



To: Prospective Supplier

**From: Kip Smalligan, Sr Strategic Sourcing Specialist
Grand Valley State University Procurement Services
Ph 616/331-3211 Fx 616/331-3287 smalligk@gvsu.edu**

Date: February 8, 2017

**Subject: Request for Proposal # 217-32
Residence Hall Mattresses**

GVSU is accepting proposals for mattresses for our residence hall housing for delivery in two separate shipments -- late May/early June 2017 (719 each) and late July/early August 2017 (660 each) with an option to extend GVSU's business for a second year through calendar 2018. Please reference the attached specifications.

If you desire to bid, submit your proposal no later than 5:00 p.m. on **Wednesday February 22, 2017 to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Indicate the RFP number on your envelope. Proposals may be submitted by e-mail to smalligk@gvsu.edu**. No telephone, fax or verbal quotations will be accepted. Please indicate RFP #217-31 in your e-mail subject line, or on your envelope or package. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail. If mailing, shipping, or dropping off proposal, provide one electronic copy of your proposal via CD or USB drive.

Before sending, check to be sure that:

1. The proposal is signed
2. Any addenda received are acknowledged

Questions regarding proposal specifications should be directed to Kip Smalligan at the above contact information. Thank you.

Grand Valley State University Mattress RFP #217-32 Instructions

1. Grand Valley State University is accepting sealed bid proposals for residence hall mattresses. **If you desire to submit a proposal for RFP #217-32, it must be received no later than 5:00 p.m., Wednesday February 22, 2017 to Attn: Kip Smalligan, Procurement Services, Zumberge Hall, Room 2015, 1 Campus Dr., Allendale, MI 49401-9403.** Proposals may be submitted by e-mail to smalligk@gvsu.edu. No telephone, fax or verbal quotations will be accepted. Please indicate RFP #217-31 in your e-mail subject line, or on your envelope or package. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail. If mailing, shipping, or dropping off proposal, **provide one electronic copy of your proposal** via CD or USB drive.
2. Should it become necessary to revise any part of the RFP, notice of the revision will be given in the form of an addendum to all prospective suppliers on record as having received the RFP. Addendums will also be posted on the [Bid Opportunities](#) page of the GVSU Procurement Services website www.gvsu.edu/purchasing. Each supplier should acknowledge receipt of addenda in their proposal, but the failure of a supplier to receive or acknowledge receipt of any addendum, shall not relieve the supplier of the responsibility for complying with the terms thereof.
3. GVSU reserves the right to reject any or all proposals.
4. Quote on the stated specifications. If you wish to propose a mattress that you believe meets GVSU's needs but may not exactly meet listed specifications, clearly list that as an alternative mattress and provide photos, specifications, fire certifications, and at least three references.
5. This proposal award is for delivery to Allendale, Michigan in late May/early June 2017 (719 each) and late July/early August 2017 (660 each). If the awarded supplier maintains the same pricing for calendar 2018, GVSU may at its option award 2018 residence hall mattress business to the same supplier.
6. In order to comply with the State of Michigan higher education appropriation bill, GVSU supports the following State of Michigan procurement requirements.

"Funds appropriated from the State shall not be used for the purchase of foreign goods or services, if competitively priced and of comparable quality American goods and services are available. Preference should be given to goods and services manufactured or provided by Michigan businesses, if they are competitively priced and of comparable quality."

If you are not a Michigan business, please state if GVSU's mattresses would be manufactured in Michigan and state the city.
7. GVSU reserves the right to see and test a mattress sample prior to finalization of contract.
8. Allendale Campus Map can be found at www.gvsu.edu/homepage/files/pdf/maps/allendale.pdf
9. Grand Valley State University is Michigan state sales tax exempt. Our exemption certificate is available online at www.gvsu.edu/cms4/asset/EE24AE20-9C2A-818B-AADA1C899F328A1B/mi_sales_tax_exempt_certificate_-_current.pdf

10. Contact Kip Smalligan by phone 616/331-3211, fax 616/331-3287, or e-mail smalligk@gvsu.edu with any questions concerning this RFP.

Grand Valley State University RFP #217-32 Specifications

1. General:

All mattresses shall be manufactured in accordance with the best practices known to the manufacturing industry and shall be clean and free from defects in material and workmanship and shall meet the sanitary conditions as required by the State of Michigan. All materials used in manufacturing must be new. Please propose the construction that you see as most appropriate in meeting and balancing the below criteria with costs. Describe your mattress construction/springs/padding and its function/benefit. You may propose more than one mattress type.

