



TO: Prospective Supplier

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

DATE: February 4, 2021

**RE: Request for Proposal #221-20
Custom Padded Floor Matting for Climbing Wall Center**

Grand Valley State University (GVSU) is accepting proposals for custom padded floor matting for its Recreation and Wellness Climbing Center. These mats will provide safety for climbers who are “bouldering”-- climbing low to the ground without being attached to a rope.

To bid for the supply and installation of this matting, submit your proposal by e-mail to smalligk@gvsu.edu. Write **RFP #221-20** in the subject line of your e-mail. Your proposal must be received no later than **5:00 pm ET, Thursday, February 18, 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. Project Schedule:

February 4, 2021	RFP released
February 18, 2021 at 5:00 pm ET	Proposal submission deadline
February 28, 2021	Proposal awarded
May 3-7, 2021	Mats installed

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 [GVSU Bid Opportunities page](#). Each supplier should acknowledge receipt of any addendum in their proposal on the Proposal form (see page 6), 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. Click on this link to see GVSU's [General Terms & Conditions](#)

5. Grand Valley State University is Michigan sales and use tax exempt. Exemption certificate will be provided to the awarded supplier.

6. Include all costs in your proposal including handling, freight, delivery, and installation. Provide an itemized cost list if optional or variable costs.

7. Complete the proposal form on pages 6 and 7.

8. Acceptance of awarded proposal will be made by GVSU purchase order.

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

Specifications

1. Grand Valley State University is seeking customized padded floor mats for its Climbing Center to allow for safe “bouldering” – climbing on the wall low to the ground without being attached to a rope. The matting must fit the specific contour of the wall base; most of the base of the climbing wall is not straight vertical but angled. The matting must extend out as far as needed for adequate safety. GVSU is fully relying on the expertise and professional judgement of the suppliers to ensure that the design and dimensions of the matting are adequate and appropriate for this purpose. By submitting a proposal, vendor warrants that the mat in the proposal can satisfy the stated need

See the provided information:

- A. Drawing of the rough dimensions of the Climbing Center wall and wall base.
GVSU does not have blueprints of the Climbing Center or the climbing wall.

These dimensions were taken using a mobile phone measuring app called [Magicplan](#).

The bold line at the left and top indicate the base of the wall. The thinner lines penciled-in indicate the approximate shape of the wall at the bouldering limit (needed to know how far back the pads have to go). The drawings do not indicate the angle the pads need to be against the wall. Some of the wall at the base is vertical but most is angled; some of it overhangs a few degrees.

- B. Photo of the climbing wall in the Climbing Center.

State if you are able to use the rough dimensions drawing to provide a proposal. If not, are you able to come to GVSU to take measurements on-site or have a local third party come to GVSU to take measurements?

If neither of the above are possible, and you are required to come out yourself to measure after the bid is awarded, can you guarantee there will be no increase in costs? Final proposal and quote would then be required and, if acceptable to GVSU, a purchase order will be issued.

2. Mats that are designed to be removable by the Climbing Center staff is strongly preferred.
3. Include a drawing that shows the dimensions of the proposed matting in your proposal.
4. Quote 1050D ballistic nylon and 1068D ballistic nylon for the covering.
5. State the nylon color options. Black would be our default choice.
6. State the foam specifications used in your proposal.
7. State the maintenance required of the mats.
8. State the life expectancy of the mats.
9. State any warranty

10. Include all costs in your proposal including handling, freight, delivery, and installation. Provide an itemized cost list if optional or variable costs.
11. If there is an option to have a GVSU logo imprinted on the mat, list that pricing separately.

Delivery and Installation

Delivery and installation is desired in early May 2021. State if you would be able to meet GVSU's desired schedule.

Delivery and installation must be coordinated with Joe Bitely, Assistant Director, Recreation & Wellness: bitelyj@gvsu.edu 616/331-2597

[Click here](#) for a map of the Allendale campus.

[Pedestrians have the right of way at most crosswalks on campus. Watch for students!](#)

Supplier must clean and take away all waste and packaging.

On Campus Policies for Suppliers

Covid-19 Protocols

Face coverings that cover the mouth and nose are required indoors. Face coverings are required outdoors when not alone. Social distancing must be practiced indoors and outdoors.

Smoking Policy

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

Firearm Policy

Possession or use of firearms or other lethal weapons are not permitted on GVSU property.

Parking Permits

All vehicles parking on campus are required to have a parking permit. Contact [Kip Smalligan](#) 616/331-3211 or [Joe Bitely](#) 616/331-2597 for a visitor parking permit. Supplier parking is not permitted in 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.

Traffic Control

GVSU approval of any traffic disruption is required two weeks prior to commencement of work. Traffic control personnel must be trained, properly attired, dedicated to the traffic control task, and keep traffic flowing. Provide barriers and safety signage.

Dumpsters:

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



PROPOSAL FORM
Custom Padded Floor Matting for Climbing Center • RFP #221-20

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/Women
- ADA Disabled Person(s)

Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

BASE PROPOSAL _____ dollars (\$ _____) 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

Office Phone No. Cellular Phone No. E-mail

38 1684280
GVSU Tax Identification No. Date