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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 14, 2024**

**Addendum #1 To**

**Request for Proposal**

**RFP Property Loss Mitigation Services 2024 datedMay 7, 2024**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Property Loss Mitigation Services 2024** was held on **May 14, 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. **Steve Gilsdorf** of the **Facilities Planning and Management**, 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 **May16, 2024*,*** **12:00 noon**.
4. **Bids are due by electronic submission on** no later than 2:00 p.m., **May 21, 2024.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **May 7, 2024**.
5. ***The contract(s) will be for a three-year period ending on* September 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* **September 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**
7. Phase I emergency response and service doesn’t require WSU Wage Rates. Restoration would require WSU Wage Rates, see Cost Schedules for the different Phases and cost components. Also refer to Schedule E – Detailed Questionnaire.
8. The University is seeking multiple vendors for this award, two or three vendors will be contracted.
9. Restoration Work – Pay Application and what is required. See the second page of this document.
10. 24 x 7 call center of emergency response line required, see RFP for response time requirements.
11. 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.
12. 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.
13. 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/
14. 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., **May16, 2024.**

**Do not contact the Facilities Planning and Management, 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: **Steve Gilsdorf**, Attendees list.

*Attachments:*

**WAYNE STATE UNIVERSITY**

**PAYMENT PACKAGE DOCUMENT REQUIREMENTS *(Revised 7-23-2015)*:**

Review and comply with Section 410 of Bid Front End Documents.

Review and comply with Article 15 of the Supplemental General Conditions.

**PAYMENT APPLICATION - AIA document G702 & G703 (or equivalent) –Checklist:**

* Correct Project Name – Found on your contract.
* Correct Project Number – Found on your contract.
* Purchase Order Number – Required prior to beginning work.
* Correct Application Number.
* Correct Period Reporting Dates – Applications support docs must be sequential and within application range.
* Approved & Executed Change Orders Listed. (Cannot invoice for unapproved Change Orders)
* Schedule of Values percentages and amounts match the approved Pencil Copy Review – Signed by the Architect, Contractor, and University Project Manager.
* Correct Dates – Back dating not accepted.
* Signed and Notarized.

**SWORN STATEMENT – Checklist:**

* List all contractors, sub-contractors, suppliers… ≥ $10,000.00
* A sworn statement is required from every Sub Contractor on the job with a material purchase or sub-contract of $10,000 or more. (All tiers.)
* Purchase Order Number
* Dates – Back dating not accepted.
* Signed and Notarized.

**CERTIFIED PAYROLL - Dept. of Labor Form WH-347 – Checklist: (Union and Non-Union)**

* For every contractor & sub-contractors work, for each week within the application reporting period.
* Correct Project Number
* List ALL workers on-site.
* Make sure their addresses are listed.
* Social Security Numbers MUST be blackened out or listed in XXX-XX-1234 format.
* Work classifications based on the job specific WSU Wage Schedule descriptions.
* For any workers paid at the Apprenticeship rates - proof of enrolled program and current completion required.
* Rate of Pay verified against the WSU Wage Schedule with an hourly cost breakdown of fringes paid.
* Authorized signatures on affidavit.
* Dates – must represent the weeks within the application period.

**APPLICATION PACKAGE SUPPORTING DOCUMENTATION –**

* ***Proof of Ownership*** for any ‘Owner Operator’ contractors not wishing to claim their time on WSU Wage. – (Must list their hours and dates worked on the WH-347 Form and enter EXEMPT on the income brackets.) The Owner must provide copies of “DBA” registration form confirming status as exempt from WSU Wage requirements.
* ***Proof of Stored Materials*** – Bill of Lading, Delivery Receipts, Pictures, Certificate of Insurance or endorsement pate specifically insuring stored material at location, and pictures with materials clearly separated and labeled for WSU. The University reserves the right to on site verification of stored materials.

* ***Partial Conditional Waivers*** – The contractor shall provide covering the entire amount of the application. For non-bonded projects all sub-contractors must provide for all applications which they have a draw.
* ***Partial Unconditional Waivers*** – Must release amount paid for work and be delivered starting with application #2 and in no case after payment application #3, through all sequential applications for contractors, sub-contractors, and suppliers listed on the Sworn Statements.
* ***Full Unconditional Waivers*** – Must be delivered with final payment application, releasing all contractors, sub-contractors, suppliers listed on the sworn statements and any legitimate notice of furnishings reconciled.

**FINAL PAYMENT APPLICATION – Checklist:**

* Clear and concise As-Built drawings.
* Operation and Maintenance Manuals
* Process and training directions (if applicable).
* Warranty of work in accordance with project documents.
* Submittals log and samples installed on the job.
* Certificate of Substantial Completion
* Full Unconditional Waiver

**The Project Manager may provide additional requirements as may apply to individual jobs**