



**To: Prospective Suppliers**

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

**Date: January 26, 2015**

**Subject: Request For Proposal #215-24  
Meadows Golf Course Annual Equipment Maintenance**

Grand Valley State University is accepting sealed bid proposals for the annual maintenance of its Meadows Golf Course maintenance equipment from March 1, 2015 through February 28, 2019 with two one-year options to extend the agreement if the parties are agreeable. If you desire to submit a proposal for **RFP #215-24, you must do so no later than 5:00 p.m., Friday February 11, 2015 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403.** Please indicate RFP 215-24 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. All addenda received are acknowledged.
2. The Proposal & Contract form is signed by an authorized individual

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

## **GVSU RFP #215-24 Introduction**

RFP #215-24 is for the annual maintenance of the Meadows Golf Course maintenance equipment from March 1, 2015 through February 28, 2019 with two one-year options to extend the agreement if the parties are agreeable.

The Meadows Golf Course is owned and operated by Grand Valley State University. It is located at 4645 W. Campus Drive, Allendale, Michigan. Ron Dahlin, Meadows Golf Course Superintendent, will be the GVSU contact for implementing this agreement.

## **GVSU RFP #215-24 Instructions**

1. RFP Schedule:

January 26, 2015:	RFP released
February 11, 2015 5:00 pm	Proposal submission deadline
February 20, 2015:	Proposal awarded by

2. Please submit two copies of your proposal (original plus one copy).
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](http://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.
4. It is GVSU's intention to award this RFP to a single supplier. 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.
5. Include **all** costs in proposal including freight and delivery. Provide a cost schedule if optional or variable costs. All prices provided in your proposal are to be quoted F.O.B. destination Meadows Golf Course. Provide your hourly labor rate for services not covered in your proposal.
6. See GVSU's General Conditions at:  
[http://www.gvsu.edu/cms3/assets/DBBCD1D4-C920-7EFE-75B267DC67885AAE/215-22\\_grand\\_valley\\_state\\_university\\_general\\_conditions.pdf](http://www.gvsu.edu/cms3/assets/DBBCD1D4-C920-7EFE-75B267DC67885AAE/215-22_grand_valley_state_university_general_conditions.pdf)
7. Proposals will be evaluated by members of the GVSU's Procurement Services, and Meadows Golf Course. Evaluation criteria are below.
  - Capability to meet the specifications listed below
  - Customer Service
  - Cost – best overall value to GVSU.
  - Prior performance may be a consideration in evaluation.
8. Acceptance of proposal will be made by purchase order

9. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is available at [www.gvsu.edu/purchasing](http://www.gvsu.edu/purchasing) (see Popular Pages section).
10. Suppliers are responsible for all associated costs incurred in responding to this RFP.
11. Contact Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) with any questions regarding this RFP.

### **GVSU RFP #215-24 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.

#### 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.

## **RFP #215-24 Specifications**

Below see list of equipment to be covered in your proposal.

### **Services Covered**

Supplier will perform all necessary preventive maintenance and basic service repairs per the manufacturers' recommendations. Basic maintenance services will be performed onsite at The Meadows by supplier's technicians. Supplier's technicians will be onsite a minimum of two times per week from April 1<sup>st</sup> through October 31<sup>st</sup> each year to make sure that all maintenance and adjustments are made on a timely basis. Major maintenance and repairs to be done at the supplier's facility at their discretion.

All labor for the following services is included:

- Machine and engine maintenance per manufacturer guidelines.
- Labor for repair of machine failures outside manufacturer's warranty.
- Inspection and adjustment of reels, bedknives and height of cut.
- Full winter service
- Power washing and cleaning.
- All transportation costs for covered equipment.
- Mid season reel grinding

The Meadows is responsible for providing a clear place to perform the services, parts, lubricants, cleaning supplies and equipment and proper disposal of waste.

The following services should not be included in your proposal.

- Parts. All parts will be ordered by the Meadows.
- Shop supplies, fluids, lubricants, etc.

