



TO **Prospective Supplier**

FROM **Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services**
Ph 616/331-3211 Fx 616/331-3287 smalligk@gvsu.edu

DATE **April 21, 2016**

RE **Request for Proposal #216-40**
Housing & Residence Life Polo Shirts & T-Shirts

Grand Valley State University is accepting proposals for purchase of polo shirts and T-shirts for our Housing and Residence Life Office for July 1, 2016 through June 30, 2017. If you wish to bid on the supply of these shirts, please submit your sealed proposal no later than **5:00 p.m. on Thursday May 5, 2016 to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403**. Your proposal must be received by the opening date and time stated. No telephone, fax, e-mail, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Please write the RFP number clearly on the front of your proposal envelope or package.
Before sealing the envelope, check that:

- 1 Any addenda received are acknowledged in the proposal form on page 7
2. Authorized signature is included on your proposal.

Please contact me if you have any questions at 616/331-3211 or e-mail smalligk@gvsu.edu.

GVSU RFP #216-40 Housing & Residence Life Shirts Instructions

1. If you wish to bid on the supply of these shirts, submit your sealed proposal no later than **5:00 p.m. on Thursday May 5, 2016 to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403**. Your proposal must be received by the opening date and time stated. No telephone, fax, e-mail, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Please write the RFP number clearly on the front of your proposal envelope or package. Before sealing the envelope, check to be sure that:

- 1 Any addenda received are acknowledged on the proposal form on page 7
 2. Authorized signature is included on your proposal.
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 who were sent notice of the RFP. Notice also will be posted on the Bid Opportunities page of the GVSU Procurement Services website at www.gvsu.edu/purchasing/bid-opportunities.htm. Each supplier must 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.
 4. Grand Valley State University reserves the right to accept or reject any or all proposals.
 5. Acceptance of awarded proposal will be made by GVSU purchase order.
 6. The RFP will be awarded for the period of July 1, 2016 to June 30, 2017 for shirts ordered for Housing & Residence Life.
 7. State the availability of the shirts. **Needed delivery date for most of the shirts is AT LATEST, July 31, 2016 but we would prefer it earlier. Time is of the essence.** Do not submit a proposal if you are unsure you will be able to meet delivery deadlines. *Also note that one of the shirts (Conferences Polo) is not needed until April 2017.*
 8. Quote each shirt individually. *It is GVSU's intention to award this entire RFP to a single supplier unless there is substantial compelling reason to warrant otherwise. Please price assuming that you would be awarded all the shirts.*

Proposal must include all packaging, insurance, set-up charges. *State whether shipping & delivery is included in pricing or to be prepaid and added to invoice.* State what carrier used.
State if there are any special delivery requirements.

9. Criteria used to select awarded supplier:
 - Adherence to shirt specs listed in RFP
 - Customer service (returns phone calls & e-mails within 24 business hours, meets deadlines)
 - Total cost
 - Compliance with Learfield Licensing (see section 11 below)
 - Organization of RFP material
 - Past performance of supplier if applicable

10. In order to comply with the State of Michigan higher education appropriation bill, the University 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."

11. **Important:** Awarded supplier **must be licensed or become licensed** (internal usage license) **to produce GVSU trademarked products**. Learfield Licensing Partners manages licensing for GVSU. See www.learfieldlicensing.com for details. **There is a \$250 application fee** (internal usage license for single school).
12. Grand Valley State University's Michigan sales tax exempt certificate is available online at www.gvsu.edu/purchasing (see Popular Pages section).
13. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions

GVSU RFP #216-40 Shirts Specifications

1. See attached spreadsheet with shirts specifications.
2. No alternates accepted unless specified shirt is no longer available. Alternate shirt options should meet the same specifications as much as possible. **Full specifications of alternates must be included in your proposal along with a shirt sample.**
3. **Quote the shirts made in USA if available as such.** If the Hanes T-shirts are not available made in USA, please quote the same Hanes shirt made outside the USA.
4. State acceptable formats for artwork and deadline for having artwork submitted.
Artwork for Movement Science & WISE shirts will not be available until later in the summer.
5. Pre-production proofs are required.
6. State any warranty or guarantee on shirt and imprint quality.
7. See attached sample artwork for the shirts.

Embroidery/Screen Printing Image Locations

Moving Crew Work Shirt Polo: Short Sleeve

"HRL Logo" & text "Moving Crew" (embroidered, left & right chest, white thread (approx 4" wide by 1.5" tall on both sides)

Professional Staff/CHO Polo: Short Sleeve

"HRL Logo" (embroidered, left chest, navy thread (approx 4" wide by 1.5" tall logo)

Conferences Polo: Short Sleeve

"Camps & Conferences Logo" (embroidered, left chest, white thread (approx 4" wide by 1.5" tall logo)

Move-In T-Shirt: Short Sleeve

"Live Like a Laker" (screen printed, centered on front, white ink (approx 10"wide x 6" tall image)

"Laker for a Lifetime" **Optional Sleeve location** (screen printed, in all white, approximate 3" by 4")

RA Staff T-Shirt: Short Sleeve

"HRL Logo" (embroidered, left chest, white thread (approx 4" wide by 1.5" tall logo)

Movement Science T-Shirt: Short Sleeve

Logo to be determined Summer 2016

WISE T-Shirt: Short Sleeve

Logo to be determined Summer 2016

RA Recognition T-Shirt: **Long Sleeve**

"Lead Like A Laker" (screen printed, full front, white ink, 11.5" x 15" image)

LOGOS FOR ILLUSTRATION PURPOSES ONLY

HRL Logo



Camps & Conferences Logo



Moving Crew Text

Moving Crew

Live Like A Laker Logo



Laker for a Lifetime Logo



Lead Like a Laker Logo





PROPOSAL FORM: HOUSING & RESIDENCE LIFE SHIRTS • RFP #216-40

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):

- African-American
- Asian American
- Hispanic American
- Native American
- Multi-Racial
- Woman/Women
- ADA Disabled Person(s)

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

E-mail Address

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.

38 1684280

GVSU Tax Identification No.

Date