

**To: Prospective Suppliers**

**From: Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services**

**Ph 616/331-3211, Fax 616/331-3287, smalligk@gvsu.edu**

**Date: January 25, 2023**

**Subject: Request For Proposal #223-17**

**Charter Air Transportation for Football Team**

Grand Valley State University is accepting competitive proposals for charter air transportation for its football team in late August 2023. Proposals for RFP #223-17 must be submitted no later than   
9:00 a.m., Monday February 6, 2023 by e-mail to smalligk@gvsu.edu. State **RFP #223-17** in the subject line of your e-mail. No telephone, fax or verbal quotations will be accepted.   
GVSU is not responsible for late, lost, misdirected, incomplete, or illegible mail.

Before submitting, check that:

Any addenda received are acknowledged.

The Proposal & Contract form is signed by an authorized individual

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

**Introduction:**

Grand Valley State University, located in Allendale, Michigan, is a public four year liberal arts university serving 23,000 students. In the past twenty years, GVSU Athletics has been awarded more Learfield Director Cups (14) as the top Division II athletics program in the nation than all other schools combined. The Laker football team won NCAA National Championships in 2002, 2003, 2005, and 2006.

**Instructions:**

1. Proposals for RFP #223-17 must be submitted no later than 9:00 a.m. ET, Monday February 6, 2023 by e-mail to smalligk@gvsu.edu. State **RFP #223-17** in the subject line of your e-mail. No telephone, fax or verbal quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected, incomplete, or illegible mail.
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 ]. 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. Grand Valley State University reserves the right to accept or reject any or all proposals.
4. GVSU’s [General Conditions and purchase order terms and conditions](https://www.gvsu.edu/purchasing/contract-terms-conditions-36.htm)
5. GVSU is Michigan sales tax exempt. Awarded supplier will be provided with a copy of our exemption certificate if applicable.

**Requirements:**

1. GVSU is seeking a charter air flight from a qualified, experienced, and financially sound carrier for its football team travel.

GVSU versus Colorado School of Mines, Golden, CO  
Passenger Number: 110 - 120 persons plus team equipment and gear.

Departure: Wednesday August 30, 2023 2:00 pm – 3:00 pm EDT from Grand Rapids Gerald Ford Airport (GRR).

Return: Thursday August 31, 2023 immediately following the evening game.   
Game starts at 6:00 pm local time and typically ends 9:00 pm local time.

1. Aircraft: Airbus A319 with 153 seats or equivalent. Payload weight 34,000 lbs.
2. The carrier must designate a representative to handle all arrangements before, throughout, and after trip: such as tracking, ground handling, schedules, problems, etc.
3. Charter carriers must have FAA Part 121 or 135 certification. Those with only part 125 certificate will not be considered.

1. The contractor will have control over routing of aircraft and must provide this information to the authorized GVSU representative. The GVSU representative must be notified immediately if re-routing of aircraft is deemed necessary.
2. Insurance Requirements:

Supplier shall procure and maintain, at their own expense, for the duration of the contract, the following insurance coverages, terms and conditions:

A) Aviation Liability covering all owned, hired, and non-owned aircraft with a combined single limit per occurrence for bodily injury and property damage of not less than $10,000,000 with no per seat passenger limitation.

B) Commercial General Liability with limits not less than $2,000,000 each occurrence and $3,000,000 aggregate

C) Workers Compensation at Statutory limits and Employers liability with limits not less than $500,000 each incident and disease

Supplier’s Commercial General Liability and Aviation Liability policies shall recognize GVSU as Additional Insured on a primary and noncontributory basis. Supplier shall waive rights of subrogation against GVSU on any policy permissible by law. Supplier shall provide GVSU with Certificate(s) of Insurance which evidence all required coverages, as well as copies of all applicable Additional Insured, Primary and Noncontributory and Waiver of Subrogation endorsements. Failure to provide a Certificate or Insurance or the relevant endorsement(s) does not waive the supplier’s obligation to carry the required coverage.  
  
Awarded carrier will need to provide certificate of insurance with GVSU as the certificate holder. If agent is contractor, the agent’s liability insurance certificate will also need to be provided.

1. Provide any information on any baggage rules/regulations that would apply to these flights, including but not limited to weight and size restrictions for checked and carry-on baggage, explanation for any limitations on sporting equipment, special handling instructions, etc.
2. Include all charges and fees including FBO operations. List additional costs that GVSU might be liable for.
3. State your payment terms and acceptable means of payment
4. State your cancellation policy.
5. Questions:
6. Will the pilots have at least 500 hours flying time in aircraft type?
7. State the number of flight attendants you will provide?
8. How are final fuel costs calculated/determined?

Logo

Description automatically generated with low confidence

**GVSU RFP #223-17 PROPOSAL FORM  
Athletics Football Charter Air Transportation**

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 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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.

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Company Name

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Address City/State/Zip Code

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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

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Authorized Agent Signature Name & Title

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Witness Signature Name

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Office Phone No. Cellular Phone No. Fax No.

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GVSU Tax Identification No. Date