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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** |

**July 17, 2024**

**Addendum #1 To**

**Request for Proposal**

**RFP DeRoy Interior Renovation - Seating datedJuly 10, 2024**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **DeRoy Interior Renovation - Seating** was held on **July 17, 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. **Ron Kahle,** of the **Design & Construction Services Department**, 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 a **Mandatory 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 **July 22, 2024*,*** **12:00 noon**.
4. **Bids are due by electronic submission on** no later than 2:00 p.m., **July 29, 2024.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **July 10, 2024**.
5. 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**
6. 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.
7. 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.
8. 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/
9. Installers of furniture or equipment responsible for onsite assembly must be classified minimally as carpenters, and those responsible for electrical connections must be classified minimally as electricians.
10. Alternates will be accepted for this project, manufacturer’s product literature for alternate submissions to be submitted at time of bid.
11. Vendors do not have to include sample cuts of materials/color with their proposal as outlined in Vendor Responsibility, Item C, but the samples should be available within one to two days if they are requested.
12. Deliveries are to be between 7:30am and 4:00pm
13. Vendors must arrange delivery in advance and coordinate with the WSU Project Manager
14. All measurements must be field verified before the winning vendor orders any product. Use the measurements in the drawings for bidding purposes. If anyone wishes to field verify after award of the bid, coordinate with WSU Project Manager or onsite Construction Manager to set a date and time to field verify.
15. Vendors should use the grade specified on Furniture Specifications for all fabrics and finishes for the quote.
16. Leadtime should be defined as the length of time it takes from the time the furniture is ordered, after all clarifications are made with the project manager to the time the end user is sitting in the furniture and using it. It is the winning vendor’s responsibility to be sure the project manager knows when the clarification period has ended and when the lead-time count in weeks has started.
17. The target date for installation complete installation is November 15, 2024
18. The vendor will likely unload from the mall and move furniture into the building. There is no loading dock, but a laydown area can be made available, but there are no warehouse spaces available during installation.
19. Coordinate with the WSU Project Manager.
20. Installation is to include the complete assembly of components for all furniture items.
21. Vendors should indicate the lead time of the furniture. The vendor must be prepared for delivery as soon as the site is ready to receive the furniture.
22. Be sure to review the bid bond and Labor and Material Payment bond requirements carefully.
23. Upper and lower DeRoy seat layouts are provided.
24. Seat numbers and sizes are included in the specs.
25. Handicap companion chairs (loose seats) are included in this project.
26. Finish schedule for the companion chairs has been included in the drawings and specifications.
27. The University reserves the right to make more than one award for this project.
28. Complete installation by the middle of November 2024.
29. A University wage schedule has been added to the posting.
30. An optional site visit has been scheduled July 18, 2024, at 10:00 am.
31. An AutoCad drawing has not been posted.
32. 1099 Employees or workers are NOT acceptable.
33. Cost Schedule C is to be provided electronically as well as the printed & signed copy. In the event of a discrepancy between the electronic and signed copy, the signed copy will prevail.
34. Any discrepancies between specifications and drawings should be conveyed via email to Valerie at rfpteam2@wayne.edu otherwise all bids are to be based on the numbers provided in the drawings and specifications.
35. Vendor must take away any, and all refuse, boxes packing materials and other debris out of the building each day.
36. This will be an occupied building with students and staff; however, areas to receive new furniture are not occupied. Vendors are to be considerate of noise and cleanliness.

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., **July 22, 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: **Ron Kahle**, Attendees list.

*Attachments:*