

April 23, 2019

To: Prospective Bidder

Subject: Request for Proposal – Indoor Plant Care and Maintenance

Grand Valley State University is currently accepting proposals for a three (3) year contract to provide indoor plant care and maintenance services for the Pew Campus and Health Campus in downtown Grand Rapids. Reference attached Request for Proposal for exact locations.

This request for proposal is for a three (3) year contract period and we are requesting guaranteed pricing for a three (3) year period: **July 1, 2019 through June 30, 2022.** Grand Valley State University reserves the right to renew the contract for (2) additional years in one (1) year increments. Renewal(s) will depend on pricing and level of service received during contract period.

**If you wish to bid on these services, please submit your proposal for bid #219-28 no later than** **10:00 a.m. Wednesday, May 22, 2019**. **Bids must be received by electronic mail at:** **RFP-Received@gvsu.edu****. Please include “RFP #219-28 Grand Rapids Campuses Indoor Plant Maintenance” in the subject line of your electronic mail document.** No telephone, facsimile, hard copy, or verbal proposals will be accepted. Grand Valley State University is not responsible for e-mail bids affected by spam or not received by the bid due date and time, late, lost, misdirected, damaged, or incomplete mail.

Site visits are not mandatory, but may be scheduled upon advance request by interested prospective bidders. Contact Facilities Services Grand Rapids Campuses at 616.331.6700 to schedule site visits.

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,

Valerie Rhodes-Sorrelle, C.P.M.

Senior Strategic Sourcing Specialist

***Procurement Services - 2033 Zumberge*** ***Hall - Allendale, MI 49401***

***Phone - 616/331-2283 - Fax 616/331-3287***



## REQUEST FOR PROPOSAL #219-28

## Grand Valley State University – Indoor Plant Care &Maintenance

Issued by Facilities Services Grand Rapids Campuses and Regional Centers

350 Bike Factory, 201 Front Ave. SW • Grand Rapids, MI 49504

**DUE: Wednesday, May 22, 2019 by 10:00am GRAND VALLEY STATE UNIVERSITY**

**REQUEST FOR PROPOSAL #219-28**

**INDOOR PLANT CARE & MAINTENANCE CONTRACT – Pew Campus**

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**GRAND VALLEY STATE UNIVERSITY**

**REQUEST FOR PROPOSAL #219-28**

**INDOOR PLANT CARE & MAINTENANCE CONTRACT – Pew Campus**

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| **Request for Proposal** |

## Section 1 – Request for Proposal (RFP)

* 1. **Submission Deadline and Requirements:** Grand Valley State University is requesting bid proposals from qualified companies for **Indoor Plant Care and Maintenance for the Grand Rapids Campuses and Regional Centers.**Proposals must be submitted via email to RFP-Received@gvsu.edu. “RFP #219-28 – Grand Rapids Campuses Indoor Plant Maintenance” must be in the subject line of your electronic mail document NO LATER than **10:00 a.m. on Wednesday, May 22, 2019**. No telephone, facsimile, hard copy, or verbal proposals will be accepted. Grand Valley State University is not responsible for e-mail bids affected by spam or not received by the bid due date and time, late, lost, misdirected, damaged, or incomplete mail.
	2. Each proposal must be signed by an authorized member of the bidder’s company. This member should be the highest ranking officer at the local level.
	3. **Inquiries**:Prospective bidders may request clarification of information contained in the RFP. All such requests must be received through email by the close of business on **Monday, May 6, 2019**. An email response to all written requests will be provided within three (3) business days and will be sent to all bidders who are on record as to having received the RFP. All inquiries for clarification of information contained in the RFP must be submitted through e-mail to: RFP-Received@gvsu.edu.
	4. **Site Visits:** Site visits are not mandatory. However,a **s**ite visits can be scheduled upon advance request by interested prospective bidders. Contact Facilities Services Grand Rapids Campuses and Regional Centers at 616.331.6700 to schedule site visits.
	5. **Proposal Costs:** Any recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to the RFP, or any negotiations incidental to its Proposal or the RFP.
	6. **RFP / Proposal Information Control:** The following process described is intended to ensure that all prospective bidders have equal access to information relative to the RFP. As part of the RFP preparation (which may have included previous discussions with selected prospective bidders), every effort has been made to provide prospective Bidders with adequate disclosure. Each bidder shall prepare a proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective bidder noting any inconsistency between the information contained in the RFP and any information previously provided should request clarification.

