



TO **Prospective Supplier**

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

DATE **April 30, 2014**

RE **Request for Proposal #214-36**
Housing & Residence Life Polo Shirts & T-Shirts

Grand Valley State University is accepting proposals for purchase of polo shirts and T-shirts for our Housing and Residence Life Office from July 2014 – June 30, 2015. If you wish to bid on the supply of these shirts, please submit your sealed proposal no later than **5:00 p.m. EDT on Friday May 16, 2014 to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. NOTE THIS IS A NEW ADDRESS – WE HAVE MOVED TO A NEW BUILDING.** Your proposal must be received by the opening date and time stated. No telephone, fax, e-mail, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Please write the RFP number clearly on the front of your proposal envelope or package. Before sealing the envelope, check to be sure that:

- 1 Any addenda received are acknowledged
2. Authorized signature is included on your proposal.

Please contact me if you have any questions at 616/331-3211 or e-mail smalligk@gvsu.edu.

GVSU RFP #214-36 Shirts Instructions

1. If you wish to bid on the supply of these shirts, please submit your sealed proposal no later than **5:00 p.m. EDT on Friday May 16, 2014 to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403**. Your proposal must be received by the opening date and time stated. No telephone, fax, e-mail, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Please write the RFP number clearly on the front of your proposal envelope or package. Before sealing the envelope, check that:

- 1 Any addenda received are acknowledged
 2. Authorized signature is included on your proposal.
2. Submit your proposal in electronic format on a CD or flash drive in your sealed envelope.
 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 who were sent notice of the RFP. Notice also will be posted on the Bid Opportunities page of the GVSU Procurement Services website at <http://gvsu.edu/purchasing/bid-opportunities--35.htm>. Each supplier must 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. Grand Valley State University reserves the right to accept or reject any or all proposals.
 5. Acceptance of awarded proposal will be made by GVSU purchase order.
 6. The RFP will be awarded for the period of July 1, 2014 to June 30, 2015 for shirts ordered for Housing & Residence Life.

State product availability. **Needed delivery date for most of the shirts is AT LATEST, July 31, 2014 but we would prefer it earlier. Time is of the essence.** Do not submit a proposal if you are unsure you will be able to meet delivery deadlines. **Also note that two of the shirts are not needed until April 2015.**

7. Quote each shirt individually. **It is GVSU's intention to award this entire RFP to a single supplier unless there is substantial compelling reason to warrant otherwise. Please price assuming that you would be awarded all the shirts.**

Proposal must include all packaging, insurance, set-up charges. State whether shipping & delivery is included in pricing or to be prepaid and added to invoice. State what carrier used. State if there are any special delivery requirements.

8. Criteria used to select awarded supplier:
 - Adherence to shirt specs listed in RFP
 - Sustainability practices (production location/methods, materials used)
 - Customer service (returns phone calls & e-mails within 24 business hours, meets deadlines)
 - Total cost
 - LRG licensing
 - Organization of RFP material
 - Past performance of supplier if applicable
9. In order to comply with the State of Michigan higher education appropriation bill, the University supports the following State of Michigan procurement requirements.

"Funds appropriated from the State shall not be used for the purchase of foreign goods or services, if competitively priced and of comparable quality American goods and services are available. Preference should be given to goods and services manufactured or provided by Michigan businesses, if they are competitively priced and of comparable quality."
10. **Important:** Awarded supplier **must be licensed or become licensed** (internal usage license) **to print GVSU products**. Licensing Resource Group manages licensing for GVSU. See www.lrgusa.com for details. There is a \$150 application fee.
11. Grand Valley State University's Michigan sales tax exempt certificate is available online at www.gvsu.edu/purchasing (see Popular Pages section).
12. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions

GVSU RFP #214-36 Shirts Specifications

1. See attached spreadsheet with shirt specifications.
2. No alternates accepted unless specified shirt is no longer available? Alternate shirt options should meet the same specifications as much as possible. **Full specifications of alternates must be included in your proposal along with a shirt sample.**
3. **Shirts must be Made in USA.** Our understanding is that all shirts specified are available as Made in USA.
4. State acceptable formats for artwork and deadline for having artwork submitted.
5. Pre-production proofs are required.
6. State any warranty or guarantee on shirt and imprint quality.

7. See attached artwork for the shirts.

Embroidery/Screen Printing Image Locations

Moving Crew Work Shirt Polo: Short Sleeve

"HRL Logo" (embroidered, left chest, white thread (approx 4" wide by 1.5" tall))

"Moving Crew" (embroidered, right chest, white thread (approx 4" wide by 1.5" tall logo))

RA Staff Polo: Short Sleeve

"HRL Logo" (embroidered, left chest, white thread (approx 4" wide by 1.5" tall logo))

Professional Staff/CHO Polo: Short Sleeve

"HRL Logo" (embroidered, left chest, navy thread (approx 4" wide by 1.5" tall logo))

Conferences Polo: Short Sleeve

"Camps & Conferences Logo" (embroidered, left chest, white thread (approx 4" wide by 1.5" tall logo))

Conferences T-Shirt: Short Sleeve

"Camps & Conferences Logo" (screen printed, left chest, white ink (approx 4" wide by 1.5" tall logo))

Transitions T-Shirt: Short Sleeve

"Transitions" (screen printed, centered on front, white ink (approx. 10"wide x 6" tall image))

"It's a Lifestyle" (screen printed, full back with text, white ink)

Move-In T-Shirt: Short Sleeve

"Live Like a Laker" (screen printed, centered on front, white ink (approx 10"wide x 6" tall image))

Optional Sleeve "Laker for a Lifetime" (screen printed, in all white, approximate 3" by 4")

