



TO **Prospective Supplier**

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

DATE **May 24, 2016**

RE **Request for Proposal # 216-55**
Nissan Cargo Van for School of Communications

Grand Valley State University is accepting proposals for the purchase of a new Nissan NV cargo van for its School of Communications. The van will be used to transport audio, video, and film equipment to various projects. If you desire to bid the supply of this vehicle please submit your proposal no later than **5:00 p.m. on Tuesday May 31, 2016 to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403.** Your proposal must be received by the opening date and time stated. Due to short deadline, you may e-mail your proposal to smalligk@gvsu.edu. No fax, telephone, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

If mailing your proposal, please write the RFP number clearly on the front of your proposal envelope. Before sealing the envelope, check to be sure that:

- 1 Any addenda received are acknowledged
2. Authorized signature is included on your bid

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

GVSU RFP 216-55: Instructions

1. If you desire to bid the supply of this vehicle please submit your proposal no later than **5:00 p.m. on Tuesday May 31, 2016 to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403**. Your proposal must be received by the opening date and time stated. Due to short deadline, you may e-mail your proposal to smalligk@gvsu.edu. No fax, telephone, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

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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-35.htm
3. Provide a proposal for the purchase of one new Nissan NV van per below specifications. Include any rebates and incentives. [Include all costs in your proposal including delivery](#)
4. Quote F.O.B. delivered to Grand Valley State University, Allendale Campus.
5. [Itemize all the standard and optional specifications/features that are included in your quote. Successful supplier will be responsible for order verification and specifications accuracy.](#)
6. [Provide full information on the vehicle manufacturer's and major equipment warranties.](#)
7. [State the delivery lead time after order placed. Preference would be delivery in June as early as possible.](#)
8. Grand Valley State University's Michigan sales tax exempt certificate is available online at www.gvsu.edu/forms/purchasing/TaxExemptCertificate.pdf
9. Grand Valley State University reserves the right to accept or reject any or all proposals.
10. Successful supplier will not be allowed to display dealer sticker on vehicle. Vehicle must be free from all dealer advertising/promotional decals
11. GVSU will provide its own license plate. Dealer does not need to provide.
12. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions

GVSU RFP 216-55: Specifications

1. Quantity: 1 each
Nissan NV 2500 Cargo Van, Trim Build: SV, High Roof
V6 engine
Automatic Transmission

Color Exterior: Glacier White
Interior: no preference
2. Required Options:
 - Rear Door Glass Package
 - Towing Package Class 4
 - All-Season Floor Mats
3. Options NOT to be included:
 - Sliding Glass Door Package
4. Include in your proposal rust proofing options and costs; itemize separately.
5. Keys: Quantity of four keys (only two of them with remotes if possible)

PROPOSAL FORM

Nissan Cargo Van • RFP #216-55

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) _____

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.

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) _____

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)

Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

I. BASE PROPOSAL: Attach your proposal.

II. 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. Mobile Phone No. E-mail

Authorized Agent Signature Name & Title

Witness Signature Name

Tax Identification No. Date

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

Authorized Agent Signature Name & Title

Witness Signature Name

Office Phone No. Fax No.

38 1684280
GVSU Tax Identification No. Date