 No information communicated, either verbally or in writing, to or from a bidder shall be effective unless confirmed by written communication contained in the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.

* 1. **Addenda to the RFP:** 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 bidders. Bidders are responsible for recording receipt of all addendums issued. Reference page 14. Each bidder must acknowledge receipt of addenda, but the failure of a bidder to receive or acknowledge receipt of any addendum, shall not relieve the bidder of the responsibility for complying with the terms thereof Acknowledgment of all addenda received must be submitted by the RFP closing date and time. All addenda shall become a part of the RFP.
	2. **Opening of Proposals:** At the specified time and date stated in Section 1.01. Note: electronic submission does become your authorized signature of submission.
	3. **Reservation of Rights:** The University 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 strongest by the Selection Committee. The University reserves the right to make such investigations as deemed prudent to determine bidder's qualifications and eligibility, including but not limited to, requests for financial statements and company profiles. By submitting a bid proposal for this contract, bidder signifies acceptance of this condition.
	4. **Bidder’s Obligations:** Before submitting proposal, each bidder shall carefully examine all drawings and documents, including all addenda, and visit site of work in order to inform himself of all conditions which can affect the work or the cost thereof. He shall take his own measurements and be responsible for the correctness of the same. Failure of bidder to receive or examine any document or to visit the site and acquaint himself with existing conditions shall in no way relieve bidder from any obligation with respect to his bid.
	5. **Substitutions:** Each Bidder represents that his bid is based upon the materials and equipment described in the bidding documents. No substitution will be considered unless written request has been submitted to the University at least five (5) days prior to the date for receipt of bids. Each such request shall include a complete description of the proposed substitute, the name of the material or equipment for which it is to be substituted, drawings, cuts performance, and test data and other data necessary for a complete evaluation. If the University approves any proposed substitution, such approval will be set forth in an addendum.
	6. **Finality of Decision:** Any decision made by the University, including the selection of a Contractor, shall be final.

**GRAND VALLEY STATE UNIVERSITY**

**REQUEST FOR PROPOSAL #219-28**

**INDOOR PLANT CARE & MAINTENANCE CONTRACT – Pew Campus**

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| **Contract Terms** |

1. **Section 2 - Contract Terms**
	1. **Term of Contract**: The contract period is July 1, 2019 through June 30, 2022. Grand Valley State University reserves the right to renew the contract for two (2) additional years. Renewal(s) will be in one (1) year increments. Renewals will be based on quality of service received during the terms of the contract.
	2. **Tax Exempt**: Grand Valley State University tax exempt number is 38 1684280
	3. **Payments**: The contractor will invoice the University once per month. All services must be billed on one invoice.
	4. **Always remit invoices directly to Accounts Payable at the address below:**
	GVSU Accounts Payable
	1 Campus Drive 2015 Zumberge Hall
	Allendale, MI 49401 orSubmit via e-mail as an attachment to: **payables@gvsu.edu**

 **GRAND VALLEY STATE UNIVERSITY**

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| **General Terms & Conditions** |

**Section 3 - GENERAL TERMS & CONDITIONS (REV. 4.19.19)**

1.0 The Supplier shall comply with the University’s policy and procedures (http://www.gvsu.edu/purchasing) and any additional instructions issued from time to time by the University.

1.1.1 During the period of contract, no change is permitted to any of its conditions and      specifications unless the Supplier receives prior written approval from the University.

1.1.2 Should the Firm find at any time that existing conditions make modification in contract requirements necessary, it shall promptly report such matter to the University for its consideration and decision.

1.1.3 The Firm shall comply with any and all federal, state or local laws, now in effect or hereafter promulgated which apply to the operation herein specified.

