



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: October 22, 2015

**Subject: Request For Proposal #216-23
Housing 2016 Residence Hall Bedroom Furniture**

Grand Valley State University is accepting sealed bid proposals for modular loftable bedroom furniture for its new Housing 2016 residence hall opening in August 2016 on the Allendale campus. If you desire to submit a proposal for **RFP #216-23, you must do so no later than 5:00 p.m., Wednesday November 11, 2015 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Supplier prequalification information is due October 29.** Please indicate RFP 216-23 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 questions regarding this RFP to Kip Smalligan at the above contact information.

GVSU RFP #216-23 Introduction

Grand Valley State University's Housing & Residence Life Office is seeking proposals for the purchase of modular loftable bedroom furniture for its new Housing 2016 residence hall on the Allendale campus. Housing 2016 is a multi-use cluster style residence hall with three floors plus a lower level. In addition to 498 beds and study/lounge space, it includes administrative offices, classrooms and faculty offices, and Einstein's Bagel food service. See rendering of building at www.gvsu.edu/housing/students/new-housing-2016-168.htm. Furniture will be delivered to the first, second, and third floors. Delivery, assembly, and installation must be completed no later than August 5, 2016.

GVSU RFP #216-23 Instructions

1. RFP Schedule:

October 22, 2015:	RFP released
October 29, 2015:	Pre-Qualification info due
November 6, 2015:	Pre-Qualification notification
November 11, 2015 5:00 pm:	Proposal submission deadline
November 17-24, 2015	Product demonstrations from finalists (if requested by GVSU)
December 7, 2015:	Proposal awarded by
July & August 2016:	Delivery, assembly, and installation completed by August 5

2. [Pre-qualification of suppliers is required.](#)

Please provide via e-mail smalligk@gvsu.edu or fax 616/331-3287 your most recent financial statements.

If you have not provided bedroom furniture to GVSU since January 2010, also provide a statement of your experience and capabilities to manufacture and manage the size and scope of the order that GVSU has specified. Include at least three customer references (preferably higher education institutions) of buyers of your proposed furniture including contact name and phone number..

Provide the above by Thursday October 29.

Notification of qualification will be communicated to suppliers by November 6.

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. 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. Please submit one hard copy of your proposal and one electronic copy.
5. See attached GVSU's [General Conditions](#).

6. 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 the 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.
7. 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 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 finish selection, custom pieces, and availability of interior design services; acknowledgement of contact within 48 hours; corrections/repairs made within two weeks)
 - 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.
8. Exact quantities will not be known until December because GVSU will be transferring some existing furniture for use in Housing 2016. A minimum and maximum quantity are stated in the specifications. Please indicate if and at what quantity price breaks would occur within that range.
9. 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 Allendale campus, Grand Rapids, Michigan.
10. State of Michigan Prevailing Wage law is applicable for furniture installation labor. Attached is an information sheet and the current Prevailing Wage rates for Ottawa County. Contact the State of Michigan if questions at 517-322-1825.
11. 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).
12. Supplier must submit colored illustrations/photos of proposed furniture. Please provide any other supporting documentation that will assist in the decision making process.
13. GVSU may request some or all suppliers to do demonstration presentations of their furniture.

14. Staging, Delivery, Assembly, Installation.

- Delivery, assembly, and installation must be completed no later than August 5.
- Blanket wrapped delivery is preferred
- A map of the Allendale campus can be found at www.gvsu.edu/homepage/files/pdf/maps/allendale.pdf. The Housing 2016 residence hall is building #79 on the map. Access to the building will be via Residence Drive. See [Road Access map](#).
- [See First Floor layout](#). The main entrance to the building is on the northwest side. All building entrances can be used; there are no entrances at the end of the other three wings. There are two elevators on the northwest side of the building (across from laundry room).
- Supplier must clean and take away all waste and packaging; cannot use GVSU dumpsters.

15. Acceptance of proposal will be made by purchase order

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

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

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

GVSU RFP #216-23 On Campus 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 two 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 #216-23 Construction & Performance Specifications

Each student space will be provided with a set of furniture consisting of the below components, including all hardware required for assembly and lofting.

- Single Bed Frame
- Desk w/ Pedestal, Computer Keyboard/Pencil Drawer
- Desk Top Organizer
- Chest of Drawers
- Floor or Stacking Bookcase
- Ladder (Optional)
- Wardrobe

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:

- A loft configuration
- Bunk beds with free standing or stacked furniture
- Twin beds on the floor with free standing or stacked furniture
- Trundled beds (an upper bed at right angle to a lower bed) supported on one end by the return Headboard and at the opposite end by the bookcase or three drawer chest
- Additional configurations are acceptable

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 can be semi-permanently fixed to one another. Steel dowel pins join headboards and foot boards of bunk beds and steel dowel pins position and 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.

