Division of Finance and Business Operations

Procurement & Strategic Sourcing
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Detroit, Michigan 48202
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March 2, 2016

Addendum #3 To
Request for Proposal
For USB Basement Concrete Restoration: Project 060-256694

Minutes of the Pre-bid Conference
Dated February 22, 2016

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for **USB Basement Concrete Restoration**, Project **060-256694** was held on **March 1, 2016,** at **10:00 am** (local time) – at Detroit, MI 48202. **Kimberly Tomaszewski** reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who Contractors may contact during the live bid process. **Mark Gibbons** and **Dan Elliott, P.E.** from **Carl Walker, Inc.** discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

NOTE: You must have attended a **pre-bid** conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a **pre-bid** conference does not qualify your company to bid.

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

1. **Minimum Participation**
   A. Pre-registration for the Pre-Bid meeting is required. In the event that we do not have four (4) or more eligible bidders pre-registered, the University reserves the right to postpone the Pre-bid meeting with up to 4 business hour notice.

   B. If less than 4 individual contractor firms attend the mandatory pre-bid meeting, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).

   C. On the day of the bid opening, if less than 3 sealed bids are received, the University reserves the right, at its sole discretion, to rebid the project in an effort to obtain greater competition. If the specifications are unchanged during the rebid effort, any contractor who submitted a bid will be given the option of keeping its bid on file for opening after the second bid effort, or of having the bids returned to them unopened.

2. 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/
3. Sworn Statement Requirements: The University tracks it's level of spend along a number of socio-economic categories. This includes it's spend with Diverse organizations, it's spend with Detroit based organizations, and it's spend with Michigan based organizations. To assist with this, The University has reporting requirements to be included with the submission of your bid and for Pay Applications submitted by the successful contractor.
4. A bid bond is not required for bids below $50,000. Otherwise, a bid bond (5%) will be required for the full amount of the bid.
5. Performance Bond and Material & Labor Payment Bond requirements are listed in the specifications of the job. Performance & Material & Labor Payment Bonds must be provided by the awarded Contractor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
6. The awarded Contractor must provide the required Certificate of Insurance in compliance with Section 800, article 11 of the bid specifications prior to commencement of any work.
7. Please review the insurance section carefully, there are some changes in the documents, such as the addition of professional liability insurance and changes in the amounts of required insurance for most of the categories
8. If your company has not previously done business with the University you may go to the Purchasing website at **www.purchasing.wayne.edu** and look for the "new vendor" link under "Information for Vendors" on the left. You may submit a new vendor request form and an IRS form W-9. This will register your company on our vendor list. (NOTE: this does not replace the listserv.)
9. This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than State of Michigan Prevailing Wage Rates. A Prevailing Wage Rate Schedule is included with this Addendum. Contractors must review these requirements to be sure they are in compliance with the requirements of the University and the State of Michigan. Contact the State of Michigan if further information on prevailing wage rate is needed at website ***http://www.michigan.gov/dleg/0,1607,7-154-27673_27706---,00.html***.

Contractors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.