1.1.4 The Firm’s performance may be evaluated by a designee or an Advisory Committee of the University meeting from time-to-time during the period of contract.  It will be the responsibility of the Firm to respond, in writing if so requested, to inquiries, requests for change, and recommendations.

1.1.5 The Firm shall provide the University, with telephone numbers and addresses of management personnel and shall arrange for at least one such person to be available during the University’s normal working hours by telephone. The Firm shall also provide sufficient backup in times of staff shortages due to vacations, illnesses, and inclement weather.

1.1.6 The Firm shall maintain applicable insurance coverage with appropriate coverage limits.  The Firm shall provide the name of the primary insurance carrier and their trade rating which may apply to the operation herein specified.

 2.0 Termination

The University may terminate this agreement for any reason, including but not limited to, changes in the market price of the products and non-appropriation of federal or state funding to University, by delivering not less than thirty days prior written notice to Supplier.

If termination is due to default by Supplier, Supplier shall have ten days from receipt of notice to cure the default. If Supplier fails to cure within the ten-day period, university may terminate this agreement immediately.

The failure of university to exercise its rights of termination for default due to Supplier’s failure to perform as required in any one instance shall not constitute a waiver of termination rights in any other instance.

 3.0 General Terms and Conditions

The terms and conditions shall govern any agreement issued as a result of this solicitation.

Additional or attached terms and conditions which are determined to be unacceptable to the University may result in the disqualification of proposals.  Examples include, but are not limited to: liability for payment of taxes, subjugation to the laws of another state, and limitations on remedies.

3.1.1 Interpretation, Enforcement and Forum of Laws

For disputes between University and Supplier, this agreement shall be governed by, construed, interpreted, and enforced solely in accordance with the laws of the State of Michigan and the venue shall lie in Kent County.

 3.1.2 Compliance with Law

Supplier warrants and certifies that in the performance of this agreement, it has complied with or will comply with all applicable statutes, rules, regulations and orders of the United States, and any state or political subdivision thereof, including but not limited to, laws and regulations pertaining to labor, wages, hours and other conditions of employment.

3.1.3 Funding Provided by Federal Contracts or Grants

Where federal contracts or grants provide funding to University, it is the responsibility of the Supplier and University to comply with all FAR (Federal Acquisition Regulations) applicable laws and regulations by completing any certifications and disclosures and any other requirements. When federal contract or grant funds are used on purchases under this agreement, which exceed $25,000, certification must be provided in writing that the Supplier is not debarred, suspended, or proposed for debarment by the Federal Government.

3.1.4 Insolvency

In the event of any proceedings in bankruptcy or insolvency by or against Supplier, or in the event of the appointment (with or without it’s consent) of an assignee for the benefit of creditors, or a receiver, University may cancel this agreement without prior notice and without incurring any liability whatsoever to Supplier.

3.1.5 Assignments

Supplier shall not assign this agreement or any of Supplier’s rights or obligations hereunder, without University’s prior written consent. Any purported assignment made without prior written consent shall be void and of no effect.

3.1.6 Patent Trademark and Copyright Infringement

The Supplier warrants that the products/services hereby sold, either alone or in combination with other materials, do not infringe upon or violate any patent, copyright, trademark, trade secret, application or any other proprietary right of any third party existing under laws of the United States or any foreign country.  The Supplier agrees, at its own expense, to defend any and all actions or suits alleging such infringements and will hold University, its officers, agents, servants, and employees harmless from any and all losses, expenses, claims, (including reasonable attorney’s fees), or judgments arising out of cases of such infringement.

3.1.7 Use of Name, Logos, etc. in Advertising

Supplier agrees not to make reference to this agreement or use University logo or trademarks in any advertising material of any kind without expressed written permission.  University agrees not to make reference to this agreement or use the logo of Supplier in any advertising and marketing materials of any kind without the expressed written permission of the Supplier.

