



September 19, 2019

To: Prospective Bidder

Subject: Request for Proposal

Grand Valley State University is accepting proposals for **two (2) new Kubota RTV's**. Reference attached instructions and specifications.

If you wish to bid on this vehicle, please submit your proposals for bid #220-08 no later than 2:00pm on Friday October 4, 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

Information & Instructions Bid #220-08

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 currently owns 2 Kubota RTV's and would like to offer these as trade in towards the purchase of 2 new ones. Please include in your bid trade-in pricing.
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 &
Information
Bid #220-08**

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

Kubota RTV-X1120D worksite utility vehicle, diesel.

The RTVs will be equipped with the following:

- Metal orange canopy
- Laminated glass windshield
- Metal black doors
- Rear cargo screen
- Cab heater
- Front and back LED worklights
- Dome light
- LED strobe light cab
- Turn signal/hazard lights
- 2 External mirrors CAB
- Front windshield wiper
- Wire harness kit, multiple accessories
- Internal rear mirror kit
- Trailer hitch front and rear receiver
- Tail lamp guards
- Mud guards front and back wheels
- Hydraulic bed lift
- Front grill deluxe guard

Please review the following pages for information and pictures for the two trade-in models:

#842 2013 Kubota RTV 1100 Utility vehicle. Usage hours unavailable, will not turn on.



#842 2013 Kubota RTV 1100 Utility vehicle. Usage hours unavailable, will not turn on.



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#842 2013 Kubota RTV 1100 Utility vehicle. Usage hours unavailable, will not turn on.



#842 2013 Kubota RTV 1100 Utility vehicle. Usage hours unavailable, will not turn on.



#843 2013 Kubota RTV 1100 Utility vehicle. Usage hours unavailable, electrical system will not work, but does start up and runs. It is also stuck in 4wd and will not disengage.



#843 2013 Kubota RTV 1100 Utility vehicle. Usage hours unavailable, electrical system will not work, but does start up and runs. It is also stuck in 4wd and will not disengage.



#843 2013 Kubota RTV 1100 Utility vehicle. Usage hours unavailable, electrical system will not work, but does start up and runs. It is also stuck in 4wd and will not disengage.



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Proposal & Contract Bid #220-08

Contractor: _____

Date: _____ Bid No **220-08**

Project: **Two (2) Kubota RTV's**

Bid opening date and time: **Friday, October 4, 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