



To: Prospective Supplier

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

Date: January 17, 2020

**Subject: Request for Proposal #220-28
Meadows Golf Course Walking Greens & Tees Mowers**

Grand Valley State University is accepting proposals for walking greens and tees mowers for its Meadows Golf Course. See the attached instructions and specifications.

If you desire to bid, submit your proposal no later than Friday January 24, 2020 at 5:00 p.m. EST by e-mail to smalligk@gvsu.edu. State RFP #220-28 in your e-mail subject line. Your proposal must be received by this date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, incomplete, or illegible proposals.

Questions regarding this RFP should be directed to Kip Smalligan at the above contact information.

GVSU RFP #220-28: Instructions

1. Submit your proposal no later than Friday January 24, 2020 at 5:00 p.m. EST by e-mail to smalligk@gvsu.edu. State RFP #220-28 in your e-mail subject line. Your proposal must be received by this date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, incomplete, or illegible proposals.

Questions regarding this RFP should be directed to Kip Smalligan at the above contact information.

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/bid-opportunities.htm]. 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 may award this RFP to multiple suppliers. Grand Valley State University reserves the right to accept or reject any or all proposals.
4. Products are to be delivered F.O.B. Meadows Golf Course, Allendale MI. Proposal must include cost of all packing, transportation, insurance, set-up, instruction, operation, technical and parts manual charges. Estimated cost of freight/insurance must be included as a line item of total cost and will be considered when evaluating the total cost of the supplier's proposal.
5. State if there are any special delivery requirements.
6. State product availability and whether anticipated problem with delivery April 1, 2020.
7. Acceptance of awarded proposal will be made by GVSU purchase order.
8. Grand Valley State University is Michigan state sales tax exempt. Exemption certificate will be provided to awarded supplier.
9. Any questions regarding specifications should be directed to Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu.

GVSU RFP #220-28: Specifications

All products and materials shall be new and all work shall be of good quality, free from defects.

Walking Golf Greens Mowers (5 each)

Delivered, assembled and ready for use by 1 April 2020 to:

The Meadows Maintenance Building (MMB)
4440 West Campus Drive
Allendale, MI 49401-9398

Include:

- All applicable warranties
- Operators, Service and Parts Manuals (electronic is acceptable)

Minimum Requirements (either base model will do):

John Deere 220SL Precision Cut

- 14 blade reels
- Wiehle front roller
- Transport Wheels
- LED light Kit

TORO Greensmaster 1021

- 14 blade reels
- Split Wiehle front roller
- Transport Wheels
- LED light Kit
- Include 1 back lap access kit

Walking Golf Tee Mowers (5 each)

Delivered, assembled and ready for use by 1 April 2020 to:

The Meadows Maintenance Building (MMB)

4440 West Campus Drive

Allendale, MI 49401-9398

Include:

- All applicable warranties
- Operators, Service and Parts Manuals (electronic is acceptable)

Walking Tee Mower Minimum Requirements (either base model will do)

John Deere 260SL Precision Cut,

- 7 blade reels
- Wiehle front roller
- Transport Wheels
- LED light Kit

TORO Greensmaster 1026

- 8 blade reels
- Wiehle front roller
- Transport Wheels
- LED light Kit

Trade-In Equipment

GVSU has current similar equipment that you may consider for trade-in value. Contact Ron Dahlin at 616/446-4457 or DahlinR@gvsu.edu. The equipment can be viewed at The Meadows Maintenance Building, 4440 West Campus Drive, Allendale, MI 49401. A campus map can be found [here](#).



**GVSU RFP #220-28 PROPOSAL FORM
Meadows Golf Course Walking Greens & Tees Mowers**

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) _____

Optional: Supplier states 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 _____ dollars

(\$ _____)

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.

38 1684280
GVSU Tax Identification No. Date