10. 1099 workers and subcontractors using 1099 workers are NOT acceptable
11. Certified Payroll must be provided with each of the contractor's pay applications for all workers who worked at the job site, in compliance with the State of Michigan policy. Failure to provide certified payroll will constitute breach of contract and pay applications will be returned unpaid, and remain so until satisfactory supporting documents are provided.
12. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
13. A properly executed sworn statement is required from all tiers of contractors, and sub-contractors indicating sub-contractors and suppliers which provide services or product of $1,000.00 or greater. Sworn statements must accompany applications for payment
14. All documents listed in the Front End Section 0410-2 "Wayne State Prevailing Wage Requirements" must accompany applications for payment. Failure to do so will result in the entire application package returned for correction.
15. A checklist of all Pay Application requirements can be found in Section 00430-1.
16. Note: there is a new section 440 Contractors Performance Evaluation. This is a new part of the contract and will e performed at the end of every job.
17. The competency and responsibility of Bidders will be considered in making the award. The Owner does not obligate himself to accept the lowest or any other bids. The Owner reserves the right to reject any and all bids and to waive any informalities in the Proposals
18. Parking on WSU campus lots and structures are $7.00/access. Contractor must build parking into their lump sum bid. There is no parking allowed on the malls.
19. Section 300, Form of Proposal has changed very recently, review carefully and complete in its entirety to avoid disqualification. Revised Section 300 follows this Addendum. Please use the revised version when submitted your bid to the University.
20. The contractors **must** fill out our prequalification form. They can attach additional information if they would like but at a minimum the information requested must be filled in on our form so that we do not have to hunt to find the information.
21. Contractors who have withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years are not eligible to bid on this project.
22. Project hours of operation are 7:00am – 3:30 pm. The hours for the Alternates are extended from 7:00am until 9:00pm.
23. Prequalification meeting will be held the first business day after bid openings. Contractors must be available. The Project Manager will coordinate the meetings.
24. Prequalification meeting includes Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents.
25. An unsigned contract will be given to the successful Contractor at the conclusion of the Prequalification meeting, if all aspects of the bid are in order. The Contractor has 5 business days to return the contract to the Project Manager for University counter signature. The contractor must also submit a Performance Bond as outlined above and a Certificate of Insurance in the same 5 business day period. In the event the Contractor fails to return the documents in this 5 day period, the University reserves the right to award the contract to the next most responsive bidder.
26. An Optional second walk thru was not scheduled. .
27. Permit requirements are the responsibility of the awarded contractor as listed on Section 800 Article 4. Alternates will require a City of Detroit Permit for the Sidewalk and Approach.
28. Contractor must provide their own dumpster if needed, which must be rubber or plywood padded if placed on concrete. Location and duration must be coordinated with the project manager. Dumpster must be tagged with the name of your company clearly displayed. Any lawn damage must be restored.
29. On Drawing G002 –Concrete repair quantities should be calculated as inch by inch and converted to square feet as indicated on the pay basis detail.
30. The existing paint during demolition may require PPE, abatement of paint would only be required if the paint were to be sanded. The awarded contractor will not be required to repaint the basement.
31. Equipment in areas of construction must be covered and protected during the project. All basement equipment, inclusive of Boilers will be shut down prior to the commencement of construction.
32. There are two types of beam repairs. Both are detailed in the specifications.
33. Staining/painting of the concrete repairs is not required for this project.
34. Questions are due by **March 3, 2016** at 12:00 noon
35. Bids are due no later than 2:00 p.m., **March 10, 2016,** at 5700 Cass Ave. Room 4200 AAB.
    No public bid opening will be held.
36. **Time of Completion:** The Contract is expected to be fully executed on or about 15 calendar days after successful bidder qualification and recommendation of award. The successful bidder (Contractor) agrees to start construction **immediately after** receipt of a fully executed contract and Purchase Order, and to complete the work as follows: Substantial Completion, and State Approved Inspections (if appropriate), no later than **July 1, 2016.**
37. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at **http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html**.
38. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc)
39. **IMPORTANT- This is an addendum which MUST be acknowledged on your bid form**

We will require two copies each of your lump sum proposals, vendor qualification questionnaire and your bid bond documents.

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing. Email: **ac9934@wayne.edu**, and copy **Leiann Day**, **Procurement Analyst**, at **leiann.day@wayne.edu**.

Do not contact either FP&M or the Design Firm directly as this may result in disqualification of your proposal.

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

Kimberly Tomaszewski
Senior Buyer

CC: **Mark Gibbons** (Project Manager), **Leiann Day**, **Procurement Analyst**, Attendee list.

VENDOR NAME_____

GENERAL CONTRACT - PROPOSAL FORM *(revised 1 - 2011)* *(Revised 03/02/2016)*

Please Note – Vendors must Pre-qualify themselves when responding to this bid opportunity. Our Prequalification questions can be found on page 4 of this section.