Key Specifications Summary:

Dual firmness (medium and firm)

Foam and Wire/Coil Specs

Avoidance of exposure to toxic chemicals in materials

Inverted seams

Life expectancy: 7 years

Year of manufacturing heat stamped on mattress in easy-to-read color (white). Heat stamping is preferred, but a non-removable tag would also be acceptable.

2. Quantity and Delivery:

Mattress freight must be F.O.B. Grand Valley State University Allendale campus.

Awarded supplier must call Adam Tate at 616/331-2120 at least 48 hours prior to delivery to coordinate delivery. Inside installation is **not** needed. GVSU will have the supplier's delivery truck meet one of GVSU's trucks in a parking lot with GVSU workers who off-load the mattresses. A delivery truck with a drop frame is very helpful.

719 each: 36" x 80" mattresses delivered to Allendale campus in late May 2017/early June 2017.

Exact date to be worked out with awarded mattress supplier.

AND

660 each: 36" x 80" mattresses delivered to Allendale campus late July/early August 2017

Exact date to be worked out with awarded mattress supplier.

3. Costs

The target range we are seeking for costs is \$95.00 – \$110.00 per mattress.

State how long your pricing is valid beyond May 2017.

4. Mattress Size

The size of the innerspring unit shall be manufactured to properly fit a bed size of 36" x 80".

The finished size of this mattress is to be 36" x 80" with preferred overall thickness 6" to 6.5".

However, we are not mandating a specific thickness.

5. Ticking:

The mattress cover shall be a fire retardant fabric. Use Ventex SOflux OX or equivalent. The nylon side of the ticking must face outwards. Do not use vinyl or cloth or PVC coating. State the ticking quoted in your proposal.

The top and bottom sections shall be made up of one full width fabric with no seams. The ticking used for the borders shall contain not more than two seams all around with all ends hemmed, spliced, and

securely sewn together by machine in such a manner as to leave no break in the uniformity and finish.
[All exterior seams should be inverted seams.](#)

6. Spring Unit:

Indicate the type of coils used, number of coils, row configuration, and spring wire gauge.

7. Foam:

State the density and ILD firmness specifications of your foam.

8. Flammability:

The mattress shall meet 16 CFR Part 1633 flammability test. Documentation/written certification of conformance is required with proposal.

If your mattress also meets California Technical Bulletin #129, Boston Fire Department IX-11, or other tests, provide certification.

It is preferred that fire barriers containing chemical additives or flame retardant additives be avoided if alternate means and material are available.

9. Sample

[If you have never sent a sample of your proposed mattress to GVSU, or your proposed mattress is different from a previously accepted mattress, a sample must be provided upon request.](#)

10. Packing:

Each mattress shall be packaged in a manner to assure that it is delivered in a clean and undamaged condition. [Is your packaging recyclable?](#)

11. Warranty:

[Provide full warranty information.](#)



PROPOSAL: HOUSING & RESIDENCE LIFE MATTRESSES • RFP #217-32

I. The undersigned certifies that to the best of his/her knowledge:

- There is no officer or employee of Grand Valley State University who has, or whose relative has a substantial interest in any contract award subsequent to this proposal.
- The names of any and all public officers or employees of Grand Valley State University who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as part of this submittal.

Name(s) _____

II. The undersigned further certifies that their company ____ IS or ____ IS NOT currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

III. Supplier declares the following legal status in submitting this proposal:

- A partnership
- A corporation organized and existing under the laws of the State of _____
- An individual doing business as (DBA) _____

IV. Supplier declares that company is at least 51% owned, controlled and actively managed by (check all that apply):

- | | | |
|--------------------------------------------|------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> African-American | <input type="checkbox"/> Native American | <input type="checkbox"/> Woman/Women |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> Multi-Racial | <input type="checkbox"/> ADA Disabled Person(s) |
| <input type="checkbox"/> Hispanic American | | |

V. Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

VI. BASE PROPOSAL SUM: _____dollars

(\$ _____) OR attach proposal.

VII. The undersigned proposes to furnish all labor, materials, equipment, tools and services required to complete the work in accordance with the proposed Contract Documents listed herein, including all addenda issued pertaining to same, for the sum or sums as stated, and agrees that these Documents will constitute the Contract if accepted by Grand Valley State University.

Company Name

Address

City/State/Zip Code

Office Phone No.

Cellular Phone No.

Fax No.

Authorized Agent Signature

Name & Title

Witness Signature

Name

Tax Identification No.

Date

VIII. ACCEPTANCE: This proposal is accepted by Grand Valley State University

Authorized Agent Signature

Name & Title

Witness Signature

Name

Office Phone No.

Cellular Phone No.

Fax No.

GVSU Tax Identification No.

Date

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