



TO **Prospective Suppliers**

FROM **Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services**
Ph 616/331-3211 Fx 616/331-3287 smalligk@gvsu.edu

DATE **October 29, 2013**

RE **Request for Proposal # 214-15**
Football Weight Room Equipment & Flooring

Grand Valley State University is soliciting proposals for weight equipment to replace existing equipment in its football weight room. **There is a mandatory pre-bid meeting on Thursday November 7, 2013 at 3:00 pm at the Football Weight Room on the Allendale campus.**

If you wish to submit a proposal, it must be received via mail, parcel delivery, or dropped off no later than **3:00 p.m. on Thursday November 14, 2013 to Attention: Kip Smalligan, Grand Valley State University, 201 Lake Michigan Hall, 1 Campus Dr., Allendale, MI 49401-9403.** Your proposal must be received by that date and time when the proposals will be opened. No e-mail, telephone, fax, or verbal proposals will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Before sending, please verify that:

1. Any addenda received are acknowledged
2. The GVSU RFP number is written on the outside of your envelope

Please direct questions regarding the RFP process to Kip Smalligan at the above contact information.

GVSU RFP 214-15 Football Weight Room Equipment: Instructions

1. RFP & Installation Schedule:

Request for Proposal out: Tuesday October 29, 2013

Mandatory Pre-Bid meeting: Thursday November 7, 2013 3:00 pm

Deadline for Proposals to be submitted: Thursday November 14, 2013, 3:00 pm

RFP Awarded by November 27, 2013

Installation completed by December 24, 2013.

2. There is a mandatory pre-bid meeting on Thursday November 7, 2013 at 3:00 pm at the Football Weight Room on the Allendale campus (building #47 on [campus map](#)). Park in Lot A – you will **not** need a visitor parking permit if you park there.
3. Should it become necessary to revise any part of the request for proposal, notice of the revision will be given in the form of an addendum to all prospective suppliers on record as having received the request for proposal. It will also be posted on the Bid Opportunities section of the GVSU Procurement Services website <http://gvsu.edu/purchasing/bid-opportunities--35.htm>. Each supplier should acknowledge receipt of addenda in the attached Proposal form, 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 include one original of your proposal and three copies. Include literature on your equipment. You may reference online literature in your proposal in lieu of hard copies **if you specify exact links and/or page numbers to be viewed**; we do not want to be hunting all over websites trying to find the information.
5. GVSU reserves the right to reject any or all proposals.
6. GVSU reserves the right to accept alternate equipment or specifications that meet and/or exceed the RFP specifications. Include with your quotation any supporting documentation (pictures and written specifications) that will help us in decision-making for alternate items.
7. State of Michigan **Prevailing Wage law may be applicable for labor**. It is supplier's responsibility to determine if Prevailing Wage is applicable. Contact the State of Michigan if questions. Attached is an information sheet and the current wage rates for Ottawa County (Allendale).
9. Grand Valley State University is Michigan state sales tax exempt. Our exemption statement is available online at www.gvsu.edu/purchasing (look under the Popular Pages heading).
10. Complete the proposal form on page 4 and 5 and include in your proposal.
11. Contact Kip Smalligan by phone 616/331-3211, fax 616/331-3287, or e-mail smalligk@gvsu.edu with any questions concerning this RFP.

GVSU RFP 214-15 Football Weight Room Equipment: Specifications

1. See attached spreadsheet for list of equipment, materials, labor.
2. See attached room layout. Equipment will be installed in room 106.
3. Equipment must be commercial grade quality designed for heavy usage.
4. Rack and bench colors: white, blue, gray, black would be considered.
5. Flooring logo: See attached three color logo.
6. State all warranties

GVSU RFP 214-15 Football Weight Room Equipment: Existing Equipment for Trade

1. See attached list and description of currently existing equipment in use at the Football Weight Room. GVSU is interested in a quote for trade-in value. Equipment is currently being used. Some cosmetic paint chips and rust. Please list trade-in value separately.



PROPOSAL FORM
FOOTBALL WEIGHT EQUIPMENT • RFP #214-15

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