OWNER:	Board of Governors Wayne State University
PROJECT:	**USB Basement Concrete Restoration**
PROJECT NO.:	WSU PROJECT NO. **060-256694**
PROJECT TYPE:	**General Work**
PURCHASING AGENT:	**Kimberly Tomaszewski**, **Senior Buyer** WSU – Procurement & Strategic Sourcing 5700 Cass, Suite 4200 Detroit, Michigan 48202 **313-577-3757**/ 313-577-3747 fax **ac9934@wayne.edu** & copy **leiann.day@wayne.edu**
OWNER'S REPRESENTATIVE:	**Mark Gibbons**, Project Manager Design & Construction Services Facilities Planning & Management Wayne State University 5454 Cass Avenue Detroit, Michigan 48202
TO:	Board of Governors Wayne State University Detroit, Michigan

BASE PROPOSAL:

The undersigned agrees to enter into an Agreement to complete the entire work of the **USB Basement Concrete Restoration** project (WSU Project No. **060-256694**) in accordance with the Bidding Documents for the following amounts:

_____ $ _____ Dollars

Description		Ref. Spec. or Detail	Units	Est. Qty.	Unit Price	Bid Price
Division 0 & 1						
1.1	Project Mobilization	Divs. 0 & 1	L.S.	1	$ N.A.	$ _____
1.2	Project General Requirements	Divs. 0 & 1	L.S.	1	$ N.A.	$ _____
Division 3:						
3.1	Top of Slab Repair	2/SR501	S.F.	150	$ _____	$ _____
3.2	Full Depth Slab Repair	3/SR501	S.F.	100	$ _____	$ _____
3.3	Curb/Wash Repair	2/SR501	S.F.	30	$ _____	$ _____
3.4	Ceiling Repair	4/SR501	S.F.	200	$ _____	$ _____
3.5	Beam Repair – Type 1	5/SR501	S.F.	150	$ _____	$ _____

3.6	Beam Repair – Type 2	6/SR501	L.F.	30	$ _____	$ _____
3.7	Wall Repair	7/SR501	S.F.	210	$ _____	$ _____
3.8	Column Repair	8/SR501	S.F.	20	$ _____	$ _____
3.9	Chemical Grout Crack in Wall	03 6425	L.F.	10	$ _____	$ _____
3.10	Supplemental Horizontal Shear Reinforcement	10/SR501	E.A.	30	$ _____	$ _____
3.11	Supplemental Reinforcement	03 2000	LBS.	300	$ _____	$ _____
3.12	Remove Plywood & Replace with Concrete	11/SR501	S.F.	5	$ _____	$ _____

Division 7:

7.1	Rout & Seal Cracks	18/SR501	L.F.	100	$ _____	$ _____
7.2	Remove & Replace Control Joint Sealants	16/SR501	L.F.	150	$ _____	$ _____
7.3	Remove & Replace Cove Joint Sealants	17/SR501	L.F.	100	$ _____	$ _____
7.4	Install Full System Deck Coating	12-15/SR501	S.F.	800	$ _____	$ _____

~~Division 26:~~ (NA)

~~**26.1**~~	~~Replace Damaged Electrical Conduit, Boxes, Etc.~~	~~G002~~	~~Allow.~~	~~1~~	~~$ N.A.~~	~~$ 3,000~~

ALTERNATES

A.1	Remove & Replace Concrete Sidewalk	9/SR501	S.F.	125	$ _____	$ _____ (add/deduct)
A.2	Remove & Replace Concrete Apron	SR102	L.S.	1	$ N.A.	$ _____ (add/deduct)
A.2.1	Voluntary Alternate to improve schedule of the Apron	SR102	L.S.	1	$	$
A.3	Voluntary Alternate to Improve Schedule	01 2300	L.S.	1	$ N.A.	$ _____ (add/deduct)

A Description of Abbreviations:

a. L.F. = Lineal Feet
b. EA. = Each
c. S.F. = Square Feet
d. LBS. = Pounds

e.	L.S. = Lump Sum
f.	Allow. = Allowance
g.	N.A. = Not Applicable

Downtime for Driveway (Base Bid)	_____
Downtime for Driveway (Alternate A.3)	_____
Downtime for Apron (Base Bid)	_____
Downtime for Apron (Alternate A.2.1)	_____

LAWN REPLACEMENT:

The undersigned agrees that, in the event of existing lawn or landscaping damage, due to the Contractor's work, that has not been properly addressed and repaired to the satisfaction of the University, the University may repair/replace the lawn and/or landscaping, and that the expense will be at a **unit cost of $10.00 per square yard for lawn, and landscaping at a rate of 1.5 times the cost of said repairs**, the full cost of which shall be reimbursed by the contractor.

