

Wayne State University



Request for Proposal and Specifications for

Lab Coat Dispensing Program 2026

April 6, 2026

Brittney Mills, Senior Buyer



Welcome and Introduction

- A. Department or Project Requester Kellie Lauder
- B. Other University Attendees
- C. A copy of this presentation has been posted to the website



About Wayne State University:

- A. Founded in 1868
- B. More than 25,000 students
- C. Nearly 350 degree and certificate programs in 13 schools and colleges
- D. Annual Research Expenditures of nearly \$244 million
- E. <http://wayne.edu/about/>.



I. RFP Opportunity

- A. The University is soliciting proposals for Lab Coat Dispensing Program 2026
- B. Project or Services must commence on or before December 1, 2026
- C. Attendance will be taken during the Prebid Meeting. To sign in, go to the RFP posting at <http://go.wayne.edu/bids> and click the Prebid Attendance Confirmation



II. Scope of Work

- The University is seeking to purchase or lease three (3) vending devices and six (6) return bins, to be housed in the Wayne State University STEM Innovation Learning Center, 5048 Gullen Mall, Detroit, MI 48202 and Science Hall, 410 W. Warren Ave, Detroit MI 48201.
- Students and researchers will need easy access to obtain clean lab coats in an assortment of sizes of multiple coat types.



II. Scope of Work (cont.)

Equipment:

- Flexible Storage Capacity:
 - 20 shelf dispenser or similar device
 - Capacity: Approximately 500 lab coats, spread over XS to 4XL

- Approximate Dimensions of equipment, based on preliminary estimates:
 - Vending Device: 90H, 127W,35D
 - Return Bins: 72H, 50W, 31D



II. Scope of Work (cont.)

Supplies:

Chemistry has approximately 1,300 students; 44 Teaching Assistants (multiple sessions with enrollees) Approximate number of coats per size (this will vary semester to semester):

Size	Percent
X-Small	7%
Small	30%
Medium	37%
Large	18%
X-Large	4%
2X-Large	3%
3X-Large	1%
4X-Large	0%
Total	100%



II. Scope of Work (cont.)

Style:

Poly/cotton lab coat (87%)

Fire Resistant Chemical Proof (FRCP) lab coat (13%)

Device must have Real Time Monitoring System:

- Dispensing on card authentication (University identity card) – will differentiate what type of lab coat will dispense to the individual
- System to monitor the return of lab coats
- Must have tamper-proof alarm
- Ability to accept an uploaded file per semester (to update student roster)
- No lab coat is to be dispensed until the old one is returned
- Vandalism monitoring camera installed in machine - (i.e. picture taken of old lab coat/camera pointed towards return bin)
- Weekly, monthly, annual buy



II. Scope of Work (cont.)

Service Expectations:

- Lab coats must be steam-pressed & folded when returned for restocking the machines
- We estimate twice-a-week visits required to refill machine and pick up returns to ensure students have all the access needed
- Service includes both repair and cleaning of worn/torn lab coats
- Notify University by June 1st if an increase is needed, to allow sufficient time to prepare for fall semester



III. Calendar of Events

- A. Today's Optional Pre-Proposal meeting - April 13, 2026
- B. Minutes for the Pre-Proposal Meeting will be published on the website as an Addendum. Vendors must acknowledge all addenda in Schedule D
- C. Questions due to Procurement & Strategic Sourcing - April 20, 2026 - 12 Noon
- D. Delivery of Proposals - May 4, 2026, by 2:00 pm
- E. Evaluation of Proposals - May 22, 2026
- F. Announcement of Selected VENDOR - June 8, 2026
- G. Readiness for Service/Contract Commencement - December 1, 2026



IV. Submission of Proposals

- A. Proposals are due by electronic submission
- B. The link for bid submission have been posted with the bid details at <http://go.wayne.edu/bids>
- C. Please name the file as follows: Company Name – Submission for Lab Coat Dispensing Program 2026
- D. Proposals are limited to 25 pages total.
- E. Prices and other requested data must be on the Schedules Provided
- F. Proposals must be responsive and satisfy all mandatory requirements
- G. Any deviation from requirements must be noted in Exhibit 1 as Restricted Services



V. Schedules and Exhibits

A. University Provided Schedules

- A. Schedule A - Proposal Certification, Non-Collusion Affidavit, Acknowledgements
- B. Schedule B - Insurance Requirements
- C. Schedule C - Cost Schedule, Summary of Quoted Rates
- D. Schedule D - Summary Questionnaire (2 pages)

B. Vendor Created Exhibits

- A. Exhibit 1 - Exceptions/Restrictions; if any (RFP Section II G)
- B. Exhibit 2 - Profile / Experience / References (*if requested*) (RFP Section II H)
- C. Exhibit 3 - VENDOR Service Plan



VI. Proposal Evaluation

- A. Ability to offer the best value (quality, past performance and price)
- B. Anticipated quality of service
- C. Ability to meet all mandatory requirements and specifications of this RFP
- D. Cost of Services; Compensation and Fees (Schedule C)
- E. Financial Strength of the VENDOR
- F. Proposal Documentation / Presentation
- G. VENDOR'S Experience (Vendor Exhibit 2)
- H. VENDOR Profiles (Vendor Exhibit 2)
- I. VENDOR Service Plan (Vendor Exhibit 3)



VII. Vendor Interviews

- A. Selected VENDORS may be invited to attend an interview at a set time and date
- B. Interviews are to clarify information provided in the proposals
- C. Will include a Question-and-Answer period
- D. Invitations are at the sole discretion of the University



VIII. Proposals Must Include

- A. Organizational data that demonstrates the size, scope and capability of the Company
- B. A complete description of the products and services offered
- C. Vendor's qualifications to meet the RFP specifications



IX. Information Submitted Upon Request

- A. Publicly distributed annual reports and/or independently audited financial statements
- B. A minimum of three (3) qualified references
- C. Lost Accounts with annual billings of \$25,000 per year



X. Contracting Process

- A. Any contract will be made using the University's Strategic Source Agreement
- B. Agreement will incorporate this RFP and its terms and conditions by reference
- C. Any Vendor terms to incorporate into the Agreement must be included in Exhibit 1
- D. Final contract will require approval by the University's General Counsel



XI. Other Information

- A. All Proposals are subject to the State of Michigan Freedom of Information Act
- B. Insurance requirements for Wayne State work are based on the products or services provided. For this project, Insurance is Required. When required, Schedule B provides information on our requirements
- C. Vendors should include any Local, Michigan Based, or Small Business Spend information (self or sub-contractors)
- D. Construction or construction like work must be performed at WSU Wage Rates
- E. Wayne State has a smoke- and tobacco-free policy for indoor and outdoor spaces



XII. Reminders

- A. The UNIVERSITY reserves the right to accept, reject, modify, and/or negotiate any and all proposals
- B. All information related to this RFP will be posted to the Project site at <http://go.wayne.edu/bids>
- C. If a List Serve has been established, those wishing notifications must register as listed in the RFP
- D. All questions concerning this Request for Proposal are to be directed to Brittney Mills, Senior Buyer, Email; RFPTeam3@wayne.edu
- E. Do not contact the Chemistry Department, or other University Units, directly as this may result in disqualification of your proposal
- F. Interaction with students and/or staff not connected to the project is prohibited
- G. To sign in, go to the RFP posting at <http://go.wayne.edu/bids> and click the Prebid Attendance Confirmation



Procurement & Strategic Sourcing



Wayne State University

