



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 **December 23, 2014**

RE **Request for Proposal # 215-23**
Student Life Crew Team Diesel Pickup Truck Lease

Grand Valley State University is accepting proposals for the lease of a crew cab pickup truck for its Student Life Crew Team. If you desire to bid the lease of this vehicle please submit your proposal no later than **5:00 p.m. on Tuesday January 6, 2015 to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403**. Your proposal must be received by the opening 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, illegible, or postage-due mail.

If mailing your proposal, please write the RFP number clearly on the front of your proposal envelope. Before sealing the envelope, 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 #215-23: Instructions

1. Provide a proposal for 36 month and 48 month lease of one new crew cab pickup truck per below specifications. Include any rebates and incentives. State gross capitalized cost, rent, rate.
Include one original and two copies of your proposal.
2. GVSU vehicle fleet numbers:
GM 000918139 (Govt)
Ford QI 363 (Govt)
Ford VK094 (Commercial)
3. Quote F.O.B. delivered to Grand Valley State University, Allendale Campus
4. **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.**
5. Is your proposed vehicle available for test drive or is there a comparable vehicle available?
6. GVSU reserves the right to inspect, test drive, and general approval of vehicle prior to acceptance.
7. **Provide full information on the vehicle manufacturer's and major equipment warranties.**
8. State if there is a disposition fee on the lease (fee if you turn the vehicle in without leasing another vehicle from you).
9. **GVSU must take possession of vehicle no later than Monday, April 13, 2015.** Time is of the essence. State if your proposed vehicle is from dealer inventory or factory order.
10. **Please provide two West Michigan customer references including names and contact information for who have same or comparable vehicle to the one you are quoting**
11. Successful supplier will not be allowed to display dealer sticker on vehicle.
Vehicle must be free from all dealer advertising/promotional decals
12. Grand Valley State University's Michigan sales tax exempt certificate is available online at www.gvsu.edu/purchasing (see Popular Pages links on the home page)
13. GVSU will provide its own license plate. Dealer does not need to provide.
14. Grand Valley State University reserves the right to accept or reject any or all proposals.
15. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions.

GVSU RFP #215-23: Specifications

This truck is used to transport students and tow rowing shells and equipment long distances across the country.

3/4 Ton Pickup

Exterior Color: White

Long Bed (8 ft)

Diesel Engine

Four Wheel Drive (4x4) with Locking Differential

Automatic transmission

Longest possible wheelbase

Crew Cab Extended Bed (for 6 persons)

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

Soundproofing (if available)

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

Trailer Brake Control System

Radio-CD-MP3-UBS port stereo system

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

Cruise Control

Camper Mirrors

Bed Liner – drop in

Spare Tire

Trim package can be very bare

Electric windows and doors would be preferred.

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.



PROPOSAL FORM
STUDENT LIFE CREW TEAM TRUCK • RFP #215-23

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