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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 10, 2024**

**Addendum #1 To**

**Request for Proposal**

**RFP Scott Hall Cafeteria Furniture datedMay 3, 2024**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Scott Hall Cafeteria Furniture** was held on **May 10, 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. **Krista Mitchell** of the **SOM Facilities & Support 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 **May 17, 2024*,*** **12:00 noon**.
4. **Bids are due by electronic submission on** no later than 2:00 p.m., **May 22, 2024.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **May 3, 2024**.
5. 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.
6. Alternates will be accepted for this project, manufacturer’s product literature for alternate submissions to be submitted at time of bid.
7. 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.
8. Deliveries are to be between 7:30am and 4:00pm
9. Vendors must arrange delivery in advance and coordinate with the WSU Project Manager
10. 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.
11. Vendors should use the grade specified on Furniture Specifications for all fabrics and finishes for the quote.
12. The target date for installation complete installation is Summer 2024.
13. The vendor will likely unload from the mall and move furniture into the building. Coordinate with the WSU Project Manager.
14. Benches along windows will be staying along with 4 little tables and chairs. Emphasis “main seating” portion of the cafeteria.
15. Durability, user friendy and easy to move into different configurations preferred.
16. Room dividers to be on wheels, with locks, and allowing for tacking on both sides.
17. Prefer one vendor takes all but reserve the right to order in partial from multiple vendors.
18. Seating not necessarily on wheels, sled foot chair is acceptable. No upholstery to allow washing.
19. Chairs are to be stackable.
20. Armless chairs preferred.
21. Prefer dolly for stacking chairs – estimate from 25 – 35 of current chairs. May have to put all away at once. Add line in spreadsheet for # of dolly’s vendor is quoting.
22. No construction like work; thus no WSU Wage Rate Required.
23. Screens are to be fabric, neutral color.
24. Vendors are to include lead times.
25. There will be 58 tables, may not match the # in drawings.
26. Tables don’t have to have ganging clips.
27. Voluntary Alternate for different table sizes and etc. is allowed but Base Bid must be received first before Alternates can be considered.
28. Installation is to include the complete assembly of components for all furniture items.
29. 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.
30. An AutoCad drawing has not been posted.
31. 1099 Employees or workers are NOT acceptable.
32. A site visit is scheduled for May 13, 2024 at 11:00 am. Meet in the Lobby of 540 E. Canfield by the security guard desk. The front door of 540 E. Canfield is behind the building away from the street. Give yourself time to find the right place if you have not been there before.
33. Cost Schedule C is to be provided electronically in excel as well a pdf copy within your proposal.
34. Vendor must take away any and all refuse, boxes packing materials and other debris out of the building each day. 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.
35. 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**
36. 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.
37. 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.
38. 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/
39. 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: **rpteam2@wayne.edu** by 12:00 p.m., **May 17, 2024.**

**Do not contact the SOM Facilities & Support 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: **Krista Mitchell**, Attendees list.

*Attachments:*