3.1.8 Indemnification

Supplier agrees to indemnify and hold University harmless from and against all liability, losses, damages, claims, liens, and expenses (including reasonable legal fees) arising out of or connected with the products purchased, work or services performed, or resulting from damages or injuries incurred by or to University by reason of any defect in manufacture, construction, inspection, delivery, material, workmanship, and/or design of any goods and services furnished hereunder, excepting only such liability as may result solely from the acts of negligence of University or its employees.  Supplier, at the request of University, shall undertake to defend any and all suits and to investigate and defend any and all claims whether justified or not, if such claim or suit is commenced against University or its respective officers, agents, servants, and employees.

3.1.9 Insurance

The Supplier will procure and maintain, at all times during the term of this contract, the following minimum insurance coverages:

(a) Commercial General Liability Insurance: including Bodily Injury and Property Damage, Independent Contractors Liability, Product Liability, and Completed Operations Liability in limits of not less than $1,000,000 per occurrence and $2,000,000 policy aggregate.

(b) Workers Compensation: Statutory limits

(c) Employers Liability: $500,000 each incident and each disease

(d) Umbrella or Excess Liability: $5,000,000 per occurrence and in the aggregate. Coverage will sit excess over Supplier’s Commercial General Liability, Employers Liability, and Auto Liability

Additional Coverages which may be required, per the scope of work

(e) Auto Liability: $1,000,000 Combined single limit, except Charter transportation companies who will maintain $10,000,000 - Only and always applicable to Suppliers who will drive on GVSU property, except Charter transportation companies who are providing chartering services

(f) Professional Liability: $1,000,000 per claim, except Architects and Engineers who will maintain $2,000,000 - Only and always applicable to Suppliers with professional designations or licenses, who are providing professional services to GVSU

(g) Environmental Liability $5,000,000 per claim and aggregate - Only and always applicable to Suppliers who perform environmental remediation, or work with hazardous substances or waste

(h) Liquor Liability: $2,000,000 - Only and always applicable to Suppliers who will furnish alcohol

(i) Technology Errors & Omissions: $10,000,000 – Only and always applicable to Suppliers who use, store, or have access to private, confidential or protected data

(j) Privacy & Network Security Liability: $10,000,000 – Only and always applicable to Suppliers who use, store, or have access to private, confidential or protected data

The Supplier shall name Grand Valley State University as Additional Insured on a primary and noncontributory basis under the following policies: Commercial General Liability, Umbrella or Excess Liability, Auto Liability, and Liquor Liability. The Supplier shall waive rights of subrogation against Grand Valley State University on any policy where said waiver is legally permitted.

The Supplier shall provide Grand Valley State University with Certificate(s) of Insurance which evidence all required coverages, as well as copies of all applicable Additional Insured, Primary and Noncontributory, and Waiver of Subrogation Endorsements. Failure to provide a Certificate of Insurance, or the relevant Endorsement(s) does not waive the Supplier’s obligation to carry the required coverage.

3.2.1 Licenses/Permits/Taxes and Tax Exempt Status

Supplier shall be responsible for obtaining all permits, licenses and bonding, to comply with the rules and regulations of any state, federal, municipal or county laws or any city government, bureau or department applicable and assume all liability for all applicable taxes.

University is a 501(c) (3) not-for-profit corporation and is exempt from state sales and use taxes imposed for services rendered and products, equipment or parts supplied.

All prices listed and discounts offered are exclusive of sales and use taxes. Supplier has the duty to collect all taxes in connection with the sale, delivery or use of any items, products or services included herein from University (if for the purpose of resale), at the taxable rate in effect at the time of invoicing.  Supplier shall comply with the tax requirements of the State of Michigan.  University shall furnish to Supplier a certificate of exemption in form and timeliness acceptable to the applicable taxing authority.

3.2.2 Americans with Disabilities Act

Supplier shall comply with all applicable provisions of the Americans with Disabilities Act and applicable federal regulations under the Act.

3.2.3 Alcohol, Tobacco & Drug Rules and Regulations

Employees of the Supplier and its subcontractors shall comply with all instructions, pertaining to conduct and building regulations of the University.  University reserves the right to request the removal or replacement of any undesirable employee at any time.

