



**TO**            **Prospective Supplier**

**FROM**        **Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services**  
**Ph 616/331-3211    Fax 616/331-3287    [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu)**

**DATE**        **December 18, 2017**

**RE**            **Request for Proposal #218-23 Golf Cart Fleet for The Meadows Golf Club**

Grand Valley State University is accepting supplier proposals for the purchase of 75 each new electric golf carts for The Meadows Golf Club. If you wish to bid to supply these carts, submit your proposal by e-mail ([smalligk@gvsu.edu](mailto:smalligk@gvsu.edu)), US mail, parcel, or drop off no later than 11:00 a.m. on Friday December 22, 2017 to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Your proposal must be received by that date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Please write "RFP #218-23" clearly on the front of your proposal envelope or package.

Contact me if you have any questions at 616/331-3211 or e-mail [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu).

## **GVSU RFP #218-23 The Meadows Golf Cart Fleet: Instructions|**

Grand Valley State University (GVSU) is accepting supplier proposals for the purchase of 75 each new electric golf carts for The Meadows Golf Course. If you wish to bid to supply these carts, submit your proposal by e-mail ([smalligk@gvsu.edu](mailto:smalligk@gvsu.edu)), US mail, parcel, or drop off no later than 11:00 a.m. on Friday December 22, 2017 to Attention: Kip Smalligan, Grand Valley State University, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403. Your proposal must be received by that date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Please write "RFP #218-23" clearly on the front of your proposal envelope or package or in the subject line of your e-mail. Check that:

- Any addenda received are acknowledged on the GVSU Proposal Form on page 5.
- Authorized signature is included on your proposal.

1. RFP Schedule:

GVSU Closed for Winter Break	December 25, 2017 – January 1, 2018
Proposal Due Date	December 22, 2017 at 11:00 am
Award Selection	Early January, 2018
Delivery Needed By	March 1, 2018

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. 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 should acknowledge receipt of addenda in their proposal on the proposal form, 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. Grand Valley State University reserves the right to accept or reject any or all proposals.
4. Delivery must be FOB: The Meadows, Allendale, Michigan
5. Complete the GVSU Proposal Form on page 4 and 5.
6. Quote new equipment -- no used, refurbished, or demo models. All products and materials shall be new and all work shall be of good quality, free from defects.
7. State the cart features included in your proposal.
8. The supplier must state if any of GVSU' specifications cannot be fully met or can only be fully met with significant workaround or adjustment.
9. Include all costs to GVSU in proposal. Provide a cost schedule for any optional or variable costs.

10. Selection criteria
  - Estimated life cost cycle of vehicle based on actual use of vehicle
  - Durability and quality of vehicle
  - Local service and availability of parts
  - Customer service of supplier
  - Price
11. Acceptance of awarded proposal will be made by GVSU purchase order. GVSU's purchase order terms and conditions can be found at [www.gvsu.edu/purchasing/gvsu-purchase-order-terms-conditions-120.htm](http://www.gvsu.edu/purchasing/gvsu-purchase-order-terms-conditions-120.htm)
12. Grand Valley State University's Michigan sales tax exemption certificate is available upon request.
13. Contact Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu), with any questions regarding this RFP.

### **GVSU RFP #218-23 The Meadows Golf Cart Fleet: Specifications**

1. Delivery: March 1, 2018
2. Trade-In: None
3. Required:
  - A. Chargers and canopy.
  - B. 48 volt system using six 8 volt batteries.
  - C. Battery level indicator.
  - D. Golf course logo only on vehicles and vehicles number 1 through 75.
  - E. Single point watering system.
  - F. Assembly of vehicle, delivery and installation of chargers at facility.
  - G. Ability to service vehicles from a local distributor.
  - H. Customer ability to choose colors of vehicle, seat and canopy.

Add On: Quote separately

- A. Preferred pricing up to three times annually on a fleet of 12 rentals, for as long as the club operates the purchased fleet.
  - B. Three year extended warranty and/or dealer service contract after original warranty or warranties expire.
  - C. Windshields installed on all 75 carts.
  - D. USB outlet/port.
4. Provide full information on the manufacturer's and major equipment warranties.



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**PROPOSAL FORM: GOLF CART FLEET FOR THE MEADOWS • RFP #218-23**

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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):

- African-American
- Asian American
- Hispanic American
- Native American
- Multi-Racial
- Woman/Women
- ADA Disabled Person(s)

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.