



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: December 15, 2015

**Subject: Request For Proposal #215-22
Housing Secchia Hall Bedroom/Dining Room Furniture**

Grand Valley State University is accepting sealed bid proposals for residence hall bedroom and dining room furniture in its Secchia Hall in downtown Grand Rapids. If you desire to submit a proposal for **RFP #215-22, you must do so no later than 5:00 p.m., Monday January 5, 2015 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403.** Please indicate RFP 215-22 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:

1. The unit and extended prices are provided.
2. All addenda received are acknowledged.
3. The Proposal & Contract form is signed by an authorized individual

Direct any other questions regarding this RFP to me at the above contact information.

GVSU RFP #215-22 Introduction

Grand Valley State University Housing & Residence Life department is seeking proposals for the one-time purchase of bedroom and dining room furniture for its Secchia Hall residence hall located at 420 W. Fulton Street. Delivery, assembly, and installation is the week of April 27 – May 2, 2015.

Nathan Veeneman, Housing & Residence Life Facilities Manager, will be the GVSU contact for coordinating the delivery of this furniture.

GVSU RFP #215-22 Instructions

1. RFP Schedule:

| | |
|-----------------------------|--------------------------------------|
| December 15, 2014: | RFP released |
| December 23 thru January 1: | GVSU closed for winter break |
| January 5, 2015 5:00 pm | Proposal submission deadline |
| January 15, 2015: | Proposal awarded by |
| April 27 – May 2, 2015: | Delivery, assembly, and installation |

Please submit **three copies** of your proposal (original plus two copies is fine).

No furniture samples are necessary with proposal; GVSU will request furniture samples later if desired.

Supplier must submit actual wood finish and color samples with bid proposal (only one copy of samples needed; not multiple copies).

Supplier must submit colored illustrations/photos of proposed furniture. Please provide any other supporting documentation that will assist in the decision making process.

Supplier should complete the proposal form on page 9-10 and submit with Proposal.

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. 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 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. It is GVSU's intention to award this RFP to a single supplier unless there is a compelling reason to do otherwise. **Please price based on being awarded entire RFP.** 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.

4. Include **all** costs in proposal including freight, delivery, assembly, and installation. Provide a cost schedule if optional or variable costs. All prices provided in your proposal are to be quoted F.O.B. destination Secchia Hall, Grand Rapids, MI.

5. See attached GVSU's General Conditions.

6. Staging, Delivery, Assembly, Installation.

A map of the Pew Grand Rapids campus including Secchia Hall residence hall can be found at <http://gvsu.edu/homepage/files/pdf/maps/pew.pdf>. Secchia Hall is Building #10 on the map. It is recommended that supplier do a site visit to plan logistics.

Delivery will be to 80 units (149 bedrooms). Secchia Hall has a total of twelve towers (separate exterior entrances with stairwell) and each tower has four stories with multiple units per tower. The number of units per tower varies from 4-8 units. Stairways are large enough for installation; there are no elevators.

You may use any of the parking lots that are adjacent to or near Secchia Hall -- Secchia Lot, Winter Lot, Mount Vernon Lot, Watson Lot, or Front Lot -- and there is additional parking/staging across the street.

However, if bringing a 40' trailer, you will not be able to access the parking lots due to tight turns. The one possible exception is if you are able to back up into the Winter Lot (22 on map) off of Fulton Street. You might want to use a box truck to move furniture from the trailer to Secchia Lot to get closer.

Other 40' trailer parking options are:

- On street parking on Front Ave (just east of the Watson Lot)
- Semi –circle metered lot adjacent and immediately east of Winter Hall (Building 12 on map) if truck can make the turn.
- Loading dock of 140 Front Ave Building (Building 1 on map)

Supplier must clean and take away all waste and packaging; cannot use GVSU dumpsters.

7. State of Michigan Prevailing Wage law is applicable for furniture installation labor. Attached is an information sheet and the current Prevailing Wage rates for Kent County (Grand Rapids). Contact the State of Michigan if questions at 517-322-1825.

8. Proposals will be evaluated by members of the GVSU's Procurement Services, Office of Housing and Residential Life. Evaluation criteria are below.