CONTRACT CHANGE ORDERS: *(revised 4-01-2011)*

The undersigned agrees to the following pricing formula and rates for changes in the contract work:

1. For subcontract work, Contractor's markup for handling, overhead, profit and bonding on subcontractors sell price, shall not exceed **5%.**

   1.1. For subcontract work that is provided on a time and material basis, the subcontractor shall be permitted a single markup for handling, overhead, profit and bonding of 5%. When a markup is identified in the subcontractor's hourly labor rate, additional markup on labor is not permitted.

   1.1.1 For changes that are based upon a lump sum value, subcontractor shall provide all labor and material back-ups to ensure that duplicative charges are avoided and authorized mark-ups for OH&P can be confirmed

2. For work by his own organization, Contractor's markup for job* and general overhead, profit and bonding shall not exceed **5%** of the net labor** and material costs.

Within 14 days of the project's contract execution Contractor shall provide to the Owner; Subcontractor's hourly labor rate breakdown details. This requirement shall extend to the lowest level of subcontractor participation.

* Job and general overhead includes supervision and executive expenses; use charges on small tools, scaffolding, blocking, shores, appliances, etc., and other miscellaneous job expenses.

** Net labor cost is the sum of the base wages, fringe benefits established by governing trade organizations, applicable payroll taxes, and increased expense for contractor's liability insurance (Workman's Compensation, P.L. and P.D.).

TIME OF COMPLETION:

(revised 4-01-2011)

The Contract is expected to be fully executed on or about 25 calendar days after successful bidder qualification and recommendation of award. The undersigned agrees to start construction **immediately after** receipt of a fully executed contract, and to complete the work as follows:

Substantial Completion will be completed no later than **July 1, 2016.**

LIQUIDATED DAMAGES:

It is understood and agreed that, if project is not completed within the time specified in the contract plus any extension of time allowed pursuant thereto, the actual damages sustained by the Owner because of any such delay, will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of the use of said project by Owner would be the sum of **$500.00, Five Hundred Dollars per day**, and therefore the contractor shall pay as liquidated damages to the Owner the sum of **$500.00, Five Hundred Dollars per day** for each day's delay in substantially completing said project beyond the time specified in the Contract and any extensions of time allowed thereunder.

TAXES: The undersigned acknowledges that prices stated above include all applicable taxes of whatever character or description. Michigan State Sales Tax is applicable to the work. Bidder understands that the Owner reserves the right to reject any or all bids and to waive informalities or irregularities therein.

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_____

CONTRACTOR'S PREQUALIFICATION STATEMENT & QUESTIONNAIRE:

Our Minimum Requirements for Construction Bids are:

WSU considers this project: General Work.

Criteria	Small Project bid less than $50,000	Medium Project bid between $50,001 and $250,000	Large Project bid between $250,001 and $2 million	Very Large Project bid greater than $2 million
EMR Rating (Experience Modification Rating)	1.0 or Less	1.0 or Less	1.0 or Less	1.0 or Less
Bondable Vendor	N.A.	Required	Required	Required
Length of Time in Construction Business	2 Years	3 Years	5 Years	5 Years
Demonstrated Experience in Projects Similar in Scope and Price in the last 3 years	1 or more	1 or more	2 or more	3 or more
Unsuccessful Projects on Campus in last 3 years	None Allowed	None Allowed	None Allowed	None Allowed
Failure to comply with Prevailing Wage and/or Project Labor requirements	None Allowed	None Allowed	None Allowed	None Allowed
Withdrawn University Bid (with or without Bond forfeiture) within the last 3 years **	1 or less	1 or less	1 or less	1 or less
Company currently not in Chapter 11 of the US Bankruptcy Code	1 Year	2 Years	3 Years	3 Years

** Withdrawal of a bid is subject to the University suspension policy, for a period up to one year.

Contractors must complete the following information to determine their eligibility to participate in this bid. This information is required with your Bid to the University

Failure to complete this form in its entirety will result in your bid being disqualified.

