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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** |

**December 4, 2024**

**Addendum #1 To**

**Request for Proposal**

**RFP Campus Wide Roof Assessment**

**datedNovember 26, 2024**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Campus Wide Roof Assessment**  was held on **December 4, 2024 at 10:00 am** **Valerie Kreher** 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. **Mark Gibbons** of the **Design & Construction Services**, discussed the expectations and scope of work.

The pre-proposal conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site 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 will be allowed to participate in this RFP Opportunity
2. A copy of the Prebid Attendance sheet will be posted to the website.
3. The Deadline for project related questions is **December 11, 2024*,*** **12:00 noon**.
4. **Bids are due by electronic submission on** no later than 2:00 p.m., **December 18, 2024.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **November 26, 2024**.
5. ***The contract(s) will be for a three-year period ending on* February 1, 2028*.*** *Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through* **February 1, 2030*.*** *VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C****.***
6. A new Cost Schedule C is included with this Addendum*.*
7. The cost schedule shows six different roofs, however, the University has 10-20 roofs in need of assessment and the University has 120 buildings that may or may not need assessment during this period.
8. The cost schedule is intended to get a price for assessment, not a price for construction.
9. The selected vendor(s) will have access to the roofs they need to assess.
10. Any construction type work will need to be at prevailing wage rates.
11. Any types of work that needs to be subcontracted out must be identified in your proposal, however, the specific subcontractor does not need to be identified.
12. The University has documentation on many of the roofs across campus and warranty information, but some information is not complete.
13. “As is” information and hidden conditions will be considered.
14. 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**
15. 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.
16. The University may award one or more vendors for this service.
17. Parking on WSU campus lots and structures are $9.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
18. 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/
19. 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: **Valerie Kreher**, Procurement & Strategic Sourcing at **313-577-3720** Email: **rfpteam2@wayne.edu** by 12:00 p.m., **December 11, 2024.**

**Do not contact the Design & Construction Services, or other University Units, directly as this may result in disqualification of your proposal.**

Thank you

**Valerie Kreher**,

**Senior Buyer**, Purchasing

**313-577-3720**

CC: **Mark Gibbons**, Attendees list.

*Attachments:*