- Adherence to individual product specifications listed below
- Durability/longevity of products and warranty (minimum 10 years on workmanship/materials)
- Variety of finish/fabric options
- Sustainability (including but not limited to regionally sourced/manufactured materials, documentation that wood materials come from sustainably-managed forest, and sustainable practices used within overall manufacturing/office practices)
- Customer Service (assistance with fabric selection, custom pieces, and availability of interior design services)
- Supplier's ability to provide installation and assembly for all products
- Cost – best overall value to GVSU.
- Prior performance will be a consideration in evaluation.

GVSU may request some or all suppliers do demonstration presentations of their furniture.

9. Acceptance of proposal will be made by purchase order

10. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is available at www.gvsu.edu/purchasing (see Popular Pages section).

11. Suppliers are responsible for all associated costs incurred in responding to this RFP.

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

GVSU RFP #215-22 Policy Reminders

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 Nathan Veeneman or Kip Smalligan for 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 2 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.

GVSU RFP #215-22 Product Performance Specifications and Quantities

Most of the current existing residence hall bedroom furniture at our downtown Grand Rapids campus is The Brill Company's LifeSpace product (not LifeSpace II). www.brillcompany.com/lifospace.html
We are looking for a similar style and aesthetic: clean lines, natural light wood color/stain.

Life expectancy: 15- 20 years

The students are able to create their own environment in several ways with the furniture provided. Components are freestanding or can be stacked with locking pins for use in assembling all of the following configurations:

- twin beds on the floor with free standing or stacked furniture
- twin beds on the floor with free standing furniture and single drawer storage under bed
- twin beds on the floor with free standing furniture and single drawer storage stacked

Two students or two staff are able to move and configure the furniture without requiring the use of tools. All pieces are designed to nest or connect into one another without the need of separate tools. An exception is the Desk and Desk Top Organizer which are semi-permanently bolted together with compression bolt fastening and used as one piece of furniture. Steel dowel pins secure the beds and various pieces of furniture to the beds or to each other. Each bed and/or each piece of furniture is engineered to support the dead load of three other components and the live load of two individuals.

Supplier must submit actual wood finish and color samples with bid proposal.

Supplier must submit colored illustrations/photos of proposed furniture. Please provide any other supporting documentation that will assist in the decision making process.

Supplier's name and year of production must be permanently but discreetly marked on all pieces of furniture.

Student Rooms:

Each student room will be provided with a set of furniture consisting of the following components, including all hardware required for assembly.

Single Twin Bed Frame Quantity 148

Maximum Outside Dimensions: 41"W x 84"L x 30"H with platform to accommodate a 36" x 80" mattress. The plywood mattress support platform is centered on the bed side and end rails vertically. The platform/mattress height should be adjustable. One way this can be accomplished is to make the entire bed frame "upside down reversible" and then offset the vertical position of the mattress platform so that the platform is higher when frame is turned one way and lower when turned upside down the other way. The distance to the mattress platform is 18-1/2" vertically from one end and 10-1/2" from the opposite end of the vertical post. This offset construction allows the bed to be placed on the floor with the long end down to make storage under the bed with a distance of 24-3/4" to top of mattress or short end down to make a traditional mattress height with 17" to the top of the mattress. Other options for adjusting platform/mattress height are acceptable. Minimum warranty of 10 years on entire bed.

Desk w/Pedestal, Computer Keyboard/Pencil Drawer and Shin Shelf Quantity: 146

Maximum Outside Dimensions: 24"D x 42"W x 30 1/4"H

(Provides a desk top work surface of roughly 40-1/2" wide by 23-5/16" deep). The computer key board/pencil drawer is approximately 23"W X 20"D X 1-3/4"H providing roughly 805 cubic inches or 1/2 cubic feet of storage space, providing space for installation of a computer key board and/or storage of writing instruments, a note book etc. The shin shelf provides approximately 9" wide X 24" long X 8" high space under the Key Board/Pencil Drawer and provides 1728 cubic inches or 1 cubic foot of storage space. This provides storage for CD Rom disks, computer tapes, audio tapes, CDs etc. The shin shelf is mounted 14-1/4" above the bottom of the desk sides to accommodate placement of a tower computer CPU housing on the floor in the knee hole area. The pedestal is fitted with three equal size drawers measuring roughly 14-1/2"w X 20"d X 6-1/4" H. Each drawer has 1812 cubic inches of storage space for a total of 5436 cubic inches of storage space, or three (3) cubic feet of drawer storage. There are wire management holes in the desk back to accommodate computer wiring. Minimum warranty of 10 years on entire desk.

