



To: Prospective Supplier

**From: Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services
Ph 616/331-3211, Fax 616/331-3287, E-mail smalligk@gvsu.edu**

Date: March 1, 2016

**Subject: Request for Proposal #216-31
Millwork Cabinet for Donor Wall Interactive Display**

Grand Valley State University is accepting sealed bid proposals for the millwork construction and installation of a donor wall interactive display cabinet in the Student Services Building on its Allendale campus.

Suppliers wishing to bid on this work must pre-qualify unless exempted by GVSU. If you have not been notified of exemption but believe your past work experience with GVSU would justify exemption, contact Kip Smalligan at the above contact information. Otherwise provide at least three customer references and contact information for similar work done. State who the project manager would be and his credentials and contact information. Provide this information to Kip Smalligan by e-mail or fax no later than March 4, 2016. Suppliers will be notified of pre-qualification determination no later than March 9, 2016.

There is a mandatory pre-bid meeting on Friday March 11, 2016 at 3:30 pm at Student Services Building, Room 106, 1 Campus Drive, Allendale, MI 49401 to view the wall location and ask questions.

If you desire to submit a proposal for RFP #216-31, you must do so no later than 5:00 p.m., Friday March 18, 2016 to Attn: Kip Smalligan, Procurement Services, James H. Zumberge Hall Room 2015, 1 Campus Dr., Allendale, MI 49401-9403. No e-mail, telephone, fax or verbal quotations will be accepted. Please indicate RFP #216-31 on your envelope or package. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

Before sealing the envelope, check to be sure that:

All addenda received are acknowledged.
The Proposal & Contract form is signed by an authorized individual

Direct questions regarding this RFP to Kip Smalligan at the above contact information.

GVSU RFP #216-31: Introduction

Grand Valley State University is seeking proposals for the millwork cabinet construction and installation of a donor wall interactive display in the Student Services Building on the GVSU Allendale campus.

Millwork cabinet must be delivered to GVSU on June 10, 2016. Millwork supplier will coordinate work with designer r.o.i. Design and Valley City Sign who will be doing finishing work to the cabinet after delivery to GVSU. Coordination also will be needed with an audio visual supplier (to be determined) who will provide and install a 98" video monitor, two 40" touchscreen monitors, and operating computers in the cabinet after delivery to GVSU.

Additional Contacts:

Danielle DeWitt, GVSU Project Lead, 616/331-5703, dewitdan@gvsu.edu

Mary Witte, r.o.i. Design, 616/459-3539 x110, Mobile: 616/813-6659, marywitte@roidesign.com

Mary Cook, Valley City Sign, 616/785-5708, mcook@valleycitysign.com

GVSU RFP #216-31: Instructions

1. RFP Schedule:

March 1, 2016:	RFP Released
March 4, 2016	Pre-Qualification Submission Deadline
March 9, 2016	Pre-Qualification Determination Notification
March 11, 2016 at 3:30 pm:	Mandatory Pre-Bid Meeting
March 18, 2016 at 5:00 pm:	Proposal submission deadline
March 28, 2016:	Proposal awarded
June 10, 2016	Millwork box delivered to GVSU Student Services Bldg Completion of millwork and signage installation; video and touchscreen monitors and computer installed
June 30, 2016:	Project completed

- 1. Suppliers wishing to bid on this work must pre-qualify unless exempted by GVSU. If you have not been notified of exemption but believe your past work experience with GVSU would justify exemption, contact Kip Smalligan at the above contact information.** Otherwise provide at least three customer references and contact information for similar work done. State who the project manager would be and his credentials and contact information. Provide this information to Kip Smalligan by e-mail or fax no later than March 4, 2016. Suppliers will be notified of pre-qualification determination no later than March 9, 2016.

There is a mandatory pre-bid meeting on Friday March 11, 2016 at 3:30 pm at GVSU Student Services Building, Room 106, 1 Campus Drive, Allendale, MI 49401 to view the wall location and ask questions.

