



March 21st, 2019

To: **Prospective Bidder**

Subject: **Request for Proposal**

Grand Valley State University is accepting proposals for **one (1) 2019 Ford Explorer**. Reference attached instructions and specifications.

If you wish to bid on this vehicle, please submit your proposals for bid #219-23 no later than 2:00pm on Monday, April 8th, 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

**Procurement Services - 2015 Zumberge Hall - Allendale, MI 49401
Phone – 616/331-2280 – Fax 616/331-3287**

**Grand Valley State University
Information & Instructions
2019 Ford Explorer
Bid #219-23**

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 availability.
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. Vehicle shall be new and shall be of highest quality, free from defects and in conformance with the contract documents.
7. Vehicle must be free from all dealer advertising/promotional decals.
8. Please include in the quote licenses plate title transfer cost.
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. Quote pricing delivered to GVSU. Exact campus location to be determined. All title, manufacturing and dealer prep charges and delivery to be included in price of vehicle. 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

**Grand Valley State University
Specifications
2019 Ford Explorer
Bid #219-23**

Please provide quote for the following vehicle specifications:

2019 Ford Explorer Sport Edition 4WD

Exterior Color: Black

Interior Color: Black

Additional Items (add-ons):

Heated Second Row Seats

Front 180-Degree Camera w/ Split View and Washer

Cooled Front Seats

Inflatable Rear Outboard Safety Belts

Ford Safe and Smart™ Package

2nd-Row Bucket Seats

Cargo Mat

First and Second Row Floor Liners

**Grand Valley State University
Proposal & Contract
Bid #219-23**

Contractor: _____

Date: _____ **Bid No.:** _____ **219-23** _____

Project: **2019 Ford Explorer** _____

Bid opening date and time: **Monday, April 8th, 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
- Native American

- Asian American
- Woman/Women

- Hispanic American
- 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 Sum 2019 Ford Explorer: _____ dollars

(\$ _____)

Vehicle 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