



**To: Prospective Supplier**

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

**Date: March 23, 2020**

**Subject: Request For Proposal #220-35  
Housing Lounge Furniture**

Grand Valley State University is accepting competitive proposals for lounge furniture (sofas, sofa chairs, ottomans, tables) for its undergraduate residence halls. If you desire to submit a proposal for RFP #220-35, do so no later than 5:00 p.m., Monday April 6, 2020 by e-mail to [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu). Please indicate RFP #220-35 in the subject line of your e-mail. No telephone, fax or verbal quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

Before sealing the envelope, check that:

The unit and extended prices are provided.

All addenda received are acknowledged.

The Proposal & Contract form is signed by an authorized individual

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

## **GVSU RFP #220-35: Introduction**

Grand Valley State University is accepting competitive proposals for lounge furniture (sofas, sofa chairs, coffee tables, end tables, ottomans) for its housing residence halls. If you desire to submit a proposal for RFP #220-35, you must do so no later than 5:00 p.m., Monday April 6, 2020 by e-mail to [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu). Please indicate RFP #220-35 in the subject line of your e-mail. No telephone, fax or verbal quotations will be accepted. Grand Valley State University is not responsible for late, lost, misdirected mail.

### Check that:

The unit and extended prices are provided.

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## **GVSU RFP #220-35: Instructions**

### 1. Schedule:

March 23, 2020:	RFP released
April 6, 2020 5:00 pm:	Proposal submission deadline
April 17, 2020:	Proposal awarded by
August 3-7, 2020:	Delivery

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 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. Click on this link to see GVSU's [General Conditions](#)
4. It is GVSU's preference to award this RFP to a single supplier. Please price based on being awarded the entire RFP. Grand Valley State University 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. No furniture or wood or color samples are necessary with proposal; GVSU will request furniture samples later if desired. Supplier must submit colored illustrations/photos of proposed furniture. Please provide any other supporting documentation that will assist in the decision making process. GVSU may request some suppliers to do demonstration presentations of their furniture.
6. Delivery  
**Delivery date window is August 3 through August 7, 2020.**
  - No installation is needed. Delivery will be made to our warehouse at 5241 Edgeway Drive, Suite A, Allendale, MI 49401. A truck dock will not be available. A GVSU crew will hand-unload the furniture. A truck lift gate is not necessary.

- Delivery is to be coordinated with Housing Facility Manager, Adam Tate, 616/331-2586 [tateam@gvsu.edu](mailto:tateam@gvsu.edu)
  - Blanket wrapped delivery is preferred.
  - Supplier must clean and take away all waste and packaging; cannot use GVSU dumpsters.
6. Include all costs in your proposal including freight, and delivery. Installation is **not** needed. Provide an itemized cost list if optional or variable costs. All costs provided in your proposal are to be quoted F.O.B. destination, GVSU warehouse, Allendale, Michigan.
7. Grand Valley State University is Michigan sales tax exempt. Awarded supplier will be provided with a copy of our exemption certificate.
8. Proposals will be evaluated by members of the GVSU's Procurement Services, Office of Housing and Residential Life. Evaluation criteria are below:
- Adherence to listed product specifications.
  - Durability/longevity of products and warranty (minimum 10 years on workmanship/materials)
  - Variety of finish options
  - Sustainability (including but not limited to regionally sourced/manufactured materials, documentation that wood materials come from sustainably managed forest, and sustainable practices used within overall manufacturing/office practices.
  - Customer Service (assistance with finish selection, custom pieces, and availability of interior design services; acknowledgement of contact within 48 hours; corrections/repairs made within two weeks; re-upholstery capability)
  - Supplier's ability to provide installation and assembly for all products
  - Cost – best overall value to GVSU
  - Prior performance will be a consideration in evaluation.
9. Acceptance of proposal will be made by purchase order
10. Starting with the turnover date, GVSU shall have fourteen (14) calendar days to conduct acceptance testing (during which time the furniture may, at the GVSU's option, be in use) to confirm the proper functioning and performance of the furniture including all characteristics stated in the supplier's published specifications, or in the supplier's proposal response plus any and all requirements of applicable federal, state, or local standards pertaining to the furniture and installation. If the furniture fails to pass this acceptance, the supplier shall have seven (7) calendar days to provide necessary replacements or repairs to bring the furniture into compliance. GVSU shall then have seven (7) calendar days to again conduct acceptance.
11. Contact Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) with any questions regarding this RFP.

## **GVSU RFP #220-35: Furniture Specifications and Quantities**

See attached spreadsheet with item of list

1. Life expectancy on furniture: 15- 20 years. State if life expectancy is less.
2. Foam is required as the inner support material in all the back cushions
3. State the density and weight of all foam used.
4. State the warranty on foam
5. Minimum warranty of 10 years on the entire product. State the full warranty with details on each piece.
6. Sofa chairs are to match the sofas.



**PROPOSAL FORM**

**Housing South Apartments E Lounge Furniture • RFP #220-35**

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) \_\_\_\_\_

(Optional) 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 \_\_\_\_\_ ATTACH YOUR PROPOSAL \_\_\_\_\_ dollars

(\$ \_\_\_\_\_)

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