



TO **Prospective Supplier**

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

DATE **April 20, 2018**

RE **Request for Proposal #218-47**
Weight Equipment for Fieldhouse Multi-Use Weight Room

Grand Valley State University is accepting proposals for weight equipment for its multi-use weight room in its Fieldhouse in Allendale, Michigan. **There is a mandatory pre-bid meeting on Thursday April 26, 2018 at 2:00 pm – 2:45 pm.** Meet in the Fieldhouse main lobby ("trophy lobby") which is in front of the Athletics office (Room 192). Contact me to request a visitor parking permit. [Click here](#) for a campus map. You can park in any of the Faculty & Staff lots or Student Permit lots (blue or pink parking lots on the campus map) Lots C, F, and G are the closest to the Fieldhouse

To bid to supply this weight equipment, submit your proposal by e-mail (smalligk@gvsu.edu), US mail, parcel, or drop-off no later than **5:00 p.m. on Friday May 4, 2018** to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Your proposal must be received by that date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

If e-mailing, write "RFP #218-47" in the subject line of your e-mail.
If mailing or dropping off, write "RFP #218-47" clearly on the front of your proposal envelope or package.

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

GVSU RFP #218-47: Introduction

Grand Valley State University is accepting bid proposals for weight equipment and installation in its Fieldhouse multi-use weight room. The room is approximately 38' x 73'. Installation will be done in July. Michigan Prevailing Wage labor rates apply to the installation labor. Existing equipment needs to be moved to temporary storage and moved back

New flooring is also concurrently being purchased for this weight room (see [GVSU RFP #218-46](#)). The exact room layout is to be determined in coordination with the selected flooring supplier and GVSU.

GVSU RFP #218-47: Instructions

1. **There is a mandatory pre-bid meeting on Thursday April 26, 2018 at 2:00 pm – 2:45 pm.** Meet in the Fieldhouse main lobby ("trophy lobby") which is in front of the Athletics office (Room 192). [Contact me to request a visitor parking permit.](#) [Click here](#) for a campus map. You can park in any of the Faculty & Staff lots or Student Permit lots (blue or pink parking lots on the campus map) Lots C, F, and G are the closest to the Fieldhouse

If you desire to submit a proposal for RFP #218-47, you must do so no later than **5:00 p.m., Friday May 4, 2018** by e-mail to smalligk@gvsu.edu or by US mail or parcel mail to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Please indicate "RFP #218-47" in the subject line of your e-mail or on your envelope or package. No telephone, fax or verbal quotations will be accepted. 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:

The unit and extended prices are provided.

All addenda received are acknowledged on page 5.

The Proposal & Contract form on page 5 is signed by an authorized individual

2. RFP Schedule:

April 20, 2018:	RFP released
April 26, 2018 2:00 pm:	Mandatory Pre-Bid Meeting at Fieldhouse main lobby
May 4, 2018 5:00 pm:	Proposal submission deadline
May 18, 2018:	Proposal awarded by
July 2018:	Delivery and installation
3. 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 page](#) of the GVSU Procurement Services website www.gvsu.edu/purchasing. Each supplier should acknowledge receipt of any addenda in their proposal on the Proposal form, 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. If you are submitting your proposal via mail or drop-off, include an electronic copy of your proposal via either CD, or USB drive.
5. It is GVSU's preference to award this RFP to a single supplier. Please price based on being awarded the entire RFP. Grand Valley State University reserves the right to accept or reject any or all proposals.
6. Click on this link to see GVSU's [General Conditions](#)
7. [State of Michigan Prevailing Wage law is applicable for the installation labor](#). Attached are the current Prevailing Wage rates for Ottawa County. Contact the State of Michigan if questions at 517-322-1825.
8. Include all costs in your proposal including freight, delivery, and installation. Provide an itemized cost list if optional or variable costs. All costs provided in your proposal are to be quoted F.O.B. destination GVSU Fieldhouse, Allendale, Michigan.
9. Grand Valley State University is Michigan sales tax exempt. Exemption certificate will be provided to the awarded supplier.
10. Proposals will be evaluated by members of the GVSU's Procurement Services, and Athletics & Recreation Facilities Management.
11. Acceptance of proposal will be made by purchase order
12. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions regarding this RFP.

GVSU RFP #218-46: Specifications

A. New Equipment List:

6 each half racks with lock/load hooks, safety bars, bar holders, chin up bar, band attachment, core/landmine attachment

4 each full racks with lock/load hooks, safety bars, bar holders, chin up bar, band attachment, core/landmine attachment

10 each flat to incline benches

10 each Olympic chrome weight bars

5 each bridge attachments to connect the racks and cable row stacks

3 each bridge attachments to connect the racks with pull up bars

3 each lat-low cable row with seat connected to bridge attachments

2 each hi cable row stacks connected to bridge attachments

1 each “super bridge” to span width of room connecting two racks. Super bridge should include monkey bars and GV logo (see logo artwork). Super bridge would be approximately 22’ long; vendor to verify within floor layout.

B. Additional Information

1. Equipment color to be black with blue accents. Provide photos of proposed equipment.
2. Include and itemize all costs in your proposal including freight, delivery, and installation. Provide an itemized cost list if optional or variable costs. All costs provided in your proposal are to be quoted F.O.B. destination GVSU Fieldhouse, Allendale, Michigan.
3. Room dimensions are approximately 38’ x 73’. Supplier to verify during pre-bid meeting.
4. Exact room layout to be coordinated with selected flooring supplier and GVSU. There will be 10 inlaid drop zones for the racks in the new floor. See attached two graphics of a suggested equipment layout -- for illustration purposes only. Weight and flooring suppliers must submit final layout for GVSU approval.
5. State full warranty information.

C. Delivery and Installation

1. Delivery and installation is to be coordinated with Brad Wallace, Associate Director of Athletics – Facilities Management and the weight equipment supplier.
2. GVSU has all of July open for installation. [Installation of both the flooring and weight equipment must happen close together time-wise \(within 1 or 2 days of each other\).](#) We will work with the flooring and equipment supplier to coordinate the best time.
3. [Click here](#) for a map of the Allendale campus.
[Pedestrians have the right of way at most crosswalks on campus. Watch for students!](#)

Park in Lot E, come down ramp, descend stairs to sub-basement (no elevator). Entrance and hallway double door dividers can be removed. Fieldhouse exterior doors may NOT be propped open.

4. Any signage needed is the responsibility of the supplier.
5. Supplier must clean and take away all waste and packaging; cannot use GVSU dumpsters.

D. Trade-In on Used Equipment

There is existing used equipment in the weight room that GVSU would like to have trade-in value estimated on. A trade-in equipment list will be made available at the pre-bid meeting. Supplier will need to transport any traded-in equipment. Please include trade-in value in your proposal.

E. Moving of Existing Equipment to Temporary Storage

There is some existing used equipment in the weight room that GVSU will need the supplier to move to a nearby hallway for temporary storage while the flooring and installation of new equipment is done. Supplier will also need to return that equipment back to the weight room once the flooring and installation are done. More details on specific pieces and storage location will be shared at the pre-bid meeting. Include this cost in your proposal.

GVSU RFP #218-47: On Campus Policies for Suppliers

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 Brad Wallace wallaceb@gvsu.edu or Kip Smalligan smalligk@gvsu.edu for visitor parking permit]. Supplier parking is not permitted in 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
Fieldhouse Multi-Use Weight Room Equipment • RFP #218-47

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) - Optional

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

Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

BASE PROPOSAL _____ dollars (\$ _____)
OR 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. 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. E-mail

38 1684280
GVSU Tax Identification No. Date