All buildings at all University locations are tobacco-free. Use of tobacco products is not permitted in any area inside any buildings.  Smoking is prohibited within twenty-five (25) feet of any building, within twenty-five feet of any bus stop on University property and within twenty-five feet of the Little Mac Bridge on the Allendale campus. The Supplier is expected to respect this tobacco-free policy and fully comply with it.

The Supplier agrees that in the performance of this agreement, neither the Supplier nor any of its employees shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including alcohol, in conducting any activity covered by this agreement.  University reserves the right to request a copy of the Drug Free Workplace Policy. The Supplier further agrees to insert a provision similar to this statement in all subcontracts for services required.

3.2.4 Equal Opportunity

The provisions of Section 202 of Executive Order 11246.41 C.F.R. Sec. 60-1.1 C.F.R. Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4 are incorporated herein by reference and shall be applicable to this agreement unless this agreement is exempted under the rules, regulations, or orders of the U.S. Secretary of Labor.

3.2.5 Non-Discrimination

In the provision of goods and/or services to Grand Valley State University, the parties agree to comply with applicable state and federal rules governing Equal Employment Opportunity and Non-Discrimination and Grand Valley State University’s Commitment to Inclusion and Equity and Equal Opportunity/affirmation Action Policy.  In the performance of a contract to provide goods or services to Grand Valley State University, the vendor agrees to not discriminate on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active duty status or weight.

3.2.6 Sexual Harassment and Bias Incidents

Federal law and the policies of the University prohibit sexual harassment.   Supplier is required to exercise control over its employees so as to prohibit acts of sexual harassment.  If University in its reasonable judgment determines that any employee of Supplier has committed an act of sexual harassment, Supplier agrees as a term and condition of this agreement to cause such person to be removed from University’s facility and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

3.2.7 Compliance with Specifications

The Supplier warrants that all goods, services, or work supplied under this agreement shall conform to specifications, drawings, samples, or other descriptions contained or referenced herein and shall be merchantable, of good quality and workmanship and free from defect.  The Supplier also warrants that all goods covered by this agreement which are the product of the Supplier or are in accordance with its specifications, will be fit and subject to University inspection before acceptance, and also to later rejection if use reveals defects not apparent upon receipt; and if rejected will be held at Supplier’s risk and expense for storage and other charges after 60 days of storage, goods may be disposed of without cost to University.  Neither receipt of goods nor payment therefore shall constitute a waiver of this provision.

3.2.8 Gratuities

University may, by written notice to Supplier, cancel the agreement if it discovers that gratuities, in the form of entertainment, gifts or the like, were offered or given by Supplier to any officer or employee of University with a view toward securing an agreement or securing favorable treatment with respect to the awarding of this agreement.

3.2.9 Covenant Against Contingency Fees

Supplier certifies that it has neither offered nor paid a contingency fee to any individual, agent, or employee of University to secure or influence the decision to award this agreement to Supplier.

3.3.1 Suspension or Debarment

University may, by written notice to the Supplier, immediately terminate the agreement if it is determined that the Supplier has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor by any public procurement unit or other governmental body.

3.3.2 Conflict of Interest

In order to avoid even the appearance of any conflict of interest, neither University nor Supplier shall employ any officer or employee of the other party for a period of one year from the date hereof.

3.3.3 Strikes or Lockouts

In the event Supplier should become involved in a labor dispute, strike or lockout, Supplier will be required to make whatever arrangements that may be necessary to insure that the conditions of this agreement are met in their entirety. Should the Supplier be unable to fulfill its obligations under this agreement, University shall have the right to make alternative arrangements to insure the satisfactory performance of the agreement during the time Supplier is unable to perform the required duties.  Any costs incurred by University, as a result of such job action, shall be reimbursed by the Supplier.

3.3.4 Force Majeure

Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.

3.3.5 Modification of Terms

No waiver or modification of any of the provisions hereof shall be binding unless mutually agreed upon by University and the Supplier, in writing, with signatures of authorized representatives of all parties authorizing said modification.

 3.3.6 Continuation of Performance through Termination

Supplier shall continue to perform, in accordance with the requirements of this agreement, up to the date of termination, as directed in the termination notice.

