



September 13, 2019

To: **Prospective Bidder**

Subject: **Request for Proposal**

Grand Valley State University is accepting proposals for **two (2) new 15 Passenger Ford Transit 350 LR Wagon**. Reference attached instructions and specifications.

If you wish to bid on this vehicle, please submit your proposals for bid #220-07 no later than 2:00pm on Friday, September 27, 2019. E-mail your proposal to: caccamo@gvsu.edu.

Your proposal must be received electronically by the bid opening date and time. Grand Valley State University is not responsible for e-mail bids affected by spam or not received by the bid opening date & time. **No fax, verbal, or telephone proposals will be accepted.**

Before submitting proposal, check to be sure that:

1. The Proposal/Certification/Contract form is signed and witnessed.*
2. All addenda received are acknowledged

*Note: Electronic submission becomes your authorized signature

Thank you for your participation,

Aaron Caccamo, M.A.
Senior Strategic Sourcing Specialist

**Procurement Services - 2015 Zumberge Hall - Allendale, MI 49401
Phone – 616/331-2280 – Fax 616/331-3287**

Information & Instructions

Bid #220-07

1. Grand Valley State University's sales tax exempt no. 381684280.
2. GVSU qualifies as eligible for the vehicle fleet and/or government incentive programs.
3. Provide vehicle availabilities.
4. Bid proposal must include dealer "best offer" per attached specifications.
5. DO NOT BID OTHER MODELS. No bids for alternates will be considered at this time.
6. Vehicles shall be new and shall be of highest quality, free from defects and in conformance with the contract documents.
7. Vehicles must be free from all dealer advertising/promotional decals.
8. GVSU will not need license plates for these vehicles.
9. Successful bidder will be responsible for order verification and specifications accuracy.
10. Successful bidder will be responsible for providing all operation manuals, any necessary operation instructions and delivery to site.
11. Specify vehicle warranties, other guarantees and/or services as appropriate.
12. Delivery fee of vehicles to GVSU will be covered by the successful bidder. Exact campus location to be determined. GVSU is not responsible for any cost not included in price proposal.
13. GVSU reserves the right to inspect, test drive and general approval of vehicle prior to acceptance.
14. At Grand Valley State University, socially responsible procurement -- which is defined as supporting diversity, socially responsible procurement, and sustainability -- is highly valued. These ideals are fundamental to our academic, research, and athletic excellence. GVSU promotes supplier participation that is reflective of the diverse business community and of the University's desire to procure environmentally friendly products, while remaining focused on socially responsible procurement methodologies.
15. Grand Valley State University endeavors to buy products made in the United States of America whenever an American-made* product is available that meets or exceeds the specifications requested and the price is equal to or lower than a foreign-made product. Vendors are requested to bid American made products and or services whenever available. Vendors may bid foreign-made products or services when: (a) They are specified (b) They are identified as an alternate by the vendor as long as they are technically acceptable.
*More than 50% of the manufactured or assembled in the United States.
16. Payment terms will be cash net the receipt of vehicle and completion of this contract. Contract or portions thereof will not be considered complete until the vehicle has been finally accepted by the University.
17. GVSU reserves the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The University reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all bidders. The University reserves the right to negotiate with the bidder whose proposal is deemed most favorable.
18. Any decision made by the University shall be final.
19. Any questions regarding this request for proposal should be directed to Aaron Caccamo at 616/331-3436 or caccamo@gvsu.edu

Specifications Bid #220-07

Please provide quotes for two (2) the following vehicle specifications:

15 Passenger Ford Transit 350 LR Wagon - Alternative Fuel, white, standard equipment.

ADDITIONAL OPTIONS:

These options are in addition to the options listed above as "STANDARD FACTORY EQUIPPED" and are to be included on this vehicle.

Air Conditioning; Front and Rear

Battery; 12 Volt, 600 CCA min.

Bumper; Front and Rear, Mfg. Std.

Doors; Passenger, right side, hinged.

Fuel capacity; largest available from mfg.

Lug wrench and jack

Spare tire and wheel, full size. Mfg. standard mounting

ADDITIONAL MDOT OPTIONS

These options are in addition to the options listed above as "STANDARD FACTORY EQUIPPED" and shall be included on all MDOT passenger vehicles.

Air conditioning; Front and Rear

Battery; 12 volt 770CCA, minimum

Body Finished interior; (No exposed outside body sheet metal) full length headlined

Bumper; rear, step down type, heaviest available towing capacity, Mfg. Std.

Camera; rearview (in dash monitor)

Differential; heavy duty locking rear

Door(s); Right side, hinged. Rear panel doors with glass

Fuel capacity; largest available from mfg.

Glass; Deep tinted or privacy, all around, movable side door window(s), fixed or movable rear door glass

Heater; auxiliary-passenger compartment

Keys; (1) added set (total = 3 sets) w/ code numbers; incl. with vehicle upon delivery

Locks; power with remote

Mirrors; extendable trailering

Power outlet; 110-volt

Provisions for roof mounted beacon

Radio; AM/FM w/Bluetooth

Seats; Cloth, Front, high back drivers and passenger and 3 bench seats

Towing Package; heaviest duty available from mfg.

Trailer brake controller; integrated

Trailer hitch; class IV receiver type

Transmission cooler; external auxiliary

Proposal & Contract Bid #220-07

Contractor: _____

Date: _____ Bid No **220-07**

Project: **Two (2) 15 Passenger Ford Transit 350 LR Wagon**

Bid opening date and time: **Friday, September 27, 2019 at 2pm**

Location: **2015 Zumberge Hall**

Allendale, MI, 49401

Attached or included are the following proposed Contract Documents:

1. Introduction
2. Instructions to Bidders
3. Specifications
4. Proposal & Contract

Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

If awarded this contract, upon receipt of contract sign by Grand Valley State University, the undersigned agrees to begin and complete all work in accordance to the schedule coordinated with the Facilities Services Department.

The undersigned proposes to furnish all labor, materials / product, equipment, tools and services required, unless otherwise noted, to complete the work in accordance with the proposed contract.

Documents listed herein, including all addenda issues pertaining to same, for the same, for the sum or sums stated below, and agrees that these documents will constitute the contract if accepted by Grand Valley State University.

The undersigned declares the following legal status in submitting this quotation:

A corporation organized and existing under the laws of the State of _____

A partnership

An individual doing business as (DBA) _____

The undersigned certifies that company is at least 51% owned, controlled and actively managed by:

African American

Asian American

Hispanic American

Native American

Woman/Women

Disabled Person(s)

The undersigned 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.

Bid Proposal Total: _____ dollars

(\$ _____)

Vehicles Availability: _____

Company Name

Address _____ City/State/Zip Code _____

Telephone No. _____ Fax No. _____ E-Mail Address _____

Contractor's Signature _____ Name & Title _____

Witness' Signature _____ Name _____

Tax Identification No. _____ Date _____

ACCEPTANCE: This proposal is accepted by Grand Valley State University

Signature of Authorized Agent _____ Name & Title _____

Telephone No. _____ Fax No. _____ E-Mail Address _____

Witness' Signature _____ Name _____

_____ 38 1684280 _____
GVSU Tax Identification No. _____ Date _____