RA Recognition T-Shirt: **Long Sleeve**

"Lead Like A Laker" (screen printed, full front, 2 color printing (white and royal blue), 11.5" x 15")



PROPOSAL: HOUSING & RESIDENCE LIFE SHIRTS • RFP #214-36

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. 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) _____

IV. Supplier declares that company is at least 51% owned, controlled and actively managed by (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> African-American | <input type="checkbox"/> Native American | <input type="checkbox"/> Woman/Women |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> Multi-Racial | <input type="checkbox"/> ADA Disabled Person(s) |
| <input type="checkbox"/> Hispanic American | | |

V. Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

VI. BASE PROPOSAL SUM: _____dollars
(\$ _____) OR attach proposal.

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

_____ City/State/Zip Code
Address

_____ Fax No.
Office Phone No. Cellular Phone No.

_____ Name & Title
Authorized Agent Signature

_____ Name
Witness Signature

_____ Date
Tax Identification No.

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

_____ Name & Title
Authorized Agent Signature

_____ Name
Witness Signature

_____ Fax No.
Office Phone No. Cellular Phone No.

_____ Date
38 1684280
GVSU Tax Identification No.

| GVSU RFP 214-36 (July 1, 2014-June 30, 2015) | POLO SHIRTS | | | | T-SHIRTS | | | LONG SLEEVE T-SHIRT |
|---|---|---|--|---|--|---|---|---|
| | Moving Crew Work Shirt | RA Staff Polo | Professional Staff/CHO Polo | Conferences Polo | Conferences T-Shirt | Transitions Shirt | Move-In T-Shirt | RA Recognition Shirt |
| General Shirt Type | Short-Sleeve Polo | Short-Sleeve Polo | Short-Sleeve Polo | Short-Sleeve Polo | Short Sleeve T-Shirt | Short Sleeve T-Shirt | Short Sleeve T-Shirt | Long Sleeve T-Shirt |
| Purpose | Moving Crew Staff | RA Staff for fall/winter | AP, GA, CHO pro/student staff, and 2015 Orientation Staff | Conferences Staff | Conferences Staff | RA Staff Transitions (we already have 115 in stock) | All Residents during Move-In | RA Staff Recognition |
| Exact Shirt to Spec. | AKWA Stretch Poly Jersey (1357-SPJ) | AKWA Stretch Poly Jersey (1357-SPJ) | AKWA Aqua Dry Pique Polo Shirt (1342AOD) | AKWA Aqua Dry Pique Polo Shirt (1342AOD) | Hanes Adult Comfortblend Ecosmart Tee (5170) | Hanes Adult Comfortblend Ecosmart Tee (5170) | Hanes Adult Comfortblend Ecosmart Tee (5170) | Hanes Adult Tagless (5586) |
| Shirt Color | Black | Navy | Heather Gray | French Blue | Heather Navy | Deep Royal | Assorted, see "Quantity" | Smoke Gray |
| Annual Quantity (the "+" means we will order more if needed, but the # listed is the minimum) | 8+ | 120+ | 50+ | 15+ | 10+ | 20+ | 5,400 TOTAL [S - XL / 2XL - 4XL] (200) Purple [190 ea / 5 ea] (450) Kelly Green [428 ea / 22 ea] (620) Yellow [589 ea / 31 ea] (475) Deep Red [451 ea / 24 ea] (275) Denim Blue [261 ea / 14 ea] (600) Teal [570 ea / 30 ea] (400) Deep Forest [380 ea / 20 ea] (650) Deep Royal [617 ea / 32 ea] (580) Navy [551 ea / 29 ea] (425) Light Steel [404 ea / 21 ea] (275) Orange [261 ea / 14 ea] (450) Lime [428 ea / 22 ea] | 90+ |
| Standard Shirt Sizes (S-XL), definite #'s per size to come with PO | 100% [8 ea] | 95% [114 ea] | 90% [45 ea] | 95% [14 ea] | 95% [9 ea] | 95% [19 ea] | 95% [See above in Quantity] | 95% [86 ea] |
| Above standard sizes (2XL-4XL) | 0% | 5% [6 ea] | 10% [5 ea] | 5% [1 ea] | 5% [1 ea] | 5% [1 ea] | 5% [See above in Quantity] | 5% [4 ea] |
| Print or Embroidered | Embroidered | Embroidered | Embroidered | Embroidered | Screen printed | Screen printed | Screen printed | Screen printed |
| Locations & Color(s) | Left and right chest, white thread (approx 4" wide by 1.5" tall logo on both sides) | Left chest, white thread (approx 4" wide by 1.5" tall logo) | Left chest, navy thread (approx 4" wide by 1.5" tall logo) | Left chest, white thread (approx 4" wide by 1.5" tall logo) | Left chest, white ink (approx 4" wide by 1.5" tall logo) | Centered on front, white ink (approx. 10"wide x 6" tall image) AND full back with text, white ink | Centered on front, white ink (approx 10"wide x 6" tall image) | Full front, 2 color printing. 11.5" x 15" |
| Additions | N/A | N/A | N/A | N/A | N/A | N/A | Please also provide pricing for possibly adding an approximate 3" by 4" logo (Laker for a Lifetime in all white) on the sleeve. Everything else is concrete, but this would be dependent on price . | N/A |
| Delivery Date Needed | July (2014) | July (2014) | July (2014) | April (2015) | April (2015) | July (2014) | July (2014) | July (2014) |

Moving Crew



Transitions

YOUR FALL ORIENTATION

It's a Lifestyle.

Great Choices

Academic Success

Convenience

Leadership

Lasting Friendships

Sustainability

Safety, Security and Health

Support Network





LEAD

LIKE A K

E

RA