Most of the current existing residence hall bedroom lofting furniture is The Brill Company's LifeSpace product (not LifeSpace II) www.brillcompany.com/lifespace.html. We are looking for similar style and aesthetics.

Vendors should quote a natural maple finish on all components – vendors may propose one alternative finish and should note price difference.

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.

Exact quantities will not be known until December because GVSU will be transferring some existing furniture for use in Housing 2016. A minimum and maximum quantity is stated. Please indicate if and at what quantity price breaks would occur within that range.

Please state the location that each item is manufactured at.

A) Single Bed Frame:

- Minimum Qty: 348 Maximum Qty: 508 428
- Approximate outside dimensions: 41"W x 84"L x 30"H
- Platform to accommodate a 36" x 80" mattress
- Bedframe must include safety rail/components for trundling

The platform/mattress height should be adjustable (minimum of two heights when set on floor). 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. Other options for adjusting platform/mattress height are acceptable. Ability to place dresser underneath mattress platform while allowing use of all drawers is preferred. Minimum warranty of 10 years on entire bed.

B) Desk w/ Pedestal, Computer Keyboard/Pencil Drawer:

- Minimum Qty: 348 Maximum Qty: 508
- Approximate outside dimensions: 24"D x 42"W x 30-1/4"H

The computer keyboard/pencil drawer is 23"W X 20"D X 1-3/4"H providing space for installation of a computer key board and/or storage of miscellaneous writing instruments, a note book etc. The pedestal should be fitted with three equal size drawers. Wire management holes should be provided in back of desk to accommodate wiring from electronic devices. Assembly of the beds to be included. Minimum warranty of 10 years on entire desk.

C) Desk Top Organizer:

- Minimum Qty: 348 Maximum Qty: 508
- Approximate outside dimensions: 12"D x 42"W X 28"H

At least one shelf should be mounted approximately 16" above the desk top surface to allow for a computer tower to be placed underneath it. Wire management holes should be provided in back of desk to accommodate wiring from electronic devices. Minimum warranty of 10 years on entire desk top organizer.

D) Chest of Drawers:

- Minimum Qty: 348 Maximum Qty: 508
- Approximate outside dimensions: 24"D x 38"W x 31"H

The chest should be fitted with three equal size drawers. Drawer slides should be constructed to withstand heavy use by students (vendor may recommend type of drawer slide). Minimum warranty of 10 years on chest of drawers (this includes frame, drawers, mechanisms, etc.).

E) Floor or Stacking Bookcase:

- Minimum Qty: 348 Maximum Qty: 508
- Approximate outside dimensions: 12"D x 35"W x 30"H

Bookcase should have two shelves for miscellaneous storage/book storage. Wire management holes should be provided in back of bookcase to accommodate wiring from electronic devices. Minimum warranty of 10 years on entire floor or stacking bookcase.

F) Ladder (Optional):

- Minimum Qty: 260 Maximum Qty: 380
- Approximate outside dimensions: 2-1/2"D x 15"W x 64"H
- If furniture assembly accommodates accessing a lofted/bunked bed, a ladder would not be required. Vendor must demonstrate how furniture assembly can act as substitute for ladder

The ladder should be usable in the lofted, bunked, and trundled positions. Ladder must be included in proposal unless vendor can demonstrate that furniture assembly accommodates students accessing a lofted, bunked, or trundled bed without use of ladder. Minimum warranty of 10 years on entire ladder.

G) Wardrobe:

- Minimum Qty: 348 Maximum Qty: 508
- Approximate outside dimensions: 24"D x 36"W x 72"H
- Not required to be part of the loftable system – can just be free standing

The wardrobe should two doors and have two drawers underneath the clothes hanging cavity. There should be a closet rod within clothes hanging cavity that accommodates hanging of shirts and pants. Minimum warranty of 10 years on entire wardrobe.

PROPOSAL FORM

Housing 2016 Bedroom Furniture • RFP #216-23

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):

- African-American
- Asian American
- Hispanic American
- Native American
- Multi-Racial
- Woman/Women
- ADA Disabled Person(s)

Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

I. BASE PROPOSAL: Attach your proposal.

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. Mobile Phone No. E-mail

Authorized Agent Signature Name & Title

Witness Signature Name

Tax Identification No. Date

III. ACCEPTANCE: This proposal is accepted by Grand Valley State University

Authorized Agent Signature Name & Title

Witness Signature Name

Office Phone No. Fax No.

38 1684280
GVSU Tax Identification No. Date