3.3.7 Proprietary/Confidential Information

University considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure.  Supplier is hereby notified that University adheres to all statutes, court decisions and the opinions of the State of Michigan regarding the disclosure of proposal information.

All information, documentation, and other materials submitted by Respondent in response to this solicitation or under any resulting contract may be subject to public disclosure under the Freedom of Information Act.

3.3.8 Strict Compliance

The parties may at any time insist upon strict compliance with these terms and conditions, notwithstanding any previous custom, practice or course of dealing to the contrary.

3.3.9 Entire Agreement

This agreement together with the Exhibits annexed hereto constitutes the entire agreement between the parties and supersedes all prior agreements whether written or oral between the parties.  Documents subject to Freedom of Information Act will only be released after award.

3.4.1 Addendums

If any vendor addendum(s) and/or exhibit(s) conflict with GVSU’s specifications, terms and conditions, GVSU’s terms and conditions will prevail.

EXPORT CONTROLS. It is Grand Valley State University policy to remain compliant at all times with all U.S. export control regulations, including but not limited to the International Traffic in Arms Regulations and Export Administration Regulations. Before furnishing goods, software, services or technical data that are on the U.S. Munitions List (22 CFR 121) or in the 500- or 600-series of the Commerce Control List (15 CFR 774), [named Agreement party or any other party to this agreement] must notify Grand Valley State University’s Office of Research Compliance and Integrity that such items are export-controlled. [Named Agreement party or any other party to this agreement] will ship export-controlled items only after Grand Valley State University’s Office of Research Compliance and Integrity has furnished written confirmation that Grand Valley State University is prepared to accept delivery of such items.

**GRAND VALLEY STATE UNIVERSITY**

**REQUEST FOR PROPOSAL #219-28**

**INDOOR PLANT CARE & MAINTENANCE CONTRACT – Pew Campus**

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| **Scope of Services** |

**4.0 - Section 4 - Scope of Services**

4.01 **Buildings:** This agreement covers services for the Pew Campus and Health Campus in Downtown Grand Rapids. If any additional buildings are added, the contract will be expanded to include the additional locations.

4.01.1 The services will take place in the following buildings:

|  |  |
| --- | --- |
| Eberhard Center/Keller Engineering/Kennedy Hall of Engineering 301 West FultonGrand Rapids, MI 49504 | Richard M. DeVos Center401 West FultonGrand Rapids, MI 49504 |
| Cook-DeVos Center for Health Sciences301 Michigan Street NEGrand Rapids, MI 49503 | L. William Seidman Center50 Front StreetGrand Rapids, MI 49504 |
| The Bicycle Factory (In space owned by GVSU)201 Front Avenue SWGrand Rapids, MI 49504 |  |

4.02 **Hours of Operation:**

4.02.1 Maintenance must be performed during Facilities Services Grand Rapids Campuses and Regional Centers business hours as follows: Monday – Friday, 7:30am – 5:00pm

4.02.2 If weekend or holiday maintenance is needed, arrangements must be made with Facilities Services Grand Rapids Campuses and Regional Centers for access to be granted to the building locations.

4.03 **Communications:**

4.03.1 Evaluations may be performed by GVSU at any time.

4.03.2 All concerns will be sent to the contractor via email. The contractor is required to respond to each communication.

4.04 **Weekly Plant Maintenance:**

4.04.1 Watering

4.04.2 Pruning/removing browned and dead leaves

4.04.3 Moss replacement

4.04.4 Cleaning/wiping down of containers

4.04.5 Dusting off leaves as needed

4.04.6 Replacing failing plants as needed

4.05 **Fertilization:** To be performed as required per plant needs

4.06 **Pesticide Application**

4.06.1 Material Safety Data Sheets (MSDS) must be submitted to Facilities Services Grand Rapids Campuses and Regional Centers on any chemicals brought into any building

 4.06.2 Contractor is responsible for all licenses required for each chemical application

 4.06.3 Application of any pesticides must be scheduled through the Facilities Services Grand

Rapids Campuses and Regional Centers office

4.07 **Plant Replacements:** Three prices must be provided with this bid based upon the following definitions

 4.07.1 Guaranteed Replacement:

* All plants to be replaced by the contractor at no additional cost to the University
* All replacements must be the same type as the removed plant unless approved in writing by the University

4.07.2 Limited Replacement:

* Plants replaced by the contractor up to a $250.00 limit per month
* Replacements needed above $250.00 may be done only with the prior, written approval by the University
* All replacements must be the same type as the removed plant unless approved in writing by the University
* If no replacements are needed in the month, notice must be given in writing to the University. The credit will be held for future replacements.