Provide your hourly labor rate for services not covered in your proposal.

## Current Equipment List

December 2014

### Tractors

John Deere Tractor/Loader/Backhoe (110 TLB) 2004

John Deere 43200 Tractor 2009

New Holland TN65 Super Steer Tractor 2003 to be replaced spring of 2015

### Sprayers

TORO 5800D sprayer 2012

TORO 1100 sprayer ?

15 gallon w/ FloJet electric pump 2003

8 assorted hand pump sprayers

### Utility Carts

3 - John Deere 2030 ProGator (diesel) 2004

3 - ClubCar Turf I Electric 2007

2 - ClubCar Turf I Gas 2009

4 - ClubCar Turf II Electric 2007 - 2009

1 - ClubCar Turf II Gas 2009

1 - ClubCar Turf II Beverage Vehicle 2008

1 - EzGo Beverage Vehicle 2000

### Trailers

2 - SmithCo Walk mower trailers 2008

10 - Jacobsen Mower Caddy trailers 2014

### Large Area Mowers

2 - Lastec 721A pull-behind mowers 2005 to be replaced spring of 2015

Lastec 2961 self-propelled articulating mower 2014

### Fairway Mowers

2 - John Deere 3225C Fairway Mowers 2007

### Triplex Mowers

3 - John Deere 2500E Hybrid (diesel over electric) mowers 2007

1 - TORO 3400 TriFlex 2012

### Attachments for Triplex Mowers

John Deere

2 - TruSurface Vibratory Rollers 2002 - 2005

TruSurface Verticut Units 2002

Spiker cassette inserts for verticut units 2002

Extra Set of 11 blade greens units 2007

TORO

TruSurface Vibratory Rollers 2012

TruSurface Verticut Units 2012

### Walking behind mowers and Trimmers

- 5 – Jacobsen GK526 w/7 blade reels 2014
- 5 – Jacobsen Eclipse 2 w/ 14 blade reels 2014
- 1 – John Deere 22R w/7 blade reel 1980
- 2 – John Deere 220B w/11 blade reels and groomers 2007
- 2 – John Deere 220C w/11 blade reel 2010
- 4 – Honda 21” self-propelled rotary mowers
- 1 – Husqvarna 21” self-propelled rotary mower
- 1 – TORO 21” self-propelled rotary mower
- 1 – Allen FlyMo
- 5 - RedMax String Trimmers
- 2 – RedMax Reciprocating Trimmers
- 1 – RedMax Stick Edger
- 1 – Stihl Long Reach Trimmer
- 1 – Stihl Hand held Trimmer

### Miscellaneous Equipment

- 72” Soil Reliever Aerifier 2001
- Salsco Greens Roller gas 2011
- John Deere 1200A Bunker Rake 2007
- TORO ProCore 648 Aerifier 2010
- TORO Pro Force Trailer blower 2013
- 2 – GreensGroomer pull behind greens brushes
- Agrimetal Tractor mounted blower 2007
- Vicon PS604DM Fertilizer Spreader 2014
- Dakota 410 top dresser (ProGator mounted) 2005
- Barco 625 Trencher 2005
- John Deere TC125 Sweeper 2007
- LandPride Flail Mower 2013
- LandPride York Rake 2005
- LandPride Back Blade 2005
- Ryan Sod Cutter *old*
- 1 – GiantVac push blower *old*
- 4 – RedMax Backpack blower
- 4 – Stihl Backpack blowers 20012 - 2013
- 1 – Stihl Hand held Drill 2010
- 1 – Stihl Chain Saw 2011
- 1 – Husqvarna Chain Saw 2013
- 2 – Semi Trash Pumps
- 2 – Power Generators
- 3 – Anderson push fertilizer spreaders
- 1 – Scott’s drop seeder



**PROPOSAL FORM**  
**MEADOWS EQUIPMENT MAINTENANCE • RFP #215-26**

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