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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** |

**May 15, 2024**

**Addendum #1 To**

**Request for Proposal**

**RFP Charter and School Bus Transportation 2024 datedMay 8, 2024**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Charter and School Bus Transportation 2024** was held on **May 15, 2024 at 10:30 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. **Ken Doherty** of the **Procurement and Strategic Sourcing**, 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 **May 22, 2024*,*** **12:00 noon**.
4. **Bids are due by electronic submission on** no later than 2:00 p.m., **May 29, 2024.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **May 8, 2024**.
5. ***The contract(s) will be for a three-year period ending on* June 30, 2027*.*** *Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through* **June 30, 2029*.*** *VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C****.***
6. 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.** A new Schedule B is at the bottom of the minutes, please review the revised requirements carefully.
7. The University may award more than one Agreement for this project
8. 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.
9. 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.
10. 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/
11. 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., **May 22, 2024.**

**Do not contact the Procurement and Strategic Sourcing, 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: **Ken Doherty**, Attendees list.

*Attachments:*

**Schedule B**

**Insurance Requirements *(Rev 8-2023)***

For this project, Insurance is **Required**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at its sole expense, shall cause to be issued and maintained in full effect for the term of this agreement, insurance as set forth hereunder:

**General Requirements**

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| --- | --- |
| **Type of Insurance** | **Minimum Requirement** |
| 1. Commercial General Liability (CGL)  CGL insurance should be written on ISO  form CG 00 01 (or equivalent substitute) | $1,000,000 combined single limit  $2,000,000 annual aggregate |
| 2. Excess Liability (Umbrella) | $10,000,000 per occurrence |
| 3. Commercial Automobile Liability  (including hired and non-owned vehicles) | $1,000,000 combined single limit per accident for bodily injury and property damage, without annual aggregate. |
| 4. Workers' Compensation  (Employers' Liability) | Required by the State of Michigan and Employer’s Liability in the amount of  $1,000,000 per accident for bodily injury or disease. |

**Maximum Acceptable Deductibles**

**Type of Insurance** **Deductible**

Commercial General Liability $5,000

Commercial Automobile Liability 0

Workers' Compensation 0

Property - All Risk $1,000

**Coverage**

1. All liability policies must be written on an occurrence form of coverage.

2. Commercial General Liability (CGL) includes, but is not limited to: consumption or use of products, existence of equipment or machines on location, and contractual obligations to customers.

3. The Board of Governors of Wayne State University shall be named as an additional insured, but only with respect to accidents arising out of said contract.

4. The additional insured provision shall contain a cross liability clause as follows: “The insurance afforded applies separately to each insured against whose claim is made or suit is brought, except with respects to the limits of the company’s liability.”

5. The insurance company for each line of insurance coverage will be reviewed and checked per the A.M. Best’s Key Rating Guide. **A rating of not less than “A-” is required**

**Certificates of Insurance**

1. Certificates of Insurance naming Wayne State University / Office of Risk Management as the certificate holder and stating the minimum required coverage must be forwarded to the Office of Risk Management to be verified and authenticated with the agent and/or insurance company.

2. Certificates shall contain a statement from the insurer that, for this contract, the care, and custody or control exclusion is waived.

3. Certificates shall be issued on a ACORD form or one containing the equivalent wording, and require giving WSU a thirty (30) day written notice of cancellation or material change prior to the normal expiration of coverage.

4. Revised certificates must be forwarded to the Office of Risk Management thirty (30) days prior to the expiration of any insurance coverage listed on the original certificate, as follows:

Wayne State University

Office of Risk Management

5700 Cass Avenue, Suite 4622 AAB

Detroit, MI 48202

**Specific Requirements-** Individual contracts may require coverage in addition to the minimum general requirement such as, business interruption, higher limits and or blanket fidelity insurance.

**Exception to the insurance requirements** is to be approved, in writing, by the Office of Risk Management. Exceptions are determined by the type and nature of the contract and the individual contractor.