4.07.3 No Replacement:

* All replacements will be paid for by the University
* All replacements need to be approved in writing by the University
* All replacements must be the same type as the removed plant unless approved in writing by the University

4.08 **Plant Inventory**

4.08.1 Contractor is responsible for maintaining plant inventory list. The list should include number of plants, approximate location, and type of plant. GVSU may request this list at any time.

4.08.2 For bid purposes, Exhibit A has a listing of the number of plants on each floor of each building. Drawings are included for approximate plant locations. Please note that the exact locations are to scale.

4.08.3 No plant may be added to the contract without written approval from GVSU representative from Facilities Services Grand Rapids Campuses and Regional Centers. Item will be quoted as needed.

**GRAND VALLEY STATE UNIVERSITY**

**REQUEST FOR PROPOSAL #219-28**

**INDOOR PLANT CARE & MAINTENANCE CONTRACT – Pew Campus**

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| **Certification/Proposal/Contract** |

**5.0 Section 5 - Certification/Proposal/Contract**

5.01 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.

* 1. The undersigned further certifies that their company is NOT currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any changes in this status, should any occur, until such time as an award has been made.
	2. 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. 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 \_\_\_\_\_\_ Hispanic American

\_\_\_\_\_\_ ADA Disabled Person(s) \_\_\_\_\_\_ N/A \_\_\_\_\_\_ Veteran Owned

* 1. Base Proposal Sum:

5.05.1 Maintenance with Guaranteed Replacement

$\_\_\_\_\_\_\_\_\_\_\_\_ Monthly

 $\_\_\_\_\_\_\_\_\_\_\_\_ Annual

5.05.2 Maintenance with Limited Replacement

$\_\_\_\_\_\_\_\_\_\_\_\_ Monthly

 $\_\_\_\_\_\_\_\_\_\_\_\_ Annual

5.05.3 Maintenance with No Replacement

$\_\_\_\_\_\_\_\_\_\_\_\_ Monthly

 $\_\_\_\_\_\_\_\_\_\_\_\_ Annual

5.06 Bidder acknowledges receipt of the following addenda:

 Addendum No. \_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Addendum No. \_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Addendum No. \_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City, State, Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone Cellular Phone Fax Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Agent Signature Name & Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Identification No. Date

Acceptance: This proposal is accepted by Grand Valley State University

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Agent Signature Name & Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone Cellular Phone Fax Number

 38 1684280 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GVSU Tax Identification No. Date

**GRAND VALLEY STATE UNIVERSITY**

**REQUEST FOR PROPOSAL #219-28**

**INDOOR PLANT CARE & MAINTENANCE CONTRACT – Pew Campus**

|  |
| --- |
| **Reference Questionnaire** |

Grand Valley State University requires all bidders responding to this Request for Proposal to complete the following questionnaire and return it as part of the response. Failure to include the questionnaire may disqualify your response to this RFP.

* + - 1. How many years have you been in business as a contractor under your present name?

\_\_\_\_\_\_\_\_

 List any other business name(s) and location(s) you have operated as a contractor:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* + - 1. List two (2) references of similar nature and size to this RFP that your organization has contracted for within the past five (5) years. GVSU reserves the right to contact any or all of the references listed. Additional references may be requested prior to the award of this bid.

 Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_

 Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Type of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Type of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - 1. Explain approximately your proposed plan for performing the services required. Include the specified number of days per week of service. (Another sheet may be attached if needed).

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - 1. Specify emergency contacts:

 Daytime contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Evening contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Weekend/holidays: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_