



TO **Prospective Supplier**

FROM **Kip Smalligan, GVSU Procurement Services**
Ph 616/331-3211 Fx 616/331-3287 E-mail smalligk@gvsu.edu

DATE **August 15, 2017**

RE **Request for Proposal #218-04**
Baseball Outfield Wall

Grand Valley State University is accepting proposals for the construction of an outfield home-run wall at its baseball field to be completed by the end of October 2017. **There is a mandatory pre-bid meeting for all who are interested in bidding on Friday August 18, 2017 at 11:00 am at the Kelly Family Sports Center, Room 002A, 1 Campus Drive, Allendale, Michigan.** Contact Kip Smalligan for a visitor parking permit at 616/331-3211 or smalligk@gvsu.edu.

If you desire to bid the supply of this project, your proposal must be received no later than 5:00 p.m. Wednesday September 6, 2017 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 JHZ, 1 Campus Dr., Allendale, MI 49401-9403. Proposals may be submitted by e-mail (smalligk@gvsu.edu), US mail, parcel, or drop off. No telephone, fax or verbal quotations will be accepted. Indicate RFP #218-04 on your envelope or package or in the subject line of your e-mail. 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:
All addenda received are acknowledged on page 5 Proposal form
The Proposal form is signed by an authorized individual

Direct questions regarding this RFP to Kip Smalligan at the above contact information.

GVSU RFP #218-04: Instructions

1. RFP Schedule:

August 15, 2017:	RFP Released
August 18, 2017 at 11:00 am	Pre-Bid Meeting
September 6, 2017 at 5:00 pm	Proposal submission deadline
September 11, 2017:	Proposal awarded by
October 31, 2017:	Project completed.

2. If you desire to submit a proposal for RFP #218-04, you must do so no later than 5:00 p.m., Wednesday September 6, 2017 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 JHZ, 1 Campus Dr., Allendale, MI 49401-9403. **There is a mandatory pre-bid meeting for all who are interested in bidding on Friday August 18, 2017 at 11:00 am at the Kelly Family Sports Center, Room 002A, 1 Campus Drive, Allendale, Michigan.** An Allendale campus map can be found at www.gvsu.edu/homepage/files/img/maps/allendale.jpg

Proposals may be submitted by e-mail (smalligk@gvsu.edu), US mail, parcel, or drop off.

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Before sealing the envelope, check to be sure that:

- All addenda received are acknowledged.
- The Proposal & Contract form is signed by an authorized individual

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 will also 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. See attached GVSU's General Conditions.
5. In order to comply with the State of Michigan higher education appropriation bill, GVSU 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."

5. All products and materials shall be new and all work shall be of good quality, free from defects.
7. State full details of any warranties provided.
8. Except for the painting of the wall, it is GVSU's intention to award this entire RFP to a single supplier unless there is substantial compelling reason to warrant otherwise.
9. State of Michigan Prevailing Wage Rates apply to this project. Attached see the current rates for Ottawa County.

10. GVSU reserves the right to accept or reject any or all proposals or to negotiate with suppliers if it feels is in its best interest.
11. Include all costs in your proposal. Products are to be delivered F.O.B. Allendale campus.
An Allendale campus map can be found at www.gvsu.edu/homepage/files/img/maps/allendale.jpg
12. Acceptance of proposal will be made by purchase order
13. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is attached.
14. Contact Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu with any questions regarding this RFP.

Policies for On Campus Suppliers

Smoking

Smoking is prohibited in all indoor spaces. Smoking is prohibited within 25 feet of any GVSU building or bus stop.

Parking

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.

Dumpsters

Use of GVSU dumpsters or trash containers for disposal of waste is prohibited.

GVSU RFP #218-04: Specifications

GVSU is open to design ideas for the wall but generally this is what we have in mind:

Removal and disposal of the existing home-run black chain link fence, and its top and bottom rails is required. The supplier may choose to use the existing home-run fence poles for the new wall or remove them.

The new home-run wall must be a solid 8-foot tall wall built out of treated plywood (4' x 8' x ¾"). Wall height should be a uniform 8' tall. All lumber must be treated.

Yellow vinyl top cap along entire length of wall

The landscaping must be returned to its original condition.

Supplier may quote on the painting of the wall as a separate line item. GVSU might or might not include painting in the award of this RFP. Color will be black.

GVSU will be responsible for the on-going maintenance of the wall.

PROPOSAL FORM
Baseball Outfield Wall • RFP #218-04

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

Native American

Woman/Women

Asian American

Multi-Racial

ADA Disabled Person(s)

Hispanic American

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