



**TO**           **Prospective Supplier**

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

**DATE**       **March 31, 2016**

**RE**           **Request for Proposal #216-34**  
**Meadows Golf Course Tractor, Fairway Mower, and Utility Cart**

Grand Valley State University is accepting proposals for the purchase of one (1) tractor, one (1) fairway mower and one (1) heavy duty utility cart for our Meadows Golf Course. If you desire to bid the supply of this equipment, please submit your proposal no later than 5:00 p.m. Thursday April 14, 2016 to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 JHZ, 1 Campus Dr., Allendale, MI 49401-9403. Proposals may be submitted by e-mail to smalligk@gvsu.edu. No telephone, fax or verbal quotations will be accepted. Please indicate RFP #216-31 in your subject line or on your envelope or package. 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.

The Proposal & Contract form is signed by an authorized individual

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

## **GVSU RFP #216-34: Instructions**

### 1. RFP Schedule:

March 31, 2016:	RFP Released
April 14, 2016 at 5:00 pm:	Proposal submission deadline
April 21, 2016:	Proposal awarded

**If you desire to submit a proposal for RFP #216-34, you must do so no later than 5:00 p.m., Thursday April 14, 2016 to Attn: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 JHZ, 1 Campus Dr., Allendale, MI 49401-9403.**

You may submit your proposal by e-mail to [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu). Indicate RFP 216-34 in your subject line, or if mailing or dropping off indicate on your envelope or package. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

2. 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 on record as having received the RFP. Any addendum notices will also be posted on the [Bid Opportunities](#) page of the GVSU Procurement Services website [www.gvsu.edu/purchasing](http://www.gvsu.edu/purchasing). Each supplier should 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.
3. 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."

4. GVSU may award this RFP to multiple suppliers.

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.

5. Include all costs in proposal including freight, delivery, and assembly.  
Products are to be delivered F.O.B. Meadows Golf Course, 4645 West Campus Drive, Allendale, MI 49401. Proposal cost must include all packaging, transportation, insurance, set-up, instruction, and operation manual charges. Are there any special delivery requirements?

6. If mailing or dropping off your proposal, please include two hard copies of your proposal
7. State full details of any warranties provided. At least two year warranty desired.
8. Acceptance of proposal will be made by purchase order
9. Grand Valley State University is Michigan sales tax exempt. Our exemption certificate is available at [www.gvsu.edu/purchasing](http://www.gvsu.edu/purchasing) (see Popular Pages section).
10. Contact Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) with any questions regarding this RFP.

## **GVSU RFP #216-34: Specifications**

1. Equipment list is below.
2. Include full warranty details.
3. State availability of each item. **GVSU desires delivery by June 1, 2016** or before.

### **Tractor 1 each**

- Approximately 60 hp diesel
- Class II – 3 pt lift with minimum 2,900 lb capacity
- 4 wheel drive
- Galaxy Turf Tires
- Foldable Roll Over Protection
- Approximately 600 lbs of front suitcase weights
- Rear work lights
- Operator/Maintenance/Parts manual (electronic is ok)

### **Fairway Mower 1 each**

- Diesel
- 2x4 wheel drive
- Hydraulic cutting units
- 100” cut
- Rear roller brushes
- Grass catchers (buckets)
- Operator/Maintenance/Parts manual (electronic is ok)

### **Heavy Duty Utility Cart 1 each**

- Diesel
- 2x4 wheel drive
- Payload in excess of 3,000 lbs
- Factory installed Axillary hydraulic ports (rear positioning quick connect preferred)
- Operator/Maintenance/Parts manual (electronic is ok)

## **Equipment to be Traded in**

1. State trade-in value you would offer for each item.

To inspect, contact Ron Dahlin, Meadows Golf Course, 616/331-1005 or dahlinr@gvsu.edu.

- New Holland Tractor  
Model Nh 2003 TN65s  
Serial# 001252767  
2432 hours
  
- John Deere Pro Gator  
Model 2030D  
Serial# TC2030A060229  
766 hours



---

**PROPOSAL FORM: MEADOWS GOLF COURSE EQUIPMENT • RFP #216-34**

---

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

\_\_\_\_\_  
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. E-mail Address Mobile Phone

\_\_\_\_\_  
38-1684280  
GVSU Tax Identification No. Date