A campus map can be found at www.gvsu.edu/maps.htm. The Student Services Building is number 77 on the map. Contact Kip Smalligan smalligk@gvsu.edu for a visitor parking permit. Pedestrians have the right of way at most crosswalks on campus; please watch and stop for students.

If you desire to submit a proposal for RFP #216-31, you must do so no later than 5:00 p.m., March 18, 2016 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Please indicate RFP 216-31 on your envelope or package. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

1. 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. Any addendum notices will also be posted on the [Bid Opportunities](http://www.gvsu.edu/purchasing) page of the GVSU Procurement Services website www.gvsu.edu/purchasing. Each supplier should acknowledge receipt of addenda 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. 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."
4. Grand Valley State University reserves the right to accept or reject any or all proposals or to negotiate with suppliers if it feels is in its best interest.
5. See attached GVSU's [General Conditions](#).
6. [Michigan Prevailing Wage applies to this work. See current Ottawa County rates attached.](#)
7. [Include all costs in proposal including freight, delivery, assembly, and installation.](#)
8. Awarded supplier must provide shop drawings to GVSU, r.o.i. Design, and the audio visual equipment supplier (to be determined).
9. [Please include a total of four hard copies of your proposal](#)
10. State full details of any warranties provided.
11. Acceptance of proposal will be made by purchase order
12. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is available at www.gvsu.edu/purchasing (see Popular Pages section).
13. Suppliers are responsible for all associated costs incurred in responding to this RFP.

14. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions regarding this RFP.

GVSU RFP #216-31: Specifications

1. See attached:
 - Donor Wall Exhibit Rendering
 - Millwork Drawings and Specifications
 - Project Schedule
2. 13'9" L x 10' H x 18"D millwork display cabinet to be delivered and installed in the lobby of the Student Services Building at the Allendale Campus. Awarded supplier will build stud wall fastened to existing masonry wall, and install cabinet to stud wall.

It is critical that the casework be designed to allow for:

- Site encasing of AV equipment
- Proper ventilation
- Proper security
- Secure access to interior of cabinetry that houses computers
- Secure access to interior of sign box

Laminate Exterior. Two towers to receive custom printed laminate on face. Center "box" cabinet, cabinet sides and wall behind video monitor to be a standard black textured laminate. Metal framing detail at corners to cover panel joints and protect case.

AWI Custom Cabinet Standards, Exhibit Quality
Shop drawings that include all signage and equipment are required.
Finish submittals are required.

3. Site power will be provided by GVSU.

Valley City Sign to provide cabinet signage complete with LED strip lights and vinyl die cut lettering and 1/2" applied acrylic lettering. Valley City will provide shop drawings.

AV equipment will be provided by a technology supplier to be determined.

This work requires coordination with Valley City Sign, and with the AV technology supplier. Awarded supplier must attend a kick-off meeting with Valley City Sign and AV supplier at start to coordinate.

GVSU RFP #216-31: On Campus Policies

Smoking Policy

Smoking is prohibited in all indoor spaces. Smoking is prohibited within 25 feet of any GVSU building or bus stop.

Firearm Policy

Possession or use of firearms or other lethal weapons are not permitted on GVSU property.

Parking Permits

All vehicles parking on campus are required to have a parking permit [Contact Kip Smalligan for a visitor parking permit]. Supplier parking is not permitted on sidewalks, drives, handicap spaces or at building entrance or egress locations.

Behavior

Any negative behaviors, including but not limited to larceny, assault and sexual harassment are not tolerated. Supplier interaction with faculty, staff and students should be avoided unless business-related.

Photographs

Any Consultant, Contractor, or Supplier shall not photograph GVSU projects without the expressed written permission of Grand Valley State University.

Traffic Control

GVSU approval of any traffic disruption is required two weeks prior to commencement of work. Traffic control personnel must be trained, properly attired, dedicated to the traffic control task, and keep traffic flowing. Provide barriers and safety signage.

Dumpsters

Use of GVSU dumpsters or trash containers for disposal of waste is prohibited.

PROPOSAL FORM

Millwork for Donor Wall Interactive Display • RFP #216-31

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 _____

BASE PROPOSAL: Attach your proposal.

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