
B. Anticipated quality of service
C. Ability to meet all mandatory requirements and specifications of this RFP
D. Cost of Services; Compensation and Fees; (Schedule C)
E. Financial Strength of the VENDOR
F. Proposal Documentation / Presentation
G. VENDOR'S Experience (Vendor Exhibit 2)
H. VENDOR Profiles/References; (Vendor Exhibit 2)
I. VENDOR Service Plan; (Vendor Exhibit 3)
J. Selected VENDOR will need to provide a mock-up for office furniture prior to contract award.
K. Selected VENDOR is responsible for ensuring that all furniture will fit into assigned spaces
I. Vendor Presentations

A. Selected VENDORS may be invited to make a presentation at a set time and date

B. Presentations are to clarify information provided in the proposals

C. Will include a Question and Answer period at the end of the Presentation

D. Invitations are at the sole discretion of the University
I. Scope of Work

A. Furniture for Bid Categories 6 – 10 for the Mike Ilitch School of Business, Detroit, MI.

B. FF&E Specifications and Project Information by SmithGroup JJR Dated September 8, 2017.

C. Production Schedule.

D. Delivery

E. Installation

F. Damage to Furniture

G. Submittals

H. Warranties

I. Vendor Responsibilities

J. Installer Responsibilities.
I. Proposals Must Include

A. Organizational data that demonstrates the size, scope and capability of the Company

B. A complete description of the products and services offered

C. Vendor’s qualifications to meet the RFP specifications
I. Information Submitted on Request

A. Publicly distributed annual reports and/or independently audited financial statements

B. A minimum of three (3) qualified references

C. Lost Accounts with annual billings of $25,000 per year
I. Contracting Process

A. Any contract will be made using the University’s Standard Service Provider Agreement

B. Agreement will incorporate this RFP and its terms and conditions by reference

C. Any Vendor terms to incorporate into the Agreement must be included in Exhibit 1

D. Final contract will require approval by the University’s General Counsel
I. Other Information

A. All Proposals are subject to the State of Michigan Freedom of Information Act

B. If awarded a contract, VENDOR must provide a Certificate of Insurance as outlined in Schedule B

C. Vendors should include any Supplier Diversity information (self or sub-contractors)

D. Construction or construction like work must be performed at Prevailing Wage Rates

E. Wayne State has a smoke- and tobacco-free policy for indoor and outdoor spaces
I. Reminders

A. The UNIVERSITY reserves the right to accept, reject, modify, and/or negotiate any and all proposals.

B. All information related to this RFP will be posted to the Project site at http://go.wayne.edu/bids.

C. If a List Serve has been established, those wishing notifications must register as listed in the RFP.

D. All questions concerning this Request for Proposal are to be directed to Kimberly Tomaszewski, Senior Buyer, Email; ac9934@wayne.edu.

E. A copy should be submitted to Leiann Day, Associate Director, Email; leiann.day@wayne.edu.

F. Do not contact the Mike Ilitch School of Business, or other University Units, directly as this may result in disqualification of your proposal.
Procurement & Strategic Sourcing

Questions
Procurement & Strategic Sourcing

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