



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
5700 Cass Avenue, suite 4200  
Detroit, Michigan 48202  
(313) 577-3734  
FAX (313) 577-3747

July 26, 2017

Dear Vendors:

Wayne State University invites you to participate in the Request for Proposal process, for Design Services for the **STEM Innovation Center**, for Wayne State University, WSU Project **008-302306**.

Bidding documents may be obtained by vendors from the University Purchasing Web Site at [http://forms.purchasing.wayne.edu/Building\\_Design.html](http://forms.purchasing.wayne.edu/Building_Design.html) beginning **July 26, 2017**. When visiting the Web Site, click on the "**Construction**" link in green..

If you are interested in participating in this process, please fill out and **FAX** the registration/intent form. To participate, it is **MANDATORY** that you and/or responsible representatives of your organization attend our pre-bid conference (Tour/Q & A Session) to be held:

**August 7, 2017, 2:00 pm**  
**Wayne State University**  
**Lecture Room 0150**  
**5045 Anthony Wayne Drive,**  
**Detroit, MI 48202**

The balance of the Calendar of Events is as follows:

Issue RFP	<b>July 26, 2017</b>
Mandatory Pre-Bid Conference	<b>August 7, 2017, 2:00 pm</b>
Secondary walkthrough	(if needed) To be determined at the conclusion of the pre-bid conference, by those in attendance
Deadline for Questions	<b>August 11, 2017, 12:00 noon</b>
Receipt of Bids	<b>August 18, 2017, 2:00 p.m.</b>
Award of Contract	25 calendar days after successful bidder qualification and recommendation of award.

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 **\$7.50**. A detailed list of Cash & Coin operated lots can be viewed at [http://procurement.wayne.edu/cash\\_and\\_credit\\_card\\_lots.php](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. Please confirm your participation and/or attendance at the pre-bid conference by faxing the attached Registration/Intent form to the attention of Sonya Hubbard (313) 577-3747 no later than **12:00 noon on July 31, 2017** . Remember, you **MUST** attend the pre-bid conference in order to be qualified to respond to the bid.

Should you have any questions or concerns about this invitation, please contact me at **(313) 577-3757**. Thank you for your interest in doing business with Wayne State University.

Sincerely,

**Kimberly Tomaszewski, Senior Buyer**

Cc: **Ashley Flintoff, Project Manager**  
**Leiann Day, Associate Director**

Attachment

**REGISTRATION/INTENT FORM**

**RFP STEM Innovation Center,  
PROJECT # 008-302306  
KATT**

Please use this form to indicate your intent to submit a proposal for the services listed. Please type or print the information requested below, then fax to Wayne State University, attention Sonya Hubbard at (313) 577-3747 **by July 31, 2017 at 12:00 a. m. (noon).**

**Vendor Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** ( \_\_\_\_\_ ) \_\_\_\_\_

**E-mail** \_\_\_\_\_

YES \_\_\_\_\_ I will be attending the **Mandatory** meeting **RFP STEM Innovation Center, Project 008-302306 on August 7, 2017 .**

Location: Wayne State University,  
**5045 Anthony Wayne Drive, Lecture Room 0150,**  
Detroit MI 48202

Time: **2:00 pm**

NO \_\_\_\_\_ I will not participate in the Request for Proposal and will not be submitting a response.

**I understand that this will not affect our status as a potential supplier to Wayne State University.**

Thank you for interest shown in working with Wayne State University.

**Kimberly Tomaszewski  
Senior Buyer**