



TO: Prospective Suppliers

FROM: Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services
Ph: 616/331-3211 Fax: 616/331-3287 smalligk@gvsu.edu |

DATE: March 31, 2021

RE: Request for Proposal #221-25
Marching Band Raincoats

Grand Valley State University (GVSU) is accepting proposals for marching band raincoats for the Laker Marching Band with a one-color imprinted logo on the front chest.

To bid for the supply of these goods and services, submit your proposal by e-mail to smalligk@gvsu.edu. Write **RFP #221-25** in the subject line of your e-mail. Your proposal must be received no later than **5:00 p.m. EDT on Friday April 9, 2021**. No telephone, fax, drop-off, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, incomplete, or illegible proposals.

Direct all questions regarding this RFP to Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu.

Instructions

1. Grand Valley State University (GVSU) is accepting proposals for raincoats for the Laker Marching Band with a one-color imprinted logo on the front chest. To bid for the supply of these goods, submit your proposal by e-mail to smalligk@gvsu.edu. Write **RFP #221-25** in the subject line of your e-mail. Your proposal must be received no later than **5:00 p.m. EDT on Friday April 9, 2021**. No telephone, fax, drop-off, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, incomplete, or illegible proposals.
2. Should it become necessary to revise any part of the RFP or provide additional information, 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](http://www.gvsu.edu/purchasing/bid-opportunities.htm) [www.gvsu.edu/purchasing/bid-opportunities.htm] of the GVSU Procurement Services website www.gvsu.edu/purchasing. Each supplier should acknowledge receipt of any 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. Include all costs in your proposal including estimated handling and shipping FOB: Stitchtime, 6778 18th Ave South, Jenison, Michigan 49428. Contact Tony Bonacci at Stitchtime (616) 662-2020 to coordinate delivery at least 48 hours in advance. Backup contact is John Martin, 616/331-2942 or 616/328-1500. This location does not have a truck dock.
4. Grand Valley State University is Michigan sales and use tax exempt. An exemption certificate will be provided to the awarded supplier.
5. Complete and return the proposal form on pages 4-5.
6. Grand Valley State University reserves the right to accept or reject any or all proposals. Acceptance of awarded proposal will be made by GVSU purchase order.
7. Direct all questions regarding this RFP to Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu.

Specifications

- Solid Black Raincoat with black hood
- Length (standard knee length)
- 200 Denier nylon with $\frac{3}{4}$ oz polyurethane coating
- 2 large flap pockets (each side on lower front of coat)
- Quilted 5oz Pro-TEK lining
- Double needle construction throughout
- Shoulder seams completely sealed
- Washable
- Black snaps – front of coat enclosure
- Zipper hood (so hood lays flat when not in use)
- 1 color imprint (white) / 1 location (chest – left side); logo size approx. 3” x 6”
See attached EPS file. Pre-production proofs are required
- Include shipping and handling in your proposal

Quantities / Sizes:

- 10 ea – X Small
- 40 ea – Small
- 90 ea – Medium
- 70 ea – Large
- 40 ea – X Large
- 17 ea – 2X Large
- 4 ea – 3X Large
- 2 ea – 4X Large
- 2 ea – 5X Large

Quantity Total: 275 each

Delivery is needed no later than the end of June 2021. State the estimated availability of raincoats.

Include all costs in your proposal including estimated handling and shipping to Stitchtime, 6778 18th Ave South, Jenison, Michigan 49428.

This location does not have a truck dock. **Contact Tony Bonacci at Stitchtime (616) 662-2020 to coordinate delivery at least 48 hours in advance.** Backup contact is John Martin, 616/331-2942 or 616/328-1500.



PROPOSAL FORM
Marching Band Raincoats • RFP #221-25

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) (Optional)

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

Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

BASE PROPOSAL _____ (\$ _____) OR attach your proposal

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

Phone No.

E-mail

GVSU Tax Identification No: 38-1684280

Date