Check one of the following on the makeup of your company:

_____ Corporation _____ Individual

_____ Partnership _____ Joint Venture

_____ Other (Explain below):

_____

_____

Diversity Classification: Please indicate the appropriate diversity classification for your company. The University recognizes the following groups as diverse or disadvantaged:

- Majority Owned _____
- Minority Business Enterprises (MBE) _____
- Women Business Enterprises (WBE) _____
- Disabled Veteran Enterprises (DVBE) _____
- Disabled Person Enterprises (DBE) _____
- Veteran Owned Businesses (VBE) _____
- Small Businesses per the US Small Business Administration (SBE) _____
- Other (Please Explain): _____ _____

1. How many years has your organization been in business as a contractor? _____

2. How many years has your organization been in business under its present business name? _____

3. List states in which your organization is legally qualified to do business. _____

   _____

4. Provide the Name and Address of your Liability Insurance Carrier. _____

   _____

5. What is your current EMR Rating? _____
   The minimum requirement is an EMR Rating of 1.0 or less for all projects. Bidders with a rating higher than 1.0 understand that their bid may be disqualified, at the sole discretion of the University.

6. What percentage of work performed on projects are by company employees; excluding any hired subcontracting and outsourced relationships, for the bid submitted? _____ %

7. What percentage of work performed on your companies behalf are by subcontracted business relationships; disallowing 1099 contracting work forces, for the bid submitted? _____ %

8. Have you ever failed to complete any work awarded to you? If so, attach a separate sheet of explanation. Include the name of the Project, the customer, the dates of the work, and the amount of the contract?

   _____

9. Have you withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years? If so, state the Project Name and Number, and the date of bid submission below.

   _____

10. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a construction contract? If so, attach a separate sheet of explanation.

    _____

11. List the construction experience of the principals and superintendents of your company.

    Name: _____ Title: _____

    _____

    _____

    Name: _____ Title: _____

    _____

    _____

    Name: _____ Title: _____

    _____

_____

12. List the construction Projects, and approximate dates, when you performed work similar in Scope to this project.

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount:_____ Date Completed: _____

13. List the construction Projects, and approximate dates, when you performed work similar in Dollar Amount to this project.

Project:_____ Owner:_____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

14. Is your Company "bondable"? Yes _____ No _____

15. What is your present bonding capacity? $ _____

16. Who is your bonding agent?

NAME: _____

ADDRESS: _____

PHONE: (_____) _____

CONTACT: _____

17. Does your company agree to provide financial reports to the University upon request? Failure to agree may result in disqualification of your bid. Yes _____ No _____

18. Does your company agree that all of the Terms and Conditions of this RFP and Vendor's Response Proposal become part of any ensuing agreement? Yes _____ No _____

19. Does your company agree to execute a contract containing the clauses shown in Section 00500 "Agreement Between Contractor and Owner for Construction"? Yes _____ No_____

If "No", clearly note any exceptions to any information contained in the contract documents and include with your proposal.

20. Did your company quote based upon **Prevailing Wage Rates**? Yes _____ No_____

21. Does your company agree to comply with the University **Smoke and Tobacco Free Policies**? Yes _____ No_____

Note: Contractors submitting proposals for this project may, at the discretion of the University, be required to submit references including contact information to be used to assist in the post bid evaluation process for the subject project

ACKNOWLEDGEMENT OF MINIMUM QUALIFICATIONS:

The undersigned has read and understands the minimum qualifications for University construction projects, and has completed the Prequalification section completely and accurately. The undersigned understands that a contractor, who fails to meet the minimum qualifications **in the category identified for this project, will be disqualified from consideration for the project**.

ACCEPTANCE OF PROPOSAL: The undersigned agrees to execute a Contract, being the Wayne State University standard form titled "Agreement Between Contractor and Owner for Construction" (see section 00500 of the bid documents), provided that we are notified of the acceptance of our Proposal within sixty (60) days of the date set for the opening thereof.

The undersigned below understands that the bid will be disqualified if the Prequalification information above is not completed in its entirety.

NAME OF COMPANY: _____

OFFICE ADDRESS: _____

PHONE NUMBER: _____ DATE_____

FAX NUMBER: _____

SIGNED BY: _____
Signature

_____
(Please print or type name here)

TITLE _____

EMAIL ADDRESS: _____@_____