



TO **Prospective Supplier**

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

DATE **April 4, 2019**

RE **Request for Proposal # 219-26**
Campus Recreation 12-Passenger Van Lease

Grand Valley State University is accepting competitive proposals for the lease of a 12-passenger van for its Campus Recreation department. If you desire to bid the lease of this vehicle, submit your proposal no later than **5:00 p.m. on Thursday April 11, 2019 via e-mail (smalligk@gvsu.edu)**. Include the RFP number in the subject field of your e-mail. Your proposal must be received by the due date and time stated. No e-mail, fax, telephone, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, or illegible mail.

Before sending, 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 #219-26: Passenger Van Instructions

1. Submit your proposal no later than **5:00 p.m. on Thursday April 11, 2019 via e-mail** (smalligk@gvsu.edu). Include the RFP number in the subject field of your e-mail. Your proposal must be received by the due date and time stated. No e-mail, fax, telephone, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, or illegible 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 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. 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. Provide a proposal for 36 month and 48 month lease of one new 12-Passenger per below specifications. Include any rebates and incentives. State gross capitalized cost, rent, rate.
4. GVSU vehicle fleet numbers:
GM 000918139 (Govt)
Ford QI 363 (Govt)
Ford VK094 (Commercial)
5. Quote F.O.B. delivered to Grand Valley State University, Allendale Campus
6. [State all the standard and optional specifications/features that are included in your quote. Successful supplier will be responsible for order verification and specifications accuracy.](#)
7. Is your proposed vehicle available for test drive or is there a comparable vehicle available?
8. GVSU reserves the right to inspect, test drive, and general approval of vehicle prior to acceptance.
9. Provide full information on the vehicle manufacturer's and major equipment warranties.
10. State if there is a disposition fee on the lease (fee if you turn the vehicle in without leasing another vehicle from you).
11. State if your proposed vehicle is from dealer inventory or factory order and estimated availability.
12. Successful supplier will not be allowed to display dealer sticker on vehicle.
Vehicle must be free from all dealer advertising/promotional decals
13. Grand Valley State University is Michigan sales tax exempt. Awarded supplier will be provide the exemption certificate.

14. GVSU will provide its own license plate. Dealer does not need to provide.
15. Grand Valley State University reserves the right to accept or reject any or all proposals.
16. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions.

GVSU RFP #219-26: Passenger Van Specifications

This passenger van will be primarily used to tow crew team rowing shells and equipment long distances across the country. It will also be used to transport students on other occasions without trailer.

Annual Mileage: 20,000 (State the Over Mileage Rate)

Engine: State in proposal the appropriate

Automatic transmission

Tow Package: Minimum of a Class 4 or Class 5 Hitch (preferably with a 2" receiver but 2.5" would be acceptable)

Gross Towing Weight will be around 8,000 pounds.

Locking Differential

Trailer Brake Control System

Radio-CD-MP3-UBS port stereo system

Electric windows and doors would be preferred.

Cruise Control

Camper Mirrors

Industrial Interior - Vinyl Seats, Dark Color, Rubber Floor Mats

Spare Tire

White Exterior Color

State the buyout cost at the end of the lease.

State the Wear and Tear and any other maintenance/repair requirements or criteria for returning the truck.



GRAND VALLEY
STATE UNIVERSITY

PROPOSAL FORM
CAMPUS RECREATION CREW TEAM TRUCK • RFP #219-26

I. 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) _____

II. 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.

III. Bidder 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) _____

IV. Bidder declares 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

V. Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

VI. BASE PROPOSAL SUM: ____ Attach Proposal _____ dollars

(\$ _____)

VII. 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