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| wsu-primary-horz-color-600-10-2017-small  **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing**  **5700 Cass Avenue, suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734**  **FAX (313) 577-3747** |

**October 10, 2024**

**Addendum #1 To**

**Request for Proposal**

**RFP Wayne State University Dining Services RFP datedOctober 02, 2024**

**Minutes of the Pre-Proposal Conference**

**This Addendum must be acknowledged on Schedule D.**

The pre-proposal conference for the **WAYNE STATE UNIVERSITY Dining Services RFP** was held on **October 10, 2024, at 10:00 am.** **Kenneth Doherty** reviewed the administrative requirements of the pre-proposal package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Trish Romer** of **WSU Auxiliary Facility Services** discussed the expectations and scope of work and **Eric Bram of Rieth Jones Advisors** discussed the key submission items.

The pre-proposal conference attendees sign in sheet and meeting minutes are available for downloading from the UNIVERSITY Procurement Website at **http://go.wayne.edu/bids**.

**Numerous simple questions and answers were addressed at the pre-proposal meeting. Some of the issues were as follows:**

1. This RFP included an **Optional pre-proposal meeting.** In cases where the pre-proposal meeting is mandatory,only those VENDORS that attended the meeting will be allowed to participate in the RFP Opportunity.
2. A copy of the Prebid Attendance sheet will be posted to the website.
3. The deadline to sign up for the Optional campus tour is **October 11, 2024, by 10:00 a.m.** The link to sign up for the tour is in the RFP. The tour will be held on **October 24, 2024, at 12:00 noon.** We will meet at the north entrance of McGregor Memorial Conference Center.
4. The deadline to submit the Intent to Bid is **October 30, 2024**. The link is in the RFP.
5. The deadline for project related questions is **November 07. 2024*,*** **12:00 noon**.
6. **Bids are due by electronic submission no later than 2:00 p.m.,** **December 16, 2024.** The link for bid submission with bid details can be found at **http://go.wayne.edu/bids.**
7. **The contract will be for a five-year period ending on June 30, 2030.** Thereafter, the UNIVERSITY may, at its option, extend the contract, on a two-year basis for up to three renewal periods, through **June 30, 2036.** VENDORS have the ability to propose an alternative partnership approach if it provides material benefit to the dining program.
8. VENDORS will propose contract terms as part of the RFP submission process. The final agreement will be informed by WSU’s Strategic Source Agreement. Before the contract can be executed it must be reviewed and approved by WSU’s General Counsel.
9. The UNIVERSITY is a member of the Michigan University Self Insurance Corporation (MUSIC). Insurance requirements for WAYNE STATE work are based on the products or services provided. For this project, a Certificate of Liability Insurance is **Required.**
10. Any responses, 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.
11. Smoke and Tobacco Free Policies: On August 19, 2015, Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. CONTRACTORS are responsible to ensure that all employees and all subcontractors’ employees are in compliance anytime they are on WSU’s main, medical, or extension center campuses. The complete policy can be found at http://wayne.edu/smoke-free/policy/.
12. IMPORTANT - Minutes for the Pre-Proposal Meeting are distributed and published on the website as an Addendum. VENDORS are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Schedule D.

All questions concerning this project must be emailed to: **Miriam Dixon**, Procurement & Strategic Sourcing, Email: **miriam.dixon@wayne.edu** and copy **Kenneth Doherty,** Procurement & Strategic Sourcing, Email:[**ken-doherty@wayne.edu**](mailto:ken-doherty@wayne.edu)by **12:00 p.m., November 07. 2024.**

**Do not contact the WSU Auxiliary Facility Services or other UNIVERSITY Units directly as this may result in disqualification of your proposal.**

Thank you

**Miriam Dixon**,

**Associate Director of Procurement**

**313-577-3733**

cc: **Trish Romer**, Attendees list.