Desk Top Organizer: Quantity: 146

Maximum Outside Dimensions: 12"D x 42"W x 29"H

Provides a storage/book shelf approximately 33-1/4" w X 10-1/2" deep, mounted 16" above the desk top surface to allow for a computer CRT to be placed under it. The space above the shelf, measuring roughly 38-3/4"wide X 12-1/8"h X 10-1/2"d provides 5638 cubic inches or 3-1/4 cubic feet of storage. There are wire management holes in the organizer back to accommodate computer wiring and study lamp installation. Minimum warranty of 10 years on entire desk top organizer.

Stackable Single Drawer Storage Quantity: 296 (two per room)

Overall dimensions of approximately 24"D x 36"W x 15"H; choice of hardwood veneer plywood or laminate with engineered wood core; clean, straight-line design; units should be designed in a manner to allow the flexibility for them to be stacked on one another or placed under bed; one drawer per unit; minimum warranty of 10 years on entire storage unit (frame, drawers, mechanisms, etc.)

Dining Table Quantity: 80

The Grand Rapids Chair Somerset table is what we have in mind stylistically (except that it will be a square table top) www.grandrapidschair.com/Products/Tables/Somerset

Approximately 36"D x 36"W and standard table height of 30"; should be four-posted or with wide base to not tip if weight applied to the edge; availability of ADA acceptable options; should have multiple finish options for top including laminate, solid wood, and wood veneer; various edge treatment options including aluminum and vinyl; legs/base should have various option for powder coat finishes; glides or similar mechanism should be included for ease of mobility; minimum warranty of 10 years on entire table (legs, table top, mechanisms, etc.)

Dining Chairs Quantity: 156

The Grand Rapids Chair Melissa Anne 501 chair is what we have in mind stylistically
www.grandrapidschair.com/Products/Seating/Melissa-Anne/501-Melissa-Anne-Chair

Standard seat height of 18"; seat should be approximately 17" wide and 19" deep ; wood back & seat; multiple options for wood finishes including but not limited to natural maple, medium maple, dark maple, and cherry maple; legs/frame should have various options for powder coat finishes including black wrinkle, silver, and Sienna; glides or similar mechanism should be included for ease of mobility; minimum warranty of 10 years on entire chair (legs, back, seat, mechanisms, etc.)

Guest Rooms:

There are three units used as guest rooms. These units will receive the following items:

Full Size Bed Frame Quantity: 3

Overall dimensions to be approximately 56"D x 89"W x 38"H with the option of adjustable mattress heights; posts can be constructed of metal or wood; slats should be constructed of wood; choice of hardwood veneer plywood or laminate with engineered wood core construction; wood finishes should provide a variety of options for both maple and oak; availability of purchasing mattresses with frame is preferred; minimum warranty of 10 years on entire bed (frame, legs, mechanisms, etc.)

Night Stands Quantity: 6 (two per unit)

Maximum Outside Dimensions: 18"W x 24"D x 30"H

Solid wood or plywood with laminate surface construction acceptable; choice of metal or wood feet; modern, straight-line design; option of one or two drawers; wood finishes should come in a variety of options for both maple and oak; minimum warranty of 10 years on entire table (table top, legs, mechanism, etc.).

Six Drawer Chest Quantity: 3

Overall dimensions to be approximately 23"D x 60"W x 33"H; solid wood or plywood with laminate surface construction acceptable; wood feet; 6 drawers total; modern, straight-line design; wood finishes should come in a variety of options for both maple and oak; minimum warranty of 10 years on entire table (table top, legs, mechanism, etc.)



PROPOSAL FORM

Secchia Hall Bedroom/Dining Room Furniture • RFP #215-22

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):

- | | | |
|--|--|---|
| <input type="checkbox"/> African-American | <input type="checkbox"/> Native American | <input type="checkbox"/> Woman/Women |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> Multi-Racial | <input type="checkbox"/> ADA Disabled Person(s) |
| <input type="checkbox"/> Hispanic American | | |

Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

I. BASE PROPOSAL _____ ATTACH YOUR PROPOSAL _____ dollars
(\$ _____)

II. 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